

~ APPROVED~
POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES

25B Regatta Road Station No. 1

September 14, 2022

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: John Doty, Dick Wunderlich, Ron Roberts.

Board trustees present via media source: Fred Nelson (cellphone)

Board trustee absent: R. Jack Clapp – [excused].

Staff: Fire Chief Gordon R. Gieser, Administrative Manager Kelley Druyvestein.

Guests/Visitors: Matt Dougherty, Jeff Meslin , Alisan Meslin, Leanna Fillman.

Call to Order – Acting Chair Trustee Doty called the meeting to order at 6:01 p.m.
The Pledge of Allegiance was recited.

Minutes - August 10, 2022 monthly meeting minutes. **Trustee Roberts motion to approve August 10, 2022 monthly meeting minutes. Trustee Wunderlich seconded.**

Board comment: None. Public comment: None. All in favor, no opposed.

Motion passed unanimously by voice vote.

Communications/Correspondence – Administrator Kelley is making the necessary transitions to convert and update the data and accounts to the new software. She is creating a packet for the next meeting with all of the information. A new central email address was created for the district - polsonruralfiredistrict@gmail.com. This takes it out of being a personal account. The new website that was created in June will be updated and made more user friendly. It will provide the public with access to the meeting agenda's and everything that can be printed out. This will cut down on District resources used for printing documents for the public. The County offices have been updated on the changes. [Public Question - Is Kelley going to be the administrator of the website?] Kelley answered that the District had paid Glenda Wallace to be the webmaster for a certain amount of time and that was still under a contract. Wallace is keeping track of her hours and when it gets to the point that she has used up her contract time, the District can address which direction to go then. Kelley is currently working with Wallace to get the site current. The Lake County website directs the public to go to the correct current site. The website and email addresses will be added to the heading of the agenda and meeting minute pages.

Claims – Trustee Doty commented that in the past a list of all the claims was given to the Board along with the claims to be signed. Kelley stated that there will be a list for the Board at the next meeting with all the checks written. She stated that the old Quicken software didn't convert over to QuickBooks initially due to the version not being up to date. It will also require more time to get

vendors setup and data loaded to the appropriate areas, so that the information shared is correct.

Kelley reported that the accounts are still under review. New deposit ticket and purchase order slips were created. The deposit tickets will be used for the Courthouse, so deposits can have more detail as to where they came from. The purchase orders will be attached to invoices that the credit card is used to pay for, so that the Board members can still have a double signature for these bills. Chief Gieser and Kelley spent time on the phone to get all the credit cards accounted for and updated with current information.

[Public Question - Did the District get the billing figured out with Mission Valley Power so there are no late charges?] Kelley stated the MVP bill would be paid with the credit card using a purchase order, so there will be no late charges.

[Public Question- Is the WEX fuel invoice going to be paid faster, so no more late charges?] Kelley stated that the WEX bill was paid last week with a check and that will probably continue to be the process by sending it off earlier. Trustee Doty asked if an email of the bill was received from WEX, as requested last month – no email was received by Chief Gieser. Chief Gieser stated that Trustee Clapp’s request for reimbursement of the late charges was received as an account credit on the statement. Kelley stated that prior to this month any email correspondence probably went to Bonnie’s personal email address. Thus the reason for a District email not a personal email attached to the accounts. Chief Gieser stated that by the time the statement arrives, it is due in 2 days & to try and overnight a check, still doesn’t arrive in time.

Trustee Doty asked for a motion to pay the claims. Trustee Wunderlich made a motion to pay the claims. Public comment: A request for the total of the claims. Kelley responded that she would get a total. Another request for any unusual items or purchases made. Board comment: Trustee Wunderlich replied that they are less than usual. Trustee Doty replied that they are the normal bills nothing unusual. Chief Gieser replied that the bills were normal to the aspect of the number of calls (32) for the operational period (30days). There was a lot of repairs for the equipment that was used for the fires and fuel. Fuel tickets were submitted per the State contract to receive some of the funds back via direct deposit through the County in Oct. or Nov. We will also have the payroll for paying the volunteers. A more detailed report will be given after the deposit and expenses are made. Public comment: A thank you was given to all of the fire fighters and volunteers, who worked on the fires this summer. Trustee Wunderlich stated that the Board usually gets a list of the claims for the month. Kelley stated that there will be charts and reports as soon as the system is correct and accurate, so as to not have inaccurate data presented. The present claims are \$4,420.41 plus the checks that had to be handwritten (WEX fuel bill) so around \$10,000.00. Trustee Doty asked if there were any further comments or questions. Hearing none, he addressed the motion on the floor to approve the August claims as presented. **Trustee Roberts second.** Board comment: None. Public comment: None. All in favor, no opposed. **Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING August 30, 2022_ –

The report is the balances received from the Lake County Treasurer reports.

CASH ON HAND as of AUG 30, 2022

FUND # 7243 Voted Levy Operating Fund	\$ 4,103.08
FUND # 7245 Operating Fund	<u>\$ 65,598.84</u>

TOTAL Fund #7243, #7245 Operating Cash	\$ 69,701.92
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 126,874.45
FUND # 7246 Capital Improvement Fund	\$ 15,705.12

Kelley stated that a detailed report will be given at the next meeting once all the files are correct and up to date in QuickBooks. She will reconstruct the fiscal year of July, August and September before the next meeting. Then go back a enter 2021 for the records. This will be a complete first quarter. Trustee Roberts asked if this was going to be sent out in an email. Kelley stated that it would be sent in a pdf file as soon as it is finished. The current meeting minutes will also be sent out long before the next meeting to allow time to printout, read and have any questions ready for the next meeting.

Kelley is also going to enter vin numbers to the vehicles, so when bills are entered, they are attached to a specific piece of equipment and the location of the truck to each station. This will be help with tracking of inventory and station expenses, as well as where items are supposed to be located.

Trustee Doty asked for any further questions on the Treasurer’s report and asked for a motion to accept. **Trustee Roberts made a motion to accept the Treasurer’s report as presented. Trustee Nelson seconded.** Board comment: None. Public comment: None. All in favor, no opposed.

Motion passed unanimously by voice vote.

Trustee Wunderlich gave an update on the information obtained from Gage Accounting. He went to the Gage office to see what was being done on the audit and when a report would be received. The Board was told that an audit was being done by Gage. Gage told Dick that audits are not what he does. Gage accounting will give you a statistical report of your business. They report if your business is up, where it is up at or if your business is down, in what areas it is down. Dick asked Gage what he wanted the District to do. Gage instructed him to take all the reports back. The District has not seen any bill from Gage Accounting. Dick didn’t see any notes or markings in the file, so he feels that no work had been done on it. Gage suggested that the District get an audit or do a spot check of the files in older months. Dick suggested that a proof out deposits and follow a list of the items that was given to him by Gage Accounting would probably be sufficient rather than pay for an audit. This will be done once all the files have been entered and Kelley is caught up. Trustee Doty gave an update as to why the audit path was taken and that a periodic financial review was needed of the bookkeeping. This is not because of anything Bonnie was doing but there needing to be a clean bookkeeping start for Kelley. Bonnie had requested that Gage Accounting do this review but it is not what was wanted. A periodic review is needed as part of the District’s accounting policy. Trustee Nelson stated that the services of Gage Accounting needs to be dropped at this time and any amount owed to date paid. Trustee Doty asked if there were any other questions. Trustee Roberts asked about the original bill that Gage Accounting was going to do this for \$500.00. Trustee Wunderlich corrected the cost as being \$5000.00 that was budgeted for an audit. Trustee Wunderlich doesn’t believe that any work was done with the file.

[Public question: Does the County have any oversite of the funds?] Trust Wunderlich responded that the County did not because they don’t know when any money is coming in until it is taken in there or going out until it hits their books. Trustee Wunderlich gave the example of the receipt of the \$400.00 check from the sale of the boat and oars purchased by Chris McGuinnis. Chief Gieser stated that this was excess property that the County wouldn’t even know about. Kelley confirmed that this A-101 deposit was on the August’s report from the County. Trustee Wunderlich doesn’t feel there is any

problems, but it would be good for a periodic review.

[Public question - Is there anyone outside of the Board of Trustee's that can do this review?]

Trustee Wunderlich feels for this initial review that Kelley can do it and let the Board know if something is inaccurate. Public comment: By state law the income doesn't require an audit.

Trustee Wunderlich does his own review every month to know amounts in the funds and did a proofing with Bonnie on the numbers encase of any errors.

CHIEF'S REPORT – Chief Gieser stated that there is good news and bad news.

Reportable accident: Aug 25, 2022. During the fires, at 2:00am after the crew got back from the fires, a firefighter put gasoline in a diesel powered engine. Chief had to scrape up 35gal worth of containers and in the Pier 93 parking lot syphon all the contaminate fuel out of the unit, push it back to the pump and fill it with diesel. This problem was solved but then we were stuck with 35gallons of contaminated fuel. The only disposal for it was to take it to the County shop where they have a waste oil burner.

Chief Gieser was in the process of hauling the containers to the County shop, when on Hwy 93 a vehicle pulled out in front of him and he had to stomp on his brakes. He did not hit the other vehicle and there was no damage to the District truck, but a lid came off of one of the barrels.

It spilled onto Hwy 93, which would evaporate, but as he is pulling over to check on it and pulling back to the site. A gentleman (one of our local constituents) on a motorcycle (a Triumph Scrambler) drove into the spill and wrecks. An ambulance was call as well as law enforcement.

The gentleman does not want to be treated nor transported. They exchanged insurance information and he drives his motorcycle home. Damage to the bike: scrapped up one of the exhaust tubes. Chief Gieser did not want to estimate the cost but figures somewhere below \$5000.00. He also called the gentleman the next day to check on him. The gentleman stated that he was doing fine. Chief Gieser called it into the insurance company to file a claim. Chief Gieser asked if there were any questions. He stated that he did have all of them strapped down and he was in his black District truck. Also, no tickets were issued.

Chief Gieser referred to the hard copy reporting 32 calls.

Response: 1. Fire alarm 1610 Lund Lane, 2. Vehicle accident Minesinger Trail, 3. Fire alarm 30430 Harbor Lane, 4. Vehicle accident MM 73 Highway 93, 5. Vehicle accident Buffalo Bridge & Palmer Road, 6. Smoke sighting Polson hill, 7. Vehicle accident 43396 Hwy 93, 8. Tree on a power line 43396 Highway 93, 9. Unauthorized burning 37268 Grover Cove Way, 10. Wildland fire 60556 Garçon Gulch Road, 11. Vehicle vs deer 54505 Highway 93, 12. Fire alarm 27712 Burnt Tree Lane, 13. Mutual aid MM 35 Browns Meadow Road, 14. Smoke sighting Rocky Point area, 15. Mutual aid forest fire MM 43 Highway 28, 16. Smoke sighting Melita Island Road, 17. Ambulance assist 46959 Kenmille Lane, 18. Landfill fire 38535 Kerr Dam Road, 19. Lightning strike tree fire J 2000 Road, 20. Smoke sighting 42382 Highway 93, 21. Motorcycle accident MM 74 Highway 93, 22. Ambulance assist 28344 White Swan Lane, 23. Traffic assist 40360 Melita Island Road, 24. Smoke sighting Hellroaring area, 25. Smoke smell 31433 Top of the Rock Way, 26. Fire alarm 36951 Rocky Ridge Lane, 27. Fire alarm 40541 South Terrace Circle Drive, 28. Vehicle accident 39112 Skyline Drive, 29. Vehicle accident 40936 Highway 93, 30. Vehicle accident Caffery Road, 31. Unauthorized burning Skipping Rock Lane,

32. Smoke sighting Buffalo Bridge Road.

Administrative:

Filled out crew & equipment time reports for the Elmo & Garçon fires
Filled out workers compensation spreadsheet
Attend white swan fuels meeting
Submit certificate forms to PERS
Station location presentation to Masumola Club

Repair and Maintenance:

E-311 replace cranking batteries and check charge system
replace air filter element, repair flat tire, repair front tft monitor
E-316 replace tank recirculating valve
E-313 rotate and replace 4 tires, replace king nipple in tank line
E-308 replace stop light assembly, replace discharge cap retaining chain,
repair front monitor mounting pipe
U-300 replace tires
E-318 service unit
E-310 service unit, replace air filter element

Trustee Chair Nelson gave report on the Masumola Club meeting. A meeting was held at the Club with approx. 35-40 people in attendance. Chief Gordon and Chair Nelson gave a presentation and answered questions. The following day, Chair Nelson received a phone call from a gentleman wanting the Chief Gordon and Chair Nelson to meet and look at a piece of property. A meeting will be setup once Chair Nelson is back in town.

Executive Meeting Notes: Chair Nelson stated that the Executive Board met to interview and the hiring of Kelley Druyvestein for the position of Administrator. The meeting was written up in a letter, signed by Chair Nelson and initialed by Chief Gordon. Chair Nelson sealed the envelope and gave it to Chief Gordon. The Executive meeting minutes will need to be filed. Also, the previous Executive meeting minutes will need to be located. Executive meetings are not public.

[Public Question- Question for the Chief Gordon regarding the number of accidents.]
Chief Gordon attributed this to the increase in summer traffic.

Trustee Roberts asked about the purchase of tires for unit 300. He thought they had just purchased some for this truck. Are there some better tires available to purchase. Chief Gordon stated that this is the Deputy Chief Jack's vehicle, and he drives on a pretty bad, rough road.

[Public Question- What happens to the people who are illegally burning?] Chief Gordon replied that he gives them a warning to put it out, the second time he has law enforcement come in. He has not had to go back to any sites. The people usually don't do it again. He reminds them that restriction are

restrictions regardless of the occasion or reason for the fire.

Trustee Doty asked if there were any other questions regarding the Chief's report.

No further questions.

MEMBERSHIP REPORT – Trustee Doty asked for a membership report from the member present - Matt Dougherty. Matt stated that he didn't have a formal report, but it has been a busy month, and everyone has been stepping up and did what they needed to do.

Chief Gordon answered questions regarding the fires in the Elmo and Big Arm area. Trustee Roberts asked about how much revenue came in from the fires. Chief Gordon stated @ 72,000.00 between the 2 fires. [Public Question- Was there any PRFD equipment up where the fires were?]

Chief Gordon said yes. He stated the biggest problem is not adequate space between homes, regen and natural fuel sources. Trustee Roberts asked if any equipment damage or personnel casualties. Chief Gordon stated that was no injuries and the report shows the list of needed repairs to equipment.

Trustee Wunderlich stated that \$50,000 was budgeted for the wildfires and after the income and paying employees, it should be right on. Trustee Doty asked if there were any other questions regarding membership. No further questions.

OLD BUSINESS: None

NEW BUSINESS: None

Trustee Roberts gave a thank you to all of the people working the fires. Chief Gordon gave a recount of the events of the fire line and the work that it took for personnel and the equipment to get the job done. [Public Comment – regarding the evacuations and the site of the fire from their homes. Another question regarding the use of the tanker planes.] Chief Gordon stated that the air support is order through the Type 2 team or the Division of Fire. There is a whole sequence of events that have to take place before they are ordered. He also gave some statistics on the water tanker planes.

[Public Comment – The website not being up to date question was answered and that it is being worked on.]

Public Question – The use of the Big Arm station every Wednesday for cribbage and the restart of the conservative group on Friday. Is there any problems with this building usage? Chief Gordon and Trustee Roberts didn't think there was a problem, but stated that it should be ran past the Church group, as they are the one's holding the insurance liability policy for the building. The thought was that the groups were covered before, but it will be checked into.

Chief Gordon stated that this month completes his 5 year commitment to the Board.

He requested for next month a Chief's review from the Board.

The next Board meeting will be at Station 2 in Big Arm.

The Chief's review will need to be done in an Executive Board session and Chair Nelson stated that it can be scheduled. It can be held before the regular meeting. Chair Nelson thanked everyone for conducting the meeting in his absence.

ADJOURNMENT – Trustee Doty asked if there were any further business. No further business to come before the Board. **Trustee Doty asked for a motion to adjourn. Trustee Roberts motioned to adjourn. Trustee Wunderlich second. Motion passed unanimously by voice vote.**

ADJOURN 6:55 p.m.

John Doty, Co-Chair

Dick Wunderlich, Secretary-Treasurer

Kelley Druyvestein, Recorder