

Battle Creek Fire District

Minutes of a Regular Meeting

July 26, 2018 6:00 PM

Meeting called to order at 6:19 by Jim DeHaai in the Hayward Fire Hall with five directors present (Ray Summers was absent), Fire Chief Paul Johnson, and Bookkeeper Garrett Dixon.

Minutes of the April 10th regular meeting had been distributed by email before the meeting. By an unopposed vote, the minutes were approved as presented upon motion and second by Cofoid and Esposti, respectively.

Treasurer Van Sambeek distributed a set of financial reports from the District's QuickBooks. The financial (cash) summary, as of July 26th, 2018, shows:

District General Checking Account	\$376,761.12
Hermosa Checking Account (pending 2 outstanding payments)	\$ 100.00
Prepaid Fire Department Operations account	\$ 25,982.39
Contract Fire Account Balance	\$ 86,608.20
CD -- Hayward Building Payment	<u>\$ 25,000.00</u>
Total	\$514,451.71

Approximately, another \$31,715 is accrued in the Wildland (Contract) Fire accounts receivable, but is not included in the above cash tally. The CD to cover one Hayward Building Payment fulfills (actually exceeds) the USDA loan requirement for an equivalent of one annual payment to held in savings.

Unfinished Business and Updates

DeHaai reported that most vehicle titles were transferred and are in the District's fireproof safe. District still needs a clear title on one vehicle.

New Business

DeHaai reported that the District has purchased a fireproof safe and it is in the District Office at the Hayward Station. The records from the old districts going back 7

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years have been consolidated and filed by year and stored in the safe. As mentioned above, vehicle titles and other legal documents are now being kept in the safe.

DeHaai reported that our 2019 budget is still being prepared. For 2018, our tax request (1.00 mils) after final assessments generated \$362,142 (3% greater than the combined requests for the old districts). Regarding next year, the deadline for our 2019 budget's tax request is September 1, 2018. As point of information only, the Hayward Building payment (\$21,728) represents 0.06 mil based on assessments used for the 2018 tax request.

DeHaai voiced the need to replace fire station signs to appropriately identify each station as being the Battle Creek Fire District, followed its Station name (either Hayward, Hermosa, or Keystone). Consensus was that DeHaai and Johnson should design such signs and get bids. Motion by Cofoid and second by Esposti to authorize an initial \$3,000 to get started and/or finish the station signs. Motion passed unopposed.

Fire Chief Paul Johnson was called upon to report on the status of the District's firefighting capabilities. He touched on many topics including:

- 333 calls year to date for the District, with the vast majority being responses to vehicle accidents.
- All shifts are being covered at both Keystone and Hermosa, no complaints have been made to the Fire Chief, and numerous firefighters have participated in lots of training.
- By fall, the District should be able to qualify for an improved fire rating (patrons in the heart of the District should get at least an ISO rating of 7 vs. the 8 or 9 rating currently for Hayward and Hermosa areas). Patrons will be instructed on how to ask for a premium discount based on a new ISO rating (however, not all insurance companies base their fire insurance policy premiums on the ISO rating.)
- Last meeting, up to \$5,000 was approved for the tender certification and up to \$20,000 was approved for upgrading the (Hayward) Type 6 to Type 4. Instead of just that one upgrade, 3 trucks have had various aspects upgraded, and the upgrades were completed for \$14,700, with the exception that one set of lights is still on backorder.
- The various fire halls are looking at increasing their efficiencies and lowering costs.

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- Hayward's switch from 3-phase to 1-phase electrical power is still being detailed, but the District might incur \$2-3,000 expenses for re-wiring and demand controllers, but that investment would be rapidly recovered by savings.
- The Keystone Fire Station could use some remodeling of its cooling system (currently window A/Cs), insulation issues, and dorm rooms. Consensus was to request contractor bids to work on HVAC and to strip, insulate, and re-sheet rock as appropriate. Hopefully, these bids will be available for review at next meeting, so a contractor can be selected and work might be finished before winter.
- The District still needs to decide on the status of the Iron Mountain Substation, which is currently vacant. So far this year there were only 4 calls in this area and Keystone covered them. District is paying for the substation's minimum electricity charge, insurance, and propane for in-floor heat. The building was paid for with a USDA grant about 5-7 years ago, and the land was donated. DeHaai will check with USDA for any restrictions on disposition or renting of the building. Most likely, the District will use building for cold storage for another year, but should invest in new low-temperature thermostats for a lower (just above freezing) heat setting.

Surplus Equipment

DeHaai reported that the Hermosa military-style chassis was sent back to the state after removing the tank and pump, which went onto the Hayward truck.

Motion by Reder and second by Cofoid that the District's policy be to advertise for bids on any asset or surplus equipment with an estimated value greater than \$1,000 with sealed bids to be received for at least 14 days, and that Board approval is required to approve any such sealed-bid sale and authorize all other sales of lower-valued surplus property. Motion passed unopposed.

Consensus was to continue to receive bids on the Hayward military-style tender and open all bids on August 8th, 2018. [This vehicle has already been advertised to other departments via a State web site and by word of mouth since the districts were merged.]

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A list of other candidate surplus items, none of which has a value of \$1,000, was proposed for sale. These items include portable generators (2), tool box, air compressors (2), an enclosed car trailer (poor condition), and a fuel tank. Motion by Van Sambeek with second by Cofoid to declare these items as surplus and to authorize their sale in a method to be determined by the Fire Chief. Motion passed unopposed.

Public Participation

None

Executive Session

Motion by Cofoid and second by Reder to go into executive session to discuss a personnel matter. Approximately 12 minutes later, motion by Reder and second by Van Sambeek to come out of executive session. The Secretary was instructed to show "No Board action as result of the executive session."

After comparing calendars, the next regular meeting of the Directors was set for the Hayward Station on August 22nd at 6:30 PM. While the primary item will be reviewing the 2019 budget and preparing the 2019 tax request (due September 1, 2018), this next meeting will be a regular meeting with a normal agenda.

Motion by Van Sambeek and second by Cofoid to adjourn. Hearing no objection, DeHaai adjourned the meeting.

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