

**POLSON RURAL FIRE BOARD SPECIAL MEETING
FY 2009-2010 BUDGET MEETING
MINUTES JULY 20, 2009**

Board trustee members present: Alison Meslin, Paul Laisy, R. Jack Clapp, Jim Manley, Fred Nelson.
Board trustee member absent: None
Staff Present: Fire Chief John Fairchild.

Meeting called to order at Polson City Library by Chairperson Alison Meslin at 5:00 p.m.

Chairperson Meslin introduced the fiscal year 2009-2010 budget. The blue column represents a proposed budget submitted by Fire Chief Fairchild. The green column represents a budget proposal of analyzed expenses for the past two years prepared by Chairperson Meslin. The operating supplies line item for the year is not an accurate expenditure figure. Additional line item expenditures were established for the FY '08-'09 budget, therefore the expenditures were entered in various line items in the operating supply budget. At this time, the budget projection is \$120,000. Basically the revenue last year was \$126,000. The tax revenue collections for May 2009 is at par with last year; while the tax revenue collected in November is the larger with a number of residents paying both halves of taxes. Looking at the subtotal for the operating supply budget the expenditure is approximately \$1,500 with the prior year \$1,700, which included purchasing radios. Fire Chief Fairchild questioned if the budget reflects purchase of equipment for the new station. The station needs to be equipped with basic tools. He suggested a smooth transition for training exercises alternating sites between the city facility and the fairgrounds station. The training room needs a sink, refrigerator, range, microwave, tables and chairs. The office needs to be set up with a desk, chair, bookcases and filing cabinet. Chairperson Meslin pointed out the budget category for the fairgrounds station along with a building recruitment reserve will provide funds for a number of items that are not part of the loan package. On going operating items are not part of the proposed budget. The reserve should also provide for the unknown utility expenses and general monthly maintenance. Trustee Nelson noted the line item budget for extractions. The rural owns a portion of the tools. Fire Chief Fairchild pointed out most of the extractions are in the rural. The fee for extraction is based on the call out. Chairperson Meslin noted there are many unknowns due to the new fire station. The budget is presented as bare bones and later the board can address the reserve and move amounts into certain line items. The DNRC grant line item expenditure of \$380 reflects the required match. The total expenditure for the operating supplies is slightly under \$15,000. Trustee Clapp has a concern with the operating budget providing enough funding for recruitment and being able to supply adequate turnouts, radios, etc. The cost of a radio is \$820 and \$544 for a pager. Volunteers are issued a radio after six months with the department. The rural recently purchased six radios; two are in the supply cabinet. The building and recruitment fund is very general and flexible. Trustee Clapp indicated most of the fund is going for fixed capital costs, therefore, leaving a minimum amount for recruitment. Trustee Laisy suggested the budget reflect the necessary items for the fairgrounds station. Fire Chief Fairchild requested the operating supply established at \$3,000. Trustee Clapp suggested the loan for the building include some fixed capital items for the new station. The bank was provided a construction phase draw down; while phase 1 of the construction was paid from the operating fund at \$10,000 and \$50,000 from the capital reserve. The repayment schedule reflects borrowing \$170,000 with annual payments of \$16,000. Fire Chief Fairchild has a concern with the training budget. Adequate funding should provide for additional training offered by training specialists. The department benefited from the extraction training in Missoula. The city provides \$4,000 for training and the rural request is \$4,000. Fire prevention supplies need to be ordered at \$500. Truck parts, supplies and maintenance line item provided for certified maintenance by a Missoula firm. The audit compliance fee line item of \$200 can be eliminated; no filing fee is necessary for total budgets less than \$500,000. The recruitment for the fairgrounds station is general at \$1,000. Trustee Nelson mentioned the water department billing the city fire station for water usage. The water department will meter the building for a usage indication; while Fire Chief Fairchild hopes to resolve the billing as an in kind donation from the water department. The charge for water could be expensive. The special levy tax revenue for the debt service could reduce the amount needed in the operating fund.

Trustee Clapp indicated Trustees Laisy and Meslin plan to meet with Fire Chief Fairchild relative to how to implement from an operational prospective response at the fairgrounds station. He questioned if the status of the station will be a fully operational station or an overflow reserve station. Trustee Laisy noted Fire Chief Fairchild has some ideas that will work best. Some firefighters may agree to respond to the fairgrounds station due to the location of their residence. Trustee Clapp expressed the fairgrounds station is not a stand alone station. A response requires a variety of equipment that is housed at different stations. Turnouts are also an issue. Will the volunteers carry their turnout in a personal vehicle or will additional sets of turnouts be provided at various stations. Fire Chief Fairchild noted a liability issue exists with soiled turnouts (fire residue, chemicals) in their personal vehicles.

Trustee Nelson expressed concern regarding the sheriff department storing junk vehicles at the fairgrounds station.

Fire Chief Fairchild indicated the board should consider an update of engine #314 and engine #323. During the wildland fire season, the type 6 engines are in demand.

Motion Trustee Nelson to adopt 2009/2010 fiscal year budget at \$123,600 and adjust the budget after the mill levy is received, second Trustee Manley. Motion carried unanimously.

Motion Trustee Nelson to adjourn, second Trustee Manley. Motion carried unanimously.

Meeting adjourned 6:30 p.m.

Alison W. Meslin Chairperson

Jack Clapp Secretary-Treasurer