

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

21 August 2023

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

Motion was made by T. Kuenkel, seconded by Jackson, to approve the agenda as presented. After discussion, all in favor.

The minutes of the 17 July meeting were approved as read. The treasurer's report showed a balance of \$3,000.00 in checking account, \$597,507.50 in savings account.

The following bills were presented:

Box Elder FD:

Box Elder Hardware—fasteners for apparatus kickout installation.....	\$ 8.00
Fleet Farm—shop supplies.....	\$ 55.97
Helgerson, Michael—Medical Unit Leader training.....	\$ 474.80
Hofer Fire Stuff—E4-1 tank gauge for new pump.....	\$1,192.92
JD Palatine—background check.....	\$ 3.95
Kuenkel, Adam—officer stipend.....	\$ 500.00
Olson Towing—annual vehicle PMs: E 1-1, 1-2, 3-1, 4-1, 6-1, R-9, T2-3.....	\$2,284.82
Payroll—full-time—A. Kuenkel (1-31 Jul).....	\$3,231.04
Payroll—part time—G. Doney (1 Jul-31 Jul).....	\$ 983.27
Payroll—part time—M. Emrich (1 Jul-31 Jul).....	\$ 576.45
Payroll—part time—M. Helgerson (1 Jul-31 Jul).....	\$ 715.59
Payroll—part time—B-L Talaro (1 Jul-31 Jul).....	\$ 510.57
Payroll—part time—D. Severson (1 Jul-31 Jul).....	\$1,827.88
Payroll—part time—N. Reed (1 Jul-31 Jul).....	\$ 134.07
Payroll—part time—M. Kopp (1 Jul-31 Jul).....	\$ 110.82
Payroll—part time—A. Musselman (1 Jul-31 Jul).....	\$ 296.46
Payroll—U.S. Treasury: Employers Federal Tax.....	\$2,695.14
Payroll—SD Unemployment.....	\$ 249.83
Payroll—SD Retirement System: Retirement Contributions.....	\$ 524.50
Payroll—SD Rosebud LLC: payroll and employment reports.....	\$ 175.00
Prairie Auto Parts—Grasshopper plugs/filter; vehicle oil.....	\$ 51.10
Vigilant Business Solutions—annual service fee.....	\$ 100.00
Vigilant Business Solutions—drug tests (7).....	\$ 378.00
White's Janitorial & Handyman Service—buff tiled floors/recoat wax.....	\$ 700.00
Century Business Products—copier base rate + overage (Jul).....	\$ 6.92
Kieffer Sanitation—refuse service.....	\$ 59.37
MIDCO Business—telephone/fax/video service.....	\$ 173.25
Menards—vehicle-, EMS-. shop supplies.....	\$ 82.86
Menards—shop supplies.....	\$ 24.10
Menards—vehicle-, shop supplies.....	\$ 51.35
Montana-Dakota Utilities Company—natural gas.....	\$ 61.59
SD Federal Property Agency—shop supplies.....	\$ 5.25
WEX Bank (Global Fleet)—motor fuel.....	\$ 824.11
West River Electric Association, Inc.—electricity.....	\$ 439.45
Total	\$19,508.43

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

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

Old business: Secretary-Treasurer assistance—Deferred until September meeting.

New business: Workers' Compensation List— No changes currently.

As the drafting of the 2024 budget will likely consume extra time, motion was made by T. Kuenkel, seconded by Jackson, to advance the start time of the September meeting to 6:30 p.m. After discussion, all in favor.

A Building Use Application was received:

BSA Troop 28—Troop meetings—Sundays—5:30 p.m.-7:00 p.m.

Motion was made by T. Kuenkel, seconded by Allen, to approve this application. All in favor. Department has not yet approved.

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 7:56 p.m.

Women Saffry
Secretary-Treasurer



BOX ELDER FIRE DEPARTMENT

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

21 August 2023

To: Box Elder Rural Fire Protection District Board

From: Box Elder Fire Department Chiefs

Re: Monthly Report

1. Calls/Training:	Calls YTD: 665	2022 YTD: 762
	July: 116	2022 Total: 1183
	Medical—65	2021 Total: 1120
	Fire—12	2020 Total: 971
	Fire/CO Alarms—9	2019 Total: 798
	Service/Good Intent—25	2018 Total: 728
	MVC—5	2017 Total: 737

Additional information on calls or other activities since last meeting:

- 2023 Mutual Aid requests—26; Mutual Aid received—10; Overlapping--85
- Participated with city of Box Elder's Water Warz event.
- Have High School football games(medical coverage) and Patriot Day coming up.

Training:

- Firefighter 1 course starts next week; we are partial hosts and will have 3-4 personnel attending.
- Continued work on our initial response setup and actions, hose testing and loading of large diameter hose, and wildland apparatus with the area continuing to get dryer.
- We will be hosting a National Fire Academy course the 16 & 17 September.

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:

- Annual preventative maintenance w/Josh from Olson's Towing. services complete; **complete**

3. Building and Grounds:

- Black Hills Doors completed inspection/PM work; see quote for windows.
 - Scheduled to be out tomorrow to look at openers connected to exhaust fans.
- 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.

4. Other miscellaneous items currently being worked:

- Future property for building 2nd station—**met 10 July with Daene Boomsma**
 - 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.
- Ambulance district... discussions continue to happen; meeting at county today.
- Reporting software—several options, however all are at a significant increase to what we are currently paying. Still reviewing our options.
- Hose testing nearly complete for the year—lost a couple sections of LDH which we were not able to repair; need to order some replacement 1-3/4", 2-1/2", and 4" hose.

5. New items for discussion/action:

- Looking into a SCBA compressor/cylinder fill station—see quotes.
- Removed overgrown junipers from east side of building—okay to concrete area?

6. Building use applications:

- Scouts using meeting room; 1st Thursday of month. Some other use as coordinated
- Douglas Baseball; 3rd Tuesday's for meetings
- Douglas JrROTC parents committee—reoccurring starting 17 Jan at 5pm
- Boy Scout Pack 28 requesting Sunday evenings 5:30 to 7pm.

Personnel/Workmans Comp:

Additions: none


Removals: none



Fire Chief or Representative



District President or Representative

BOX ELDER RURAL FIRE PROTECTION DISTRICT TREASURER'S REPORT 21 August 2023		
Beginning Savings Balance		\$615,569.15
Income		
Pennington County (Jun)	\$1,193.34	
Pennington County (Jul)	\$1,534.22	
Interest	\$231.76	
Expenses		
Claims		(\$20,915.21)
Transfer Out—Budgeted Funds		(\$105.76)
Ending Savings Balance		\$597,507.50
Payroll Earmarks	(\$42,559.32)	\$554,948.18
Checking Balance		\$3,000.00
Contingency & Improvement Fund	\$99,924.57	
Interest	\$16.98	\$99,941.55
Budgeted Funds:		
New Truck Fund	\$395,482.23	
Truck Fund opt out (Jun)	\$105.76	
Interest	\$151.13	\$395,739.12
Communications Fund	\$34,295.07	
Interest	\$13.10	\$34,308.17
Training Aids Fund	\$14,804.25	
Interest	\$5.66	\$14,809.91
Firefighting Tools Fund	\$25,140.54	
Interest	\$9.60	\$25,150.14
EMS Tools Fund	\$7,378.37	
Interest	\$2.92	\$7,381.29
SCBA Fund	\$50,068.86	
Interest	\$19.13	\$50,087.99
Office Technology Upgrade Fund	\$9,496.78	
Interest	\$3.63	\$9,500.41
Personal Protective Equipment Fund	\$66,302.22	
Interest	\$25.33	\$66,327.55
Building/Property Fund	\$161,214.00	
Interest	\$61.59	\$161,275.59
Highmark Membership Account		\$25.46
CD 000325580-300	\$108,863.41	
Interest	\$63.80	\$108,927.21
Cash Balance This Date		\$1,573,981.89
 Warren Saffry Secretary-Treasurer		

