

Deer Mt. Fire Protection District

October Board Meeting – Oct. 19, 2016

6:00 p.m.

Call to order: by Darin Anderson, Directors present; Karen McKee, Mike Gonzalez, Gerry Hoover. Absent – Barry Cole

Pledge of Allegiance-

Changes to Agenda: None

Minutes Approval: Approval of Sept. 21, 2016, Darin made motion to approve minutes as presented, seconded by Mike, motion carried.

Public input for matters not on Agenda:

A two questions were presented to the board by two citizens; Todd Bell, questioned board actions regarding volunteer vs. paid employees at the stations; Tom Fellows, requested clarification of money being spent on the funds brought in through the mill levy. These items will be placed on the agenda for the November board meeting.

Treasurers' Report:

| | | |
|---|---------------------|--------------|
| Beginning balance – Beginning balance Sept. | | \$104,913.30 |
| Sept. Deposits: | | |
| County deposits for prior month | 7,999.29 | |
| Gallimore Sept. 4272 CR 28 | 360.00 | |
| Bldg Expenses | 6,800.72 | |
| Sale of old hoses | 40.00 | |
| Medical Income | 5,286.18 | |
| Bank interest | .92 | |
| Total income | <u>20,487.11</u> | |
| | | |
| Total income plus beginning balance | \$125,400.41 | |
| Total expense: | 32,425.31 | |
| | | |
| Ending check book balance | \$90,009.68 | |
| | | |
| Other Bank acct balances: | | |
| Emergency Reserves: | \$50,354.35 | |
| Capital Improvements | 49,860.43 | |
| Brush Truck 4 Debit Acct | 1,572.71 | |
| Medical Checking | 1,879.42 | |
| Total Funds | <u>\$193,476.59</u> | |

Karen made motion to accept treasurers report, seconded by Gerry, motion carried

Bills to be paid:

Beginning checkbook balance: October 1 - \$90,009.68, income to date; \$10,421.11, expenses to date Oct., \$32,425.31, leaving balance in checkbook; \$68,005.80.

Karen made motion to approve bills to be paid for October; seconded by Gerry, motion carried.

Building lease update:

Approx: \$222,168.83 of building lease has been used to date. There is \$2500 left for building interior if we want to keep \$75,000 of lease to pay off debts. Karen mentioned the final appraisal will come out of lease at a cost of \$350.

Payroll expenses: and liabilities; approx. \$7006 and chief salary \$1749.

| EMS Billing: | Percent received | Write-off |
|----------------|------------------|-----------|
| April \$22,581 | 21.44% | 53.6% |
| May \$6,580 | 30.7% | 55.00% |
| June \$14,217 | 14.05% | 38.28% |
| July \$17,135 | 21.12% | 47.40% |
| Aug \$27,305 | 13.53% | 42.98% |
| Sept. \$14,779 | 3.57% | 5.32% |

Sept. income from billing to date - \$5,265.18

National Fire income from Brush #12 Beulah Fire- \$8,300

Chairman’s Report:

Admin Hours: Mike, 10, Communications 4, Treasurer 100, Gerry, 6

Station Reports:

Chief Watts reported - 9 runs, 29 hours

Purchase: Joe’s request \$4400 for interior work in Building A; tabled until budget discussion

Station 3 mitigation grant: money placed in special category to be used for Station 3 mitigation.

Building updates: Karen stated #3 – SRU is required. This will cost \$1800 for the SRUP application, must have another storm water run-off plan, another engineer will be found.

EMS

Chief Joe reported: 22 runs, 6 in training for EMT.

Reimbursements/Requests: None

Insurance:

Liability – DMFPD has requested organizations must show liability coverage. Karen made motion to require liability insurance for usage, Mike seconded. Discussion followed; motion was rescinded Proper procedures will be investigated and brought to board.

Communication: - Darin – ST2 – purchase speakers, antenna – for better communication, motion approval \$250 to cover equipment, expense is in 2016 budget allowance. Karen seconded, motion carried.

Darin motioned to reprogram 25 800 radios donate by DOC, cost will be \$50 per radio ,cost is within 2016 budget. Karen seconded, motion carried.

911 active – Darin made motion to let service lap continue service with 5 free subscriptions for management, Mike seconded, Discussion followed; motion rescinded. Karen made motion to pay for 20 to receive active 911 service, Darin seconded – motion carried. It is an operational decision to determine who receives the service.

Old business:

Ambulance RETAC Grant Status; will request \$190,000 with 10 percent match, opens Dec 15, closes Feb 15. Gerry will help with the Grant review.

EMS Mailer: Chief Watts reported mailer is nearly ready to copy. Photo of ambulance was suggested. Discussion on who is to receive the mailer.

Employee Manual: Karen reported all has agreed to the manual except 2 employees.

2016 & 2017 Budgets

Karen began with 2017 budget – committee has met – proposed budget has been sent to the board members. Karen made motion for public hearing for 2017 budget to be Nov 16 board meeting, seconded by Gerry. Motion carried. At that time the public will have opportunity review proposed budget –

2016 budget – Karen reported reduction in expenses creates \$40,000 surplus in budget. Karen made motion to approve Chief’s reimbursement request to finish new building of \$4400 - Gerry seconded. Motion carried.

Inclusion mailings: Darin explained inclusion for areas that are not in DMFPD tax base. Gerry explained Oklahoma handling of this problem. Discussion followed. Wording of the mailer will be decided by the committee for approval of the board.

Station #3 Building Committee – Karen, Gerry, and Darin – layout of building was explained. Substation will be approx. 34’ x 36’ 2 bay garage.

Chief’s Job Description: Karen made motion to accept written description as presented to the board, Mike seconded, motion carried.

Chief’s Contract – Karen made motion to accept written description as presented to the board, Gerry seconded, motion carried.

Reserve as Texas Creek Petition for inclusion: - Karen reported DMFPD must have inclusion from every property owner. Work is being continued – petitions when completed will be given to Karen. Karen made motion that when she has received all petitions for inclusion, the board grant her permission to set up a public hearing for inclusion of Texas Creek; and that hearing to be held at the next board meeting. Mike seconded, motion carried.

New Business:

Hr/Admin/Financial items; Darin made motion to form subcommittee to address items regarding EMS items, Mike will be on committee, including Joe and Jay. Tom Fellows requested permission to serve on this committee, and was accepted as a volunteer. Motion carried.

MVA & billing for services in or out of District & Pursue county PILT funds (payment in Lieu of Taxes)
General discussion followed – Gerry and Darin are reviewing proper billing procedures, and will advise board of findings.

Next meeting is Nov. 16, 2016 at 18:00 hours.

Darin made motion to adjourn, Mike seconded, motion carried – 19:17 p.m.