

REGULAR MEETING

Powder River Fire District

August 8, 2018

7:00 P.M.

Present:

Board Members: Fred Carr, Kelly Lohse, and Kevin Lund

Fire Chief: Steve Haines

Public: Johnson County Commissioner Novotny

District Clerk: Becky Schiermiester

The regular meeting of the Powder River Fire District Board of Directors was brought to order by Chairman Kelly Lohse at 7:00 p.m. on Wednesday, August 8th, 2018.

Minutes: Fred Carr moved to approve the minutes for the regular board meeting held on July 11th, 2018, seconded by Kevin Lund. *Vote: 3 ayes. Motion Carried.*

Treasurer's Report: Becky Schiermiester presented the board with an income/expense report, a balance sheet, and an accumulative budget report. Fred Carr moved to accept the treasurer's report, seconded by Kevin Lund. *Vote: 3 ayes. Motion Carried.*

Fire Chief's Report:

Call Outs: Chief Haines reported on the recent fires.

Updates: Chief Haines reported that he had contacted L.N. Curtis and it was determined that they had double billed us. The district can disregard the invoice received from them last month.

Old Business:

Banking Updates: Fred Carr updated the board on the completion of opening the new checking account at First Northern Bank. Kevin Lund moved to close the American National Bank checking and money market accounts and move the money to the new accounts established at First Northern Bank, seconded by Fred Carr. *Vote: 3 ayes. Approved.*

The board also discussed the new interest rates that the certificates of deposit are currently receiving.

Smaller Trash Bin Update: The board was informed that a smaller trash bin will be arriving within the month.

NEW BUSINESS:

Appointment of Deputy Fire Chiefs: Fred Carr moved to appoint William Haines and Craig Walker as Co-Deputy Fire Chiefs for the Powder River Fire District, seconded by Kevin Lund. *Vote: 3 ayes. Motion Carried.*

New Credit Cards: The board discussed and determined that with the new appointment of Deputy Fire Chiefs, that the old credit card accounts should be closed. Kevin Lund moved to close the credit card accounts ending in 2152, 0556, and 9100, seconded by Fred Carr. *Vote: 3 ayes. Approved.*

Fred Carr moved to issue two new credit card accounts for Mr. William Haines and Mr. Craig Walker with a credit limit of \$5,000.00 each, seconded by Kevin Lund. *Vote: 3 ayes. **Approved.***

Adoption of New Policies: The board was presented with policies that were recommended by the State Department of Audit to be created and implemented. The following policies were presented to the board for approval:

- IT Policy and Procedures Manual
- Credit Card Policy
- Reimbursement Policy
- Purchasing and Accounting Policy and Procedures Manual

Kevin Lund moved to approve and adopt the policies and manuals as presented, seconded by Fred Carr. *Vote: 3 ayes. **Motion Carried.***

Bills:

The following bills were audited and approved for payment:


Cenex Fleetcard, Fuel – 322.82; Country Inn, Meals - \$980.00; EFTPS, Payroll Liability - \$2,955.82; EFTPS, Payroll Liability - \$560.56; Frandson Safety, Inc., Maintenance - \$20.00; Hanson, John, Equipment Lease - \$696.00; Johnson County Clerk, Contract - \$570.00; Kaycee General Store, Supplies - \$30.03; Kaycee Sinclair, Meals - \$1,437.00; L.N. Curtis & Sons, Repairs/Maintenance - \$214.72; Montana-Dakota Utilities, Utilities - \$63.60; North Wyoming Insurance, Insurance - \$8,431.00; Payroll, Wages - \$14,137.37; Powder River Energy Corporation, Utilities -\$163.42; Rocky Mountain Power, Utilities - \$55.50; RT Communications, Telephone - \$175.43; Tedesko Repair, Repairs/Maintenance - \$1,072.68; Town of Kaycee, Utilities - \$39.10; VISA, Office Supplies/Operating Supplies/Repairs/Maintenance - \$2,348.02; Wyoming Retirement, Retirement - \$270.00.

Adjournment:

With no further business the regular board meeting was adjourned at 8:25 p.m.



Kelly Lohse, Chairman



Fred Carr, Secretary