

Treasury report for RFB meeting 04/09/08

Operating Fund Balance	\$	35,409.49
Capital Improvement Fund Balance	\$	77,044.53
Voted Levy	\$	272.70

Paid bills in the amount of	\$	11,447.53
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Check numbers 3639 - 3660, both inclusive
(paid April 09, 2008)

NOTE: March 2008 revenues not available. Computer issues at Lake County .

Above balances reflect only expenditures.

APRIL 2008 RFB MEETING

Wednesday April 09, 2008 7:00 p.m.

Location of meeting: CITY OF POLSON COUNCIL CHAMBERS

**POLSON RURAL FIRE BOARD MEETING
MINUTES – MARCH 12, 2008**

Board trustee members present: Ross Hoyt, Fred Nelson, Alison Meslin, and Jim Manley.
Board trustee member absent: Dave Ottun.
Staff Present: Assistant Fire Chief Pete Bishop.
Guests: Volunteer Fireman Jeff Meslin, Lester Johnson, Earle & Wanelda Schafer.

Meeting called to order by Chairman Hoyt at 7:00 p.m.

Minutes February 13, 2008 Rural Fire Board Meeting: With reference to the “*Interlocal Agreement*” topic the following corrections were requested. Trustee Manley noted: 1) Trustee Manley attended the January 30, 2008 meeting as a rural fire board trustee not legal counsel. 2) Clarification it is the City’s position perhaps the rural fire should separate. Mr. Henry suggested changes are not agreeable at the present time, therefore, the rural entity should take the equipment and run. The rural board committee consensus is it is in the best interest of both parties to continue with the interlocal agreement if it could possibly be done. Further Fire Chief Fairchild sent a communication to the March 12, 2008 board meeting noting concerns with discussion Montana Code Annotated 7-33-2105 regarding the minutes page 2 item 3) The Board has exclusive authority to appoint and discharge firefighter members of rural firefighting companies; item 4). The City and its employees will cooperate in such audits; page 3 paragraph IV “Management” 1) The District may nominate and appoint the City Fire Chief as the District Fire Chief. Trustee Manley stated while Fire Chief Fairchild has exception to the minutes, the minutes are an accurate reflection to the document. with the proposed changes as discussed. Fire Chief Fairchild is attempting to indicates his objections to the provisions. Chairman Hoyt requested a word correction on page 2 ~~occasional~~ occasional. **Motion Chairman Hoyt, seconded Trustee Nelson to approve minutes of February 13, 2008 with corrections. Motion carried unanimously.**

Treasury Report:

Operating Fund Balance	\$ 46,857.02
Capital Improvement Fund Balance	\$ 77,044.53
Voted Levy	\$ 272.70

Paid bills in the amount of \$ 1,299.55

Check numbers 3629 - 3638, both inclusive
(paid March 12, 2008)

Chairman Hoyt accepted the treasury report as submitted.

Trustee Meslin requested information regarding release of PPL protested tax funds. The Montana Department of Revenue is calculating the re-evaluation for the affected local governments and the funds will be allocated for release by the Lake County Treasurer.

Bills: The board requested information on the following: 1) A & R Trophy invoice in the amount of \$221.00 is for Firemen’s Ball awards; 2) L.N. Curtis invoice in the amount of \$595.38 with a portion of the invoice for 3 fire swatters and transportation (freight). **Motion Trustee Manley, seconded Trustee Meslin to pay bills. Motion carried unanimously.**

Staff Report: None.

Old Business:

INTERLOCAL AGREEMENT – Trustee Manley met with City Attorney James Raymond and Volunteer Fireman Chris McGuinness. Raymond suggested possible changes to the interlocal agreement presented to the board and the city. Raymond has not reviewed the changes, therefore, Trustee Manley suggested the city and the rural extend the time to renew the agreement for 60 or 90 days. City Attorney Raymond stated in an email the extension is agreeable with City Manager Jay Henry. Raymond indicated the city officials didn't have an opportunity to review the agreement. At this time, the officials are agreeable to work together on the amendments. Trustee Nelson suggested a letter sent to the city requesting a 60 or 90 days extension. Trustee Manley indicated the email from Raymond is sufficient. **Motion Trustee Manley, seconded Trustee Nelson to extend interlocal agreement for 60 or 90 days to work out acceptable amendments to the interlocal agreement. Raymond agreed to extend the time by which the rural board has to enter into the current year's interlocal agreement. Motion carried unanimously.**

FORMALIZE BIG ARM AND POLSON RURAL FIRE COMPANIES – Assistant Fire Chief Pete Bishop reported the volunteers indicted monthly meeting and separate officers would not be effective; although annual meetings would be considered for retirement purposes. Training and business meetings are held in Polson to maintain the identity of one department. Trustee Manley indicated the board directed Fire Chief Fairchild to conduct a formation meeting to elect officers and establish by-laws for Big Arm and later for the Polson rural company. Volunteer Fireman Jeff Meslin reported a meeting was held in Big Arm with Chairman Hoyt present. Fire Chief Fairchild was not present at the meeting, therefore, the meeting did not continue. Chairman Hoyt indicated state law requires the companies to elect officers. Trustee Meslin reported the Big Arm Fire Company has always existed, although it lost identity in 2006 and the Big Arm Fire Company has by-laws approved by the board in the past. Trustee Manley indicated the Polson Rural Fire Company was formed last month for the purpose of separate identities and to maintain proper number of volunteers per company. Trustee Manley stated the company formations impacts the board's position on whether to renew the interlocal agreement and whether the fire chief chosen by the city is going to act as the rural fire chief. The company formations can not be discussed further without the Fire Chief. Discussion will continue at the April 9, 2008 meeting.

AUDIT – The audit contract prepared by Ron Foltz CPA of Missoula was approved by the Local Government Services Bureau, Department of Administration. Trustee Meslin reported the mail regarding the audit contract was misdirected; therefore, a delay in submitting the contract for approval. The rural department should consider a post office box or instruct city staff to deliver rural correspondence to the rural fire board clerk. Delays in the audit contract may occur additional fees. Trustee Manley noted in past instances important correspondence was not provided to the board. The board suggested a written directive to Fire Chief Fairchild indicating mail delivered to board or clerk as appropriate. A copy of the minutes provided to Chief Fairchild will be a sufficient directive.

New Business:

LAND AQUISITION AND CONSTRUCT NEW FIRE STATION - Chairman Hoyt stated it would be great to have a new fire station, but the plan is ten years in the future. Currently the district is taxing for equipment purchases, therefore, additional levies would create a property tax burden. Trustee Manley

mentioned Lake County has property at the fairgrounds the commissioners would make available to the Polson Rural Fire to construct a new fire station. In the event the interlocal agreement is terminated, the rural should begin planning for a rural station. Trustee Nelson suggested a planning committee appointed to analyze land acquisition, building costs and potential sources of funding. Trustee Meslin indicated three possible locations are available Jette Meadows, Tower Road property, and fairgrounds. It is the responsibility of the board to provide adequate fire protection for the residents. Trustee Ottun would be a good source of information regarding building costs, also Ronan Fire Department is researching creative financing for a new building. Chairman Hoyt indicated speculation regarding specific location of a fire station in the Jette Meadows subdivision. The Tower Road site has specific building covenants. **Motion - Trustee Nelson, seconded Chairman Hoyt to appoint a planning committee to analyze land acquisition, building costs and potential sources of funding. Motion carried unanimously.** Trustees Meslin and Ottun will comprise the planning committee.

GRANT WORKSHOP - Trustee Meslin attended a 2008 Montana Fire Service grant workshop formulated by homeland security February 29th. An operation and safety program grant will close April 3, 2008. The grant is limited to training, personnel safety, wellness/fitness modifications and vehicle acquisition. Other grants include an incentive program to recruit, hire and retain career firefighters. Frenchtown and Superior participated in the incentive program last year. A public education grant encourages fire departments to provide community programs, laptops and projectors are also available to provide public education, juvenile fire safety, sprinkler awareness, smoke and alarm distribution, and burn prevention classes. The grant program has \$500 million available nationwide. An application requirement is a NFPA 1001 standard or working toward a standard certification. Assistant Fire Chief Pete Bishop commented the volunteers need to work toward NIMS compliance. Polson has received homeland security grants for wildland protection gear, and a commercial size washer and dryer for maintaining wildland gear.

INVENTORY – Trustee Meslin asked Chairman Hoyt if the boat ramp near Big Arm is considered inventory. The tribe donated the lakeshore permit, the fire department and four other residents contributed to the cost of construction; therefore the boat ramp should not be considered fire department inventory. The serial number on the wildland slide-in is needed to complete the inventory records. Assistant Fire Chief Pete Bishop reported the Lake County Sheriff's Department titled the fire boat to the Polson Volunteer Fire Department and the boat was sold outright. The boat was sold with the boat top; the pump and monitor are on the new boat.

ANNEXATION OF RURAL PROPERTY BY CITY – Trustee Meslin noted MCA 7-33-2129 annexation of rural fire district property by municipality. If a municipality annexes property from a rural fire district, the annexed property is liable for any bonded indebtedness for the rural fire district existing as of the date of the annexation to the same extent as it would have been liable if not withdrawn. A municipality may offset the municipal mills levied on the annexed property by the mills levied on the property for bonded indebtedness or annually appropriate funds to the rural fire district in an amount equal to the mills levied on the annexed property for bonded indebtedness. The indebtedness mill levy was passed May 2, 2006. Trustee Manley indicated the Montana Code indicates the municipality is obligated to pay a portion of the debt reflected by the percentage of land annexed. Trustee Manley suggested the auditor should research the code and make a recommendation.

DOOR TO MEETING ROOM – Trustee Meslin requested maintenance on door to the meeting room. When the door shuts the door locks. Service will be provided by Mission Valley Security.

FIRE DISTRICT TRUSTEES ELECTION - Lake County Election Administrator, Kathie Newgard received two filings for the two Polson Rural Fire District Trustee positions by the close of filings on February 21, 2008. Therefore as per MCA 7-33-2106 (4) the May 6, 2008 election is cancelled. The Lake County Board of Commissioners will declare elected by acclimation David Ottun and James A. Manley. Oath of Office forms will be forwarded in April 2008.

Adjourned 8:10 p.m.

Ross Hoyt, Chairman

Alison W. Meslin, Secretary-Treasurer

Itemized Categories Report
4/9/08 Through 4/9/08

Cat/Sub	Num	Description	Memo	CI	Amount
EXPENSES					
0200-Envelopes, stationary etc					
	3651	Safeguard			-85.04
TOTAL 0200-Envelopes, stationary etc					-85.04
0220 - Operating Supplies					
	3642	L.N. Curtis & Sons	Cust#4929Inv#3075621.00/3-ERT Ba...		-122.32
	3643	Lake View True Value	Acct #1426 Eng 314 claps		-69.95
	3649	Polson Auto Parts, Inc.	Acc#5824 - Inv#918881 2-spark plugs		-2.60
	3653	Sign Pro	Inv #6840 "AED" sign BigArm		-18.60
	3655	Wal Mart Polson	Acct #6032 2020 1008 9218 water & ...		-102.74
TOTAL 0220 - Operating Supplies					-316.21
0231-Fuel Supplies					
	3639 ...	Cenex Harvest States	Normal fill useage		-240.63
	3639 ...	Cenex Harvest States	Fill tank @ Clapp's Irvine Flats Area P ...		-525.33
	3640	Conoco Phillips	Acct#87017-3796		-228.09
TOTAL 0231-Fuel Supplies					-994.05
0260 - Water&SewerBigArmStation					
	3650	Salish & Kootenai Housing Authority	Acct#C06421		-19.50
TOTAL 0260 - Water&SewerBigArmStation					-19.50
0300-General Purchased Services					
	3644	Municipal Emergency Services, Inc.	An'l flow tests on Scott Air Packs 1/2 r...		-909.92
	3645	Mid America Specialties	Inv687591 school promo 1/2 rural share		-255.10
	3647 ...	Mission Valley Security, Inc.	Inv#10927 Monitor Alarm Sys 3 @ 17....		-52.50
	3647 ...	Mission Valley Security, Inc.	Inv#10927 Cellular Backup Fee 3 @ 9....		-29.85
TOTAL 0300-General Purchased Services					-1,247.37
0302-Conference & Training Registraton Fees					
	3652	Scene Of The Accident, Inc.	Inv#101606-1Training McCoy		-450.00
	3657	Steve McCoy	Meal Allowance SceneOfAccidentTrng		-51.00
	3658	Montana Fire Alliance	MFA conference registration GLASSON		-195.00
	3659	Holiday Inn Express	RE: MT Fire Alliance Conf. 6/12/13-0...		-154.08
	3660	Martin Glasson	RE: MT Fire Alliance Conf Meal Allow...		-67.00
TOTAL 0302-Conference & Training Registraton Fees					-917.08

Itemized Categories Report
4/9/08 Through 4/9/08

Cat/Sub	Num	Description	Memo	Cl	Amount
0341-Electricity Utility					
	3646	Mission Valley Power	Acct #7207		-93.78
TOTAL 0341-Electricity Utility					-93.78
0345-Cell Phone - Communications					
	3654	Verizon Wireless	Acct#370458579-00001		-30.36
TOTAL 0345-Cell Phone - Communications					-30.36
0360-Dept. apparatus & vehicle Rpr& Maint					
	3641	Fire Apparatus Repair	Invoice #2246 Eng 319 Inspection		-320.00
TOTAL 0360-Dept. apparatus & vehicle Rpr& Maint					-320.00
0365-Insurance premiums					
	3648	Montana State Fund	Policy #03-198537-7 Inv #11338515 ...		-903.91
	3656 ...	Western States Insurance	Property		-208.27
	3656 ...	Western States Insurance	Inland Marine		-754.56
	3656 ...	Western States Insurance	Liability		-776.34
	3656 ...	Western States Insurance	Auto Coverage		-4,339.56
	3656 ...	Western States Insurance	Errors & Omissions		-111.34
	3656 ...	Western States Insurance	Umbrella		-283.56
	3656 ...	Western States Insurance	Crime		-46.60
TOTAL 0365-Insurance premiums					-7,424.14
TOTAL EXPENSES					-11,447.53
TOTAL INCOME - EXPENSES					-11,447.53

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

	EXPENDED TO DATE TOTAL	ORIGINAL BUDGET	AVAILABLE BALANCE
Salaries/ Rent			
#225 Secretary	\$250.00	\$500.00	\$250.00
#305 Rent		\$15,000.00	\$15,000.00
Maintenance & Operations			
#300 Insurance			
Dues & Official Bonds		\$600.00	\$600.00
sub total			
FF, Trucks, Buildings	\$9,567.23		
Workers Comp {MT State Fund}	\$3,896.48		
sub total	\$13,463.71	\$12,000.00	-\$1,463.71
#200 Office Supplies	\$222.41		
sub off sup total	\$222.41	\$700.00	\$477.59
#231 Fuel & Oil	\$5,084.57		
sub total fuel	\$5,084.57	\$7,000.00	\$1,915.43
#232 Heating EngeryPrtnsContr.	\$676.00		
#260 Water	\$195.00		
#341 Electricity	\$699.12		
sub total	\$1,570.12	\$1,200.00	-\$370.12
#345 Telephone	\$743.07		
sub total	\$743.07	\$1,400.00	\$656.93
Building Repairs & Maint.	\$0.00		
#360 Truck Repairs Maint.	\$3,482.37		
sub total Trk Rps	\$3,482.37	\$6,000.00	\$2,517.63
Chemicals	\$360.00	\$650.00	\$290.00
Maint.& Operations Total	\$24,926.25	\$29,550.00	\$4,623.75
Other Supplies			
#220 Misc. FF Equip	\$3,209.32		
	\$0.00		
sub FF equip total	\$3,209.32	\$8,500.00	\$5,290.68
#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
Other Supplies Total	\$3,881.04	\$13,100.00	\$9,218.96

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

	EXPENDED TO DATE TOTAL	ORIGINAL BUDGET	AVAILABLE BALANCE
<u>Purchases Services Misc.</u>			
#302 Training			
sub total training	\$1,621.78	\$3,000.00	\$1,378.22
#300 Mission Vily Security	\$327.55	\$100.00	-\$227.55
#300 Hurst Tool & Air	\$1,708.98	\$2,700.00	\$991.02
#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	\$579.99		-\$324.89
#342 Legal Services	\$170.00		-\$170.00
<u>#300 Purchase Svc. Misc.Total</u>	<u>\$5,382.80</u>	<u>\$9,900.00</u>	<u>\$4,517.20</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	\$1,558.35		-\$1,558.35
Less Rev Lake County OEM Grant	\$1,309.00		
sub total OEM Grant exp	\$249.35		
#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 12-31-07	\$2,185.00		
sub total clothing	<u>\$2,135.00</u>	<u>\$5,120.00</u>	<u>\$2,985.00</u>
Total Screen Design	<u>\$2,964.00</u>		<u>-\$2,964.00</u>
 Total Expenditures	 \$77,122.85		
Total Budget Expenses	<u>\$77,122.85</u>	<u>\$111,242.00</u>	\$34,119.15 \$34,119.15