

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

18 September 2023

The meeting was held at the Box Elder Fire Station. President Fleming called the meeting to order at 6:49 p.m. Present were Allen, Gehrke, Jackson, T. Kuenkel, Miller, Saffry and Thiele. Also present was Fire Chief/Department Coordinator A. Kuenkel.

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

The minutes of the 21 August meeting were approved as read. The treasurer's report showed a balance of \$1,297.23 in the checking account, \$580,059.78 in the savings account.

The following bills were presented:

Allen, Betty—director’s fees .....	\$ 40.00
Box Elder VFD:	
Alert-All—fire prevention supplies .....	\$ 1,492.00
Amazon—shop-, building-, office supplies .....	\$ 124.99
Box Elder Hardware—vehicle supplies.....	\$ 26.99
Box Elder Hardware—shop supplies.....	\$ 57.67
Box Elder Hardware—shop supplies.....	\$ 8.99
Box Elder Hardware—shop supplies.....	\$ 1.11
Dakota Battery & Electric—rocker switch 12V .....	\$ 29.98
Kuenkel, Adam—officer stipend.....	\$ 500.00
Life-Assist—EMS supplies .....	\$ 166.50
Life-Assist—EMS supplies .....	\$ 343.79
MacQueen Equipment—bunker coats (4), bunker pants (2), freight (1).....	\$ 9,684.33
Payroll—full-time—A. Kuenkel (1-31 Aug) .....	\$ 3,231.04
Payroll—part-time—M. Emrich (1-31 Aug) .....	\$ 461.16
Payroll—part time—M. Helgerson (1-31 Aug).....	\$ 409.06
Payroll—part time—G. Doney (1-31 Aug).....	\$ 336.78
Payroll—part time—M. Kopp (1-31 Aug) .....	\$ 296.46
Payroll—part time—N. Reed (1-31 Aug) .....	\$ 741.15
Payroll—part time—A. Musselman (1-31 Aug) .....	\$ 296.46
Payroll—part time—B-L. Talaro (1-31 Aug).....	\$ 306.55
Payroll—part time—D. Severson (1-31 Aug).....	\$ 771.40
Payroll—SD Retirement System: Employer/Employee Matching Contributions .....	\$ 524.50
Payroll—U.S. Treasury: Employer’s Federal Tax .....	\$ 3,298.60
Savvy Designs, Inc.—clean and reshape west parking lot.....	\$ 5,835.00
Vigilant Business Solutions—random/new personnel drug tests (3) .....	\$ 162.00
Century Business Products— copier base rate + overage (Aug).....	\$ 9.00
Computer Guy—Antivirus Yearly2.....	\$ 42.00
Fleming, Jason—director’s fees .....	\$ 60.00
Gehrke, Debra— director’s fees .....	\$ 20.00
Jackson, Tully— director’s fees .....	\$ 60.00
Kieffer Sanitation—refuse service .....	\$ 59.37
Kuenkel, Tara—director’s fees.....	\$ 60.00
Miller, Shane—director’s fees.....	\$ 40.00
MIDCO Business—communications service .....	\$ 173.25
Menards—shop supplies.....	\$ 49.55
Menards—building supplies.....	\$ 5.78

Montana-Dakota Utilities Company—natural gas .....	\$ 53.34
Saffry, Warren—director’s fees.....	\$ 145.00
Thiele, Thomas—director’s fees .....	\$ 20.00
WEX Bank (Global Fleet)—motor fuel .....	\$ 977.78
WREA—electricity.....	\$ 439.03
Total .....	\$ 31,360.61

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

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

Old business: Secretary-Treasurer assistance: An accounting professional presented a plan for automating the accounting using QuickBooks. Motion was made by Gehrke, seconded by Allen, to consider this plan further. After discussion, all in favor.

BSA Troop 28 Building Use Application: Department has approved.

New business: Workers’ Compensation List: At request of the Fire Chief, motion was made by Thiele, seconded by Gehrke, to appoint JonTyler Gutierrez, Fisher Gray, and Michael Schlueter as of 18 September 2023. No revocations All in favor.

The 2024 budget review was placed on the table. With assistance from the Department, a budget for 2024 was drawn up.

Motion was made by Thiele, seconded by Gehrke, to adopt the 2024 budget as drawn up. After much discussion, all in favor.

A. Kuenkel reported that his day-to-day workload is becoming such that he may require another full-time position. Motion was made by Gehrke, seconded by Jackson, to approve this position and to help. After discussion, all in favor.

The west parking lot requires more millings to build it up and reshape it. Savvy Designs, Inc. has offered 300 tons for \$10,602.00. Motion was made by Gehrke, seconded by Miller, to accept this proposal. After discussion, all in favor.

There being no further business, motion was made by T. Kuenkel, seconded by Allen, to adjourn the meeting. All in favor, and the meeting was adjourned at 7:34 p.m.

*Warren Saffry*  
Secretary-Treasurer



# BOX ELDER FIRE DEPARTMENT

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

18 September 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: 762	2022 YTD: 857
	August: 99	2022 Total: 1183
	Medical—67	2021 Total: 1120
	Fire—9	2020 Total: 971
	Fire/CO Alarms—4	2019 Total: 798
	Service/Good Intent—15	2018 Total: 728
	MVC—4	2017 Total: 737

Additional information on calls or other activities since last meeting:

- 2023 Mutual Aid requests—31; Mutual Aid received—14; Overlapping--95

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Training:

- Firefighter 1 course; 3 personnel attending, Box Elder co-hosting
- Continue to follow FF course for our training evenings and work on standard scene setups.
- Hosting a mass casualty incident training this weekend

**2. Apparatus:**

Truck replacement plan:

- Starting to look at aerial options. If a decent used option comes up, we may go look at one.

Maintenance:

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**3. Building and Grounds:**

- Black Hills Doors completed inspection/PM work; see quote for windows.
  - new quote received; signed notice to proceed—should happen Wednesday
- West parking lot work—lot started, may need more actual millings. Also waiting for ditch work.
- Building entry system having some problems; awaiting quote for replacement—**no progress**, west door has begun to give us trouble again...got a request out to Sontech for options
- Tiled floors being re-buffed; need to consider another option...carpet or vinyl tiles/matting
  - will have a follow-up buffing tomorrow evening to set wax in—awaiting quote options.

**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 150<sup>th</sup>—**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; next meeting with county next Monday.
- Reporting software—we have decided to go with Imagetrend—will start transition by end of year.
- SCBA compressor/fill station—quotes on hand, but working on specification sheet for bid process.

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

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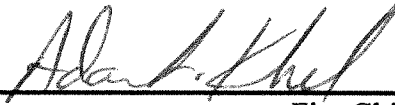
**6. Building use applications:**

- Scouts using meeting room; 1<sup>st</sup> Thursday of month. Some other use as coordinated.
- Douglas Baseball; 3<sup>rd</sup> Tuesday's for meetings—nothing recently
- Douglas JrROTC parents committee—getting ready to start again.
- Boy Scout Pack 28; Sunday evenings 5:30 to 7pm.

Personnel/Workmans Comp:

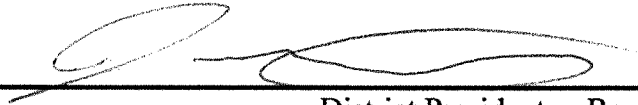
*Additions: JonTyler Gutierrez, Fisher Gray, Michael Schlueter*

*Removals: none*



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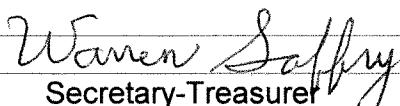
Fire Chief or Representative



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District President or Representative

BOX ELDER RURAL FIRE  
PROTECTION DISTRICT  
TREASURER'S REPORT  
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	(\$11,451.00)	\$564,724.20
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 Saffry Secretary-Treasurer		

