

AGENDA
POLSON RURAL FIRE DISTRICT TRUSTEE MEETING
OCTOBER 8, 2008

Trustee Monthly Meeting Includes:

Review Minutes

Claims & Communications

Treasury Report

Staff Report

Old Business Including:

Review Refinancing Note

Audit Review Update & Recommendations on Fundraising

Update – Replacement of Tender #319

Update on Land & Building Acquisition

New Business Including:

Review September 23rd meeting with City Council & Firefighters

Public input on Non-Agenda Items.

**POLSON RURAL FIRE BOARD MEETING
MINUTES SEPTEMBER 10, 2008**

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
Guests: Lester Johnson, Bruce Suenram, FireLogistics Incorporated, Paul Lacey, Berl Tiskus, Valley Journal, Volunteer Firemen Paul Bishop, Jeff Meslin, Jack Clapp, Steve Doll.

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

Minutes August 13, 2008 Rural Fire Board Meeting: Clerk Bonnie Manicke noted an addition to the minutes regarding the bids for the sale of Tender #319. The following bids were received 1). Boyd Vandenberg \$5,100; 2). Todd Morigeau \$3,500; 3). John King 2,500; 4). Robert D. Thornburg \$2,075; 5). Jack's Repair \$1,572. **Motion Trustee Nelson, seconded Chairman Hoyt to approve minutes of August 13, 2008 with addition. Motion carried unanimously.**

Treasury Report:

Operating Fund Balance	\$	44,923.60
Capital Improvement Fund Balance	\$	114,106.97
Voted Levy	\$	1,293.90

Paid bills in the amount of \$ 5,276.35

Check numbers 3754 - 3767 , both inclusive
(Paid September 10, 2008)

Motion Trustee Ottun, seconded Trustee Meslin to approve treasury report as presented. Motion carried unanimously.

Bills: Discussion on following bills: 1) Missoulian \$122.99 classified advertisement for sale of Tender #319; 2). Fire Apparatus Repair \$826.59 for damage repairs to Engine #326 and \$413.14 generator repair to Engine #318. **Motion Trustee Nelson, seconded Trustee Meslin to pay bills. Motion carried unanimously.**

Correspondence: Trustees received a letter from the Polson Fire Department Membership requesting the board recognize the DNRC payment for services rendered during the wildfire season to purchase a new tender to replace tender #319. Payment received during the 2007 wildfire season was \$20,000; and anticipated payment for the 2008 wildfire season is \$25,000. The request to replace the tender will enable the department to provide the level of service the public deserves and expects. Additionally a letter was received from Fire Chief Fairchild stating his position regarding the proposed building site at the Lake County Fairgrounds.

Staff Report: Fire Chief Fairchild requested a phone installation at Station 2 in Big Arm. The cost is \$50 installation charge and approximately \$45.00 per month for service. Trustees suggested a phone fax combination. During the wildfire season, \$1,500 was expended for truck repairs. Shocks and seals on Engine #326 were replaced. The trucks are refueled per the DNRC contract, therefore, no fuel costs are incurred. Request use of DNRC wildfire funds to purchase chassis to replace brush truck #323 then place the slide-in on the new chassis. Inquiring with state grant process to provide HAZMAT training for volunteers. Placed an advertisement in Valley Journal to recruit volunteers. Currently two people are

waiting for interviews. Fire Chief Fairchild indicated a tender is of most importance at this time. Trustee Meslin indicated trading magazines list used tenders in a range \$25,000 to \$35,000. Fire Chief Fairchild

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September 10, 2008

suggested a range of \$55,000 to \$78,000 for a used tender with a water capacity of 2500 to 3000 gallons to provide a basic water tender. **Motion Trustee Ottun, seconded Trustee Meslin to authorize a single phone line at Station 2, in Big Arm. Motion carried unanimously. Motion Trustee Nelson, seconded seconded Trustee Ottun to authorize Fire Chief Fairchild to research purchase of a water tender. Motion carried unanimously.** The new water tender will be housed in Polson. Fire Chief Fairchild thanked the board for approval of the two requests.

Old Business:

PROPANE CONTRACT – The board reviewed the 2008 prepay propane contract with Energy Partners. The contract provides for 350 gallons of propane at \$2.42 per gallon with a prepay amount of \$847.00. Trustee Ottun indicated the expected cost of propane this winter could be \$3.00 per gallon. **Motion Trustee Nelson, seconded seconded Trustee Manley sign the contract with Energy Partners and issue a check. Motion carried unanimously.**

REFINANCE BANK NOTE - No report at this time. Trustee Nelson reported the current State of Montana InterCap financing rate is 4.25%.

ANNEXED RURAL PROPERTY BY CITY - Trustee Meslin reported the property owners received a letter in July requesting payment for the rural debt service obligation on the equipment purchase. Only a few payments were received. Therefore, Bonnie contacted the owners by phone and collected the remaining payments. Payments on the eighteen parcels total \$1,466.41. Trustee Meslin personally thanked Bonnie for all the effort to collect the funds. The payment by the property owners eliminates the board adopting an annual resolution to assess the debt service amount to the property owners real property tax statements.

LAND AND BUILDING ACQUISITION - No report.

New Business:

AUDIT CONFERENCE – The board reviewed the report on FY 2007 audit exit conference held August 21, 2008. Chairman Hoyt read the findings. Copy of findings attached to file minutes.. **Motion Trustee Manley, seconded Trustee Meslin the board continue to monitor District's activities and transactions; and continue to review and approve all District expenditures and activities; a payment stamp on invoices will indicate date, payment by check number, and approval. Motion carried unanimously.** Trustee Meslin reported the auditors recommended the district may consider hiring a qualified consultant to evaluate the auditor's prepared financial statements. **Motion Trustee Manley, seconded Trustee Ottun the board received the recommendation and understands the responsibility. Motion carried unanimously.** Trustee Manley discussed the 501 c 3 non-profit tax exempt status: The fire department is not a separate entity. Vehicles owned by the volunteers should be turned over to the city or rural entity. The board cannot pay liability insurance, replacement, repairs and maintenance insurance, or workers compensation insurance on any items not owned by the district. The board is responsible for the disbursements and donations received by the Polson Volunteers Fire Department. Chairman Hoyt questioned if the fire department has a 501 c3 status. Fire Chief Fairchild contacted Pat DeVries, CPA regarding the tax exempt status. The Volunteer Fire Department does not

have tax exempt status. The auditor indicated the board is liable for the legality of the expenditures. Chairman Hoyt suggested reviewing the tax status when the City audit is complete. Trustee Manley noted

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the auditors suggested the district seek legal counsel on the equipment use and other concerns. The board plans to wait for the city audit to be completed and then meet jointly on the tax exempt status.

WORKSHOP MEETING - Trustee Meslin reported on the meeting with the city and volunteers held Monday, September 8th, 2008. The volunteers requested a question from the group to give to a potential consultants. City Commissioner Bruce Agrella suggested the group should streamline potential consultants input to one question basically where is the best location for the rural station. The group should contact consultants for bids and present the bids on Tuesday. Trustee Meslin offered to share research documents and present a plan to the consultants. Volunteer Fireman Paul Bishop reported the membership drafted a letter to potential consultants request for qualification. A question and answer session would be helpful to complete a packet of information for the consultants. Trustee Nelson suggested local consultant should be contacted. Trustee Manley voiced concern regarding the cost of the consultant and wants a commitment from the city before proceeding. Bruce Suenram, FireLogistics Incorporated suggested the group contact the County GIS planner and review traffic restrictions and the bridge. Paul Bishop reported the membership voted unanimously to pay one-third of the consultant fee. Trustee Manley noted public bids are required for the consultant services

Comments from public: None

Meeting adjourned 8:26 p.m.

Ross Hoyt, Chairman

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Ross Hoyt, Chairman

Alison W. Meslin Secretary-Treasurer