

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

16 October 2023

The meeting was held at the Box Elder Fire Station. President Fleming called the meeting to order at 7:00 p.m. Present were 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 Jackson, seconded by Thiele, to approve the agenda as corrected. All in favor.

The minutes of the 18 September meeting were approved as corrected. The treasurer's report showed a balance of \$1,793.14 in checking account, \$576,175.20 in savings account.

The following bills were presented:

Box Elder FD:

Black Hills Overhead Doors—replace insulated windows in bay doors (5).....	\$2,673.00
Box Elder Hardware—shop supplies.....	\$ 16.99
Fire Safety USA—aluminum accountability tags (30).....	\$ 461.45
Kuenkel, Adam—officer stipend	\$ 500.00
M&T Fire and Safety—E1-1, E1-2 pump testing	\$ 745.40
MacQueen Emergency Equipment—structure coat, pant, belt	\$ 775.88
MacQueen Emergency Equipment—firefighting tools	\$ 422.79
MacQueen Emergency Equipment—attack hose 1¼” x50’	\$1,090.30
Payroll—full-time—A. Kuenkel (1-30 Sep)	\$3,231.04
Payroll—part time—M. Helgerson (1-30 Sep).....	\$ 715.59
Payroll—part time—G. Doney (1-30 Sep).....	\$ 336.80
Payroll—part time—A. Musselman (1-30 Sep).....	\$ 296.46
Payroll—part time—B-L Talaro (1-30 Sep)	\$ 409.06
Payroll—part time—M. Kopp (1-30 Sep).....	\$ 247.05
Payroll—SD Retirement System: Employer/Employee Matching Contributions.....	\$ 524.50
Payroll—U.S. Treasury: 941 Employer’s Federal Tax	\$2,644.04
Summit Fire Protection—extinguisher fill and hydro tests	\$ 246.00
Tractor Supply Co.—firefighting supplies, shop supplies.....	\$ 87.97
U.S. Postal Service—shipping light to Streamlight for repair.....	\$ 17.10
Box Elder FD—Meade County Fire Insurance Tax pass-through.....	\$10,223.67
Century Business Products— copier base rate + overage (Sep).....	\$ 14.72
Kieffer Sanitation—refuse service.....	\$ 59.37
MIDCO Business—communications services.....	\$ 174.72
Menards—vehicle-, shop-, building-, firefighter training supplies	\$ 90.52
Montana-Dakota Utilities Company—natural gas	\$ 52.72
WEX Bank (Global Fleet)—motor fuel.....	\$ 482.54
West River Electric Association—electricity	\$ 437.51
Total	\$26,977.19

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

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

Old business: Secretary-Treasurer assistance—motion was made by Gehrke, seconded by Miller, to adopt the Desktop version of QuickBooks. After discussion, all in favor.

New business: Workers’ Compensation List—At request of the Fire Chief, motion was made by Thiele, seconded by Gehrke, to appoint Ian Galloway and Angel Carris to the Department as of 16 October 2023 and to revoke the appointments of Matthew Kopp and Noah Reed, also as of 16 October 2023. All in favor.

Fire Department Fire Insurance Tax—The payment was misdirected to the District. Motion was made by Thiele, seconded by Miller, to pass the tax through to the Department. All in favor.

Highmark FCU account #325580—The signatory list needs to be revised. Motion was made by Jackson, seconded by Thiele, to retain Jason Fleming, Debra Gehrke, and Warren Saffry on the list and to remove Barbara Frerichs and Marcia Amo. All in favor.

There being no further business, motion was made by T. Kuenkel, seconded by Gehrke, to adjourn the meeting. All in favor, and the meeting was adjourned at 7:42 p.m.

Warren Saffry
Secretary-Treasurer



BOX ELDER FIRE DEPARTMENT

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16 October 2023

To: Box Elder Rural Fire Protection District Board

From: Box Elder Fire Department Chiefs

Re: Monthly Report

1. Calls/Training:	Calls YTD: 852	2022 YTD: 947
	September: 103	2022 Total: 1183
	Medical—61	2021 Total: 1120
	Fire—7	2020 Total: 971
	Fire/CO Alarms—9	2019 Total: 798
	Service/Good Intent—15	2018 Total: 728
	MVC—11	2017 Total: 737

Additional information on calls or other activities since last meeting:

- 2023 Mutual Aid requests—32; Mutual Aid received—17; Overlapping--114
- no large incidents in our area lately

Training:

- Firefighter 1 course; nearing end—personnel will test 26 Oct 2023
- Driver operator and Fire Officer course will be starting end of Oct as well
- Regular department training will continue to focus on initial scene actions as well as water supply and movement.

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:

3. Building and Grounds:

- Black Hills Doors replaced all bay windows and provided bottom weather strip—**complete**
- West parking lot work—will most likely be worked on next week.
- 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**
- Tiled floors being re-buffed; need to consider another option...carpet or vinyl tiles/matting
 - working on options and getting quotes.

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.
- Reporting software—process with ImageTrend has started; bill will come in January.
- SCBA compressor/fill station—quotes on hand, but working on specification sheet for bid process.

5. New items for discussion/action:

- Pennington County banquet was held this past weekend. Ray Ehnert was awarded Rookie Firefighter of the Year and Braden Kuenkel was awarded county Firefighter of the Year

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: *Ian Galloway, Angel Carris*

Removals: *Matthew Kopp, Noah Reed*




Fire Chief or Representative



District President or Representative

BOX ELDER RURAL FIRE
PROTECTION DISTRICT
TREASURER'S REPORT
16 October 2023

Beginning Savings Balance		\$580,059.78
Income		
Pennington County taxes (Aug)	\$1,077.34	
Meade County taxes (Sep)	\$798.91	
Meade County Fire Insurance Tax	\$10,223.67	
Transfer In—C&I	\$5,835.00	
Transfer In—Budgeted Funds	\$9,684.33	\$27,619.25
Expenses		
Claims		(\$31,360.61)
Transfer Out—Budgeted Funds		(\$143.22)
Ending Savings Balance		\$576,175.20
Payroll Earmarks	(\$19,855.54)	\$556,319.66
Checking Balance		\$1,793.14
Contingency & Improvement Fund	\$99,958.53	
Savvy Designs, Inc.	(\$5,835.00)	
Interest	\$220.66	\$94,344.19
Budgeted Funds:		
New Truck Fund	\$396,005.48	
Truck Fund opt out (Aug)	\$143.22	\$396,148.70
Communications Fund	\$34,321.29	\$34,321.29
Training Aids Fund	\$14,815.57	\$14,815.57
Firefighting Tools Fund	\$23,966.38	\$23,966.38
EMS Tools Fund	\$7,384.25	\$7,384.25
SCBA Fund	\$50,107.14	\$50,107.14
Office Technology Upgrade Fund	\$9,504.04	\$9,504.04
Personal Protective Equipment Fund	\$66,352.91	
MacQueen Equipment	(\$9,684.33)	\$56,668.58
Building/Property Fund	\$161,337.26	\$161,337.26
Highmark Membership Account		\$25.46
CD 000325580-300	\$108,991.05	
Interest	\$274.12	\$109,265.17
Cash Balance This Date		<u>\$1,535,856.37</u>
 Warren Daffry Secretary-Treasurer		

