

Treasury report for RFB meeting 01/09/08  
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 09, 2008)

NOTE: THE FUND BALANCES REFLECT DECEMBER 2007 REVENUE COLLECTIONS. VOTED LEVY FUND: FUND BALANCE TRANSFER TO OPERATING FUND JANUARY 2008

#### JANUARY 2008 RFB MEETING

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

Location of meeting: POLSON CITY COUNCIL CHAMBERS

#### POLSON RURAL FIRE BOARD MEETING MINUTES - DECEMBER 12, 2007

Board trustee members present: Ross Hoyt, Fred Nelson, Alison Meslin, Jim Manley, and Dave Ottun.

Board trustee member absent: None

Staff Present: Fire Chief John Fairchild, Assistant Fire Chief Pete Bishop.

Guests: Lester Johnson, Volunteer Firemen Jeff Meslin, Paul Bishop, Chris McGuinness, Ron Swope.

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

Minutes November 14, 2007 Rural Fire Board Meeting:

Trustee Nelson indicated the intent is to purchase the new minitor V pagers (not radios) at a reduced price due to the multiple order. The current price quote is \$523. As the minutes reflect Trustee Meslin requested a copy of the solicitation letter drafted by the volunteer membership. A copy of the letter is available for the board to review. Trustee Meslin requested the following sentence struck: Fixed assets records should also be established with purchases over \$5,000 recorded and depreciated. The board should consider a base line amount to establish the inventory. Motion Chairman Hoyt, seconded Trustee Ottun to approve minutes with corrections Motion carried unanimously.

#### Treasury Report

Operating Fund Balance \$16,059.02\*

Capital Improvement Fund Balance \$ 55,793.38

Voted Levy \$ 1,259.74

Paid bills in the amount of \$ 45,885.07

Four additional checks: Check #3558 to L.N. Curtis \$81.86 for 4-helmets; Check #3559 to S&K

Housing Authority \$19.50 January '08 water & sewer at Station #2; Check #3560 to St. Luke

Hospital \$275.40 for volunteers immunizations, etc; Check #3661 to 1 Interstate Bank \$44,120.17  
payment #3 on equipment loan.

\*November and December real estate tax revenue collections will appear on the Lake County Treasurer reports to bring the negative balance current.

Check numbers 3550 -3561, both inclusive

(paid December 12, 2007)

Trustee Nelson questioned the payment to the State Treasurer in the amount of \$200. The payment is the filing fee for the June 30, 2007 annual financial report. In the past, the \$200,000 revenue threshold was not met; therefore a filing fee was not required. The 2007 legislature increased the revenue threshold to \$500,000 effective October 15, 2007; therefore a filing fee will not be required in future years. Trustee Meslin noted the financial report required information regarding fixed assets. The information will be included when the fixed asset files are established. Motion Trustee Meslin, seconded Trustee Ottun to approve treasury report and transfer \$19,190 (2007 DNRC wildland fire services contract) from operating fund to capital improvement fund. Motion carried unanimously.

Bills: Trustee Meslin requested information on the following bills: 1) Check #3552 payable to Draggin Wagon \$300.00 should be for engine 327. The pump went out on the return to town.

2) Check #3553 payable to Mid America Specialties \$262.39 for coloring books The promotional materials are for school visits. The invoice is split with the city and the amount represents the rural portion. Motion Trustee Meslin, seconded Trustee Nelson to approve payment of bills. Motion carried unanimously.

Bank loan payment: Trustee Nelson requested information regarding November 2007 real estate tax collections. Funds are available in the Voted Levy and Operating fund to make an early payment. According to the payment schedule payment #3 is due March 2008. The early payment will reduce the interest payable accrual. Motion Trustee Nelson, seconded Trustee Manley to issue payment #3 to Interstate Bank in the amount of \$44,120.17 December 13, 2007. Motion carried unanimously.

Expenditure Summary Report: Trustee Meslin and Bonnie developed a monthly expenditure summary report which reflects the line item amounts established by the adopted budget. Chairman Hoyt noted the budget amount for the pagers is over budget. Trustee Nelson indicated three pagers were purchased for the Irvine Flats volunteers with a transfer of funds from the capital improvement fund to the operating fund. With overall funds available in the operating fund, the funds were not transferred. Bonnie suggested the expenditure report analyzed in May and an adjustment completed at that time.

Fixed Asset Inventory: Trustee Meslin suggested the invoices should be analyzed for capital purchases and then set the amount to be recorded. Initially analyze all expenditures at \$500.00 and report findings to the board. Staff Report: 1) A solicitation letter drafted by the volunteer membership will be enclosed in the Mission Valley Power billing cycle. Trustee Meslin suggested the letter include a list of equipment

needs. Trustee Manley indicated safety and rescue performance by volunteers enlightens residents.

2) The department is out of pagers and requests approval to purchase pagers at \$444 each. Motion Trustee Nelson, seconded Trustee Ottun to purchase 10 new pagers for rural fire department. Motion carried unanimously. 3) Dispatch has 911 enhancement with cell tower range and UPS locator. 4) Last week was a busy week with two major structure fires and several crashes 5) Training workshops will be scheduled. 6) Lake County Office of Emergency Management does not have a mutual aid agreement on file for the rural fire department. Trustee Manley expressed concern with the liability clauses in the agreement. Fire Chief Fairchild will clarify the specifics of the agreement with Steve Stanley of OEM. Motion Trustee Nelson, seconded Trustee Ottun authorize Chairman Hoyt and Fire Chief Fairchild to sign county wide mutual aid agreement. Motion carried unanimously.

Old Business:

CORRESPONDENCE — Trustee Meslin requested a thank you letter sent to Jim & Jan Phillips for the donation of a fuel tank. The board should recognize Wayne Richardson representing Jette Meadow Homeowners Association for his efforts to locate a fire station in the subdivision. Motion Trustee Meslin, seconded Trustee Manley to send letters. Motion carried unanimously. AUDIT — Trustee Manley indicated in accordance with statute an audit needs to be completed. Bonnie was requested to send letters to selected auditors listed on the state administration audit roster. Motion Trustee Manley, seconded Trustee Nelson to request audit proposals.

INTERLOCAL AGREEMENT — Trustee Meslin provided the board with background information packets regarding the interlocal agreement. The committee observed changes in the agreement and the departments are to maintain separate identities as required by Statute and research statute to identify separate identities. Trustee Manley summarized fire departments are created by 1) a rural fire district in which the board creates companies; incorporated cities have the obligation to create a fire department and unincorporated groups of people can form a fire department. In our case the volunteers feel they are an unincorporated group; the incorporated city created a city fire department and in 1979 the Poison Rural Fire District Trustees established the Big Arm Fire Company. The Poison volunteer fire department created two rural fire companies which are not what is reported to the state. Polson City \* Rural Fire Company #1 and Polson Rural Fire Company #. 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 Poison Volunteer Fire Department. Trustee Jim 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.

New Business:

STATE FUND INSURANCE PREMIUM — The worker's compensation insurance premium is based on hours of training and hours on fire calls.

FIRE CHIEF'S COMMENTS - Thanks to the board for recognizing the volunteers with jacket in commemoration of the wildland fire season. The volunteers appreciate the acknowledgement and a great message was sent. The semi-annual clothing allowance will be paid in January 2008.

Motion Trustee Nelson, seconded Trustee Ottun to adjourn. Motion carried unanimously. Meeting adjourned 9:06 p.m.

Ross Hoyt, Chairman  
Alison W. Meslin, Secretary-Treasurer

**POLSON RURAL FIRE DISTRICT BUDGET '07-'08  
EXPENDITURE SUMMARY  
DECEMBER 2007**

	<b>EXPENDED TO DATE TOTAL</b>	<b>ORIGINAL BUDGET</b>	<b>AVAILABLE BALANCE</b>
<b><u>Salaries/ Rent</u></b>			
#225 Secretary	\$250.00	<u>\$500.00</u>	\$250.00
#305 Rent		<u>\$15,000.00</u>	\$15,000.00
<b><u>Maintenance &amp; Operations</u></b>			
#300 Insurance			
Dues & Official Bonds		\$600.00	\$600.00
sub total			
FF, Trucks, Buildings	\$3,047.00		
Workers Comp {MT State Fund}	\$1,733.12		
sub total	<b>\$4,780.12</b>	<b>\$12,000.00</b>	<b>\$7,219.88</b>
#200 Office Supplies	\$137.37		
sub off sup total	<b>\$137.37</b>	<b>\$700.00</b>	<b>\$562.63</b>
#231 Fuel & Oil	\$3,434.09		
sub total fuel	<b>\$3,434.09</b>	<b>\$7,000.00</b>	<b>\$3,565.91</b>
#232 Heating EngeryPrtnsContr.	\$676.00		
#260 Water	\$117.00		
#341 Electricity	\$385.00		
sub total	<b>\$1,178.00</b>	<b>\$1,200.00</b>	<b>\$22.00</b>
#345 Telephone	\$712.71		
sub total	<b>\$712.71</b>	<b>\$1,400.00</b>	<b>\$687.29</b>
Building Repairs & Maint.	\$0.00		
#360 Truck Repairs Maint.	\$2,920.77		
sub total Trk Rps	<b>\$2,920.77</b>	<b>\$6,000.00</b>	<b>\$3,079.23</b>
Chemicals	\$360.00	\$650.00	\$290.00
<b><u>Maint.&amp; Operations Total</u></b>	<b><u>\$13,523.06</u></b>	<b><u>\$29,550.00</u></b>	<b>\$16,026.94</b>
<b><u>Other Supplies</u></b>			
#220 Misc. FF Equip	\$1,678.37		
	\$0.00		
sub FF equip total	<b>\$1,678.37</b>	<b>\$8,500.00</b>	<b>\$6,821.63</b>
#229 Misc. Supplies			
sub total misc sup	<b>\$671.72</b>	<b>\$4,000.00</b>	<b>\$3,328.28</b>
Arson Investigation	\$0.00	\$300.00	\$300.00
Fire Prevention & Train	\$0.00	\$300.00	\$300.00
<b><u>Other Supplies Total</u></b>	<b><u>\$2,350.09</u></b>	<b><u>\$13,100.00</u></b>	<b>\$10,749.91</b>

**POLSON RURAL FIRE DISTRICT BUDGET '07-'08  
EXPENDITURE SUMMARY  
DECEMBER 2007**

	<b>EXPENDED TO DATE TOTAL</b>	<b>ORIGINAL BUDGET</b>	<b>AVAILABLE BALANCE</b>
<b><u>Purchases Services Misc.</u></b>			
#302 Training			
sub total training	\$704.70	\$3,000.00	\$2,295.30
#300 Mission Villy 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
<b><u>#300 Purchase Svc. Misc.Total</u></b>	<b><u>\$3,055.50</u></b>	<b><u>\$9,900.00</u></b>	<b><u>\$6,844.50</u></b>
<b><u>Capital &amp; Equip Outlay</u></b>			
#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
<b><u>#900 Total Capital Outlay</u></b>	<b><u>\$10,367.28</u></b>	<b><u>\$11,299.00</u></b>	<b><u>\$931.72</u></b>
			\$0.00
#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	\$25,658.13	\$24,773.00	-\$885.13
#224 Void ck Gibbs	-\$50.00		
#224 Clothing Allow 7-01 to 12-31-07	\$2,185.00		
sub total clothing	\$2,135.00	\$5,120.00	\$2,985.00
Total Screen Design	\$2,964.00		
Total Expenditures	\$61,727.11		
<b>Total Budget Expenses</b>	<b><u>\$61,727.11</u></b>	<b><u>\$111,242.00</u></b>	<b>\$49,514.89</b>

Cat/...	Date	Num	Description	Memo	Amount
<b>EXPENSES</b>					
<b>0220 - Operating Supplies</b>					
	1/9/08	3606	S L.N. Curtis & Sons	Inv 3072663-00;3072663-01 6 pr xtric...	-205.39
	1/9/08	3606	S L.N. Curtis & Sons	Inv #3072516-00 Class A foam	-360.00
	1/9/08	3607	Lake View True Value	Acct #1021 MiscSupplies	-30.28
	1/9/08	3609	Mission Valley Security, Inc.	Invoice#10300 1-5.0LB extinguisher	-37.95
	1/9/08	3610	S Montana Electronics Co., Inc.	Serial numbers:	-5,350.00
	1/9/08	3615	City Of Polson	Reimburse City Ink Cart Wal-Mart Inv...	-32.47
	1/9/08	3616	S Wal Mart Polson	1- HP#21 Cart	-16.47
	1/9/08	3616	S Wal Mart Polson	2-Lexmark#71 cart	-43.74
	1/9/08	3617	Polson Auto Parts, Inc.	Acct#5824 - Inv#904368 3-qt oil	-11.67
<b>TOTAL 0220 - Operating Supplies</b>					<b>-6,087.97</b>
<b>0224-Fire Personnel Semi-an'l Clothing</b>					
	1/9/08	3564	John Fairchild	Clothing Allowance 7/01/07 to 12/31/07	-75.00
	1/9/08	3565	Pete Bishop	Clothing Allowance 7/01/07 to 12/31/07	-75.00
	1/9/08	3566	Martin Glasson	Clothing Allowance 7/01/07 to 12/31/07	-45.00
	1/9/08	3567	Ernie Butt	Clothing Allowance 7/01/07 to 12/31/07	-80.00
	1/9/08	3568	Tony Porrazzo	Clothing Allowance 7/01/07 to 12/31/07	-65.00
	1/9/08	3569	Greg Goldberg	Clothing Allowance 7/01/07 to 12/31/07	-50.00
	1/9/08	3570	Terry Gembala	Clothing Allowance 7/01/07 to 12/31/07	-85.00
	1/9/08	3571	Chris McGuinness	Clothing Allowance 7/01/07 to 12/31/07	-85.00
	1/9/08	3572	Steve McCoy	Clothing Allowance 7/01/07 to 12/31/07	-65.00
	1/9/08	3573	Scott Kiser	Clothing Allowance 7/01/07 to 12/31/07	-40.00
	1/9/08	3574	Dale Ramesar	Clothing Allowance 7/01/07 to 12/31/07	-5.00
	1/9/08	3575	Scott Stuart	Clothing Allowance 7/01/07 to 12/31/07	-75.00
	1/9/08	3576	Ron Peterson	Clothing Allowance 7/01/07 to 12/31/07	-5.00
	1/9/08	3577	Jodi O'Sullivan	Clothing Allowance 7/01/07 to 12/31/07	-75.00
	1/9/08	3578	Paul Fors	Clothing Allowance 7/01/07 to 12/31/07	-50.00
	1/9/08	3579	Jonathon Glasson	Clothing Allowance 7/01/07 to 12/31/07	-50.00
	1/9/08	3580	Jason Whealon	Clothing Allowance 7/01/07 to 12/31/07	-85.00
	1/9/08	3581	Chad Morgan	Clothing Allowance 7/01/07 to 12/31/07	-15.00
	1/9/08	3582	Olin McCrumb	Clothing Allowance 7/01/07 to 12/31/07	-15.00
	1/9/08	3583	John Stevens	Clothing Allowance 7/01/07 to 12/31/07	-50.00
	1/9/08	3584	Brit Schliep	Clothing Allowance 7/01/07 to 12/31/07	-30.00
	1/9/08	3585	Karen Sargeant	Clothing Allowance 7/01/07 to 12/31/07	-70.00
	1/9/08	3586	Kraig Rubel	Clothing Allowance 7/01/07 to 12/31/07	-70.00
	1/9/08	3587	Keith Paul	Clothing Allowance 7/01/07 to 12/31/07	-75.00
	1/9/08	3588	Paul Bishop	Clothing Allowance 7/01/07 to 12/31/07	-55.00
	1/9/08	3589	Philip Cook	Clothing Allowance 7/01/07 to 12/31/07	-40.00
	1/9/08	3590	Bruce Gerlach	Clothing Allowance 7/01/07 to 12/31/07	-70.00
	1/9/08	3591	Joe Cope	Clothing Allowance 7/01/07 to 12/31/07	-75.00
	1/9/08	3592	Tom Sadecki	Clothing Allowance 7/01/07 to 12/31/07	-50.00
	1/9/08	3593	Ray Geiser	Clothing Allowance 7/01/07 to 12/31/07	-30.00
	1/9/08	3594	Arnold Gomke	Clothing Allowance 7/01/07 to 12/31/07	-45.00
	1/9/08	3595	Stephen Doll	Clothing Allowance 7/01/07 to 12/31/07	-65.00
	1/9/08	3596	Jeff Meslin	Clothing Allowance 7/01/07 to 12/31/07	-80.00
	1/9/08	3597	Kenny Swope	Clothing Allowance 7/01/07 to 12/31/07	-50.00
	1/9/08	3598	Ron Friez	Clothing Allowance 7/01/07 to 12/31/07	-80.00
	1/9/08	3599	Jack Clapp	Clothing Allowance 7/01/07 to 12/31/07	-35.00
	1/9/08	3600	Jack Konitz	Clothing Allowance 7/01/07 to 12/31/07	-45.00
	1/9/08	3601	Jane Clapp	Clothing Allowance 7/01/07 to 12/31/07	-35.00
	1/9/08	3602	Carol Swope	Clothing Allowance 7/01/07 to 12/31/07	-45.00

Itemized Categories Report  
1/9/08 Through 1/9/08

Cat/...	Date	Num	Description	Memo	Amount
	1/9/08	3603	Ronnie Swope	Clothing Allowance 7/01/07 to 12/31/07	-50.00
<b>TOTAL 0224-Fire Personnel Semi-an'l Clothing</b>					<b>-2,185.00</b>
<b>0225-Clerk's Salary - \$250/semi-an'l</b>					
	1/9/08	3604	Bonnie M. Manicke	Clerk Services 7-01-07 to 12-31-07	-250.00
<b>TOTAL 0225-Clerk's Salary - \$250/semi-an'l</b>					<b>-250.00</b>
<b>0229-Beverage, water, food</b>					
	1/9/08	3613	Total Screen Design	Inv #17233 40 jackets @ \$70 each	-2,800.00
<b>TOTAL 0229-Beverage, water, food</b>					<b>-2,800.00</b>
<b>0231-Fuel Supplies</b>					
	1/9/08	3562	Cenex Harvest States	Acct#157 120 December Invoice	-472.96
	1/9/08	3563	Conoco Phillips	Acct#87017-3796	-140.05
<b>TOTAL 0231-Fuel Supplies</b>					<b>-613.01</b>
<b>0260 - Water&amp;SewerBigArmStation</b>					
	1/9/08	3612	Salish & Kootenai Housing Aut...	Acct#C06421	-19.50
<b>TOTAL 0260 - Water&amp;SewerBigArmStation</b>					<b>-19.50</b>
<b>0300-General Purchased Services</b>					
	1/9/08	3618	St. Luke Community Healthcar...	Acct#2070310015MO Scott Kiser	-35.00
<b>TOTAL 0300-General Purchased Services</b>					<b>-35.00</b>
<b>0306 Grant Match per Interlocal Agreement</b>					
	1/9/08	3606	S L.N. Curtis & Sons	OEM grant Inv #3070847-01;3070851...	-1,342.19
<b>TOTAL 0306 Grant Match per Interlocal Agreement</b>					<b>-1,342.19</b>
<b>0341-Electricity Utility</b>					
	1/9/08	3608	Mission Valley Power	Acct #7207	-132.47
<b>TOTAL 0341-Electricity Utility</b>					<b>-132.47</b>
<b>0345-Cell Phone - Communications</b>					
	1/9/08	3614	Verizon Wireless	Acct#370458579-00001	-137.47
<b>TOTAL 0345-Cell Phone - Communications</b>					<b>-137.47</b>
<b>0360-Dept. apparatus &amp; vehicle Rpr&amp; Maint</b>					
	1/9/08	3605	S Fire Apparatus Repair	Engine #318 Modify compressor cove...	-80.00
<b>TOTAL 0360-Dept. apparatus &amp; vehicle Rpr&amp; Maint</b>					<b>-80.00</b>
<b>0365-Insurance premiums</b>					
	1/9/08	3611	Montana State Fund	Policy #03-198537-7 Inv #11303466	-1,067.51
<b>TOTAL 0365-Insurance premiums</b>					<b>-1,067.51</b>
<b>TOTAL EXPENSES</b>					<b>-14,750.12</b>
<b>TOTAL INCOME - EXPENSES</b>					<b>-14,750.12</b>