

~APPROVED~
POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES

Polson Station No. 1 December 14, 2022

5:30 p.m.

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

Board Trustees present: Fred Nelson & John Doty

Board Trustees present via media source: Dick Wunderlich & Ron Roberts

Board Trustee absent: R. Jack Clapp

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

Guests/Visitors: (8) Paul Lacy, Shirley Lacy, Lulu Stock, Frank Stock, Lee Manicke, Bonnie Manicke, Jeff Meslin & Alison Meslin.

Call to Order – Chair Trustee Nelson called the meeting to order at 5:29 p.m.

Presentation for: Bonnie Manicke, retired Office Administrator.

Recessed at 5:39pm, meeting will be called back to order when Trustee Doty arrives. Trustee Doty arrived at 5:48pm. No new persons from the public were present.

Call to Order – Chair Trustee Nelson called the meeting to order at 5:53 p.m. The Pledge of Allegiance was recited.

Minutes – November 09, 2022 monthly meeting minutes. **Trustee Nelson made a motion to approve November 09, 2022 monthly meeting minutes. Trustee Doty seconded the motion.**

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

Motion passed unanimously by voice vote.

Communications/Correspondence – Administrator Kelley

- Spoke with a WEX representative: no credit card payments accepted. A written request on PRFD letterhead can be sent in requesting a due date change and update the District's profile information. The most that they might extend the date would be 3 days due to the closing statement date. A letter will be sent.
- Worked with Lisa at Davis & Brown, CPA getting payroll done for the firefighter members. Checks were signed and mailed out prior to the banquet. Also, setup Kelley as an employee for payroll. Instructed to request W9 Forms be completed by any contractor or sub-contractor, that are not an S or C corporation, who was paid over \$600.00, so a 1099 can be sent to contracted workers. Davis & Brown will receive a 1099NEC. Kelley will go through the vendor list to see who else needs a form sent to.
- Elections office requested written notice of a passed resolution or ordinance calling for the election before Feb. 6, 2023. Also updated information for the district.
- Worked with Glenda regarding the website. We will coordinate a date to transition the login information over to Kelley's laptop. Glenda sent an invoice requesting \$75.00/hour.
- Kelley is sending Katie at the County all of the agenda's and meeting minutes once approved.

Trustee Nelson stated that there are 2 board seats up for election are Trustee Wunderlich and Trustee Roberts. He requested a response from the 2 members.

They will response to the election office.

Trustee Roberts asked about the amount per hour requested on the invoice for the website.

Kelley replied that she had just received the invoice via email during the meeting and will review it with the next claims cycle. It did appear that the amount was higher than originally thought.

Claims – Kelley will send claims and treasurers report in a pdf via email to the Trustees not present. A list of the November claims totaling \$9,667.01 was presented to the Board for approval and signatures. November claims check numbers: 8235 - 8252

Trustee’s Nelson and Doty reviewed the claims. Trustee Wunderlich had reviewed the report prior to the meeting and found the numbers in order and correct.

Chair Nelson asked if there were any other questions.

Chair Trustee Nelson asked for a motion to pay the claims. **Trustee Wunderlich made a motion to pay the claims. Trustee Doty seconded.** Trustee Nelson asked if there were any further comments or questions. Hearing none, he addressed the motion on the floor to approve the November 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 - November 30, 2022

CASH ON HAND as of NOV 30, 2022

FUND # 7243 Voted Levy Operating Fund	\$ 38,868.00
FUND # 7245 Operating Fund	\$ <u>120,908.12</u>
TOTAL Fund #7243, #7245 Operating Cash	\$ 159,776.12

FUND # 7244 Voted Levy (5 mills with sunset) \$ 172,445.49

FUND # 7246 Capital Improvement Fund \$ 15,713.54

**Report was received from Lake County for November. All numbers verified.

7243: Deposits from taxes received (\$27,611.45) plus interest (\$1.04)

7244: Deposits from taxes received (\$36,140.65) plus interest (\$12.62)

7245: Deposits from taxes received (\$45,719.92) plus interest (\$7.69)
less claims paid out (\$7,832.90)

7246: Deposits from interest (\$1.45)

Trustee Wunderlich verified the Garceau fire income has not yet been received and the payment of the firefighter payroll disbursement has been made, so as to clarify funds being on budget.

Chair Nelson asked if there were any other questions.

Chair Trustee Nelson asked for a motion to accept the Treasurer’s report. **Trustee Doty made a motion to pay the claims. Trustee Wunderlich seconded.** Trustee Nelson asked if there were any further comments or questions. Hearing none, he addressed the motion on the floor to approve the November Treasurer’s report. Board comment: None. Public comment: None.

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

CHIEF'S REPORT –

Chief Gieser referred to the hard copy reporting 16 calls.

Response:

1. Vehicle accident 28785 Shady Lane
2. Vehicle accident 35952 Memory Lane
3. Vehicle accident 39470 Forman Road
4. Vehicle accident 40517 Highway 35
5. Smoke sighting 29350 Black Point Road
6. Ambulance assist 35746 Rocky Point Road
7. Law enforcement assist MM 99 Highway 93
8. Vehicle vs deer 39771 Highway 35
9. Chimney fire 41454 Wilderness Valley Road
10. Ambulance assist 31349 Ridge View Circle
11. Ambulance assist 34019 Black Tail Street
12. Ambulance assist 34019 Black Tail Street
13. Electrical fire 35990 Ducharme Lane
14. Ambulance assist 28577 Spring Lane
15. Vehicle accident 38000 Back Road
16. Overheated vehicle Highway 93 & Minesinger Trail

Administrative:

Prepare Nfirs for incident 220284 chimney fire 41454 Wilderness Valley
Awards Banquet

Repair and Maintenance:

C/O calibration on breathing air compressor
Station #1 – replace men’s restroom light switch

Trustee Nelson asked Chief Gieser about moving Unit #312 up to the Big Arm station. Chief Gieser stated that yes it was almost ready to go and would be moved soon. Unit #326 will be moved to Station #1 to get some maintenance done on and then moved to the future new Station #5.

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

MEMBERSHIP REPORT - No report. No Members present.

OLD BUSINESS:

Update on Rocky Point project:

Chair Trustee Nelson reported on the 3 letters that were sent out to the property owners of the sites of interest to build the Rocky Point station on and 2 responded back. One owner stated that they already had plans to build on for the property. The other owner of the Blue Spruce Road property might be interested at a later date, if the convenience in the area would be changed. He gave a description of the properties. Trustee Nelson is still looking into other properties in the area and will send letters. He read from a letter that had been previously sent out, so it was clear what was being asked of the property owners. A question was asked about providing an insurance quote showing the savings property owners might receive by having a fire station nearby. No follow up will be made, as each insurance company gives different discounts for this, but will suggest for home owners to look into. We will continue to wait for other responses from letters to see what options to go with next.

Trustee Nelson updated the city annexed 8 pieces of property. He created a letter that was sent out 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. Checks have been received from 2 of the property owners. He stated that until the City of

Polson notifies the DOR, we cannot force the payment to be made. He took copies of the letters and the law to the City Manager. He has heard nothing in response. The 2 checks received will be held until further notice. Trustee Nelson and Kelley are going to meet with Robin at Lake County.

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

Bond Pricing:

Kelley talked with several representatives at Payne West regarding the bonding prices.

A bond for \$100,000.00 will be \$350.00 per year. Any amount above that is done in increments, so a \$200,000.00 bond requires an underwriting review and until that is done they cannot give an amount. This would require an audit of the entire system.

Chair Trustee Nelson asked for a motion to purchase a \$100,000.00 bond for \$350.00 a year from Payne West for the Administrative position. **Trustee Roberts made a motion to buy the bond as stated. Trustee Doty seconded.** Trustee Nelson asked if there were any further comments or questions. He also stated that this is to protect the Administrative position as well as the District for the future due to the growth of the District and its accounts. Trustee Roberts asked if this bond was a high enough amount. Kelley stated that since there are several procedures in place that require more than one person to complete transactions of monetary value and it is a good starting place. Trustee Nelson asked if there were any further discussion. Hearing none, he addressed the motion on the floor to approve the bond purchase from Payne West. Board comment: None. Public comment: None. All in favor, no opposed. **Motion passed unanimously by voice vote.**

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

NEW BUSINESS:

No topics listed on the agenda.

Chair Nelson asked if there were any further topics or questions under new business.

No further topics or questions.

Chair Nelson stated that the next meeting is Wed., Jan. 11th in Polson at Station #1 at 6:00pm.

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 Doty motioned to adjourn. Trustee Roberts second. Motion passed unanimously by voice vote.**

ADJOURN 6:28 p.m.

Fred J. Nelson, Chair

John Doty, Board Trustee

Kelley Druyvestein, Recorder