

## **REGULAR MEETING**

Powder River Fire District

May 13, 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 7:02 p.m. on Wednesday, May 13, 2020.

**Minutes:** Steve Haines moved to approve the minutes for the regular board meeting held on April 8<sup>th</sup>, 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. Steve Haines moved to accept the treasurer's report, seconded by Kevin Lund. *Vote: 3 ayes. Motion Carried.*

### **Fire Chief's Report:**

Deputy Fire Chief Walker distributed his monthly report and entertained questions from the board.

**Call Outs:** The district had responded to one call out during the past month and it was a false alarm.

**SCBA Testing:** Craig reported that SCBA bench flow testing and testing of the SCBA air compressor were completed. One of the SCBA masks failed the test, but Craig was able to find three used SCBA masks from the fire department in Bridger, MT.

**Updates:** Craig reported that Red Cards are completed, furnace repairs have been made, and the monthly fire training meeting had been well attended.

### **Old Business:**

**Job Descriptions:** Becky presented the board with job descriptions/duties for the positions of Fire Chief, Part-Time Employees, and Special District Clerk, as well as, revised Policy & Procedure Manual, District Bylaws, Fire Department Constitution and Bylaws, Fire Department Policy & Procedure Manual, and a District Standard Operating Guidelines. Steve Haines moved to table accepting the manuals until the July board meeting, the motion was seconded by Kevin Lund. *Vote: 3 ayes. Motion Carried.*

### **NEW BUSINESS:**

**Fire Hall Structural Issues:** Steve presented the board with information regarding an engineering firm that is in Portland, OR. Mr. Jeff Fitch, the engineer, came highly recommended, so it was the consensus of the board to pay for the traveling expenses of the

engineer to travel to Wyoming to evaluate the foundational issues of the fire hall and determine if the building is salvageable.

FYE 2021 Proposed Budget: The board prepared the 2020/2021 proposed budget for the Powder River Fire District. A public hearing will be held Wednesday, July 8<sup>th</sup>, 2020, at 7:00 p.m., before finalizing the budget.

**Bills:**

The following bills were audited and approved for payment:

Black, Joyce, Shop Wages – \$96.97; Cenex Fleetcard, Fuel – \$39.32; EFTPS, Payroll Liability – \$1,114.80; Fendler, Steven, Reimbursed postage expense - \$21.10; Frandson Safety, Inc., Repairs/Maintenance – \$22.00; Haines, William, Fire & Operational Wages – \$461.75; Johnson County Clerk, Contract - \$9,864.22; MC2 Engineering, Professional Fees - \$7,309.10; Montana-Dakota Utilities, Utilities – \$286.55; Powder River Energy Corporation, Utilities - \$204.00; Powder River Heating & Air, Building Repairs - \$3,788.00; Rocky Mountain Power, Utilities – \$31.91; RT Communications, Telephone – \$171.89; Schiermiester, Becky, Administrative Wages – \$764.32; Six Robbles’, Repairs/Maintenance - \$140.88; Tedesko Repair, Repairs/Maintenance - \$690.28; Tom’s Tire & Repair, Repairs/Maintenance - \$26.12; Town of Kaycee, Utilities – \$63.75; VISA, Office Supplies/Operating Supplies/Repairs – \$320.55; Walker, Craig, Fire & Operational Wages – \$3,347.68; Winsor, Kelly, Fire Wages - \$73.88; Wyoming Department of Employment, Payroll Liability - \$1,230.39; Wyoming Retirement, Retirement – \$270.00; Wyoming State Forestry Division, Repairs/Maintenance - \$178.55.

**Adjournment:**

With no further business the regular board meeting was adjourned at 9:48 p.m.

  
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Fred Carr, Chairman

  
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Steve Haines, Secretary