

FIRE SERVICE BOARD AGENDA

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

- 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 its function. SDCL 1-25-1*
- 5) **APPROVE PROPOSED AGENDA** – Nov. 8, 2023 (Action Item)
- 6) **APPROVE DRAFT MINUTES** – September 13, 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 (Primary) (Walla - Alternate)
 - c) Pennington County Fire Chiefs Association – Thompson
 - i) Black Hills Fire Advisory Board, State Agreement
 - d) SD Fire Chiefs Association – Walla
 - e) Communications – Karley (Olson – Alternate)
 - f) County Commission Report - Hadcock (Liaison) | Lasseter (Alternate)
- 9) **OLD BUSINESS**
 - a) Reference/How-To Binders
 - b) 2024 BOPs – 2nd Reading (Action Item)
- 10) **NEW BUSINESS**
 - a) District Representative Nominations
- 11) **REQUESTS TO BE ACTED ON**
- 12) **OTHER BUSINESS**
- 13) **NEXT MEETING:** December 13th, 2023 @ 7:00pm | Pennington County EOC, 1st Floor, 130 Kansas City St., Rapid City, SD – Meal Served
- 14) **ADJOURNMENT**



FIRE SERVICE BOARD AGENDA

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

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	East Central (New Underwood VFD)	12/31/2023
Maude, Charles ~ Vice-Chair	East (Scenic VFD)	12/31/2023
Andrew Ferris	East (Wall VFD)	12/31/2024
Kobes, Tim	East Central (Rapid Valley VFD)	12/31/2024
Harn, Dan	West (Rochford VFD)	12/31/2024
Lindblom, Dave	West (Battle Creek VFD)	12/31/2023
Chase, Eric	West Central (Whispering Pines VFD)	12/31/2023
Tim Deml	West Central (Rockerville VFD)	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 (<i>Walla, Jeremy - alternate</i>)	EM Users Board (Rockerville VFD)	N/A
Brian Povandra	BH Advisory Board (RCFD)	N/A
Kurt Klunder	BH Advisory Board (Black Hawk VFD)	N/A

FIRE SERVICE BOARD MINUTES

Wednesday September 13, 2023 @ 1900 |

LOCATION UPDATE: 130 Kansas City St., Rapid City, SD
Pennington County Administration Bldg., 1st Floor, EOC

- 1) **MEETING CALLED TO ORDER @ 7:05pm** by C. Dustman
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
 - a) Board Members in Attendance: C. Dustman, C. Maude, A. Ferris, T. Kobes, D. Harn, D. Lindblom, E. Chase, B. Povandra, D. Hadcock, J. Harvey, T. Roerick, K. Karley, G. Sortland, A. Kuenkel
 - b) Others in Attendance: V. Newman, P. Dockter, Denny Gorton, D. Hartmann, P. Schlieff, M. Thompson, S. Olson
- 4) **PUBLIC COMMENTS:**
 - a) C. Dustman thanked Eric Chase, Whispering Pines VFD, and the Fire Administration Office for coordinating the dinner for tonight.
 - b) C. Dustman recognized Commissioner Hadcock's birthday.
 - c) Shawn Gab, PennCo SAR discussed and shared information about SARTOPO, also known as CALTOPO. He and J. Harvey are suggesting looking into adding the cost to the Fire Administration Budget so VFD Agencies can use the program.
 - i) There was a discussion about 911 and the programs they use.
 - ii) D. Hadcock requested pricing structure.
 - d) Introduction of new PennCo HR Risk Manager – Not present
- 5) **APPROVE PROPOSED AGENDA – Sept. 13, 2023**
 - a) Motion by D. Lindblom, seconded by A. Ferris: **PASSED**
- 6) **APPROVE DRAFT MINUTES – May 10, 2023**
 - a) Motion by E. Chase, seconded by C. Maude: **PASSED**
 - i) C. Maude and T. Kobes brought forward Terms for Board members are one year off. V. Newman will correct this.
- 7) **APPROVE FINANCIALS –**
 - a) Motion by D. Hadcock, seconded by D. Lindblom: **PASSED**
 - b) 2023 – 2030 Budget – FSB Budget Committee
 - i) D. Hadcock shared the Commission adopted the Fire Budget. She thanked the Budget Committee for their hard work. She shared the Commission is supportive of the FSB and the departments.
 - ii) J. Harvey added there will be costs showing in the next couple of months for the repair of the Tahoe transmission, the Duhamel Flats fire, and the purchase of the new copier being purchased. Fire will be splitting the cost of the new copier and the monthly A&B costs with EM.
- 8) **COMMITTEE REPORTS**
 - a) FSB Training – A. Kuenkel shared the FF1 class is currently happening and will move into a FF2 course in the Spring. They will be offering a Fire Officer and a Driver Operator Course if there is interest. Please look at the county website for information so they can plan accordingly.



FIRE SERVICE BOARD MINUTES

Wednesday September 13, 2023 @ 1900 |

**LOCATION UPDATE: 130 Kansas City St., Rapid City, SD
Pennington County Administration Bldg., 1st Floor, EOC**

- b) Emergency Management Report – Willett (White – Alternate) – None present
 - i) Emergency Management Users Board – Sortland stated the last meeting was July 14th. D. Willett continues to work on current EM plans and grants. The back up EOC at Camp Rapid is now a mobile unit due to the expansion of Dispatch needing to use the space. The National Guard is working with Willett on a different location.
 - ii) Pennington County Fire Chiefs Association – M. Thompson shared the Chief's Association is working on Muster planning for 2024. He will have information at the November meeting. The Annual Fire Banquet is coming up on October 14th. He offered thanks to Commissioner Hadcock, V. Newman, and E. Ferris for their help with the banquet planning. He is currently working with the Central States Fair office regarding the first aid booth area and making some improvements to the building. They discussed the County-wide pump testing and ladder testing. They are working on getting some information for the November meeting to possibly purchase some equipment for ladder testing. They will also be looking into a regional grant for the pump testing equipment.
 - (1) D. Hadcock requested cost and budgeted information for the banquet. Last year total cost was approximately \$6,000.
 - iii) Black Hills Fire Advisory Board, State Agreement: B. Povandra stated it is in place and they are working on the language in hopes of it being signed. The next meeting is in Nov.
- c) SD Fire Chiefs Association – B. Povandra shared the Chief's conference will be held in Deadwood the first week in December. You do not need to be a chief to attend.
- d) Communications – Karley offered an update regarding the following topics: Creighton Radio Tower; the expansions at Camp Rapid and the Administration building; Prepared 911 and RapidSOS; and the new Operation Manager position.
 - i) P. Dockter added all the equipment is ready for Creighton Tower and they plan to have it completed by the end of Oct. Dockter stated they will be coming around the first part of year to address radios and P25 and preferred sites for departments to improve coverage and communications.
 - ii) Kobes asked P. Dockter about Wall area communication issues.
- e) County Commission Report – Hadcock reiterated that budgets were approved. Department heads did well on budget requests.

9) OLD BUSINESS

- a) 2024 BOPs – 1st Reading: Thorough discussions were had regarding each proposed 2024 BOP updates.
 - i) V. Newman will make updates based on suggestions and recommendations.
 - ii) C. Dustman requested further suggestions and recommendations be submitted to the Fire Administration Office.
 - iii) J. Harvey will meet with T. Kobes regarding several BOPs for his recommendations and suggestions.



FIRE SERVICE BOARD MINUTES

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Pennington County Administration Bldg., 1st Floor, EOC**

- iv) B. Povandra will share RCFD Administrative Rules wording and RIC SOP with Fire Admin.

10) NEW BUSINESS

- a) Reference/How-To Updates: V. Newman requested binders be returned to the Fire Administration Office by Nov. 8th for updates. Departments can bring them to the next FSB meeting or drop them by the office. Any suggestions and/or recommendations need to be submitted to the office prior to Oct. 15th.
- b) J. Harvey added we would like to stay on a schedule for updates and returning them to departments.

11) REQUESTS TO BE ACTED ON

- a) Instructor Training Reimbursement
- i) Reimbursement for Stephan Keegan
(1) Motion by D. Lindblom, seconded by C. Maude: **PASSED**
- ii) C. Dustman yielded the floor to vice-chair, C. Maude
- iii) Reimbursement for C. Dustman
(1) Motion by A. Ferris, seconded by D. Lindblom: **PASSED**
- iv) C. Maude yielded the floor back to C. Dustman

12) OTHER BUSINESS

- a) B. Povandra shared they are starting the process for presumptive cancer initiative with the next Legislative session. They will be looking for support moving forward.

13) NEXT MEETING: November 8th, 2023 @ 7:00pm | Rapid City Fire Department Station 2, 1205 N. Maple Ave., Rapid City, SD – Meal Served

- a) B. Povandra stated there will be parking the church parking lot across the street.

14) ADJOURNMENT @ 9:07 by C. Dustman

2023 FSB MEETING SCHEDULE:

- December 13th – PennCo EOC, 130 Kansas City St., Rapid City, SD – Meal Served
- 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 Budget	Sept. Actuals (Period Amt)	Oct. Actuals (Period Amt)	Yr to Date (End Bal)	Available	%
0411	Fire - Salaries - FT	\$135,592.00	\$17,203.20	\$5,734.40	\$118,547.54	\$17,044.46	12.57%
	Overtime	\$1,408.00	\$0.00	\$0.00	\$0.00	\$1,408.00	100.00%
	2 Pct Wage Adj & Matchings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	SALARIES	\$137,000.00	\$17,203.20	\$5,734.40	\$118,547.54	\$18,452.46	13.47%
0412	OASI	\$10,500.00	\$1,258.90	\$410.82	\$8,538.78	\$1,961.22	18.68%
0413	RETIREMENT	\$8,200.00	\$1,236.33	\$412.11	\$8,518.02	-\$318.02	-3.88%
0414	Work Compensation						
	Work Compensation-Other	\$55,000.00	\$0.00	\$0.00	\$3,745.00	\$51,255.00	93.19%
	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	\$0.00	\$0.00	\$61,763.28	-\$6,763.28	-12.30%
0415	GROUP INSURANCE	\$16,100.00	\$1,287.96	\$643.98	\$11,960.11	\$4,139.89	25.71%
0421	Other Insurances						
	Vehicle Insurance	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.00%
	VFD Bonds	\$400.00	\$0.00	\$0.00	\$216.00	\$184.00	46.00%
	VFD Vehicle Insurance	\$3,000.00	\$0.00	\$0.00	\$4,786.00	-\$1,786.00	-59.53%
	OTHER INSURANCES	\$6,400.00	\$0.00	\$0.00	\$5,002.00	\$1,398.00	21.84%
0422	Services & Fees						
	Fire Services	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
	Instructor Fees	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
	IT Services	\$7,500.00	\$0.00	\$0.00	\$1,400.00	\$6,100.00	81.33%
	Membership Dues	\$200.00	\$0.00	\$0.00	\$124.55	\$75.45	37.73%
	Misc Fees	\$1,500.00	\$12.35	\$99.75	\$464.51	\$1,035.49	69.03%
	Software	\$9,200.00	\$0.00	\$0.00	\$9,161.53	\$38.47	0.42%
	Training Registration	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
	Structural Training Fees	\$4,500.00	\$0.00	\$625.00	\$625.00	\$3,875.00	86.11%
	Wildland Training Fees	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
	Fire Service Vehicle Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Fire Service Equip Fees	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
	SERVICES & FEES	\$26,900.00	\$12.35	\$724.75	\$11,775.59	\$15,124.41	56.22%

Acct	Description	2023 Budget	Sept. Actuals (Period Amt)	Oct. Actuals (Period Amt)	Yr to Date (End Bal)	Available	%
0424	Equipment Rentals	\$2,000.00	\$0.00	\$655.36	\$1,967.00	\$33.00	1.65%
	RENTALS	\$2,000.00	\$0.00	\$655.36	\$1,967.00	\$33.00	1.65%
0425	Repairs & Maint						
	Copier Maintenance	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
	Equipment Repairs	\$17,100.00	\$0.00	\$0.00	\$0.00	\$17,100.00	100.00%
	Radio Repairs	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100.00%
	Vehicle Repairs	\$3,000.00	\$0.00	\$0.00	\$4,897.81	-\$1,897.81	-63.26%
	Wall Tower Repairs	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.00%
	REPAIRS & MAINT	\$27,600.00	\$0.00	\$0.00	\$4,897.81	\$22,702.19	82.25%
0426	Supplies						
	Computer Supplies	\$500.00	\$149.95	\$0.00	\$292.52	\$207.48	41.50%
	Copier Supplies	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	100.00%
	Equipment (\$5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Equipment Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
	Foam	\$10,000.00	\$0.00	\$0.00	\$4,159.90	\$5,840.10	58.40%
	Fuel-Gas & Diesel	\$4,000.00	\$106.09	\$95.54	\$1,623.89	\$2,376.11	59.40%
	Mag/Sub/Books	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	100.00%
	Meals/refreshments	\$1,000.00	\$39.64	\$114.73	\$846.27	\$153.73	15.37%
	Misc Supplies	\$800.00	\$0.00	\$0.00	\$996.52	-\$196.52	-24.57%
	Paper	\$200.00	\$0.00	\$118.76	\$144.74	\$55.26	27.63%
	Postage	\$500.00	\$60.00	\$0.00	\$103.33	\$396.67	79.33%
	Printer Supplies	\$250.00	\$0.00	\$0.00	\$289.85	-\$39.85	-15.94%
	Public Education Supplies	\$600.00		\$0.00	\$59.45	\$540.55	90.09%
	Radios	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	100.00%
	Training Supplies	\$1,500.00	\$92.50	\$15.49	\$779.45	\$720.55	48.04%
	Uniforms	\$1,500.00	\$205.21	\$0.00	\$1,134.89	\$365.11	24.34%
	Equip Other Entity 5 Yr Plan	\$16,000.00	\$0.00	\$0.00	\$12,000.00	\$4,000.00	25.00%
	Equip(5000 Training	\$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%
	Admin Supplies	\$700.00	\$53.95	\$204.99	\$1,350.85	-\$650.85	-92.98%
	Project Supplies	\$700.00	\$17.97	\$30.89	\$7,739.05	-\$7,039.05	-1005.58%
	SUPPLIES	\$42,600.00	\$725.31	\$580.40	\$31,520.71	\$11,079.29	26.01%
0427	Travel						
	In State Travel	\$1,500.00	\$29.43	\$51.30	\$222.55	\$1,277.45	85.16%
	Out of State Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%

	TRAVEL & CONFERENCE	\$2,000.00	\$29.43	\$51.30	\$222.55	\$1,777.45	88.87%
Acct	Description	2023 Budget	Sept. Actuals (Period Amt)	Oct. Actuals (Period Amt)	Yr to Date (End Bal)	Available	%
0428	Utilities						
	Sage Creek Comm Tower	\$1,000.00	\$56.75	\$57.25	\$750.22	\$249.78	24.98%
	Cell Phone	\$0.00	\$50.00	\$50.00	\$450.00	-\$450.00	0.00%
	Phone & Fax	\$2,000.00	\$135.99	\$136.26	\$1,340.72	\$659.28	32.96%
	UTILITIES	\$3,000.00	\$242.74	\$243.51	\$2,540.94	\$459.06	15.30%
0435	Capital Assets						
	HLS Equipment (\$5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Equipment (\$5000	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	100.00%
	CAPITAL ASSETS	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	100.00%
0271	Fire	\$352,300.00	\$21,996.22	\$9,456.63	\$267,254.33	\$85,045.67	24.14%

Accounts Payable**Transactions by Account****September - October 2023**

Account Number	Vendor	Description	GL Date	Check No.	Amount
211-0271-0424-4003-20	A&B BUSINESS INC.	Monthly lease, Copier Mnt 21Sept-20Oct	10/17/2023	0	\$655.36
211-0271-0422-2085-20	CALEB DUSTMAN	2023 Winter/Spring FF Course	10/17/2023	115205	\$425.00
211-0271-0426-6013-20	FIRST INTERSTATE BANK	VN Remodel Docking Station	9/6/2023	114031	\$149.95
211-0271-0426-6037-20	FIRST INTERSTATE BANK	Ambulance Summit Mtg	9/6/2023	114031	\$39.64
211-0271-0426-6037-20	FIRST INTERSTATE BANK	Sam's Club - Sept. FSB Mtg.	10/4/2023	115004	\$114.73
211-0271-0426-6064-20	FIRST INTERSTATE BANK	VID Reference Guide Cards	9/6/2023	114031	\$92.50
211-0271-0426-6064-20	FIRST INTERSTATE BANK	Amazon - Training Supply	10/4/2023	115004	\$15.49
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Office Supplies	9/6/2023	114031	\$5.98
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Office Supplies	9/6/2023	114031	\$47.97
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Amazon - Office Supply	10/4/2023	115004	\$25.52
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Amazon - Office Supply	10/4/2023	115004	\$18.43
211-0271-0426-6137-20	FIRST INTERSTATE BANK	VN Remodel Supplies	9/6/2023	114031	\$17.97
211-0271-0426-6137-20	FIRST INTERSTATE BANK	Amazon - Project Supply (VN Office)	10/4/2023	115004	\$30.89
211-0271-0428-8008-20	MIDCONTINENT COMMUNICATIONS	September Charges	9/25/2023	114716	\$9.16
211-0271-0422-2058-20	PENN CO FIRE PETTY CASH	Fund replacement	10/17/2023	115287	\$90.00

Account Number	Vendor	Description	GL Date	Check No.	Amount
211-0271-0422-2058-20	RAPID DELIVERY INC	August 2023 Mail Delv Fee	9/19/2023	0	\$12.35
211-0271-0422-2058-20	RAPID DELIVERY INC	September 2023 Mail Delv Fee	10/17/2023	0	\$9.75
211-0271-0426-6043-20	RC AREA SCHOOL DIST 51-4	Copy Paper Fire Portion	17-Oct	0	\$118.76
211-0271-0422-2085-20	STEPHEN KEEGAN	2023 FF Course	10/17/2023	0	\$200.00
211-0271-0426-6065-20	STURGIS RESPONSDER SUPPLY	Belts	9/19/2023	0	\$191.96
211-0271-0426-6044-20	USPS-POC 8100669	Fire Admin Postage	9/19/2023	0	\$60.00
211-0271-0427-7003-20	VALERIE NEWMAN	VN Travel	9/19/2023	114504	\$29.43
211-0271-0427-7003-20	VALERIE NEWMAN	Banquet/FSB/Mtg/Wasta Plat	10/17/2023	115276	\$51.30
211-0271-0426-6065-20	VANWAY TROPHY & AWARDS	V. Newman Name Tag	9/19/2023	0	\$13.25
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29Jul-28Aug	9/13/2023	114322	\$126.83
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29Aug-29Sept	10/11/2023	115148	\$126.92
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	9/6/2023	0	\$56.75
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	10/4/2023	0	\$57.25
211-0271-0426-6136-20	WESTERN STATIONERS	Sanitizer	10/17/2023	0	\$47.94
211-0271-0426-6023-20	WEX	Fire Admin Fuel	9/6/2023	114048	\$106.09
211-0271-0426-6023-20	WEX	Fire Admin Fuel	10/4/2023	115015	\$95.54

TOTAL \$3,042.71

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**
 - Final Approval (Action Item) @ Nov. 8th 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 OPERATIONAL 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#
Fire Assist Team (FAT)	1/24/2018	FSB100
Personnel Accountability	12/11/2019	FSB101
Resource Number Designation	2/12/2014	FSB102
Vehicle Liability Insurance Program	11/13/2013	FSB103
EMERGENCY OPERATIONS		
Title	Addition Date	BOP#
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