

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

18 December 2023

The meeting was held at the Box Elder Fire Station. President Fleming called the meeting to order at 7:06 p.m. Present were Allen, Gehrke, Jackson, T. Kuenkel, Miller, Saffry and Thiele. Also present were Fire Chief/Department Coordinator A. Kuenkel and Assistant Chief Gleason.

Motion was made by Thiele, seconded by Gehrke, to approve the agenda as presented and to enter executive session at this time. All in favor. Entered executive session at 7:08 p.m.; exited executive session at 9:00 p.m.

Executive session action: Motion was made by Jackson, seconded by Thiele, to express the Board's approval of the Department's election of Matthew Emrich as Fire Chief. The motion carried, and the vote was taken: Aye—Jackson, Saffry, Thiele. Nay—Allen, Gehrke, T. Kuenkel, Miller.

The minutes of the 20 November meeting were approved as read. The treasurer's report showed a balance of \$1,820.76 in the checking account, \$676,646.44 in the savings account.

The following bills were presented:

Allen, Betty—director's fees	\$ 40.00
Box Elder VFD:	
A&B Welding Supply—fill O ₂ cylinders (3)	\$ 33.08
Action Mechanical—clean furnace burners, change filters.....	\$ 175.00
Alex Air Apparatus—utility coat (2) & -pants (1)	\$ 1,420.50
All Service Electric—rewire, install timers for bay exhaust fans.....	\$ 843.58
BEFD—overnight coverage	\$ 1,400.00
Best Buy—laptop for KnoxBox software.....	\$ 549.99
Box Elder Hardware—vehicle-, shop-, building supplies	\$ 25.71
Dakota Battery & Electric—sealed switches for E4-1	\$ 100.34
Fire Safety USA—spotlight & hose adapters	\$ 634.50
Gleason, Christopher—Assistant Chief stipend	\$ 1,350.25
Grimm's Pump & Industrial Supply—safety gas can for E4-1	\$ 149.99
Helgerson, Michael—Training Supervisor stipend	\$ 100.00
Hofer Fire Stuff—2½" fire hose (6), 4" x 2½" adapter, pressure gauges (4) for E1-1	\$ 2,092.13
Intuit QuickBooks—District's online access.....	\$ 9.56
JD Palatine—background checks	\$ 3.95
Kuenkel, Adam—Chief stipend.....	\$ 500.00
Life Assist—suction unit batteries (2)	\$ 308.16
Mellen, Theresa—Medical Supervisor stipend	\$ 554.10
Musselman, Adam—Training Supervisor stipend.....	\$ 554.10
Payroll—full-time—A. Kuenkel (1-30 Nov)	\$ 3,231.05
Payroll—part-time—M. Emrich (1-30 Nov).....	\$ 578.45
Payroll—part time—M. Helgerson (1-30 Nov).....	\$ 1,776.75
Payroll—part time—A. Musselman (1-30 Nov)	\$ 296.46
Payroll—part time—B. Kuenkel (1-30 Nov).....	\$ 382.51
Payroll—part time—G. Doney (1-30 Nov)	\$ 672.58
Payroll—part time—B.L. Talaro (1-30 Nov)	\$ 306.55
Payroll—part time—A. Carris (1-30 Nov)	\$ 914.32
Payroll—SD Retirement System: Employer/Employee Matching Contributions.....	\$ 908.50
Payroll—U.S. Treasury: Employer/Employee monthly taxes.....	\$ 1,863.34
Power House—R-9 Honda generator spark plug	\$ 3.15
SD Fire Chiefs Association—annual membership dues.....	\$ 100.00

SD Fire Firefighters Association— conference attendance fee.....	\$ 125.00
SD Firefighters Association— Department dues.....	\$ 800.00
SD Redbook Fund— <i>Fundamentals of Firefighting and HazMat</i> (3).....	\$ 336.64
TRU by Hilton—hotel for Fire Chief’s Conference.....	\$ 278.74
U.S. Postal Service—ship thermal imager for repair.....	\$ 26.85
Vigilant Business Solutions—random & pre-employment drug screenings.....	\$ 324.00
Century Business Products—base rate + overage.....	\$ 14.00
Fleming, Jason—director’s fees.....	\$ 60.00
Gehrke, Debra—director’s fees.....	\$ 60.00
Jackson, Tully—director’s fees.....	\$ 60.00
Kieffer Sanitation—refuse service.....	\$ 59.37
Kuenkel, Tara—director’s fees.....	\$ 60.00
MIDCO Business—phone/video service.....	\$ 174.68
MacQueen Equipment—SCBU compressor.....	\$17,842.73
Menards— shop-, building supplies.....	\$ 210.96
Menards—shop-, building supplies.....	\$ 101.13
Menards—building supplies.....	\$ 195.92
Menards—rebate.....	\$ (9.96)
Miller, Shane—director’s fees.....	\$ 60.00
Montana-Dakota Utilities Company—natural gas.....	\$ 111.15
Saffry, Warren—director’s fees.....	\$ 145.00
Thiele, Thomas—director’s fees.....	\$ 60.00
WEX Bank (Global Fleet)—motor fuel.....	\$ 462.81
West River Electric Association—electricity.....	\$ 451.23
Total	\$43,915.52

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


A. Kuenkel presented the December Department report (attached).

Old business: SCBA compressor—complete.

Administrative area carpet—still working; perhaps January.

New business: Workers’ Compensation List: At request of the Fire Chief, motion was made by Thiele, seconded by Miller, to appoint Bryan Shaw, Blake Buckley, and Cole Kosmala to the Department as of 18 December 2023 and to revoke the appointment of Joshua Wiedow, also as of 18 December 2023. All in favor. A complete Workers’ Compensation List is to be submitted at the January meeting.

There being no further business, motion was made by Gehrke, seconded by Allen, to adjourn the meeting. All in favor, and the meeting was adjourned at 9:50 p.m.


 Secretary-Treasurer



BOX ELDER FIRE DEPARTMENT

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

18 December 2023

To: Box Elder Rural Fire Protection District Board

From: Box Elder Fire Department Chiefs

Re: Monthly Report

1. Calls/Training:	Calls YTD: 1014	2022 YTD: 1141
	November: 70	2022 Total: 1183
	Medical—47	2021 Total: 1120
	Fire—7	2020 Total: 971
	Fire/CO Alarms—4	2019 Total: 798
	Service/Good Intent—10	2018 Total: 728
	MVC—2	2017 Total: 737

Additional information on calls or other activities since last meeting:

- 2023 Mutual Aid requests—38; Mutual Aid received—24; Overlapping--132
- Vehicle/debris fire in Ashland Heights; managed to hold it to general area of origin

Training:

- 2 personnel have completed Driver Operator course and 1 member completed Fire Officer course.
- Department training has continued to focus on initial actions on arrival of a structure fire.
- Several personnel attended training with Rapid Valley at the airport
- Additional focus has been on the newer personnel who have joined in recent months.

2. Apparatus:

Truck replacement plan:

- Aerial options. If a decent used option comes up, we may go look at one.
--Nothing new as of now

Maintenance:

- E1-2 driver's seat airline leak; repair being worked in house
- E1-1 several gauges and valve seals changed out
- E3-1 air compressor leak; parts being ordered

3. Building and Grounds:

- West parking lot work—waiting on Savvy; plan is to still complete it this fall/winter.
- Building entry system having some problems; awaiting quote for replacement—west door has begun to give us trouble again...got a request out to Sontech for options— **no progress**
- Carpet/tile installation; should happen early in the new year---looks like around 8 January.
--Meeting room walls were painted this past weekend; hallway was started.

4. Other miscellaneous items currently being worked:

- Future property for building 2nd station—met 10 July with Daene Boomsma---**nothing new**
 - Other potential land available; 225th and 150th—**nothing new**
 - Met with an engineer and architect about helping select land option for what we want—they are willing to meet with us to discuss further. Looking at potential options.
- Ambulance district...discussions continue to happen; meetings have continued at the county level as well as locally. What is fire district willing to put into this short or long-term?
- Reporting software—process with ImageTrend continues; bill will come in January.
- SCBA compressor/fill station—compressor portion has arrived; cascade and fill station will come after the first of the year.
- District Quickbooks software...online version has been started.
- Awarded \$13,940 from state grant for PPE---placed several sets of structure coats/pants on order

5. New items for discussion/action:

- SD Wildland has announced the VFA grant will open next month--\$7000 matching
 - will apply to restock wildland PPE to include more boots.
- Department membership held an election for the Fire Chief position. Matt Emrich has been elected to the position pending the district's approval.

6. Building use applications:

- Scouts using meeting room; 1st Thursday of month. Some other use as coordinated.
- Douglas JrROTC parents committee—getting ready to start again.
- Boy Scout Pack 28; Sunday evenings 5:30 to 7pm.

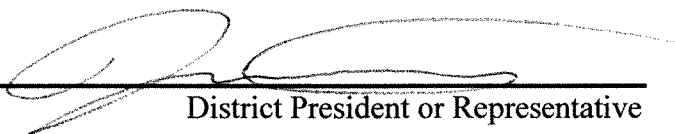
Personnel/Workmans Comp:

Additions: *Bryan Shaw, Blake Buckley, Cole Kosmala*

Removals: *Joshua Wiedow*



Fire Chief or Representative



District President or Representative

BOX ELDER RURAL FIRE
PROTECTION DISTRICT
TREASURER'S REPORT
18 December 2023

Beginning Savings Balance		\$555,984.07
Income		
Pennington County (Oct)	\$102,367.66	
Meade County (Oct)	\$39,940.70	
Interest	\$1,362.49	
Dividend Adjustment	\$1,321.53	
Div. Adjust. 2023	\$1,299.16	
Transfer In—Budgeted Funds	\$2,113.30	\$148,404.84
Expenses		
Claims	(\$16,187.36)	
Transfer Out—Budgeted Funds	(\$11,555.11)	(\$27,742.47)
Ending Savings Balance		\$676,646.44
Payroll earmarks	(\$1,067.13)	\$675,579.31
Checking Balance		\$1,820.76
Contingency & Improvement Fund	\$94,564.55	
Interest	\$151.57	\$94,716.12
Budgeted Funds:		
New Truck Fund	\$397,548.46	
Truck Fund Opt Out	\$11,555.11	
Dividend Adjustment	\$939.99	
Div. Adjust. 2023	\$917.72	\$410,961.28
Communications Fund	\$34,398.82	
Dividend Adjustment	\$79.04	
Div. Adjust. 2023	\$77.16	\$34,555.02
Training Aids Fund	\$14,849.04	
Dividend Adjustment	\$34.12	
Div. Adjust. 2023	\$33.31	\$14,916.47
Firefighting Tools Fund	\$22,927.76	
Dividend Adjustment	\$52.68	
Div. Adjust. 2023	\$51.43	\$23,031.87
EMS Tools Fund	\$7,400.93	
Dividend Adjustment	\$21.03	
Div. Adjust. 2023	\$20.45	\$7,442.41
SCBA Fund	\$50,220.33	
Dividend Adjustment	\$115.39	
Div. Adjust. 2023	\$112.66	\$50,448.38
Office Technology Upgrade Fund	\$9,529.36	
Dividend Adjustment	\$21.90	
Div. Adjust. 2023	\$21.38	\$9,572.64
Personal Protective Equipment Fund	\$53,900.89	
Dividend Adjustment	\$123.85	
Div. Adjust. 2023	\$120.91	\$54,145.65
Building/Property Fund	\$161,701.73	
Dividend Adjustment	\$371.54	
Div. Adjust. 2023	\$362.74	\$162,436.01
Highmark Membership Account		\$25.46
CD 000325580-300	\$109,549.14	
Interest	\$275.53	\$109,824.67
Cash Balance This Date		\$1,650,543.18

Warren Saffry
Secretary-Treasurer

