

POLSON RURAL FIRE DISTRICT TRUSTEE MEETING

Polson Rural Fire District Trustee Meeting

Wednesday February 13th 7:00 pm

Polson City Conference Room

Trustee Monthly Meeting 7:00pm

Review Minutes

Claims & communications

Treasurer's Report

Staff Report

Old Business

Including:

Update on the rural inventory and discussions with the Auditor.

The inter-local committee report on meeting with city manager

Review inter-local draft of changes, including an inventory ownership agreement

New Business

Including:

Resolution to form a Polson Rural Fire Company

Update on reestablishing the Big Arm Fire Company

Review the Irvine Flats firefighter's choice of Company

Public Input on Non Agenda Items

All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions.

For a full text of approved minutes please go to www.polsonfire.org

Trustee Alison Meslin

849-6628

Treasury report for RFB meeting 02/13/08

Operating Fund Balance	\$	47,734.17
Capital Improvement Fund Balance	\$	75,964.05
Voted Levy	\$.00

Paid bills in the amount of	\$	2,629.16
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Check numbers 3619 - 3628, both inclusive
(paid February 13, 2008)

FEBRUARY 2008 RFB MEETING

Wednesday February 13, 2008 7:00 p.m.

Location of meeting: POLSON CITY COUNCIL CHAMBERS

BONNIE

POLSON RURAL FIRE DISTRICT
106 FIRST STREET EAST
POLSON, MONTANA 59860
406-883-8204
TRUSTEES.....ROSS HOYT, CHAIRMAN
FRED NELSON, ALISON MESLIN, JIM MANLEY, DAVE OTTUN

February 4, 2008

Wayne Richardson
40903 Sunny View Loop
Polson, Mt 59860

Dear Mr. Richardson,

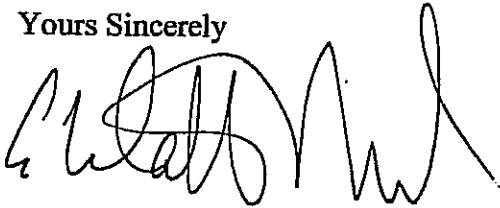
Re: Proposed donation of Jette Meadow land to the Polson Rural Fire District.

The Rural Fire District Board would like to express its gratitude of the proposed donation of land and its appreciation of your personal endeavors to help make this proposal a reality.

Either of the two tracts of land that have been offered would be wonderful for a Jette Meadow Fire Station. The first site with a 4" water line would be more than adequate for the station's needs especially if hydrants were installed at the second site for the fire trucks to use in an emergency. The second site would have the advantage of an 8" water line but is not practical because of the neighbor's strong opposition to an emergency building close to their home.

We ask you and the Jette Meadow Board to continue the process of this generous donation and are offering any help necessary to expedite the process.

Yours Sincerely



Alison Walton Meslin
Secretary Treasurer
Polson Rural Fire District Board

BONNIE .

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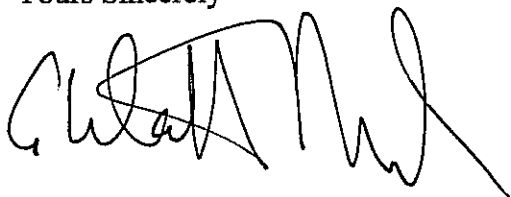
Jim & Jan Phillips
2056 Meadowlark Lane
Big Arm, MT 59860

Dear Mr. and Mrs. Phillips,

The Polson Rural Fire District Board thanks you for your donation of the 200 gallon fuel tank which will be very useful to the firefighters in Irvine Flats.

When residents, like you, step forward to help a rural fire company the entire rural district benefits from that generosity, thank you.

Yours Sincerely



Alison Walton Meslin
Secretary Treasurer
Polson Rural Fire District Board

POLSON RURAL FIRE BOARD MEETING
MINUTES – JANUARY 9, 2008

Board trustee members present: Ross Hoyt, Alison Meslin, and Dave Ottun.

Board trustee member absent: Fred Nelson, Jim Manley.

Staff Present: Fire Chief John Fairchild.

Guests: Lester Johnson, Volunteer Firemen Jeff Meslin, Jack Clapp.

Meeting called to order by Chairman Hoyt at 7:03 p.m.

Minutes December 12, 2007 Rural Fire Board Meeting:

Trustee Melsin requested the following statements added to the minutes regarding interlocal agreement topic on page 2. The corrections are indicated in italic bold. In our case the volunteers feel they are an unincorporated group; the incorporated city created a *city fire* department and *in 1979 the Polson Rural Fire District Trustees established the* Big Arm Fire Company. The *Polson* volunteer fire department created two rural fire companies *which are not what is* reported to the state. *Polson City and Rural Fire Company #1 and Polson Rural Fire Company #2 are not legally established companies.* The rural fire board has the sole authority to create companies and *provide* personnel. A resolution by the three entities should be adopted. The 1960 agreement basically indicated the rural fire district will purchase a truck and the city fire department will run and maintain the truck. The interlocal agreement enables everyone to work together under Polson Volunteer Fire Department. *Trustee Manley agreed to write a resolution that will legally establish Polson Rural Fire Company.* Each company should have their own by-laws *and officers Irvine Flats Firefighters must decide to either join Big Arm Fire Company or request to form an Irvine Flats Company.* Chairman Hoyt reviewed the conditions and changes in the draft changes to the interlocal agreement. The committee will meet with City Manager Jay Henry regarding the changes in the interlocal agreement and report back to the board. **Motion Trustee Ottun, seconded Trustee Meslin to approve minutes with corrections. Motion carried unanimously.**

Treasury Report:

Operating Fund Balance	\$ 25,622.08
Capital Improvement Fund Balance	\$ 75,728.20
Voted Levy	\$ 37,555.73

Paid bills in the amount of \$ 14,750.12

Check numbers 3562 - 3618, both inclusive
(paid January 9, 2008)

Trustee Meslin requested information on 2007 real property tax collections.

OPERATING FUND #7245

Billed	\$120,190.78
Total collections October, November, December 2007 and January 2008	\$ 66,046.02
Less 2007 protested taxes	\$ 6,958.14

Total protested taxes ALL years: \$26,761.73

VOTED LEVY FUND #7244

Billed	\$ 74,652.65
Total collections October, November, December 2007 and January 2008	\$ 41,022.37
Less 2007 protested taxes	\$ 4,321.84

Total protested taxes ALL years: \$12,842.59

Bills: Trustee Meslin requested information on the following bills: 1) Check #3606 payable to L.N. Curtis \$1,907.58 for 6 pair xtrication gloves invoice \$205.39 class A foam invoice \$360.00, and wildland gear invoice \$1,342.19 paid with DNRC grant funds; 2) Check #3608 payable to Mission Valley Power \$132.47 is a normal charge for this time of year; 3) Check #3609 payable to Mission Valley Security \$37.95 purchase fire extinguisher moved fire extinguisher from administrative vehicle to engine 327; 4) Check #3610 payable to Montana Electronics \$5,350.00 for 10 minitor V pagers with extended warranty; Check #3611 payable to Montana State fund \$1,067.51 for worker's comp. Trustee Ottun requested information on Check #3618 payable to St Luke Healthcare Network \$35.00 for a fireman's physical.. **Motion Chairman Hoyt, seconded Trustee Meslin to approve treasury report and payment of bills. Motion carried unanimously.**

Staff Report: Fire Chief Fairchild reported fire responses for 2007 were 156 in the rural and 138 in the city. The past two weeks were very challenging with house fires on Forman Road, 15th Avenue East, and Finley Point. Finley Point Station didn't request assistance immediately. Due to slick roads Polson engine 326 almost went over the ditch, engine 318 overheated. Finley Point equipment was damaged due to the intense heat, a truck was wrecked and the chief's vehicle hit a couple trees. Water wasn't readily available. Chief Fairchild indicated property owners need to provide accessible roads. He plans to canvas areas for fire wise fuel reduction and inform property owners funds are available for fuel reduction. Residents using wood for heating need to keep the chimney clean. Chief Fairchild stressed the safety of the volunteers is foremost is fortunate for the group of volunteers and plans to establish an incentive program in next year's budget. Trustee Meslin suggested Chief Fairchild write a letter to be included with the Big Arm Association newsletter. Trustee Meslin reported two Big Arm residents would like to join the fire department.

Old Business:

AUDIT – Six proposals were sent to area certified public accountants listed on the state roster. Two responses were received regarding the FY '06-'07 audit proposal. Terry J. Burke declined due to prior engagements. Trustee Meslin spoke with Mr. Burke prior to the request and indicated the fee would be \$4,500 - \$6,500. The firm of Ronald P. Foltz submitted a proposal at \$5,500 - \$6,500. Trustee Meslin will contact Foltz CPA regarding the cost of the audit and also volunteered prep work to reduce costs. **Motion Trustee Ottun, seconded Chairman Hoyt to accept the proposal of Ronald P. Foltz, CPA with the understanding the fee is \$5,500 - \$6,500 and staff to assist with preparation to reduce costs. Motion carried unanimously.**

INTERLOCAL AGREEMENT – Trustee Meslin reported a meeting is scheduled January 30, 2008 2:00 to 3:00 p.m. with City Manager Jay Henry regarding the interlocal agreement. Two city council members and Chief Fairchild will also attend.

CORRESPONDENCE – Trustee Meslin will send thank you letters to Jim & Jan Phillips for the fuel tank donation and Wayne Richardson representing Jette Meadow Homeowners Association for his efforts to locate a fire station in the subdivision.

FIXED ASSETS INVENTORY - Trustee Meslin with the assistance of Volunteer Fireman Chris McGuinness will record and evaluate the fixed assets of the rural fire within the month. For inventory purposes items of \$100 or more will be recorded.

New Business:

None.

Public Comments:

IRVINE FLATS TENDER – Volunteer fireman Jack Clapp reported the tender 327 is in a heated building at 60 degrees and presented pictures of the building and tender. Mr. Clapp thanked Chief Fairchild for the SCBA's and accommodations. He will check with Chief Fairchild regarding chains for the tender. Trustee Ottun indicated the Irvine Flats volunteers are doing a great job maintaining the tender.

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Meeting adjourned 8:14 p.m.

Ross Hoyt, Chairman

Alison W. Meslin, Secretary-Treasurer

Itemized Categories Report
2/13/08 Through 2/13/08

Cat/Sub	Date	Acct	Num	Description	Memo	Clr	Amount
EXPENSES							
0220 - Operating Supplies							
	2/13/08	POL RURAL...	3624	Northwest Parts & Equipment Company	Snow chains Eng 326		-202.29
	2/13/08	POL RURAL...	3624	Northwest Parts & Equipment Company	Snow chains Eng 318		-202.29
	2/13/08	POL RURAL...	3626	Polson Auto Parts, Inc.	Eng 326 Gasket		-6.44
	2/13/08	POL RURAL...	3626	Polson Auto Parts, Inc.	Eng 314 Fog Lamp		-4.81
	2/13/08	POL RURAL...	3628	Lake View True Value	Acct #1426 15-7"sl pliers		-52.35
				TOTAL 0220 - Operating Supplies			-468.18
0231-Fuel Supplies							
	2/13/08	POL RURAL...	3620	Cenex Harvest States	Acct#157 120 January Invoice		-474.25
	2/13/08	POL RURAL...	3621	Conoco Phillips	Acct#87017-3796		-50.70
				TOTAL 0231-Fuel Supplies			-524.95
0260 - Water&SewerBigArmStation							
	2/13/08	POL RURAL...	3627	Salish & Kootenai Housing Authority	Acct#C06421		-19.50
				TOTAL 0260 - Water&SewerBigArmStation			-19.50
0341-Electricity Utility							
	2/13/08	POL RURAL...	3623	Mission Valley Power	Acct #7207		-115.48
				TOTAL 0341-Electricity Utility			-115.48
0360-Dept. apparatus & vehicle Rpr& Maint							
	2/13/08	POL RURAL...	3619	Beacon Tire Center, Inc.	Inv#57894 Eng 328 rim repair & tube		-52.60
	2/13/08	POL RURAL...	3622	G & M Auto Tech	Sales#16626 327 ReplFuelPump&Rei...		-189.00
				TOTAL 0360-Dept. apparatus & vehicle Rpr& Maint			-241.60
0365-Insurance premiums							
	2/13/08	POL RURAL...	3625	Montana State Fund	Policy #03-198537-7 Inv #11303466 ...		-1,259.45
				TOTAL 0365-Insurance premiums			-1,259.45
				TOTAL EXPENSES			-2,629.16
				TOTAL INCOME - EXPENSES			-2,629.16

**POLSON RURAL FIRE DISTRICT BUDGET '07-'08
EXPENDITURE SUMMARY
JANUARY 2008**

	EXPENDED TO DATE TOTAL	ORIGINAL BUDGET	AVAILABLE BALANCE
<u>Salaries/ Rent</u>			
#225 Secretary	\$250.00	<u>\$500.00</u>	<u>\$250.00</u>
#305 Rent		<u>\$15,000.00</u>	<u>\$15,000.00</u>
<u>Maintenance & Operations</u>			
#300 Insurance			
Dues & Official Bonds		\$600.00	\$600.00
sub total			
FF, Trucks, Buildings	\$3,047.00		
Workers Comp {MT State Fund}	\$2,992.57		
sub total	\$6,039.57	\$12,000.00	\$5,960.43
#200 Office Supplies	\$137.37		
sub off sup total	\$137.37	\$700.00	\$562.63
#231 Fuel & Oil	\$3,959.04		
sub total fuel	\$3,959.04	\$7,000.00	\$3,040.96
#232 Heating EngeryPrtnsContr.	\$676.00		
#260 Water	\$136.50		
#341 Electricity	\$500.48		
sub total	\$1,312.98	\$1,200.00	-\$112.98
#345 Telephone	\$712.71		
sub total	\$712.71	\$1,400.00	\$687.29
Building Repairs & Maint.	\$0.00		
#360 Truck Repairs Maint.	\$3,162.37		
sub total Trk Rps	\$3,162.37	\$6,000.00	\$2,837.63
Chemicals	\$360.00	\$650.00	\$290.00
<u>Maint.& Operations Total</u>	<u>\$15,684.04</u>	<u>\$29,550.00</u>	<u>\$13,865.96</u>
<u>Other Supplies</u>			
#220 Misc. FF Equip	\$2,146.55		
	\$0.00		
sub FF equip total	\$2,146.55	\$8,500.00	\$6,353.45
#229 Misc. Supplies			
sub total misc sup	\$671.72	\$4,000.00	\$3,328.28
Arson Investigation	\$0.00	\$300.00	\$300.00
Fire Prevention & Train	\$0.00	\$300.00	\$300.00
<u>Other Supplies Total</u>	<u>\$2,818.27</u>	<u>\$13,100.00</u>	<u>\$10,281.73</u>

**POLSON RURAL FIRE DISTRICT BUDGET '07-'08
EXPENDITURE SUMMARY
JANUARY 2008**

	EXPENDED TO DATE TOTAL	ORIGINAL BUDGET	AVAILABLE BALANCE
<u>Purchases Services Misc.</u>			
#302 Training			
sub total training	\$704.70	\$3,000.00	\$2,295.30
#300 Mission Vly Security	\$82.35	\$100.00	\$17.65
#300 Hurst Tool & Air	\$799.06	\$2,700.00	\$1,900.94
#300 Radio Repairs	\$0.00	\$500.00	\$500.00
#300 Firefighter Physicals	\$341.00	\$2,100.00	\$1,759.00
#300 DNRC CTR pymt to City	\$433.50	\$1,500.00	\$1,066.50
#300 State Treas/filing an'l rpt fee	\$200.00		-\$200.00
#337 Advertising	\$324.89		-\$324.89
#342 Legal Services	\$170.00		-\$170.00
<u>#300 Purchase Svc. Misc.Total</u>	<u>\$3,055.50</u>	<u>\$9,900.00</u>	<u>\$6,844.50</u>
<u>Capital & Equip Outlay</u>			
#900 Structural Turnout	\$0.00		
sub total turnout	\$216.78	\$3,300.00	\$3,083.22
#900 Nozzles	\$0.00	\$1,450.00	\$1,450.00
#900 Hose Rollnrack	\$0.00	\$1,399.00	\$1,399.00
#900 Hurst Ram Tool	\$0.00	\$2,300.00	\$2,300.00
#900 Radios Pagers	\$10,150.50	\$2,000.00	-\$8,150.50
#900 SCBA cylinders	\$0.00	\$850.00	\$850.00
<u>#900 Total Capital Outlay</u>	<u>\$10,367.28</u>	<u>\$11,299.00</u>	<u>\$931.72</u>
#306 LakeCo OEM Grant Exp	\$1,424.05		-\$1,424.05
Less Lake County OEM Grant	\$1,309.00		
sub total OEM Grant exp	\$115.05		
#307 Lake County Elections	\$0.00	\$2,000.00	\$2,000.00
#600 Debt Svc. Truck Payment	\$88,240.34		
less PPL take back	\$18,462.04		
less voted levy fund obligation	\$44,120.17		
total truck payment	<u>\$25,658.13</u>	<u>\$24,773.00</u>	<u>-\$885.13</u>
#224 Void ck Gibbs	-\$50.00		
#224 Clothing Allow 7-01 to 12-31-0	\$2,185.00		
sub total clothing	\$2,135.00	\$5,120.00	\$2,985.00
Total Screen Design	\$2,964.00		-\$2,964.00
 Total Expenditures	\$64,356.27		
 Total Budget Expenses	<u>\$64,356.27</u>	<u>\$111,242.00</u>	\$46,885.73