

REVISED

FIRE SERVICE BOARD AGENDA

Wednesday December 13, 2023 @ 1900 |
130 Kansas City St., Rapid City, SD
EOC – 1st Floor

- 1) **MEETING CALLED TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL OF BOARD MEMBERS**
- 4) **PUBLIC COMMENTS:** *We welcome comments on Pennington County Fire policies and their function. SDCL 1-25-1*
 - a) Carl Doaty, US Fire Service
- 5) **APPROVE PROPOSED AGENDA** – December. 13, 2023 (Action Item)
- 6) **APPROVE DRAFT MINUTES** – November 8, 2023 (Action Item)
- 7) **APPROVE FINANCIALS** – (Action Item)
 - a) 2023 – 2030 Budget – FSB Budget Committee
- 8) **COMMITTEE REPORTS**
 - a) FSB Training – Kuenkel, Daly
 - b) Emergency Management Report – Willett (White – Alternate)
 - i) Emergency Management Users Board – Sortland (Walla - Alternate)
 - c) Pennington County Fire Chiefs Association – Thompson
 - i) Black Hills Fire Advisory Board
 - d) SD Fire Chiefs Association – Walla
 - e) Communications – Karley (Olson – Alternate)
 - f) County Commission Report - Hadcock (Liaison) | Lasseter (Alternate)
- 9) **OLD BUSINESS**
 - a) 2024 BOPs – Final Reading (Action Item)
- 10) **NEW BUSINESS**
 - a) District Elections, 2023-2025 Terms: Nominees
 - i) East District: Charles Maude, Scenic VFD
 - ii) East Central District: Jason White, North Haines VFD
 - iii) West Central District: Eric Chase, Whispering Pines VFD
 - iv) West District: Dave Lindblom, Battle Creek Fire District
 - b) 2024 Meeting Schedule
- 11) **REQUESTS TO BE ACTED ON**
- 12) ***OTHER BUSINESS**
 - a) *Carol Bancroft, Pennington County Human Resources: Fire Administrator Job Description Update
- 13) **NEXT MEETING:** January 10, 2024 @ 7:00pm | Pennington County EOC, 1st Floor, 130 Kansas City St., Rapid City, SD – Meal Served @ 6:30pm
- 14) **ADJOURNMENT**



REVISED

FIRE SERVICE BOARD AGENDA

Wednesday December 13, 2023 @ 1900 |
130 Kansas City St., Rapid City, SD
EOC – 1st Floor

2024 FSB MEETING SCHEDULE:

- January 10th - PennCo EOC, 130 Kansas City St., Rapid City, SD – Meal Served

MAILING ADDRESS	EMAIL ADDRESS TELEPHONE NUMBER
Pennington County Fire Administration PO BOX 6160, Rapid City SD 57709-6160	countyfire@pennco.org 605.394.5367

Pennington County fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and need special accommodation, please notify the Fire Administration Office at 605-394-5367 so that appropriate auxiliary aids and/or services are available.



2023 / 2024 Pennington County Fire Service Board

BOARD MEMBERS ~ VOTING	DISTRICT	Term Expires
Dustman, Caleb ~ Chair (New Underwood VFD)	East Central	12/31/2023
Maude, Charles ~ Vice-Chair (Scenic VFD)	East	12/31/2023
Andrew Ferris (Wall VFD)	East	12/31/2024
Kobes, Tim (Rapid Valley VFD)	East Central	12/31/2024
Harn, Dan (Rochford VFD)	West	12/31/2024
Lindblom, Dave (Battle Creek VFD)	West	12/31/2023
Chase, Eric (Whispering Pines VFD)	West Central	12/31/2023
Tim Deml (Rockerville VFD)	West Central	12/31/2024
REPRESENTATIVES ~ VOTING	AGENCY	
Povandra, Brian	Rapid City Fire Department	N/A
Hadcock, Deb (<i>Lasseter, Travis - alternate</i>)	Board of Commissioners	N/A
Willett, Dustin	RC-PC Emergency Mgmt.	N/A

REPRESENTATIVES ~ NON-VOTING	AGENCY	
Daly, Tim	SD Wildland Fire	N/A
Harvey, Jerome	PC Fire Administrator	N/A
Maxon, Randolph	Ellsworth AFB Fire Department	N/A
Morgan, Josh	USFS Mystic	N/A
Karley, Kevin	ESCC Communications	N/A
APPOINTEES ~ NON-VOTING	AGENCY	
Harvey, Jerome	ESCC Users Board	N/A
Sortland, Gary (Rockerville VFD) <i>(Walla, Jeremy – alternate – Whispering Pines VFD)</i>	EM Users Board	N/A
Povandra, Brian (RCFD)	BH Advisory Board	N/A
Klunder, Kurt (Black Hawk VFD)	BH Advisory Board	N/A
TRAINING COORDINATOR ~ NON-VOTING	AGENCY	
Kuenkel, Adam (Structural)	Box Elder VFD	N/A

FIRE SERVICE BOARD MINUTES

Wednesday November 8, 2023 @ 1900 |
1205 N. Maple Ave., Rapid City, SD
Rapid City Fire Dept., Station 2

- 1) **MEETING CALLED TO ORDER @ 7:02** by C. Dustman
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
 - a) Voting Board Members in Attendance: C. Dustman, C. Maude, E. Chase, T. Deml, A. Ferris, T. Kobes, D. Harn, D. Lindblom, B. Povandra
 - b) Others in Attendance: T. Daly, J. Harvey, K. Karley, G. Sortland, K. Klunder V. Newman, D. Hartmann, P. Schlieff, A. Scott, S. Olson
- 4) **PUBLIC COMMENTS:**
 - a) J. Harvey introduced Pennington County HR Director, Carol Bancroft, and thanked her for attending.
 - b) D. Hartmann announced the SD Grants letters will be out mid. November. Everyone who applied will get a percentage of their requested amount.
 - c) C. Dustman thanked RC Fire for hosting and B. Povandra's wife for cooking and providing the meal.
- 5) **APPROVE PROPOSED AGENDA – Nov. 8, 2023**
 - a) Motion by Lindblom, seconded by Maude: **PASSED**
- 6) **APPROVE DRAFT MINUTES – September 13, 2023**
 - a) Motion by Harn, seconded by Povandra: **PASSED**
- 7) **APPROVE FINANCIALS –**
 - a) Motion by Chase, seconded by Lindblom: **PASSED**
 - i) Lindblom noted half of October payroll had not been run through the accounting system at the time of printing the financials.
 - b) 2023 – 2030 Budget – FSB Budget Committee
 - i) Lindblom reviewed the Supplement Requests for Creighton Tower and the Sage Creek Tower repairs. Next month's financials will show the final bill for Duhamel Flats at \$34,557.48.
 - ii) Maude shared Wasta VFD signed for their \$500,000 yesterday with County Commission. All four departments now have their money. He thanked the Commission and the Fire Administration Office for their help with this.
 - iii) Harvey acknowledged ESCC and the radio team for their help with Creighton Tower and the Sage Creek improvements. He thanked the Budget Committee for their help and announced work will start again for the 2025 in January and February.
 - iv) Newman requested any input and recommendations for new CPR Mannequins be submitted to the Fire Administration Office.

8) COMMITTEE REPORTS



FIRE SERVICE BOARD MINUTES

Wednesday November 8, 2023 @ 1900 |
1205 N. Maple Ave., Rapid City, SD
Rapid City Fire Dept., Station 2

- a) FSB Training
 - i) Hartmann shared the Firefighter 1 course has twelve participating in the class, FADO has six, and there are three in Officer class. All are halfway through. If anyone wants to host a winter/spring Firefighter course let Adam Kuenkel know. Hill City VFD is hosting a CERT Class.
 - ii) Daly added the SDWL Fire Academy will be held in Ft. Pierre and Pierre March 14-17, 2024 at the Capital City Campus.
 - b) Emergency Management Report – Not present
 - i) Emergency Management Users Board
 - (1) Sortland shared their last meeting was held on Oct. 13th. Willett and the EM Office continue working on projects and CERT Trainings. Their next meeting will be held in January.
 - c) Pennington County Fire Chiefs Association
 - (1) Klunder stated they are considering moving the Mid-Winter Muster back to February in 2024.
 - ii) Black Hills Fire Advisory Board, State Agreement
 - (1) Klunder shared if you have not received your State Contract yet, please get with Brandon at State Wildland. The Mini-Mobilization Guide is out and should be in all departments. Rates for trucks went up so they are looking at increases in 2024.
 - d) SD Fire Chiefs Association
 - i) Povandra reminded everyone the Chief's Conference is coming up December 1. They will be having a lunch on Saturday, then Sunday will be classes vs round-table.
 - e) Communications
 - i) Karley shared they have appointed their new Operations Manager, Thomas Reese. They will be looking into replacing him as the Training Coordinator. They have been working hard to use new technology to improve communication.
 - ii) Scott stated the law agencies will be moving towards encrypted systems this week. Creighton Tower is now only lacking electricity, and they hope to be done within two weeks. They will start putting the Zone North channel in Wasta, Wall, Quinn. Scott and Dockter will be visiting departments during the winter and can upgrade channels at this time.
 - (1) Kobes asked about the encryption affecting inner-agencies. Scott stated they will not be affected.
 - f) County Commission Report - Hadcock (Liaison) | Lasseter (Alternate) – Not present
- 9) **OLD BUSINESS**
- a) Reference/How-To Binders: Dustman reminded everyone they are due today and will be returned in January.



FIRE SERVICE BOARD MINUTES

Wednesday November 8, 2023 @ 1900 |
1205 N. Maple Ave., Rapid City, SD
Rapid City Fire Dept., Station 2

b) 2024 BOPs – 2nd Reading

i) After discussion and changes to several areas, Lindblom recommended waiting for a vote until Newman can make alterations and present a final product at the December meeting.

(1) Maude asked that tonight be the deadline and cutoff for any further changes, recommendations, and/or suggestions.

10) **NEW BUSINESS**

a) District Representative Nominations: Dustman reminded us that nominations are due to the Fire Administration Office no later than December 1st.

11) **REQUESTS TO BE ACTED ON:** None

12) **OTHER BUSINESS:** None

13) **NEXT MEETING:** December 13th, 2023 @ 7:00pm | Pennington County EOC, 1st Floor, 130 Kansas City St., Rapid City, SD – Meal Served

14) **ADJOURMENT**

a) Motion by Povandra, seconded by Lindblom @ 7:41pm: **PASSED**

2024 FSB MEETING SCHEDULE:

- January 10th - PennCo EOC, 130 Kansas City St., Rapid City, SD – Meal Served

MAILING ADDRESS	EMAIL ADDRESS TELEPHONE NUMBER
Pennington County Fire Administration PO BOX 6160, Rapid City SD 57709-6160	countyfire@pennco.org 605.394.5367

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Acct	Description	2023 Adopted Budget	2023 Budget	Nov. Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2022 Actuals
0411	Fire - Salaries - FT	\$135,592.00	\$135,592.00	\$11,468.80	\$135,750.74	-\$158.74	-0.12%	\$96,538.00
	Overtime	\$1,408.00	\$1,408.00	\$0.00	\$0.00	\$1,408.00	100.00%	\$441.00
	2 Pct Wage Adj & Matchings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	SALARIES	\$137,000.00	\$137,000.00	\$11,468.80	\$135,750.74	\$1,249.26	0.91%	\$96,979.00
0412	OASI	\$10,500.00	\$10,500.00	\$817.58	\$9,765.77	\$734.23	6.99%	\$7,448.00
0413	RETIREMENT	\$8,200.00	\$8,200.00	\$824.22	\$9,754.35	-\$1,554.35	-18.96%	\$7,465.00
0414	Work Compensation							
	Work Compensation-Other	\$55,000.00	\$55,000.00	\$0.00	\$3,745.00	\$51,255.00	93.19%	\$36,469.00
	Work Comp - Volunteers (This comes from the General Fund and is paid by the Commission - \$21,483.00)				\$58,018.28	-\$58,018.28		
	WORK COMP	\$55,000.00	\$55,000.00	\$0.00	\$61,763.28	-\$6,763.28	-12.30%	\$36,469.00
0415	GROUP INSURANCE	\$16,100.00	\$16,100.00	\$1,347.41	\$13,951.50	\$2,148.50	13.34%	\$16,680.00
0421	Other Insurances							
	Vehicle Insurance	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$1,000.00
	VFD Bonds	\$400.00	\$400.00	\$0.00	\$216.00	\$184.00	46.00%	\$400.00
	VFD Vehicle Insurance	\$3,000.00	\$3,000.00	\$0.00	\$4,786.00	-\$1,786.00	-59.53%	\$5,000.00
	OTHER INSURANCES	\$6,400.00	\$6,400.00	\$0.00	\$5,002.00	\$1,398.00	21.84%	\$6,400.00
0422	Services & Fees							
	Fire Services	\$500.00	\$35,058.00	\$34,557.48	\$34,557.48	\$500.52	1.43%	\$500.00
	Instructor Fees	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$1,000.00
	IT Services	\$7,500.00	\$7,500.00	\$0.00	\$1,400.00	\$6,100.00	81.33%	\$1,500.00
	Membership Dues	\$200.00	\$200.00	\$0.00	\$124.55	\$75.45	37.73%	\$200.00
	Misc Fees	\$1,500.00	\$1,500.00	\$26.94	\$491.45	\$1,008.55	67.24%	\$1,500.00
	Software	\$9,200.00	\$9,200.00	\$0.00	\$9,161.53	\$38.47	0.42%	\$8,200.00
	Training Registration	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$500.00
	Structural Training Fees	\$4,500.00	\$4,500.00	\$0.00	\$625.00	\$3,875.00	86.11%	\$4,500.00
	Wildland Training Fees	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$1,000.00
	Fire Service Vehicle Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Fire Service Equip Fees	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$1,000.00
	SERVICES & FEES	\$26,900.00	\$61,458.00	\$34,584.42	\$46,360.01	\$15,097.99	24.57%	\$19,900.00

Acct	Description	2023 Adopted Budget	2023 Adopted Budget	Nov. Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2022 Actuals
0424	Equipment Rentals	\$2,000.00	\$2,000.00	\$0.00	\$1,967.00	\$33.00	1.65%	\$0.00
	RENTALS	\$2,000.00	\$2,000.00	\$0.00	\$1,967.00	\$33.00	1.65%	\$0.00
0425	Repairs & Maint							
	Copier Maintenance	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$1,500.00
	Equipment Repairs	\$17,100.00	\$17,100.00	\$0.00	\$0.00	\$17,100.00	100.00%	\$2,700.00
	Radio Repairs	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%	\$4,000.00
	Vehicle Repairs	\$3,000.00	\$3,000.00	\$240.22	\$5,138.03	-\$2,138.03	-71.27%	\$3,000.00
	Wall Tower Repairs	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$3,000.00
	REPAIRS & MAINT	\$27,600.00	\$27,600.00	\$240.22	\$5,138.03	\$22,461.97	81.38%	\$14,200.00
0426	Supplies							
	Computer Supplies	\$500.00	\$500.00	\$0.00	\$292.52	\$207.48	41.50%	\$1,500.00
	Copier Supplies	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100.00%	\$250.00
	Equipment Supplies	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$1,000.00
	Foam	\$10,000.00	\$10,000.00	\$0.00	\$4,159.90	\$5,840.10	58.40%	\$10,000.00
	Fuel-Gas & Diesel	\$4,000.00	\$4,000.00	\$71.14	\$1,695.03	\$2,304.97	57.62%	\$3,000.00
	Mag/Sub/Books	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	100.00%	\$100.00
	Meals/refreshments	\$1,000.00	\$1,000.00	\$0.00	\$846.27	\$153.73	15.37%	\$1,000.00
	Misc Supplies	\$800.00	\$800.00	\$0.00	\$996.52	-\$196.52	-24.57%	\$1,200.00
	Paper	\$200.00	\$200.00	\$0.00	\$144.74	\$55.26	27.63%	\$200.00
	Postage	\$500.00	\$500.00	\$0.00	\$103.33	\$396.67	79.33%	\$200.00
	Printer Supplies	\$250.00	\$250.00	\$0.00	\$289.85	-\$39.85	-15.94%	\$250.00
	Public Education Supplies	\$600.00	\$600.00	\$0.00	\$59.45	\$540.55	90.09%	\$600.00
	Radios	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$3,500.00
	Training Supplies	\$1,500.00	\$1,500.00	\$0.00	\$779.45	\$720.55	48.04%	\$2,000.00
	Uniforms	\$1,500.00	\$1,500.00	\$0.00	\$1,134.89	\$365.11	24.34%	\$1,500.00
	Equip Other Entity 5 Yr Plan	\$16,000.00	\$16,000.00	\$0.00	\$12,000.00	\$4,000.00	25.00%	\$16,000.00
	Equip(5000 Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Equip(5000 Demo Trailer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Admin Supplies	\$700.00	\$700.00	\$71.95	\$1,422.80	-\$722.80	-103.26%	\$0.00
	Project Supplies	\$700.00	\$700.00	\$0.00	\$7,739.05	-\$7,039.05	-1005.58%	\$0.00
	SUPPLIES	\$42,600.00	\$42,600.00	\$143.09	\$31,663.80	\$10,936.20	25.67%	\$42,300.00
0427	Travel							
	In State Travel	\$1,500.00	\$1,500.00	\$0.00	\$222.55	\$1,277.45	85.16%	\$1,500.00
	Out of State Travel	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$500.00
	TRAVEL & CONFERENCE	\$2,000.00	\$2,000.00	\$0.00	\$222.55	\$1,777.45	88.87%	\$2,000.00

Acct	Description	2023 Adopted Budget	2023 Adopted Budget	Nov. Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2022 Actuals
0428	Utilities							
	Sage Creek Comm Tower	\$1,000.00	\$1,000.00	\$61.95	\$812.17	\$187.83	18.78%	\$1,000.00
	Cell Phone	\$0.00	\$0.00	\$50.00	\$500.00	-\$500.00	0.00%	
	Phone & Fax	\$2,000.00	\$2,000.00	\$134.35	\$1,475.07	\$524.93	26.25%	\$2,000.00
	UTILITIES	\$3,000.00	\$3,000.00	\$246.30	\$2,787.24	\$212.76	7.09%	\$3,000.00
0435	Capital Assets							
	HLS Equipment (\$5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Equipment (\$5000	\$15,000.00	\$15,000.00	\$3,748.99	\$3,748.99	\$11,251.01	75.01%	\$15,000.00
	CAPITAL ASSETS	\$15,000.00	\$15,000.00	\$3,748.99	\$3,748.99	\$11,251.01	75.01%	\$15,000.00
0271	Fire	\$352,300.00	\$386,858.00	\$53,421.03	\$327,875.26	\$58,982.74	15.25%	\$267,841.00

Accounts Payable**Transactions by Account****November 2023**

Account Number	Vendor	Description	GL Date	Check No.	Amount
211-0271-0435-4352-20	A & B BUSINESS IN	Fire portion - New shared copier	11/21/2023	0	\$3,748.99
211-0271-0422-2058-20	A TO Z SHREDDING	Shredding	11/21/2023	115955	\$17.84
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Amazon - Office Supply	11/8/2023	115872	\$24.89
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Amazon - Office Supply	11/8/2023	115872	\$20.08
211-0271-0425-5011-20	KNECHTS	Tahoe Repairs	11/21/2023	0	\$0.99
211-0271-0425-5011-20	KNECHTS	Tahoe Repairs	11/21/2023	0	\$239.23
211-0271-0428-8008-20	MIDCONTINENT COMMUNICATIONS	November Charges	11/22/2023	116384	\$7.41
211-0271-0422-2058-20	RAPID DELIVERY INC	October 2023 Mail Delv Fee	11/21/2023	0	\$9.10
211-0271-0422-2029-20	SD WILDLAND FIRE	Duhamel 2 CA Fire State Fire	11/21/2023	116126	\$34,557.48
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29Aug-29Sept	11/8/2023	115883	\$126.94
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	11/1/2023	0	\$61.95
211-0271-0426-6136-20	WESTERN STATIONERS	"Received"; Planner	11/21/2023	0	\$26.98
211-0271-0426-6023-20	WEX	Fire Admin Fuel	11/8/2023	115885	\$71.14

TOTAL \$38,913.02

2023 Accounts Receivable			
DATE	FROM	FOR	AMT
Jan. 19	Whispering Pines VFD	W/C 2022 (partial pymt)	\$4,391.35
Jan. 19	Whispering Pines VFD	W/C 2023	\$3,362.53
Jan. 24	Hill City Ambulance	Zuercher/CAD Annual Cost Share	\$500.00
Jan. 26	PennCo Sheriff's Office	Zuercher/CAD Annual Cost Share	\$1,500.00
Jan. 30	Whispering Pines VFD	W/C 2022	\$1,975.80
Feb. 21	Jackson County EM	Zuercher/CAD Annual Cost Share	\$1,500.00
Feb. 27	Piedmont Ambulance	Zuercher/CAD Annual Cost Share	\$500.00
Feb. 27	Badlands National Park	Zuercher/CAD Annual Cost Share	\$500.00
Mar. 1	Wall Ambulance	Zuercher/CAD Annual Cost Share	\$500.00
Mar. 8	Box Elder VFD	W/C 2023	\$7,958.00
Mar. 13	Battle Creek Fire	W/C 2022 (partial pymt)	\$6,589.00
Mar. 13	Battle Creek Fire	W/C 2023	\$21,855.00
Mar. 21	Hill City Ambulance	W/C 2023	\$13,850.00
Mar. 23	Battle Creek Fire	W/C 2022 Audit (partial pymt)	\$255.00
Mar. 23	Battle Creek Fire	2022 5-Yr Fund Over-Payment Refund	\$1,000.00
Mar. 27	Battle Creek Fire	W/C 2022	\$11,797.00
22-May	Hill City VFD	W/C 2023	\$889.00
Jul. 3	Keystone Ambulance	Zuercher/CAD Annual Cost Share	\$500.00
Jul. 12	Rapid Valley VFD	W/C 2022	\$279.00
TOTAL			\$79,701.68

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**Pennington County Fire Service Board (FSB)
Best Operating Practices (BOPs)**

2024 Update

- One physical copy of all updated BOPs will be given to each department to allow for review due to the number of documents and pages. Department chiefs will be sent a link for a Google Drive folder that contains each BOP so on-line access is available. The following timeline will be followed:

- Presented@ May 10th Meeting
- Feedback due by July 15th Meeting
- **1st Reading (Action Item) @Sept. 13th Meeting**
- 2nd Reading (Action Item) @Nov. 8th Meeting

- **3rd (Final) Reading (Action Item)
@ Dec. 13th Meeting**

**PENNINGTON COUNTY FIRE SERVICE BOARD
BYLAWS
OPERATING POLICIES AND PROCEDURES**

3) ELECTION OF DISTRICT REPRESENTATIVES

- A) **During the month of November**, the Fire Chiefs, or their equivalent rank or duly appointed representative, of each District shall meet in an agreeable manner and/or location to elect their district representatives.
- B) Any fire department or agency unable to attend the election meeting shall not be allowed to vote by proxy or absentee.
- C) Each fire department or agency shall be entitled to only one (1) vote for representative at the election meeting.
- D) After the district election meetings, each district shall report who they have elected as representative to the FSB. **This report shall be due to the FSB at the first regularly scheduled meeting in December.** The FSB shall note this in the official minutes of the meeting along with the term expirations.
- E) In accordance with the above requirements, in the event a vacancy occurs, the affected district shall meet at their earliest convenience to elect a representative to fill the unexpired term.

14) AMENDMENTS

- A) These Bylaws may be amended at any regularly scheduled meeting, by majority vote of the FSB, after all Board members have received a minimum 20-day notice of such proposed change(s). This notification must be in writing.
- B) **Scheduled Revision: Committee 10-14-2026 for adoption 1-13-2027**
- C) **These Bylaws shall be reviewed every five (5) years at the regularly scheduled February meeting.**
 - *** Since there is no longer a February mtg., this will need to be changed to March.**

**PENNINGTON COUNTY FIRE SERVICE BOARD (FSB)
BEST OPERATING PRACTICES (BOPs)**

ADMINISTRATIVE RULES		
Title	Addition Date	BOP#
3-Year Grant Agreement	1/1/2024	FSB01
Employee Uniform and Personal Protection Equipment (PPE)	11/13/2013	FSB02
Radio and Communication System	6/13/1991	FSB03
Training Courses	1/1/2024	FSB04
Training Reimbursement	1/1/2024	FSB05
Volunteer Firefighter Workers' Compensation Coverage	1/1/2024	FSB06
ADMINISTRATION AND MANAGEMENT		
Title	Addition Date	BOP#
Black Hills Advisory Board	10/9/2013	FSB100
Fire Assist Team (FAT)	1/24/2018	FSB101
Personnel Accountability	12/11/2019	FSB102
Resource Number Designation	2/12/2014	FSB103
Vehicle Liability Insurance Program	11/13/2013	FSB104
EMERGENCY OPERATIONS		
Title	Addition Date	BOP#
Structural May-Day	12/12/2018	FSB200
Personal Protective Equipment (PPE)	7/10/2013	FSB201
Rapid Intervention Crew (RIC)	12/12/2018	FSB202
Use of Self-Contained Breathing Apparatus (SCBA)	7/10/2013	FSB203