

REGULAR MEETING

Powder River Fire District

March 11, 2020

7:00 P.M.

Present:

Board Members: Fred Carr, Steve Haines, and Kevin Lund

Deputy Fire Chief: Craig Walker

District Clerk: Becky Schiermiester

The regular meeting of the Powder River Fire District Board of Directors was brought to order by Chairman Fred Carr at 7:00 p.m. on Wednesday, March 11, 2020.

Minutes: Steve Haines moved to approve the minutes for the regular board meeting held on February 12th, 2020, 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. Kevin Lund moved to accept the treasurer's report, seconded by Steve Haines. *Vote: 3 ayes. Motion Carried.*

Fire Chief's Report:

Deputy Fire Chief Walker distributed his monthly report and entertained questions from the board. Craig also updated the board on recent vehicle repairs.

Craig reported that Noble Energy purchased five automated external defibrillators (AED) for the fire district. Craig requested approval to post a thank-you in the Kaycee Voice in appreciation of the generous donation, it was the consensus of the board to approve the ad in the paper.

Call Outs: Deputy Fire Chief Walker reported that the district had responded to three call outs during the past month. All the callouts were for car wrecks.

Updates: Craig reported that Travis Smith and Dan Graves attended a mechanics class in Cheyenne and stated that the class was very beneficial. Craig also stated that there will be three volunteer firefighters attending the 2020 Cody Fire School the beginning of May. Craig also reported that the new office computer is a huge improvement and all NFIRS are current and submitted to the State of Wyoming.

Old Business:

Building/Engineer Update: Craig stated that MC2 Engineering had been onsite and shot the grade of the roof. Craig and the board discussed the calculations that were presented.

Furnace Repair: Craig presented the board with a proposal from Powder River Heating and Air Conditioning to repair the furnace. Steve Haines moved to accept the proposal, seconded by Kevin Lund. *Vote: 3 ayes. Motion Carried.*

NEW BUSINESS:

Job Descriptions: Becky presented the board with job descriptions/duties for the positions of Fire Chief and Special District Clerk. The board stated they would review the descriptions and

entertain accepting the job descriptions at a later date. Becky also stated that a revised Policy & Procedure Manual, District Bylaws, Fire Department Constitution and Bylaws, Fire Department Policy & Procedure Manual, and a District Standard Operating Guidelines manual will be presented at the April meeting for the board to review.

Bills:

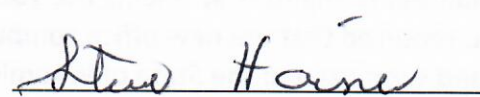
The following bills were audited and approved for payment:

Api Systems Integrated, Repairs/Maintenance - \$270.50; Black, Joyce, Shop Wages – \$96.97; Blakeman Propane, Utilities - \$432.00; CNA Surety, Bonds - \$100.00; Cenex Fleetcard, Fuel – \$85.28; EFTPS, Payroll Liability – \$1,343.52; Frandson Safety, Inc., Repairs/Maintenance – \$22.00; Graves, Daniel, Fire Wages - \$147.76; Haines, William, Fire & Operational Wages – \$609.51; Hanson, Oliver, Fire Wages - \$73.88; Hensley Battery, Repairs/Maintenance - \$235.44; Herring, Gordon, Fire Wages - \$36.94; Johnson County Fire District #1, Suppression Contract - \$6,086.17; Jones, Patrick, Fire Wages - \$184.70; Koch, Talbot, Fire Wages - \$110.82; MC2 Engineering & Construction, Building Repairs/Maintenance - \$20,145.78; Montana-Dakota Utilities, Utilities – \$435.19; NAPA, Repairs/Maintenance - \$474.85; Portwine, Dalton, Fire Wages - \$36.94 Powder River Energy Corporation, Utilities - \$236.00; Powder River Heating & AC, Repairs/Maintenance - \$310.36; Richardson, Kenneth, Fire Wages - \$184.70; Rocky Mountain Power, Utilities – \$175.99; RT Communications, Telephone – \$173.41; Sain, Alexander, Fire Wages - \$36.94; Schiermiester, Becky, Administrative Wages – \$764.32; Smith, Travis, Fire Wages - \$36.94; Taylor, Crosby, Fire Wages - \$73.88; Tedesko Repair, Repairs/Maintenance - \$185.00; Town of Kaycee, Utilities – \$51.75; VISA, Dues/Education/Gas/Meals/Office Supplies/Operating Supplies/Repairs – \$1,065.65; Walker, Craig, Fire & Operational Wages – \$3,657.06; Wyoming Retirement, Retirement – \$270.00; Wyoming State Forestry, Repairs/Maintenance - \$729.14; Wyoming Termite & Pest Control, Repairs/Maintenance - \$550.00; Zahara, Dakota, Fire Wages - \$73.88.

Adjournment:

With no further business the regular board meeting was adjourned at 8:15 p.m.


Fred Carr, Chairman


Steve Haines, Secretary