

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

20 February 2023

The meeting was held at the Box Elder Fire Station. Vice-President T. Kuenkel called the meeting to order at 6:44 p.m. Present were Allen, Fleming, Gehrke, Jackson, Newman, and Saffry. Also present was Fire Chief/Department Coordinator A. Kuenkel.

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

T. Kuenkel opened the election proceedings. All incumbents—Fleming, Gehrke, T. Kuenkel, Newman, Thiele—have agreed to stand for reelection and there is one seat vacant. T. Kuenkel called for further nominations. Carl Bowman and Shane Miller were nominated. Motion was made by Gehrke, seconded by Jackson, to close nominations and proceed to the vote. All in favor. Results of the vote: Fleming-11, T. Kuenkel-11, Miller-11, Newman-11, Thiele-10, Gehrke-9, Bowman-2. The directors will serve until March 2025.

The minutes of the 16 January meeting were approved as read. The treasurer's report showed a balance of \$1,013.70 in checking account, \$528,039.63 in savings account.

The following bills were presented:

Box Elder VFD:

|   |             |
|---|-------------|
| Amazon.com—Sharpie permanent markers (24) .....                                 | \$ 19.72    |
| Amazon.com—chair leg caps for meeting room (40) .....                           | \$ 15.78    |
| Amazon.com—#2 wood pencils (30), colored markers (24).....                      | \$ 16.28    |
| Amazon.com— chair leg caps for meeting room (80) .....                          | \$ 39.96    |
| Amazon.com—1,000 GB thumb drive, computer DVD drive .....                       | \$ 57.69    |
| Black Hills Overhead Door—annual service for 6 overhead doors .....             | \$ 670.00   |
| Billing for Services—Antelope Ridge .....                                       | \$ (500.00) |
| Box Elder Hardware—locker paint, washers for E1-2 .....                         | \$ 18.47    |
| Dakota Battery & Electric—micro-relay for E1-2 .....                            | \$ 18.44    |
| Dash Medical Gloves—exam gloves (20 boxes).....                                 | \$ 139.04   |
| Interstate All Battery Center—District office battery backup .....              | \$ 21.90    |
| JD Palatine—background check (1) .....  | \$ 3.75     |
| MacQueen Equipment—hose reel parts for E6-1 .....                               | \$ 164.00   |
| MacQueen Equipment—letters for names on structure PPE.....                      | \$ 108.30   |
| Payroll—full-time—A. Kuenkel (1-31 Jan) .....                                   | \$3,731.04  |
| Payroll—part-time—G. Doney (1-31 Jan) .....                                     | \$ 652.40   |
| Payroll—part time—T. Mellen (1-31 Jan) .....                                    | \$ 79.66    |
| Payroll—part time—N. Parish (1-31 Jan) .....                                    | \$ 236.13   |
| Payroll—part time—M. Kopp (1-31 Jan).....                                       | \$ 284.61   |
| Payroll—part time—M. Helgerson (1-31 Jan) .....                                 | \$ 777.78   |
| Payroll—part time—M. Emrich (1-31 Jan).....                                     | \$ 461.16   |
| Payroll—part time—C. Key (1-31 Jan).....  | \$ 850.04   |
| Payroll—SD Retirement System: Unemployment Tax 4Q 2022 .....                    | \$ 173.71   |
| Payroll—SD Retirement System: Employer’s Quarterly Contribution Jan 2023 .....  | \$ 524.50   |
| Payroll—U.S. Treasury: Employer’s Federal Employer/Employee Monthly Taxes ..... | \$2,051.46  |
| Payroll—U.S. Treasury: Employer’s Federal Unemployment Tax 4Q 2022.....         | \$ 337.31   |
| SD Wildland Fire—Academy class fees: B. Kuenkel, A. Musselman.....              | \$ 70.00    |
| Vigilant Business Solutions—drug screening tests (9) .....                      | \$ 486.00   |
| Zoro.com—reciprocating saw w/blades, jobber drill bit set, tarp .....           | \$ 378.24   |
| CNA Surety—Secretary-Treasurer bond.....  | \$ 396.00   |
| Century Business Products—base rate + overage .....                             | \$ 10.87    |

|  |             |
|--|-------------|
| Kieffer Sanitation—refuse service.....                         | \$ 55.10    |
| MIDCO Business—phone/fax/video service.....                    | \$ 161.83   |
| Menards—EMS-, shop-, building supplies.....                    | \$ 53.84    |
| Menards—vehicle-, FF equipment-, shop-, building supplies..... | \$ 25.81    |
| Menards—rebate.....  | \$ (5.60)   |
| Menards—FF equipment-, shop-, building supplies .....          | \$ 112.58   |
| Montana-Dakota Utilities Company—natural gas .....             | \$ 645.95   |
| Rapid City Journal—legal notice of annual meeting.....         | \$ 34.28    |
| Styles Checks—checks for District .....                        | \$ 71.05    |
| WEX Bank (Global Fleet)—motor fuel.....                        | \$ 606.58   |
| West River Electric Association, Inc.—electricity .....        | \$ 446.19   |
| Total  | \$14,501.45 |

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

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

Old Business: None.

New business. Workers' Compensation List: At request of the Fire Chief, motion was made by Gehrke, seconded by Newman, to appoint Brandon-Lee Talaro to the Department as of 20 February 2023 and to revoke the appointment of Joshua Miller, also as of 20 February 2023. All in favor.

Saffry read the 2022 Financial Report.

Review of Memorandum of Understanding—motion was made by Jackson, seconded by Gehrke, to make no changes to the memorandum. After discussion, all in favor.

Station windows—the Department has one quote and is seeking others.

The Department would like to replace the E4-1 auxiliary pump due to wear and tear. Motion was made by Gehrke, seconded by Newman, to authorize the Department to solicit quotes of no more than \$10,000.00 for a replacement pump. After discussion, all in favor.

There being no further business, motion was made by Fleming, seconded by Gehrke, to adjourn the meeting. All in favor, and the meeting was adjourned at 7:43 p.m.

*Waven Saffry*  
Secretary-Treasurer



# BOX ELDER FIRE DEPARTMENT

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

20 February 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: 138         | 2022 YTD: 147    |
|                           | January: 82            | 2022 Total: 1183 |
|                           | Medical—57             | 2021 Total: 1120 |
|                           | Fire—2                 | 2020 Total: 971  |
|                           | Fire/CO Alarms—6       | 2019 Total: 798  |
|                           | Service/Good Intent—13 | 2018 Total: 728  |
|                           | MVC—4                  | 2017 Total: 737  |

Additional information on calls or other activities since last meeting:

- 2023 Mutual Aid requests—4; Mutual Aid received—3
- We have had a couple grass fires in our area; both held to less than an acre
- Structure fire at Cimarron Mall; held to business of origin and adjacent business
  - Ruff Style Grooming and Charley's Vape Shop

*Training:*

- Six members completed their basic wildland course.
- Firefighter course—we have 2 personnel attending.
- Department training has continued to cover core skills with initial on scene operations
- Two personnel will attend SD Wildland Academy in March at Ft. Pierre.

**2. Apparatus:**

Truck replacement plan:

- Nothing to report.

Maintenance:

- Annual preventative maintenance with Josh from Olson's Towing. Oil changes complete; still need some other repairs and inspections to finish yet.
- We have a quote for adjusting plumbing and adding a heat shield on Tender—**see quote.**
  - MacQueen couldn't complete, but we have another quote.
- Eng1-2 pump controller got resolved, however still have a code—completed by Patriot Fire and Safety; awaiting part to clear other active code—scheduled next week

**3. Building and Grounds:**

- Black Hills Doors complete inspection/PM work; see quote for windows.
- Building entry system having some problems; awaiting quote for replacement—**no progress**, however no new issues either during cooler weather

SERVICE, HONOR, COMMUNITY

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

- Future property for building 2<sup>nd</sup> station—**no significant progress**
  - Possible land off of Tower Road that belongs to Ellsworth—**paperwork submitted**
  - Other potential land available; 225<sup>th</sup> and 150<sup>th</sup>—**nothing new**
  - Have had some discussion with others, Northern Lights area?
- Ambulance district...discussions continue to happen; no significant progress.
  - Anyone from this board interested?
- Department employees...added one in preparation for a departing employee in June.
- VFA grant application has been submitted—should hear by March 1st.

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

- Possibility of going after a SAFER grant.
- 

**6. Building use applications:**

- Scouts using meeting room; 1<sup>st</sup> Thursday of month. Some other use as coordinated
- AA group Friday evenings, 1900
- Douglas Baseball; 3<sup>rd</sup> Tuesday's for meetings
- Sheri Kelly(member) Graduation party, May 20<sup>th</sup>
- Douglas JrROTC parents committee—reoccurring starting 17 Jan at 5pm

Personnel/Workmans Comp:

Additions: *Brandon-Lee Talaro*

Removals: *Joshua Miller*

*Adam Khel*

*2/20/2023*

Fire Chief or Representative

*Tara Kuenkel*

*2/20/23*

District President or Representative

**BOX ELDER RURAL FIRE PROTECTION DISTRICT**  
**TREASURER'S REPORT**  
**20 February 2023**

|                                    |                |                       |
|------------------------------------|----------------|-----------------------|
| Beginning Savings Balance          |                | \$527,847.12          |
| Income                             |                |                       |
| Pennington County (Dec)            | \$2,696.52     |                       |
| Pennington County (Jan)            | \$12,502.19    |                       |
| Meade County (Dec)                 | \$1,124.79     |                       |
| Interest                           | \$125.67       | \$16,449.17           |
| Expenses                           |                |                       |
| Claims                             |                | (\$16,256.66)         |
| Ending Savings Balance             |                | \$528,039.63          |
| Payroll earmarks                   | (\$117,152.54) | \$410,887.09          |
| Checking Balance                   |                | \$1,013.70            |
| Contingency & Improvement Fund     | \$103,138.28   |                       |
| Donation—AA                        | \$60.00        |                       |
| Interest                           | \$13.14        | \$103,211.42          |
| Budgeted Funds:                    |                |                       |
| New Truck Fund                     | \$409,053.33   |                       |
| Interest                           | \$79.02        | \$409,132.35          |
| Communications Fund                | \$34,238.98    |                       |
| Interest                           | \$6.61         | \$34,245.59           |
| Training Aids Fund                 | \$15,196.78    |                       |
| Interest                           | \$2.94         | \$15,199.72           |
| Firefighting Tools Fund            | \$34,115.14    |                       |
| Interest                           | \$6.59         | \$34,121.73           |
| EMS Tools Fund                     | \$7,365.94     |                       |
| Interest                           | \$1.45         | \$7,367.39            |
| SCBA Fund                          | \$49,986.96    |                       |
| Interest                           | \$9.66         | \$49,996.62           |
| Office Technology Upgrade Fund     | \$9,481.24     |                       |
| Interest                           | \$1.83         | \$9,483.07            |
| Personal Protective Equipment Fund | \$66,193.77    |                       |
| Interest                           | \$12.79        | \$66,206.56           |
| Building/Property Fund             | \$160,950.32   |                       |
| Interest                           | \$31.09        | \$160,981.41          |
| Highmark Membership Account        |                | \$25.46               |
| CD 000325580-300                   | \$108,491.63   |                       |
| Interest                           | \$63.58        | \$108,555.21          |
| Cash Balance This Date             |                | <b>\$2,055,619.49</b> |

*Waven Saffry*  
Secretary-Treasurer

