

Minutes of The  
 Box Elder Rural Fire Protection District  
 Board of Directors Meeting  
 16 January 2023

The meeting was held at the Box Elder Fire Station. Vice-President T. Kuenkel called the meeting to order at 7:18 p.m. Present were Fleming, Jackson, and Saffry. Also present was Fire Chief/Department Coordinator A. Kuenkel.

Motion was made by Jackson, seconded by Fleming, to approve the agenda as presented. All in favor.

The minutes of the 19 December meeting were approved as read. The treasurer's report showed a balance of \$1,269.79, in checking account, \$527,847.12 in savings account.

The following bills were presented:

Box Elder VFD:

Billing for Services—Bob Jakober .....	\$ (500.00)
Dakota Battery & Electric—emergency lights solenoid for R-9 .....	\$ 168.36
Emrich, Matthew—R&R Captain.....	\$ 750.00
G&H Distributing—air hose reel swivel for shop .....	\$ 54.52
H&S Uniforms and Equipment—replace letters on structure PPE .....	\$ 315.00
JD Palatine—background checks (3).....	\$ 11.25
Kuenkel, Adam—R&R Chief.....	\$ 3,000.00
Mellen, Theresa—R&R Lieutenant .....	\$ 554.10
Musselman, Adam— R&R Lieutenant.....	\$ 600.00
Payroll—full time—A. Kuenkel (1-31 Dec) .....	\$ 2,407.84
Payroll—part time—M. Helgerson (1-31 Dec) .....	\$ 777.78
Payroll—part time—S. Inmon (1-31 Dec) .....	\$ 92.44
Payroll—part time—B. Kuenkel (1-31 Dec).....	\$ 73.26
Payroll—part time—M. Emrich (1-31 Dec).....	\$ 789.94
Payroll—part time—G. Doney (1-31 Dec).....	\$ 738.46
Payroll—part time—C. Key (1-31 Dec).....	\$ 948.88
Payroll—part time—N. Parish (1-31 Dec) .....	\$ 172.08
Payroll—part time—A. Musselman (1-31 Dec).....	\$ (13.46)
Payroll—part time—D. Kopp (1-31 Dec) .....	\$ 395.28
Payroll—SD Retirement System: Employer/Employee Matching Contributions .....	\$ 509.22
Payroll—U.S. Treasury: Employer’s Federal Tax 12/15/2022 .....	\$ 2,025.28
Payroll—SD Rosebud LLC: payroll; employment reports .....	\$ 175.00
Prairie Auto Parts—vehicle-, shop supplies .....	\$ 98.68
SD Fire Chiefs Association—2023 dues for A. Kuenkel.....	\$ 100.00
SD Society of Fire Service Instructors—2023 dues for A. Kuenkel & M. Emrich .....	\$ 60.00
Century Business Products—base rate + overage .....	\$ 6.76
Kieffer Sanitation—refuse service.....	\$ 55.10
Menards—shop-, building supplies; rebate .....	\$ 82.92
MIDCO Business—phone/fax/video service.....	\$ 161.83
Montana-Dakota Utilities Company—natural gas .....	\$ 403.86
NASASP—2023 dues.....	\$ 39.00
Saffry, Warren—Pennington County Treasurer: utility trailer registration.....	\$ 25.10
Saffry, Warren—3-ring binder for minutes .....	\$ 8.76
Saffry, Warren—postage stamps .....	\$ 60.00
WEX Bank (Global Fleet)—motor fuel.....	\$ 646.93
West River Electric Association, Inc. ....	\$ 482.49
Total	\$16,276.66

Motion was made by Fleming, seconded by Jackson, to pay the bills as presented. All in favor.

A. Kunkel presented the January Department report (attached).

Old Business: None.

New business: Workers' Compensation List: The Fire Chief presented the annual list of persons to be appointed to the Department for the purpose of Workers' Compensation coverage. Motion was made by Jackson, seconded by Fleming, to appoint the persons on January 2023 Box Elder FD Roster (attached) to the Department as of 16 January 2023. All in favor.

Resignation of Ronald Gonzales—motion was made by Jackson, seconded by Fleming, to accept his resignation and to thank him for his years of service. All in favor.

Annual VFA grant—motion was made by Fleming, seconded by Jackson, to authorize the Department to apply for the grant up to the maximum of \$20,000.00. After discussion, all in favor.

Tender 2-3 modifications—MacQueen Equipment has submitted an estimate of \$4,080.22 to modify the tender for more effective winter service. Motion was made by Jackson, seconded by Fleming, to authorize this work. After discussion, all in favor.

Payrate approval for employees—the Department presented a proposed payrate schedule for various part-time employees dated January 4, 2023. Motion was made by Fleming, seconded by Jackson, to adopt this schedule. After much discussion, all in favor.

Annual Public Meeting—motion was made by Jackson, seconded by Fleming, to hold the Annual Public Meeting/Election on 20 February 2023 at 6:30 p.m. at the Box Elder Fire Station. There will be an election to fill six seats on the Board: those of Tara Kuenkel, Jason Fleming, Debra Gehrke, Linda Newman, Thomas Thiele, and Ronald Gonzales.

Two Building Use Applications were received:

1. Douglas Junior ROTC—parent's meeting—17 Jan 23—5:00 p.m.-?
2. Sheri Kelly—daughter's graduation party—20 May 23—all day.

Motion was made by Jackson, seconded by Fleming, to approve these applications. All in favor. Previously approved by Department.

There being no further business, motion was made by Fleming, seconded by Jackson, to adjourn the meeting. All in favor, and the meeting was adjourned at 7:43 p.m.

  
Secretary-Treasurer



# BOX ELDER FIRE DEPARTMENT

120 Box Elder Road, Box Elder South Dakota  
605-923-1224 / befdchief@midconetwork.com

16 January 2023

To: Box Elder Rural Fire Protection District Board

From: Box Elder Fire Department Chiefs

Re: Monthly Report

<b>1. Calls/Training:</b>	Calls YTD: 44	2022 YTD: 41
	December: 99	2022 Total: 1183
	Medical—49	2021 Total: 1120
	Fire—5	2020 Total: 971
	Fire/CO Alarms—13	2019 Total: 798
	Service/Good Intent—26	2018 Total: 728
	MVC—6	2017 Total: 737

Additional information on calls or other activities since last meeting:

- 2022 Mutual Aid requests—87; Mutual Aid received—35
- One structure fire in our area during sub-zero temps last month
- Several other calls during inclement weather last month; several department members helped cover overnight as well as during the daytime. Multiple calls for water flow within sprinkler systems.

*Training:*

- We have 6 members attending basic wildland course; will be complete this weekend.
- Firefighter course starting 24 Jan at Doty—we will have 2 personnel attending.
- Department training will cover PPE inspection/care, ladders, and fire behavior this month.

**2. Apparatus:**

Truck replacement plan:

- Nothing to report.

Maintenance:

- Annual preventative maintenance with Josh from Olson’s Towing. Dec-Jan timeframe.
- We have a quote for adjusting plumbing and adding a heat shield on Tender—**see quote.**
  - Did not receive another quote at this time.
- Investigating a code on Eng1-2 pump controller—awaiting part quote/further troubleshooting

**3. Building and Grounds:**

- Black Hills Doors will be scheduled to inspect/repair garage doors per service agreement.
- Building entry system having some problems; awaiting quote for replacement—**no progress,** however no new issues either during cooler weather

**4. Other miscellaneous items currently being worked:**

- Future property for building 2<sup>nd</sup> station—**no significant progress**
  - Possible land off of Tower Road that belongs to Ellsworth—**paperwork submitted**
  - Other potential land available; 225<sup>th</sup> and 150<sup>th</sup>—**nothing new**
  - Have had some discussion with others, Northern Lights area?
- Ambulance district...discussions continue to happen; no significant progress.
- Department employees...holding with current crew—shifts filling better as of now.

**5. New items for discussion/action:**

- VFA grant application will open in January; submit by mid February...Grants are available up to \$20k total; it is a 50% match so we are responsible for \$10K
- Officer stipends? Personnel payrates.


**6. Building use applications:**

- Scouts using meeting room; 1<sup>st</sup> Thursday of month. Some other use as coordinated
- AA group Friday evenings, 1900
- Douglas Baseball; 3<sup>rd</sup> Tuesday's for meetings
- Sheri Kelly(member) Graduation party, May 20<sup>th</sup>
- Douglas JrROTC parents committee—reoccurring starting 17 Jan at 5pm

Personnel/Workmans Comp:

Additions: *Thomas Dunlap*

Removals: *Lane Eberly, Nicklaus Sabo*

 1-16-2023  
Fire Chief or Representative

*Yann Keenke 1/16/23*

District President or Representative



# BOX ELDER FIRE DEPARTMENT

120 Box Elder Road, Box Elder South Dakota  
605-923-1224 / befdchief@midconetwork.com

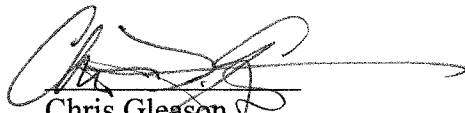
January 4, 2023

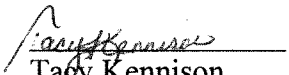
Box Elder Rural Fire Protection District

The following is an overview of employee who currently help cover scheduled shifts at Box Elder Fire Department and their current compensation rates:

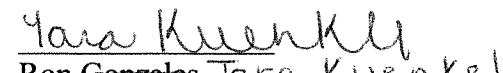
Name	Position	Payrate	Hours	Benefits
Adam Kuenkel	Dept Coordinator	\$52,451 / Annual	Full Time	SDRS / Stipend
Matthew Emrich	FF/EMT	\$17.50 / hr	2 shifts/weekly	Stipend
Michael Helgerson	FF	\$14.00 / hr	2 shifts/weekly	N/A
Styles Inmon	FF/EMT	\$14.00 / hr	As available	N/A
Theresa Mellen	FF/EMT/CPR Instructor	\$12.00 / hr	As Needed	Stipend
Cassandra Key	FF(T) / EMT	\$12.00 / hr	2+ shifts/monthly	N/A
Gabriel Doney	FF / EMT	\$16.50 / hr	1+ shift/weekly	N/A
Adam Musselman	FF / EMT	\$14.00 / hr	As needed	Stipend
Braden Kuenkel	FF / FFT1(T)	\$12.50 / hr	As needed	N/A
Matthew Kopp	FF/EMT	\$15.00 / hr	1+ shift/weekly	N/A
Noah Parish	FF/EMT	\$12.50 / hr	1+ shift/weekly	N/A

Any questions can be directed to the department's employee/payroll budget committee.

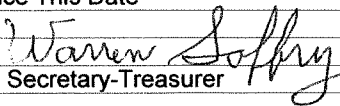
  
Chris Gleason  
Committee Lead

  
Tacy Kennison  
Committee Member

  
Raymond Ehnert  
Committee Member

  
~~Ron Gonzales~~ Tara Kuenkel  
District President  
District Vice-President



BOX ELDER RURAL FIRE PROTECTION DISTRICT		
TREASURER'S REPORT		
16 January 2023		
Beginning Savings Balance		\$719,827.67
Income		
Pennington County (Nov)	\$8,697.45	
Meade County (Nov)	\$1,849.83	
Interest	\$151.80	
Transfer in—Budgeted Funds	\$3,923.93	\$14,623.01
Expenses		
Claims		(\$48,986.62)
Transfer out—Budgeted Funds, New Truck		(\$764.94)
Transfer out—Budgeted Funds, Annual Funding		(\$156,852.00)
Ending Savings Balance		\$527,847.12
Payroll earmarks	(\$107,481.01)	\$420,366.11
Checking Balance		\$1,269.79
Contingency & Improvement Fund	\$103,125.14	
Interest	\$13.14	\$103,138.28
Budgeted Funds:		
New Truck Fund	\$339,763.80	
Truck Fund opt out (Dec)	\$764.94	
2023 funding	\$68,452.00	
Interest	\$72.59	\$409,053.33
Communications Fund	\$28,232.96	
2023 funding	\$6,000.00	
Interest	\$6.02	\$34,238.98
Training Aids Fund	\$14,193.75	
2023 funding	\$1,000.00	
Interest	\$3.03	\$15,196.78
Firefighting Tools Fund	\$27,109.36	
2023 funding	\$7,000.00	
Interest	\$5.78	\$34,115.14
EMS Tools Fund	\$6,364.57	
2023 funding	\$1,000.00	
Interest	\$1.37	\$7,365.94
SCBA Fund	\$41,478.12	
2023 funding	\$8,500.00	
Interest	\$8.84	\$49,986.96
Office Technology Upgrade Fund	\$7,979.54	
2023 funding	\$1,500.00	
Interest	\$1.70	\$9,481.24
Personal Protective Equipment Fund	\$48,783.37	
2023 funding	\$17,400.00	
Interest	\$10.40	\$66,193.77
Building/Property Fund	\$114,925.82	
2023 funding	\$46,000.00	
Interest	\$24.50	\$160,950.32
Highmark Membership Account		\$25.46
CD 000325580-300	\$108,428.08	
Interest	\$63.55	\$108,491.63
Cash Balance This Date		\$1,527,354.74
 Warren Sofhy Secretary-Treasurer		

