

Johnson County Fire Control District #1  
Fiscal Year End Meeting/Budget Hearing  
July 9, 2019

The meeting was called to order at 8:00 am. Those in attendance include: Don Camino, Paul Kozisek, Amanda Hulet, Scott Duncan, Brad Borgialli, and Chanda Rule.

The Budget hearing was opened. The budget was presented and Don asked for any comments.

For the upcoming fiscal year ending June 30, 2020, Johnson County Fire Control District #1 has budgeted to expend a total of \$827,190.00 in the following budget categories: Administration-\$62,850.00 Operations-\$651,000.00, Indirect Costs-\$113,340, and Capital Outlay-\$0. These expenditures will be financed from the following anticipated revenue sources: Operating Revenue-\$167,500.00, Interest income and misc.-\$70,000.00, and property tax assessment and motor vehicle registrations-\$549,901.00, with the remaining balance to come from existing cash balances. Cash reserves of \$3,950,000.00 are held in reserves for Equipment Replacement Reserve of \$1,500,000.00, Building Reserve of \$500,000.00, Emergency Cash Reserve of \$450,000.00 and Fire Suppression Reserve of \$1,500,000.00. The increase in funds requested through the mil levy is due to over \$300,000 in uncollected property tax receivables over the last couple of years. Chanda discussed the proposed 18-19 figures compared to the actual. Seeing no additional comments, the budget hearing was closed.

The Budget hearing was closed and business meeting reopened.

Amanda moved to approve the 2019-2020 budget, Paul seconded the motion.

The June minutes were read and approved. Paul moved to approve. Amanda seconded, motion carried to approve minutes.

Finance report: After some discussion, the bills, transaction report, bank statement, and bank reconciliation were reviewed for the FYE and July. Amanda made a motion to approve and pay all submitted vouchers, and Paul seconded the motion. The motion carried and checks were signed. The budget was reviewed and any overages discussed. The timesheets were reviewed and signed.

Fire Chief Report: Scott reported that we have had 13 calls in June, with the majority of them being wrecks. There was some discussion on having mental health help available to the firefighters. Chanda will check with Trevor at NW Insurance to see if our accident policy has any coverage. There was some discussion on debriefings and a form will be created for the employee file as well as some type of release. The board is concerned with the costs of being dispatched repeatedly to the same incident. Scott has visited with dispatch and it is getting better.

Mechanic Report: Brad reported that the asphalt will be resealed next week. The mechanics bay is lacking in insulation too as well as ventilation fans; Brad will get more estimates. The fencing bids were reviewed, Don asked if a scope of work was created to ensure consistency. Brad provided an oral scope of work. After some discussion the board decided to hold off on the fencing project until the insulation issue was taken care of.

Old Business: Paul is still working with Barry Crago to come up with a waiver for the weight room.

New Business: Chanda submitted a MOU with Road and Bridge for review and approval. This is the current MOU we have been using, just the terms had expired. After some discussion the R&B MOU was approved, Amanda made a motion to approve it and Paul seconded the motion. A letter from ISO was presented thanking Colby for his efforts and letting the district know that the ISO rating for a portion of the county has decreased. Chanda also presented an engagement letter from PHCH for the review on the 18-19 fiscal year. Amanda moved to approve and sign the engagement letter, Paul seconded the motion. Chanda received an email from Carla, Johnson County Treasurer confirming that the JCFCD#1 only levies taxes against tax district #100 and is probably only received 50% of budgeted tax request from fiscal year 18-19.

Executive Session for employee reasons was called.

New Business (cont): The board presented new employee policies and contracts. Chanda's was reviewed, Amanda moved to approve it as presented, Paul seconded the motion and the policy was signed by all parties. Brad's employee policy still needs some editing so was not approved. Colby's will be reviewed on 7/10/19. A time clock system has been implemented for all full time employees. Log books will be utilized and placed in each truck. We will also be utilizing Work Order forms and Accident forms which need to be created. The board also approved a personal property policy stating that if it is privately owned property it cannot be stored on Johnson County Fire Control District #1 property. Paul moved to approve the policy and Amanda seconded, motion carried.

Amanda moved to adjourn the meeting, Paul seconded. The meeting was adjourned at 10:10 am. The next will be moved to August 14<sup>th</sup> at 5:30 pm due to Amanda being unable to meet on August 13<sup>th</sup>. This will be advertised.

Respectfully submitted

Chanda Rule