

**POLSON RURAL FIRE BOARD MEETING
MINUTES JULY 14, 2010**

Board trustee members present: Fred Nelson, R. Jack Clapp, Beth Hoel, Steve Stanley.

Board trustee member absent: None (vacant seat)

Staff: Fire Chief John Fairchild; Board Clerk Bonnie M. Manicke.

Guests: Sasha Goldstein, Lake County Leader Reporter; Volunteer Fire Personnel Drew Hoel; Kraig Rubel; Residents Dean Sams, Lee Manicke.

Meeting called to order 7:00 p.m. Fairgrounds Fire Station by Chairman Nelson.

Minutes June 9, 2010 Rural Fire Board Meeting; Motion Trustee Stanley to approve minutes of June 9, 2010, second Trustee Hoel. Motion carried unanimously.

Communications: Fire Chief John Fairchild reported at this time no suspects were identified regarding the vandalism at the Big Arm Station. The hand rail slats were repaired. The crime report estimated \$300 damage. No bills were presented for the repair.

Claims: Trustee Stanley questioned the ComData invoice for fuel. The new fuel cards are being processed with Wright Express. The Jette Store fuel purchase represents fuel for Big Arm Station vehicles. **Motion Trustee Stanley to approve June, 2010 claims, second Trustee Hoel. Motion carried. Trustee Stanley abstained.** The claims included an invoice to Inland Supply, Steve Stanley Proprietor, for supplies to the district.

Treasury Report for month ending June 2010

Fund #7243 Voted Levy/Operating Fund Balance	\$ 59,850.18
Fund #7245 Operating Fund Balance	\$ <u>47,804.15 *</u>
Total Operating Balance:	\$ 107,654.33
Fund #7244 Voted Levy {Fire Apparatus}	\$.00
Fund #7246 Capital Improvement Fund Balance	\$ 86,820.46 *

*Fund balances reflect transfer from fund #7245 operating fund to fund #7246 capital improvement fund \$35,000 approved by board July 14, 2010 to reflect in 2010 fiscal year end fund balances. Following the board meeting, June 2010 tax revenue was added to all funds. The June 2010 revenue reports were received July 27, 2010.

Total Operating Fund Expenditures	\$ 11,609.62
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Check numbers 4240 - 4307
(paid July 14, 2010)

Fund #7244 voted levy for fire apparatus indicate two semi-annual payments for FY '10 were paid within \$800 by the voted levy fund collections. In the early years of the debt service, the operating fund supplemented the payment with several thousand dollars. The payments are due semi-annually June 15th and December 15th. Chairman Nelson suggested accelerated payments to reduce interest costs provided cash is available. In another matter, Chairman Nelson requested information regarding the Tax Increment Financing District (TIF). Resident Lee Manicke replied the base year for the TIF district was 2002 with 2009 being the first year the district provided a positive incremental value. The district is all within the city limits, therefore, the rural fire district is not be affected. Trustee Stanley reviewed the 2009 PPL Montana (Kerr Dam) real property tax statement. Tax revenue to the Polson Rural Fire District is approximately \$43, 000. Fire Chief John Fairchild commented in September 2015, the license can and may revert to the Salish & Kootenai Tribes should all the assets be set up to revert to the Tribes. There is nothing to say it will happen, although it may happen sooner if the Tribes are financially prepared. Trustee Stanley is concerned with a decrease in fire district revenue should PPL Montana property revert to the Tribes with non tax status. During the long range planning committee meetings, the issue will be reviewed.

Chief's Report: Fire Chief Fairchild thanked the board for making his job a lot more fun than it was in the past. Applications to recruit volunteer firefighters were given out, although no applications have been returned. Information at the Division of Fire meeting indicated structure protection will not be paid by the Tribes. In the past, structure response by Polson Rural prior to tribal response was a paid response. Trucks requested out of the district for wildland will be paid. Lynch Fencing, Inc. will install the fence after July 20th. Several organizations are meeting at the Fairgrounds Fire Station conference room. The use of the conference room is much appreciated. All units have passed the pump test. Completed tightening the bolts on the steel frame of the Fairgrounds Station building. John met with Big Arm resident Tim Beebe to review response to the area. Mr. Beebe will provide a fenced, clear staging area. Ordered signs for the Big Arm Station to advise highway traffic fire trucks will be entering. Wal Mart will donate a DVD VHS unit for the training room at the Fairgrounds Station. New fuel cards are in service. Additional cards were ordered for rescue engine 300, engines 316, 315 and 310; since the equipment also responds to rural incidents. A fuel card was ordered for the rescue boat. Chairman Nelson advised the rural should pay for one tank of fuel for training sessions per year. The rural is not obligated to fuel the boat for a rescue response. The rural is responsible to fuel the boat for a fire response. Trustee Stanley indicated the new fuel cards allow for purchase supplies at all businesses and suggested the volunteer membership spread the purchases for visibility. If three trucks are fueled, two different stations should be used.

Old Business

FAIRGROUNDS BUILDING LIAISON UPDATED REPORT – Trustee Stanley thanked John and the membership for tightening the bolts on the steel frame at the Fairgrounds Fire Station. The garage door openers remain an issue. John will provide an estimate for the door repair. **Motion Trustee Stanley to repair garage door openers at a cost not to exceed \$1,000, second Trustee Hoel. Motion carried unanimously.** Trustee Stanley was contacted regarding maintenance to the Big Arm Station. Volunteer Drew Hoel plans to form a Saturday work party to complete the much needed maintenance including shower upgrade, install corner trim on the exterior of the building, electrical concern, dead trees, and contact an exterminator for the carpenter ants issue. Trustee Stanley reported the membership has offered to split the cost of a washer and dryer for the Big Arm Station. Estimates should be sought for a licensed plumber and electrician and cost of a washer and dryer. The project is slated for the fall. Trustee Clapp reported during a recent meeting with the Big Arm volunteers the washer and dryer is not essential at this time. Fire Chief Fairchild indicated the structure turnouts are washed at the Polson station and wildland gear is washed at their residence. Trustee Stanley suggested the membership decide on the appliance upgrade and noted money is going to be tight in the new budget. The board will support the decision of the membership. Chairman Nelson thanked Trustee Stanley for the care and maintenance of the Fairgrounds Station and the engines.

LONG RANGE PLANNING COMMITTEE REPORT – Fire Chief Fairchild reported the committee met twice. Issues and concerns are being addressed. The committee plans to inform the board of plans for the next five to ten years. The economy and influx of population will drive the decisions. The committee members Sid Rundell and Trustee Clapp are compiling an outline for board presentation. The committee including Fire Chief Fairchild have been very instrumental and informative in analyzing the future needs.

BUDGET PLANNING COMMITTEE REPORT – Trustee Stanley reviewed the FY 2011 Polson Rural Fire District budget. Operating supply budget line items were condensed into a single line item at \$8,500; miscellaneous supplies \$1,200.. Additional changes include the Irvine Flats Station annual building lease to house fire equipment increased from \$3,000 to \$3,250 indicating maintenance expenses generally increase; increase the clerk's annual salary from \$1,000 to \$1,250 in appreciation of duties performed. Trustee Hoel reported the cleaning service at the Fairgrounds Station was added. The Big Arm Station was given cleaning service consideration, although not added at this time. Fire Chief Fairchild expressed the clothing allowance was reduced and suggested the line item remain constant with the previous year. Trustee Stanley expressed the budget as presented is flexible and is slightly less than last year. Fire Chief Fairchild will code the line item expenditures on the bills. The process will provide budget control and monitoring. **Motion Trustee**

Stanley, second Trustee Clapp to adopt FY 2011 budget in the amount of \$125,875. Motion carried unanimously. Trustee Stanley suggested the budget available to the membership and noted a frugal budget allows for major purchases at a later date. Unexpended funds at year end remain in the district. Trustee Stanley would like to suggest pump tests performed by the membership. The pump test is \$250 per pump with an annual cost of \$1,000. The pump test would be a great training tool along with payment to the membership. Fire Chief Fairchild reported ISO requires a certification of the pump test. Currently there is no one in the membership certified to pump test and the proper procedures completed. ISO schedules a visit every ten years and reviews pump test certification. The purpose is to follow the paper trail to secure a lower insurance rate for property owners in the district. Trustee Stanley stressed performing the testing in house would be a \$10,000 savings over the ten year period. In the past, the testing was performed in house and noted a tight budget. Perhaps a volunteer in the department could be certified to perform the pump test. Federal and State Agencies overseeing fire departments provide recommendations, however not a mandatory compliance. In conclusion, Trustee Stanley stressed the department has the equipment to perform the pump test and the interest and value of the training. Knowledge of the pump operation is a necessary function of the department.

SCHEDULE EVENTS AT EACH BUILDING – The Volunteer Fire Auxiliary and Lake County Search and Rescue utilize the Fairgrounds Station for meetings. Training sessions are held at the Fairgrounds Station. Big Arm Community Living History Days will be July 24th at the Big Arm Station. Silver Pines Homeowners Association meet at the Big Arm Station. Trustee Hoel requested the recent Polson Rural Fire District Board Meeting minutes posted on the website along with posting the schedule of events and the Fire Department's involvement in the community.

New Business:

FAIRGROUNDS STATION APRONS – Trustee Stanley reviewed the bids for the aprons. Approximate cost is \$10,000 per side. The low bid is \$10,050 per side. Trustee Clapp indicated it would be great to have the aprons in the front, rear and sides, although he would support completing the front apron at this time. Trustee Stanley suggested the vendor submit a new bid if only one side will be completed. Additionally he would like to complete the building. Lake County provided gravel for the project at an estimated cost of \$100,000. **Motion Trustee Stanley to proceed with low bid \$20,100 to complete aprons on front and back of the Fairgrounds Station, second Chairman Nelson. Motion carried with Trustee Stanley abstained due to employment with Lake County Office of Emergency Services located at the Fairgrounds Station site.** Trustee Clapp questioned capital purchases. Trustee Stanley feels comfortable a new type 6 engine will be purchased this fall. **Motion Trustee Stanley to install bollards by each door front and back prior to installing aprons at cost not to exceed \$1,000, second Trustee Clapp. Motion carried unanimously.** Chairman Nelson suggest John request two bids for the bollards one for a bolt down and one set in concrete.

BOARD VACANCY – Chairman Nelson announced interested persons should submit a letter to the Lake County Commissioners. The appointment will be made prior to the August 11th board meeting.

ROAD AT FAIRGROUNDS – Trustee Stanley reported the new road constructed at the fairgrounds with pea gravel poses a challenge. If the road is reconstructed with crushed gravel, the Fire District may be obligated to participate in the cost of the construction.

BIG ARM FIRE STATION CONFERENCE ROOM FURNISHINGS – Trustee Stanley reported the chairs and tables are no longer in the conference room. Perhaps the Big Arm Association plans to use the tables and chairs for the Living History Days July 24th. He indicated if there are not enough tables and chairs to accommodate the conference room for the Big Arm Firefighters the district will purchase additional furnishings.

Public Input on Non Agenda Items: – Pete Bishop suggested the Big Arm Association furnishings removed from the Big Arm Fire Station. Trustee Stanley expressed the board is available to work with the Big Arm Association. He considers the issue a small problem. If additional furnishings are needed following July 24th event, the district will purchase the table and chair furnishings. Trustee Stanley plans to personally purchase two sections of 50-foot multi-colored decorative flags for the Big Arm Association.

Motion Trustee Clapp to adjourn, second Trustee Hoel. Motion carried unanimously.

Meeting adjourned 8:02 p.m.

MEETING RECONVENED - Chairman Nelson requested the meeting reconvened at 8:03 p.m.

TRANSFER FUNDS – Chairman Nelson reported the operating fund balance is \$63,000. **Motion Trustee Stanley to transfer \$35,000 from operating fund to capital reserve fund with understanding the funds can be accessed if needed, second Trustee Clapp. Motion carried unanimously.**

Motion Trustee Stanley to adjourn, second Trustee Hoel. Motion carried unanimously.

Meeting adjourned 8:05 p.m.

Fred J. Nelson, Chairman

Beth Hoel, Secretary-Treasurer