

~APPROVED~
POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES

Polson Station No. 1 November 09, 2022

5:30 p.m.

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

Board Trustees present: Fred Nelson, Dick Wunderlich.

Board Trustees present via media source: Ron Roberts & R. Jack Clapp

Board Trustee absent: John Doty

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

Guests/Visitors: No Public present.

Call to Order – Chair Trustee Nelson called the meeting to order at 5:47 p.m.

The Pledge of Allegiance was recited.

The Presentation for Bonnie Manicke has been postponed until next month due to the snowstorm and Bonnie’s request. There is no public attendance either.

Minutes – October 12, 2022 monthly meeting minutes. **Trustee Wunderlich made a motion to approve October 12, 2022 monthly meeting minutes. Trustee Clapp seconded the motion.**

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

Motion passed unanimously by voice vote.

Communications/Correspondence – Administrator Kelley

-working with Lisa Geiger from the CPA’s office. Workers Comp annual report has been filed and was paid from their office in the same process that she handles the direct deposit salaries with an ACH. Kelley wanting to confirm that Lisa will continue to handle this account for the District yearly. Trustee Wunderlich asked if there was any reason not to continue to use the CPA office to do this service. Kelley stated that it would be good to have them continue, as they already handle all of the salaried payroll so they have all of the data, and it would be consistent with what she is already providing for the District.

Trustee Wunderlich made a motion to continue using Lisa at Davis & Brown, CPA to handle all the reports and filing of the workers comp through MT State Fund. Trustee Clapp seconded.

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

Motion passed unanimously by voice vote.

Claims – Kelley will send claims and treasurers report in a pdf via email to the Trustees not present. Report not received from the County. Accounts 7243, 7244, 7246 were left with previous balances until they can be verified with report. Account 7245 balance was decreased by the Sept claims amount totaling: \$10,085.50. A list of claims for Oct. totaling \$6,284.42 were presented to the Board for approval and signatures.

MT State Fund Workers Comp payment was submitted by Lisa G., at Davis & Brown in the amount of \$2,807.60 was paid on 10/14/2022. There is a refund check from the MT State Fund for the year of 2020 in the amount of \$1,658.03 and this will be deposited this week.

Payroll checks to the firefighter members for 2022 have been issued, will need to be signed and will be mailed out on Nov. 10 in the amount totaling \$20,623.99

Chair Nelson asked if there were any other questions. Trustee Clapp asked about the mailing of the checks and stated that the Chief used to hand them out. Chief Gieser stated that they were mailed out to them last year and that's what was decided to do again this year.

Trustee Roberts asked of Trustee Wunderlich had gone over the claims presented. Trustee Wunderlich stated that he had and that they look correct. He stated that after the Nov taxes come in, was to make sure that the money budgeted (\$100,000.00) be transferred into 7246 for equipment coming but there hasn't been a need to do that yet. This will get done when needed.

Chair Trustee Nelson asked for a motion to pay the claims. **Trustee Roberts made a motion to pay the claims. Trustee Clapp seconded.** Trustee Nelson asked if there were any further comments or questions. Hearing none, he addressed the motion on the floor to approve the October claims as presented. Board comment: None. Public comment: None. All in favor, no opposed. **Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING - October 31, 2022

No report as the balances were not received from the Lake County Treasurer and balances could not be verified.

CASH ON HAND as of OCT 31, 2022

FUND # 7243 Voted Levy Operating Fund	\$ 11,255.51
FUND # 7245 Operating Fund	\$ <u>83,013.41</u>
TOTAL Fund #7243, #7245 Operating Cash	\$ 85,093.59
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 136,292.22
FUND # 7246 Capital Improvement Fund	\$ 15,712.09

**All numbers updated after accounting report received from Lake County (Nov. 10, 2022)

CHIEF'S REPORT –

Chief Gieser referred to the hard copy reporting 16 calls.

Response:

1. Vehicle accident 29805 Rocky Point Road
2. Fire alarm 38753 Mountain View Road
3. Vehicle accident 44309 A Street Big Arm
4. Debris fire 34011 White Tail Street
5. Vehicle accident 45420 Highway 93
6. Vehicle accident 36992 Caffery Road
7. Slash pile fire Walking Horse Lane
8. Slash pile fire Walking Hores Lane
9. Mutual aid to Chief Cliff fire for a vehicle accident
10. Vehicle accident Polson Hill
11. Smoke alarm 33165 Deer Park Road
12. Vehicle slide off 48200 Highway 93
13. Garage fire 41398 Flathead View Drive
14. Vehicle vs deert 35949 Memory Lane
15. Slash pile fire 39912 Highway 35
16. Vehicle accident Highway 93 & Caffery Road

Administrative:

Fire prevention week presentation to the Mission Valley Christian Academy
Attend Montana Mutual aid seminar
Ordered chassis from Don Aadsen Ford

Repair and Maintenance:

Wt-312 mount lightbar and interface switch system
E-318 replace cranking batteries and check charge system

Chief Gieser approved all the receipts from the Garceau Fire. The state has processed the claims and we should see the money in the next 2-3 weeks. Melissa Matasta-Stone has contacted the District about a potential annexing of the Namche group into the District. There are parcels of land out there that are not part of the District, nor are they part of Hot Springs. Kelley has reworked the annexation form. Chair Nelson asked if there were any further questions. No further questions.

MEMBERSHIP REPORT - No report. No Members present.

Trustee Clapp gave an update on the Fireman's membership banquet on Dec 3rd at 6:00pm. The Trustees are all invited. Annual fundraiser letter is getting prepared and getting ready to send out. Chief Gordon stated that he will bring up the cooping of the tank cost, but he will bring that to the next membership meeting.

OLD BUSINESS:

Update on Rocky Point project:

Chair Trustee Nelson reported on the letter sent out and response back from the property owner of the site of interest to build the Rocky Point station on. Owner stated that they already had plans to build on for the property. The owner did give a couple of other names that Trustee Nelson will follow up with a letter too, if the Board is in favor of doing this. He gave a description of the properties. We will wait to see their responses as to what direction to go next.

Trustee Nelson reported that he, Trustee Wunderlich and Chief Gieser met with the Lake County commissioners at the end of October to put an SID together for the Rocky Point/Kings Point/ White Swan area. The Commissioners were in favor of this. They would like figures for purchasing the property, building and any engines that would be housed there, so a price will need to be calculated. Letters will be sent out to all 620+ property owners for their input and feedback. If all goes well, the Commissioners will create an SID specific to those properties and it will show up on just their tax bills and not the whole districts.

Trustee Nelson updated the city annexed 8 pieces of property. He created a letter to be sent to these property owners stating that they still owed for the taxes not collected after the annexation to the city for the remaining 4 years of the 7 year special mill levy. He also included the state code 7-332129. He made copies of the letters, the state code and will deliver it to the City manager. He will have Kelley sign off on it as the administrator, once they are on PRFD letterhead and mail them out.

Chair Nelson asked if there were any other questions. No further questions.

NEW BUSINESS:

New letterhead was created for the District.

Website contracting is completed and paid in full. Glenda is wanting to continue web hosting: uploading meeting minutes, agendas and any other news. She is willing to be on contract for an annual fee of \$300.00. If the time frame goes over then she would need to be paid accordingly. This figures into roughly \$50.00 per hour. Kelley creates the forms and pdfs them to Glenda to be uploaded. Kelley feels this can easily be done in half an hour at the most. Kelley requested that the Board needed to decide on this for going forward. Chief Gieser stated that the website creation needed to be done to be off the County's website, but any future maintenance was not determined. Trustee Roberts asked about changing the photos on the website. Kelley stated that a jpg of the pictures are downloaded to the website very easily. Trustee Wunderlich asked about news updates. Kelley stated that this can be added quickly at any time. Trustee Roberts would like to keep this in the District to manage. Kelley stated the webhosting site was a Go Daddy account. The Trustee's and Chief Gieser wanted to go to the end of December and then have the Administrator, Kelley do the site maintenance. It was mentioned that Kelley creates all of the information that is uploaded and wouldn't create any extra work for the administrative position.

Trustee Clapp made a motion to have the Administrator, Kelley do the website posting after December. Trustee Roberts seconded.

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

Motion passed unanimously by voice vote.

Staffing & Payroll: Kelley will be added to the District as an employee. This will put her under the insurance policy and Workers Comp. Monthly payroll will be created and paid at the CPA office. No payment has been given to her yet. Currently payroll is \$400.00 per month. Trustee Clapp asked about the additional costs to the District (Social Security and Medicaid). Total was unknown but would be reported. Trustee Nelson stated that this will be figured into the 2024 budget for next time.

Trustee Roberts made a motion to bring the Administrator Kelley on as a staff member employee with the benefits of insurance and workers comp. Trustee Clapp seconded.

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

Motion passed unanimously by voice vote.

Trustee Clapp asked about the bonding aspect of the Administrator position. Chief Gieser stated that bringing Kelley on as an employee will put her under the Boards acts, errors, and omissions of the insurance policy. Chief Gieser stated that it would still be good to look at. Trustee Clapp suggested that a \$100,000.00 bond would be sufficient. Kelley will check into for pricing from Payne West.

Booster tank replacement for #333. Chief Gieser gave an update as to his recommendation of doing a rebuild. Northridge Fire has 2 booster tanks in stock for around \$6,000.00 each. He wanted to talk with the membership to see about splitting the cost with them. Chair Nelson asked about putting money down to hold one of the tanks. Chief Gieser stated that Northridge will send a bill and no deposit was needed. He will call and have them hold one, if the Board decides to start the project. The tank is a plastic 500 gallon size with a life time warranty.

Trustee Wunderlich made a motion to move ahead with the tank replacement on #333.

Trustee Roberts seconded. Board comment: None. Public comment: None.

All in favor, no opposed. **Motion passed unanimously by voice vote.**

Chief Gieser ordered the new chassis from Don Aadsen Ford for Station #2.

Chair Nelson asked if there were any further topics or questions under new business.
No further topics or questions.

Trustee Wunderlich brought up the concerns for the date of the meeting nights due to the County not getting reports sent out before the meetings. This was tabled for future discussion.

Chair Nelson stated that the next meeting is Wed., Dec. 14th in Polson at Station #1.
He asked that everyone show up for the presentation for Bonnie, which will start at 5:30pm.

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

ADJOURN 6:22 p.m.

Fred J. Nelson, Chair

Dick Wunderlich, Secretary-Treasurer

Kelley Druyvestein, Recorder