

Helix Rural Fire Protection District Board Meeting

Dated: January 22, 2017



Attendance: ~~Mark Mathews~~ ~~Glen Tipton~~ Terry Case
Mitch Pankratz Chrys Wernlund Dave Baty

Guests: _____

Called to Order: ___7:35 PM___

Accept Previous Minutes: Mtn to Accept: Chrys
2nd to Accept: Terry
All Approved: Approved

Treasurer Report / Bills: Mtn to Accept: Chrys
2nd to Accept: Mitch
Approved All: Approved

Chief's Reports: Received - Attached hereto

Old Business:

- 1) Chrys signed the IGA Amendment with EUCRFPD.
- 2) The Christmas party on December 9th went well. There were approximately 60 people there and many gifts to go around. Chrys got a lot of donations for the gifts.

New Business:

- 1) Chief Baty brought two resolutions to the budget to present to the board.
 - A) Resolution #18-001 is to move the \$3041.00 expense for the Dump Chute work from #300-25 Vehicle Maintenance to #400-02 Major Repairs. Also included is to move the \$2100.00

budgeted to #300-10 Interest Expense to #300-25 Vehicle Maintenance. There was not Interest Expenses coming in or knowledge of what would be applied to this expense. This would bring the budgeted amount for #400-02 Major Repairs to \$5000.00 and balance spent to \$5241.00. The budgeted amount for #300-25 Vehicle Maintenance is now \$6600.00 and the balance spent to \$4692.00.

Motion to accept by Chrys, Second by Terry, Passed.

B) Resolution #18-002 is to purchase 24 SCBA tanks, 12 harnesses, and 12 face masks. The cost would be \$18,680.00 and the vendor will give us a 15% discount of \$2,202.00 and a trade in value of the old equipment of \$4000.00 for a total savings of \$6,202.00 leaving a balance of \$12,478.00. We have budgeted \$5000.00 for SCBA replacements for this year. Chief Baty is proposing to transfer \$7468.00 from Unappropriated Ending Fund Balance to SCBA replacement.

Motion to accept by Terry, Second by Mitch, Passed.

Meeting Adjourned: by Chrys Time: 8:00 PM
New Meeting Scheduled for: February 26, 2018 Time: 7:00 PM

Post Notes: After the meeting Chief Dave Baty talked with Carrie Bennett, Chair of the Budget Committee, and was informed that the District could not transfer money out of the Unappropriated Ending Fund Balance. Chief Baty will try to find other funds to go towards the SCBA purchase. tsc

Terry Case
Secretary/Treasurer

EUCRFPD/HRFPD

Chief's Report for January, 2018

Fire Calls = 4 Medical Assist = 3 MVA = 2

Cancelled/UTL/Good Intent = 1 False Alarm - 1

911 Response Update

Significant Response: House Fire on 12-14. Investigation.

Budget update:

COH of \$

A supplemental budget meeting will not be needed to appropriate funds available through MVA and IGA proceeds.

Apparatus/Maintenance update:

All suppression vehicles appear to be running well. We are changing the oil and completing routine maintenance where it is due. (NOTE: The tires we purchased for Tender 62 - and the installation of them - has made an impact on Vehicle maintenance expenditures). Also the White Jeep has had a couple breakdowns, one requiring a towing bill. It has been diagnosed with an electrical problem that we cannot repair here. It will be around \$1K for parts and labor.

The Helix RFPD "Fire Chief's" suburban was made available to us by the Helix Board President and has been utilized.

Building Update:

Restroom work at station 61 has been completed. Huge thanks to Max Magee, Cody Hubert, Al Hazen and Bill Boyd. Due to the age and construction of this building, and the untraditional practices used to install the previous toilet and piping, this repair could have easily cost the district as much as \$2000.00. Through volunteer and on-staff labor we have a cost of appx \$600

Board Policy Review

Jan Reitz was terrific in helping to locate as many of the policies that were “reviewed and approved” in 2012. (*Also, George Dunkle from SDAO has sent an SDAO suggested policy template, and a table of contents from another fire district.*) However, out of 11 Policies, approximately 4 were reviewed in 2012. Unfortunately, some of those policies (personnel was the one Jan says the most time was spent on) appears to need updating. Since this is the “compass” our district uses to operate with, I suggest to the board that a process of policy review and full board approval be instigated asap. See below for limited comments on the Personnel Policy:

Personnel Policy: This was to be the first policy. I reviewed it and found many areas that need clarification. In an effort to share awareness; here are a few of my concerns:

- a) What is the distinction between a Full Time Employee, a Part Time Employee and a Volunteer?
- b) Can a person volunteer their time for more than only firefighting services?
- c) There appears to be a Substance Abuse Policy found within the Personnel Policy. Should this be a “stand alone” Policy?

Since we are currently billing for out-of-district fire services and MVA response, I ask that the board considers a policy for that immediately. We currently do not have one and, since we are sending insurance companies fairly substantial invoices, we need a policy to back up our actions. We made a template billing policy for you to review

The Helix Board Policies appear to be in order, but need reviewed for 2018

Fire Chief Performance review and Job Description.

I found the annual review template EUCRFPD has used in the past and a job description. In past years, the district has used a review based only on administrative duties. Respectfully, I request both districts evaluate me on my fire related responsibilities to our Volunteers and service-recipients (customers); as well.

Coffee with the Chief - January 11th 7pm at the Friendship Center in Adams

Further Items to share with the board:

- 1) **New Assistant Fire Chief - Tiffany Andrews-Rost - will serve the District as Command Staff, as well as a training officer. She will have the same job description as was previously approved by the EUCRFPD Board. (Budgeted)**
- 2) **Volunteer Clothing order** was made and has been received, and distributed. We still need to purchase some class B shirts, nameplates and badges. This is important for public service functions, photo opportunities and of course pride of participation.
- 3) **Fire Officer Task Books.** Will start a process (up to one year) to train one officer candidate for possible promotion.
- 4) **EUCRFPD and Helix RFPD has begun offering training** three nights a month 2nd, 3rd and 4th Thursday from 6-8 pm. The second training night may be used for computer based training of mandatory subjects. Chief Baty continues to encourage firefighters to contact him for special needs(time and/or location) training.
- 5) **Firehouse Fridays - is a success. We will continue this practice.**
- 6) **School Lunch Program.** One time a month we will take our apparatus to a district school and have lunch with the students.

7) Winter Operational Response

- a) The practice of operating the structural engines only on the hard surface will be continued.
- 8) Temps in the apparatus bays are being kept at 60 degrees.**
- 9) Grievance procedure has been submitted to the EUCRFPD board. I have not received any feedback. It will be offered as policy during the review work to be completed by the board in the upcoming weeks.**