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

21 April 2025

The meeting was held at the Box Elder Fire Station. President Fleming called the meeting to order at 6:30 p.m. Present were Allen, Gehrke, S.D. Miller, S.R. Miller, Wood, and Saffry. Also present was Assistant Fire Chief A. Kuenkel.

Motion was made by S.R. Miller, seconded by S.D. Miller, to approve the agenda as presented. All in favor.

The minutes of the 17 March meeting were approved as read. The treasurer's report showed a balance of $932.72 in checking account, $634,436.06 in savings account.

The following bills were presented:

Box Elder FD:

Batteries +—rebuild thermal imaging camera battery	$ 190.00
Boy Scouts of America—Helgerson ops card	$ 79.31
Boy Scouts of America—unit recharter	$ 103.00
Harvey's Lock & Security—monthly account management fee	$ 48.59
Intuit QuickBooks— District online access	$ 37.17
MacQueen Emergency Equipment—parts for 4-gas monitor	$ 453.97
Payroll—part time—M. Helgerson (1-31 Mar)	$2,194.57
Payroll—part time—A. Musselman (1-31 Mar)	$ 192.04
Payroll—part time—K. Lee (1-31 Mar)	$ 205.04
Payroll—part time—B. Kuenkel (1-31 Mar)	$ 645.11
Payroll—part time—A. Carris (1-31 Mar)	$ 536.20
Payroll—part time—N. Koistinen (1-31 Mar)	$ 510.57
Payroll—SD Retirement System: Employer/Employee Matching Contributions	$1,365.82
Payroll—U.S. Treasury: Employer/Employee monthly taxes	$ 546.24
Stipend—BEFD Captain—Helgerson	$ 125.00
Street Image—repair U-7 box	$2,200.00
Sturgis Responder Supply—repair bunker pants	$ 28.00
The Fire Store—medical bag	$ 224.96
Century Business Products—base rate + overage	$ 25.00
Kieffer Sanitation—refuse service	$ 75.80
MIDCO Business—phone/fax/video service	$ 234.20
Montana-Dakota Utilities Company—natural gas	$ 528.79
WEX Bank (Global Fleet)—motor fuel	$ 747.97
West River Electric Association, Inc.—electricity	$ 500.52
Total	$11,797.87

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

A. Kuenkel presented the Department's April report (attached).

Old business: None.

New business: Workers' Compensation List: At request of the Fire Chief, motion was made by Gehrke, seconded by Allen, to appoint John Anthony, Sara Ehlouti, and Chevelle Hickens (Explorer) to the Department as of 21 April 2025 and to revoke the appointment of Matt Emrich, also as of 21 April 2025. All in favor.

Two Building Use Applications were received:

Valley Heights Road and Sanitation Districts—annual meeting—6 May—6:00 p.m.-8:00 p.m.

Angel Carris—baby shower—17 May—12:15 p.m.-4:00 p.m.

Motion was made by S.R. Miller, seconded by S.D. Miller, to approve these applications. All in favor. Previously approved by Department.

Motion was made by S.D. Miller, seconded by Allen, to enter executive session pursuant to SDCL 1-25-2. All in favor. Entered executive session at 6:40 p.m. Motion was made by S.R. Miller, seconded by Gehrke, to exit executive session. All in favor. Exited executive session at 7:10 p.m.

Executive session action: None.

There being no further business, motion was made by Gehrke, seconded by Wood, to adjourn the meeting. All in favor, and the meeting was adjourned at 7:12 p.m.

Warren Saffry
Secretary-Treasurer

BOX ELDER FIRE DEPARTMENT

120 Box Elder Road, Box Elder South Dakota
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21 April 2025

To: Box Elder Rural Fire Protection District Board

From: Box Elder Fire Department Chiefs

Re: Monthly Report

1. Calls/Training:

Calls YTD: 344	2024 YTD: 338
March: 87	2024 Total: 1136
Medical—59	2023 Total: 1059
Fire—8	2022 Total: 1183
Fire/CO Alarms—3	2021 Total: 1120
Service/Good Intent—16	2020 Total: 971
MVC—1	2019 Total: 798

Additional information on calls or other activities since last meeting:
- 2025 Mutual Aid requests—19; Mutual Aid received—3
- Structure fire yesterday; held to just the deck of the residence.

Training:
- Personnel attending the SD Certified firefighter course have completed course.
- We have at least two personnel attending upcoming wildland course.

2. Apparatus:
Truck replacement plan:
- nothing to report

Maintenance:
- Ladder 4 air conditioner went out; working to find someone to repair
- Engl-1 has transmission pressure sensor leaking; part on order
- Working on getting annual oil changes/inspections scheduled; still working
- Utility 7 storage boxes being recoated; boxes installed—working on wiring
- Utility 7 needed a new battery; **—complete**

3. Building and Grounds:
- noting to report

4. Other miscellaneous items currently being worked:

- Future property for building 2nd station—**no progress**
- Ambulance district…A group continues to meet; some continued forward movement.
- ISO rating; retrogression. Our plan has been received and approved with quarterly checkups.
  --Communicated with Mr. Broyles; he is happy with current plans/efforts and he will check back in sometime in March.--no new communications from Mr. Broyles as of yet.
- VFA Grant came back approved for $5000 matching; orders are inwork at this time.

5. New items for discussion/action:

- Would like to have a couple members of the district board available to be part of employee committee to include payroll budgeting. Need to submit payroll op-out next month.

6. Building use applications:

--**Valley Heights Road/Sanitation** district annual meeting—6 May @ 6pm
--**Angel Carris**; Employee—baby shower—17 May 1000-1600
--Cub Scouts using meeting room; 1st Thursday of month. Some other use as coordinated.
--Boy Scout Pack 28; Sunday evenings 5:30 to 7pm.
--Building use for graduation party…Trish McIntosh—approved for 18 May, all day

Personnel/Workmans Comp:

Additions: *John Anthony, Sara Ehlouti, and Chevelle Hickens(Explorer)*

Removals: *Matt Emrich*

Fire Chief or Representative

District President or Representative

BOX ELDER RURAL FIRE PROTECTION DISTRICT TREASURER'S REPORT 21 April 2025		
Beginning Savings Balance		$631,893.66
Income		
Pennington County (Feb)	$8,657.07	
Pennington County (Mar)	$9,327.95	
Meade County (Mar)	$3,564.98	
Interest	$1,355.25	
Transfer In—Budgeted Funds	$99,801.17	$122,706.42
Expenses		
Claims		($117,922.59)
Transfer Out—Budgeted Funds		($2,241.43)
Ending Savings Balance		$634,436.06
Checking Balance		$932.72
Contingency & Improvement Fund	$82,024.76	
Leavitt Heartland Insurance	$89.00	
Interest	$135.85	$82,249.61
Budgeted Funds:		
New Truck Fund	$390,760.44	
R-9 loan payment	($30,488.41)	
R-9 loan payment	($28,862.22)	
L-4 loan payment	($69,312.76)	
Opt Out (New Rescue)	$683.63	
Opt Out (Ladder 4)	$1,557.80	
Interest	$914.42	$265,252.90
Communications Fund	$47,962.01	
Interest	$111.60	$48,073.61
Training Aids Fund	$17,466.52	
Interest	$40.64	$17,507.16
Firefighting Tools Fund	$35,913.47	
Interest	$83.56	$35,997.03
EMS Tools Fund	$9,792.31	
Interest	$27.61	$9,819.92
SCBA Fund	$51,360.90	
Interest	$119.50	$51,480.40
Office Technology Upgrade Fund	$13,458.55	
Interest	$31.31	$13,489.86
Personal Protective Equipment Fund	$41,268.39	
Interest	$96.02	$41,364.41
Building/Property Fund	$275,774.13	
Interest	$641.66	$276,415.79
Highmark Membership Account		$25.46
CD 000325580-300	$114,098.96	
Interest	$296.54	$114,395.50
Cash Balance This Date		$1,591,440.43
Warren Saffry Secretary-Treasurer		