

Minutes of The  
 Box Elder Rural Fire Protection District  
 Board of Directors Meeting  
 15 January 2024

The meeting was held at the Box Elder Fire Station. President Fleming called the meeting to order at 7:13 p.m. Present were Gehrke, Jackson, T. Kuenkel, Saffry and Thiele. Also present were Fire Chief Emrich, Assistant Chief Gleason, and Assistant Chief/Department Coordinator A. Kuenkel.

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

The minutes of the 18 December meeting were approved as revised. The treasurer's report showed a balance of \$1,127.49 in checking account, \$669,553.30 in savings account.

The following bills were presented:

Box Elder FD:

Bound Tree—key for defibrillator .....	\$ 77.00
Bound Tree—glucometer carrying case .....	\$ 22.72
Dakota Battery & Electric—siren switch for E1-1 .....	\$ 29.97
Helgerson, Michael—Training Supervisor stipend .....	\$ 100.00
Intuit QuickBooks—QuickBooks Online Simple Start .....	\$ 9.56
JD Palatine—background checks (3).....	\$ 11.85
Kuenkel, Adam—Chief stipend.....	\$ 500.00
Leavitt Heartland Insurance Services—District insurance policy U24FFS120123-00 ...	\$15,508.00
Life-Assist—EMS supplies .....	\$ 247.16
M&T Fire and Safety—onboard air pressure shutoff switch .....	\$ 148.73
MacQueen Equipment—SCBA flow testing .....	\$ 1,542.50
Payroll—full time—A. Kuenkel (1-31 Dec) .....	\$ 3,264.77
Payroll—full time—M. Helgerson (1-31 Dec).....	\$ 2,567.37
Payroll—part time—M. Emrich (1-31 Dec).....	\$ 807.03
Payroll—part time—G. Doney (1-31 Dec).....	\$ 448.38
Payroll—part time— B.-L. Talaro (1-31 Dec) .....	\$ 306.55
Payroll—part time—A. Musselman (1-31 Dec).....	\$ 395.28
Payroll—part time— A. Carris (1-31 Dec).....	\$ 738.46
Payroll—Pennington County Workers’ payroll contribution.....	\$ 9,576.00
Payroll—SD Retirement System: Employer/Employee Matching Contributions .....	\$ 1,029.04
Payroll—U.S. Treasury: Employer’s Federal Tax .....	\$ 2,456.88
Century Business Products—base rate + overage .....	\$ 13.33
Kieffer Sanitation—refuse service.....	\$ 59.37
Menards—building maintenance .....	\$ 19.98
Menards—vehicle-, f/f equipment-, shop-, building supplies .....	\$ 221.07
Menards—returns .....	\$ (22.92)
MIDCO Business—phone/fax/video service.....	\$ 174.72
Montana-Dakota Utilities Company—natural gas .....	\$ 208.37
NASASP—2024 dues.....	\$ 39.00
Pennington County Treasurer—utility trailer registration.....	\$ 31.60
SD Rosebud LLC—meetings and setup of QuickBooks Online .....	\$ 270.00
WEX Bank (Global Fleet)—motor fuel.....	\$ 952.42
West River Electric Association, Inc. ....	\$ 477.63
Total	\$42,231.82

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

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

Old Business: Station carpet—complete.

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 T. Kuenkel, seconded by Gehrke, to appoint the persons on January 2024 Box Elder FD Roster (attached) to the Department as of 15 January 2024. All in favor.

Annual Public Meeting—motion was made by Gehrke, seconded by Jackson, to hold the Annual Public Meeting/Election on 19 February 2024 at 6:30 p.m. at the Box Elder Fire Station. There will be an election to fill five seats on the Board: those of Betty Allen, Tully Jackson, Shane Miller, Warren Saffry, and one vacant seat.

The matter of a proposed aerial truck was brought up. Motion was made by Jackson, seconded by Thiele, to place a cap of \$500,000 on the cost of such a truck. After much discussion, all in favor.

Motion was made by Thiele, seconded by Jackson, to enter executive session pursuant to SDCL 1-25-2. All in favor. Entered executive session at 7:45 p.m. Motion was made by Jackson, seconded by Gehrke, to exit executive session. All in favor. Exited executive session at 8:17 p.m.

Executive session action: None.

There being no further business, motion was made by Thiele, seconded by Gehrke, to adjourn the meeting. All in favor, and the meeting was adjourned at 8:19 p.m.

*Warren Saffry*  
Secretary-Treasurer



# BOX ELDER FIRE DEPARTMENT

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

15 January 2024

To: Box Elder Rural Fire Protection District Board

From: Box Elder Fire Department Chiefs

Re: Monthly Report

<b>1. Calls/Training:</b>	Calls YTD: 52	2024 YTD: 44
	December: 94	2023 YTD: 1059
	Medical—57	2022 Total: 1183
	Fire—9	2021 Total: 1120
	Fire/CO Alarms—9	2020 Total: 971
	Service/Good Intent—14	2019 Total: 798
	MVC—5	2018 Total: 728

Additional information on calls or other activities since last meeting:

- 2023 Mutual Aid requests—40; Mutual Aid received—26; Overlapping--140
- Supported a few fires in neighboring districts over the past month; included in this was a response to Ellsworth to support them while they were tending to the B-1 crash.

Training:

- 6 personnel have started their basic wilding training; will finish this weekend
- Due to influx of new members we are starting another Firefighter Certification course locally to accommodate them. Department training will revolve around a lot of the subject matter we are exposing the newer personnel to re-enforce those skills with everyone.

## 2. Apparatus:

Truck replacement plan:

- Aerial options. If a decent used option comes up, we may go look at one.  
--One in Brooklyn Center, MN--\$450,000; 2007 Pierce

Maintenance:

- E1-2 driver's seat airline leak; repair being worked in house
- E3-1 air compressor leak; parts being ordered—new part installed
- Working to get annual maintenance/oil changes completed in February.

## 3. Building and Grounds:

- West parking lot work—waiting on Savvy; most likely won't be until April/May now.
- Building entry system having some problems; awaiting quote for replacement—received quotes from New Vision Security Systems and Architectural Specialties---systems are different; one cloud based and the other involves a new computer setup to manage system.
- Carpet/tile installation; should happen early in the new year---**complete; \$15,587.90.**  
--More painting will happen at a later date.

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

- Future property for building 2<sup>nd</sup> station—met 10 July with Daene Boomsma---**nothing new**
  - Other potential land available; 225<sup>th</sup> 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. Nothing new to report.
- Reporting software—now running ImageTrend; 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.

**6. Building use applications:**

- Scouts using meeting room; 1<sup>st</sup> 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:

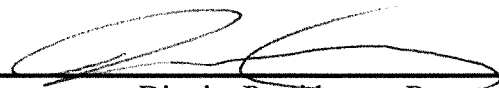
Additions: *Joshua Miller*

Removals: *Sheri Kelly*



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Fire Chief or Representative



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District President or Representative

BOX ELDER RURAL FIRE PROTECTION DISTRICT  
TREASURER'S REPORT  
15 January 2024

Beginning Savings Balance		\$676,646.44
Income		
Pennington County (Nov)	\$11,629.52	
Meade County (Nov)	\$3,381.14	
Interest	\$1,572.18	
Transfer in—Budgeted Funds	\$21,355.36	\$37,938.20
Expenses		
Claims		(\$43,833.52)
Transfer out—Budgeted Funds, New Truck		(\$1,197.82)
Transfer out—Budgeted Funds		
Ending Savings Balance		\$669,553.30
Payroll earmarks	(\$9,862.87)	\$659,690.43
Checking Balance		\$1,127.49
Contingency & Improvement Fund	\$94,716.12	
Interest	\$156.87	\$94,872.99
Budgeted Funds:		
New Truck Fund	\$410,961.28	
Truck Fund opt out (Dec)	\$1,197.82	
Interest	\$974.02	\$413,133.12
Communications Fund	\$34,555.02	
Interest	\$81.66	\$34,636.68
Training Aids Fund	\$14,916.47	
Interest	\$35.25	\$14,951.72
Firefighting Tools Fund	\$20,939.74	
Interest	\$49.49	\$20,989.23
EMS Tools Fund	\$7,442.41	
Interest	\$21.78	\$7,464.19
SCBA Fund	\$32,605.65	
Interest	\$77.05	\$32,682.70
Office Technology Upgrade Fund	\$9,572.64	
Interest	\$22.62	\$9,595.26
Personal Protective Equipment Fund	\$52,725.15	
Interest	\$124.60	\$52,849.75
Building/Property Fund	\$162,436.01	
Interest	\$383.87	\$162,819.88
Highmark Membership Account		\$25.46
CD 000325580-300	\$109,549.14	
Interest	\$275.53	\$109,824.67
Cash Balance This Date		\$1,624,526.44

*Waven Saffry*  
Secretary-Treasurer

