

Battle Creek Fire District

December 5th, 2017 Regular Board Meeting Minutes

A regular meeting of the Battle Creek Fire Protection District Board of Directors was held on December 5th, 2017 (called to order at 7:19 PM) at the Hayward fire station. All directors were in attendance, including Jim DeHaai, John Esposti, Butch Reeder, Ray Summers, Dave Cofoid, and Leo Van Sambeek. An agenda was distributed by Board President DeHaai.

Secretary's Report from the October 19th, 2017 meeting had been distributed earlier by email to each Director. Motion by Reeder and second by Esposti to accept the minute as presented; motion carried unopposed.

No formal BCFD's Treasurer's Report was presented because the three districts' finances are not yet merged. Each of the three district's representatives indicated that no major change in financial situation had occurred in their respective districts: just normal income and expenditures with two exceptions. Tax proceeds will continue to be deposited to the three districts until February 2018, when they will begin to be deposited directly into the BCFD account. The "round number" financial status of each district is Keystone at \$139,000, Hayward at \$164,000, and Hermosa at \$253,000. A summary of the official taxes to be collected for the BCFD by Pennington and Custer Counties is attached to these minutes. The summary also provides the assessment totals by class of property in each county.

Regarding the pre-merger audits, the process is underway by Casey Petersen & Associates (CPA). We expect to receive their lists of 20 or so random transactions (10 income and 10 expenses) for each old district. The paper trail will be audited on each to determine the completeness and consistency of the old financial records. Progress is also being made in setting up the Online QuickBooks template of accounts for BCFD within Hermosa's subscription to QB. An unofficial decision was made that BCFD assets exceeding \$50,000 in value would be itemized and tracked within QB at the origination of the BCFD and for future capital purchases.

Discussion on several topics followed:

1. The decals for BCFD will be applied to the equipment and uniforms during December.
2. A press release (print and TV) to describe the merger into BCFD is being coordinated by Steve Monteforte for early January.
3. Summers has determined that BCFD, as an official government agency, is not eligible to be a 501.3(c) organization. The need to incorporate (file with Secretary of State) is still undetermined.
4. Hermosa will need to have a meeting of its Directors before 12/31 to authorize transfer of funds from its accounts to BCFD accounts. Keystone and Hayward have already passed such resolutions.
5. Jim Postma was introduced to the directors as the District CPA for payroll (he has done this job for Keystone since 2015). A letter of engagement will be prepared after the level of effort for BCFD is determined.

Battle Creek Fire District -- P.O. Box 675 -- Keystone, SD 57751

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6. Van Sambeek presented a list of candidate expense categories for the district accounting. The list prompted discussion on many fronts as to when payments are from the general or the contract-fire accounts (for example how to pay for fuel when fuel is indirectly reimbursed as part of rental rate). Van Sambeek agreed to continue working with CPA and Garrett Dixon (BCFD bookkeeper) on these categories

The date for the BCFD Annual Meeting and Election was discussed. It seems logical to hold the meeting at the site of one of the Black Hills Electric Coop's soup & chili feeds. The one in Hermosa is typically around Valentine's Day (actually will be February 13th, 2018), but Hayward's has not been scheduled. The date and place will need to be set at the January meeting. The positions that will be up for election are Cofoid, Reder, and Summers.

According to the Pennington Co. Auditor, candidates will need a nominations petition (minimal number of signatures). It was unclear if the petitions had to be submitted before publishing legal notice for the annual meeting – no later than 7 and no sooner than 14 days before the meeting. The district bylaws state that *"Members must be physically present to vote at general meetings and at elections. (SDCL34-31A-43)"* so this eliminates voting before or away from the general meeting.

Fire Chief Paul Johnson presented the following points to the Board:

- The Keystone 1999 Type-6 brush truck was sold as surplus for \$8,000 (as approved last meeting).
- Insurance checks were received for the hail damage at Hayward this summer. An initial \$25,282.58 for the building, an adjustment of \$7,487.48 additional for the building, and \$6,180.06 that is being withheld until building repairs are made. The roof is already repaired and windows are ready to be repaired. The truck settlement included \$1,420.91 for the siren and \$2,400 for the body damage. Parts will be salvaged as needed and then the truck sold for scrap.
- The Battle Creek Firefighters Association has approved their by-laws and elected their charter officers. They have a meeting scheduled for December 20, 2017 in Hayward Station.
- New BCFD maps are being prepared; the process is going smoothly but is not yet completed.
- Remodeling in the Hermosa Station to accommodate the full-time manning is progressing. Chief Johnson was advised to hire a tape-and-texture guy to assure the dorm rooms and kitchen are finished before manning begins on January 1.
- Personnel issues might arise because the Forest Service has advertised to hire 900 firefighters. Their hires will be in direct competition with BCFD hiring of stipend firefighters. No immediate problem because 14 students from Western Dakota Tech firefighter training have signed up with BCFD.
- Insurance payment on the district's rolling stock is due. Because of credits from changing policies to combine into one policy, Hermosa will pay the premium in total.
- FC Johnson is still exploring options for selling the Hermosa and Hayward military trucks.

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Director Reder complimented Chief Johnson for arranging and conducting an "eye-opener" tour of the BCFD's variety of land and structures from its eastern border at the Cheyenne River to its western border near Mt. Rushmore and to inspect the District's fire halls and equipment.

It was decided to drop the Keystone PO Box (\$70/yr) and change to the Hayward mailing address:

Battle Creek Fire District
13730 Highway 40
Keystone, SD 57751

No other items brought forth for business. After discussion of dates, January 9th, 2017 at 7:00 PM was set for the next Board meeting. Moved to adjourn by Reder second by Van Sambeek; unanimous agreement and meeting was adjourned (9:14 PM).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Leo L. Van Sambeek". The signature is stylized with large, flowing letters.

Leo L. Van Sambeek
Secretary-Treasurer

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