

Spearfish Rural Fire Protection District

06-29-17

Minutes

Eric Jennings, SRFPD President, called meeting to order at 7:00PM. Trustees present: Ethan Burk, Randy Deibert, Dennis Forgey, Mark Frederickson, Darrell Granbois, Erick Jennings, Pat Kellogg, Jim Lee, Colonel Levensgood, Cris Miller, Charles Nicholas, Sallie Nicholas, Lee Schmunk, James Seward. Absent: Dave Dutton, Brandon Flanagan, Branden Ginter.

June 21 Minutes read by Ethan Burk, President Eric Jennings Approved, and No discussion

President Eric Jennings: discusses Strategic Plan; Steps: District Approved by vote of the people, Selection of Trustees, Establishing Bylaws, Establishing Legal Counsel, ID Fire Protection Plan, Budget, Taxable MIL Levy. Discussion followed.

President Eric Jennings calls for volunteers to form a Legal Counsel Working Group

Legal Counsel Working Group: (chairman – to be announced) Randy Diebert, Chris Miller, Lee Schmunk, Darrel Grandbois, Jim Lee

President Eric Jennings hands out bylaws question and answers sheet. Discussion Followed.

President Eric Jennings calls for volunteers to form a Bylaw Working Group

Bylaw working group: Pat Kellogg(chairman), Lynn Levensgood, Dennis Forgey, Charles Nickolas, Dave Dutton

President Eric Jennings makes announcement and starts discussion on Lawrence county fire tax money, and need for Post Office Box.

President Eric Jennings moves that he gets a SRFPD post office box, and ask for Lawrence County to give fire tax money to the SRFPD - Motion by Jim Seward, Second by Sallie Nicholas, Discussion - Motion Carried by unanimous vote, Randy Dibert abstains.

President Eric Jennings moves that the SRFPD start a bank account - Motion by Sallie Nicholas, second Pat Kellogg., Discussion - Motion Carried by unanimous vote.

Questions addressed from the floor regarding tax ID, articles of corporation, news relations, publishing of minutes, and outside donations. Discussion followed.

Public discussion regarding state statutes, bylaws, news articles, Lawrence County fire tax distribution.

Next Meeting Date 26th of July, 2017 @ 7pm Butte Electric

Meeting Adjournment @ 8:50pm

Prepared by:

Ethan Burk – SRFPD Secretary/Treasurer

Spearfish Rural Fire Protection District
07-26-17
Minutes

Eric Jennings, SRRPD President, called meeting to order at 7:00pm. Trustees present: Ethan Burk, Dave Dutton, Brandon Flanagan, Dennis Forgey, Darrell Grandbois, Eric Jennings, Pat Kellogg, Jim Lee, Colonel Levensgood, Cris Miller, Charles Nicholas, Sallie Nicholas, Lee Schmunk. Absent: Randy Deibert, Mark Frederickson, Branden Ginter, James Seward.

President Eric Jennings asked for additions to agenda, none discussed.

June 29 Minutes read by Ethan Burk, President Eric Jennings approved as read with no corrections or additions.

President Eric Jennings discussed Lawrence County agreed upon a disbursement of \$2000.00 to be given to the SRFPD from the County Fire Tax collected. This was requested by Vice President Pat Kellogg at most recent commission meeting.

President Eric Jennings opened discussion of old business. The SRFPD now has its articles of corporation, State ID, EIN, a bank account at First Interstate Bank, and in Spearfish a Post Office Box, #143.

President Eric Jennings presented a bill for \$76 to the SRFPD which was the expense to open a PO BOX, which he paid for out of his personal account.

Motion by Sallie Nicholas that Eric Jennings be reimbursed the \$76, once the SRFPD has its startup funds from the County Tax, Second by Brandon Flanagan, Discussion - Motion Carried by unanimous vote.

Legal Counsel Working Group discussion led by Chairman Lee Schmunk - Four Attorneys considered, Recommendation from group: Ronda Miller of Ronda Miller Law Office, Belle Fourche SD. Discussion: Brandon Flanagan strongly encourages SRFPD to hire within the district, Eric Jennings states Jim Seward (Absent) previously voiced concerns if legal counsel hired from outside the district.

Motion by Cris Lee to hire Ronda Miller as SRFPD legal counsel if seen fit by the executive committee during meeting (date TBD) with Ronda Miller, Second by Sallie Nicholas, Discussion - Motion Carried, Brandon Flanagan Abstained.

Bylaw Working Group discussion led by Chairman Pat Kellogg - Bylaw draft handed out for review and discussion. Grammatical adjustments asked to be made by Trustees. Eric Jennings requests Trustees continue to review, Sallie Nicholas suggests Bylaw draft be given to Legal Counsel once hired for review.

President Eric Jennings opens discussion of new business. Donation policy discussion: Concerns of how to handle donations that are currently being offered, along with money loan offers. Donations covered in Article 5, Section 2 of Bylaws. Once Bylaws approved can move forward with addressing Donation concerns.

President Eric Jennings calls for volunteers for District Needs Working Group
District Needs Working Group: Ethan Burk (chairman), Branden Ginter, Charles Nicholas, Darrell Grandbois, and Jim Lee.

Questions addressed from the floor regarding how the public may contact the SRFPD, receive Meeting Minutes, and view Meeting Agendas.

Public discussion regarding what type of contract the SRFPD will be drafting along with who the contracted parties may be.

Next Meeting date 9th of August, 2017 @ 7:00PM, Butte Electric

Meeting Adjournment @ 8:50PM

Prepared by:

Ethan Burk – SRFPD Secretary/Treasurer

Spearfish Rural Fire Protection District

08-23-17

Minutes

Eric Jennings, SPRFD President, called meeting to order at 7:02pm. Trustees present: Ethan Burk, Randy Deibert, Dave Dutton, Dennis Forgey, Mark Frederickson, Darrell Grandbois, Eric Jennings, Pat Kellogg, Jim Lee, Colonel Levensgood, Charles Nicholas, Sallie Nicholas, Lee Schmunk, and James Seward. Absent: Brandon Flanagan, Cris Miller, and Branden Ginter.

President Eric Jennings asked for additions to agenda, none discussed.

June 29 Minutes read by Ethan Burk, Dave Dutton stated to make correction that Brandan Flanagan Voted NO on motion to hire Ronda Miller as Legal Counsel, instead of Abstained. Discussion. President Eric Jennings approved with correction.

Treasurer report, Ethan Burk stated that bank account is currently at \$2000.00.

President Eric Jennings opened the floor to Paul Thompson, Lawrence County Emergency Manager to inform the board what Emergency Management does for Lawrence County.

Paul Thompson gave history of Lawrence County Search and Rescue, formed in 1965 to assist Lawrence County Sheriff's Department and attribute to law enforcement assistance. Currently around 20 members. Funding comes from Donations, county budget, and grants.

Paul Thompson discussed how Emergency Management contributes throughout the County. Stated the importance of all emergency services working together for life safety, property safety, and scene stabilization.

Old Business, Legal counsel – President Eric Jennings discussed meeting with Ronda Miller stating she was willing to help, however the leadership team concerned with her lack of experience with nonprofit and municipal law. Elected to not hire Ronda Miller. Legal Counsel working group members and Eric Jennings continued to meet with suggested legal counsel. This included Lester Nies; Passed. Dwight Gubbrub; Passed, stating Conflict of interest. John Frederickson; Passed, stating Interested with municipal knowledge but booked. Dylan Wilde; Accepted, stated municipal experience, represented sanitation district, previously worked for the city. President Eric Jennings asked Dillan to review our bylaws and approaching as a trial basis at this time. Discussion.

Motion by Lee Schmunk to hire Dylan Wilde as legal counsel at the approval of the leadership team, Second by Randy Deibert, Discussion – Motion Carried by unanimous vote.

Old Business, Trustee approval of by-laws – President Eric Jennings discussed copy of by-laws Dillan Wild has given back to the trustees to review. President Eric Jennings stated would like to approve version of the by-laws to then set special meeting for membership at large to vote on. Discussion. Colonel Levensgood asked that the minutes show his disagreement with Article 4 section III.

Motion by Dave Dutton to amend the by-laws as corrected, Second by Randy Deibert. Discussion – Motion Carried, Cornel Levensgood Opposed.

New Business, Fire protection plan working group - Ethan Burk discussed how the group addressed two topics.

Department base startup costs; Darrell Granbois and Pat Kellogg shared a startup cost sheet for the minimum necessities to start a department, not including yearly operational or capitol expenses. Discussion.

Contracting with existing department; Ethan Burk and Charles Nicholas shared past year call logs, operational budgets, and capital outlay budgets from both the Spearfish Volunteer Fire Department and City of Spearfish Fire Department. Continued

with County contribution to fire protection from tax dollars, City mil Levy break down, and yearly operation expenses the Spearfish Rural Fire District may encounter. Discussion.

Eric Jennings discusses needed budget items for SRFPD operational no matter what direction the District goes.

Public comment, Mark Sahara (as a County Resident) states concerns of the process taking too long and not getting a budget set to start collecting funds to start working for the district even without a contract.

Lee Schmunk motioned to enter into executive session for the purpose of dealing with contract issues with no action to be taken. Second by Charles Nicholas. Discussion. Dave Dutton declares conflict of interest and will abstain from comment. Motion Carries, unanimously. Returned to regular session at 10:19pm.

Next Meeting date 5th of September, 2017 @ 7:00pm, Butte Electric

Meeting Adjournment @ 10:21pm

Prepared by:

Ethan Burk – SRFPD Secretary/Treasurer

Spearfish Rural Fire Protection District

09-05-17

Minutes

Eric Jennings, SPRFD President, called meeting to order at 6:59pm. Trustees present: Ethan Burk, Dave Dutton, Brandon Flanagan, Dennis Forgey, Darrell Grandbois, Eric Jennings, Jim Lee, Colonel Levensgood, Cris Miller, Charles Nicholas, Sallie Nicholas, and James Seward. Absent: Randy Deibert, Mark Frederickson, Branden Ginter, Pat Kellogg and Lee Schmunk.

President Eric Jennings asked for additions to agenda, none discussed.

August 23 Minutes read by Ethan Burk, President Eric Jennings approved as read with no corrections or additions.

Treasurer report, Ethan Burk stated reports will be given as bank statements are received.

New Business, Bylaw discussion of minor corrections needed. Charles Nicholas motioned to accept bylaws as corrected, Second by Dennis Forgey. Discussion. Motion Carried, unanimously.

Old Business, District Operating Budget. Discussion regarding; Liability Insurance, Accounting Fees, Legal Fees, Advertising and Legal Notice, Online Presence, Inflation Rate, and Office Equipment.

Dennis Forgey motioned to enter executive session for the purpose of dealing with contract, Second by Sally Nicholas. Discussion. Motion carried unanimously. Returned to regular session @ 8.11pm

Charles Nicholas motioned to offer the City of Spearfish \$200,000.00 for yearly fire protection of the SRFPD with the length of term to be negotiated, Second by Cris miller. Discussion. Motion carries, Dave Dutton obtains.

Revisit of Old Business, Discussion about needed insurance. Jim Lee motioned to give President Eric Jennings the discretion of picking which insurance company will be used, Second by James Seward. Discussion. Motion carried, unanimously.

Next meeting date 20th of September, 2017 @ 7:00pm, Butte Electric

Meeting Adjournment @ 8:20pm

Prepared by:

Ethan Burk – SRFPD Secretary/Treasurer

Spearfish Rural Fire Protection District

09-20-17

Minutes

Eric Jennings, SPRFD President, called meeting to order @ 6.59pm. Trustees present: Ethan Burk, Dave Dutton, Brandon Flanagan, Branden Ginter, Darrell Granbois, Eric Jennings, Jim Lee, Cris Miller, Charles Nicholas, Sallie Nicholas, Lee Schmunk. Absent: Randy Deibert, Dennis Forgey, Mark Frederickson, Patt Kellogg, Colonel Levengood, and James Seward.

President Eric Jennings asked for additions to Agenda, none discussed.

September 5th Minutes read by Ethan Burk, Eric Jennings approved as read with one correction.

Old business, Insurance quote. Waiting on second quote from Farm Bureau Company. South Dakota Public Assurance Alliance is currently our only quote. Discussion from the floor regarding third quote possibilities.

Old Business, Operating budget. Discussed operational budget and needed line items. These included: Insurance, CPA, Public Notice, Annual Meeting, Office Equipment, Office Supplies, Data Storage, Legal Counsel, Uncollectable Taxes, Community Programs, and Capital Outlay. (See listed budget below)

<u>Fire Protection Fee</u>	200,000
Insurance	600
CPA	300
Public Notice	200
Annual Meeting	300
Office Equipment	600
Office Supleis/Copies	400
Data Storage/Virus protection	300
Legal Counsel	2000
Uncollectable Taxes	10,000
	214,700

Total Expense 214,700

Lee Schmunk makes a motion to approve the budget of \$214,700 for operations of the SRPFD in 2018, Second by Branden Flanagan. Discussion. Note; this budget comes in at an estimated .46Mil Levy. Motion carried unanimously.

Old Business, Fire protection contract. Conflict of interest declared by Dave Dutton. Discussion followed on how contract will need to reflect: Fluctuation of the district evaluation, to include all services we are accustomed to, assumption of liability, length of contract, handling of annexation, contract resolutions to avoid double taxation. Discussion about an advisory board of SRPFD board members to keep in contact with the city through duration of the contract.

New business, Sponsorship Opportunity. President Eric Jennings states that Jen Hayford, of the Spearfish Volunteer Fire Fighters Association Auxiliary, is asking the SRPFD for a donation of 50 pounds of hamburger to be used at the upcoming Fire Department Open House in October. Discussion. No motion made.

Branden Flanagan moved to adopt an addition of a Treasurer's Report to the Agenda. Second by Sallie Nicholas. Discussion. Motion carried unanimously.

Treasurer's Report, read by Ethan Burk

Sallie Nicholas makes a motion to accept the Treasurer's Report. Second by Dave Dutton. Discussion. Motion Carried unanimously.

No public comment

Announcements. Brandan Ginter apologies as to missing past meetings due to work and family scheduling, states he will be submitting a letter of resignation.

Next meeting TBD.

Adjournment @ 8.19pm

Prepared by:

Ethan Burk – SRFPD Secretary/Treasurer