

FIRE SERVICE BOARD AGENDA

Wednesday, September 11, 2024 @ 1900 |
Doty VFD, 8623 N. Emerald Ridge Rd., Rapid City, SD

- 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. Action will not be taken during this item on any issues brought forth that are noticed. Speakers under this item will be recorded in the minutes by name and area of interest.*
 - a) Introduction of new PennCo HR Marketing Manager, Cody Wiseman - Harvey
- 5) APPROVE PROPOSED AGENDA – September 11, 2024 (Action Item)
- 6) APPROVE DRAFT MINUTES – July 10, 2024 (Action Item)
- 7) APPROVE FINANCIALS – (Action Item)
 - a) 2024 – 2032 Budget – FSB Budget Committee
- 8) COMMITTEE REPORTS
 - a) FSB Training – Kuenkel, Glines
 - b) Emergency Management Report – Willett
 - i) Emergency Management Users Board – Sortland
 - c) Pennington County Fire Chiefs Association – Thompson
 - i) Black Hills Fire Advisory Board - Povandra
 - d) SD Fire Chiefs Association – Povandra
 - e) Communications – Karley
 - f) County Commission Report - Rossknecht
- 9) OLD BUSINESS
- 10) NEW BUSINESS
 - a) Reference/How-To Updates
- 11) REQUESTS TO BE ACTED ON
 - a) Bylaw Amendment: 14) a-c. Personnel and 15) b. Amendments (Action Item)
- 12) OTHER BUSINESS
 - a) Fire Administration Update - Harvey
- 13) NEXT MEETING: November 13, 2024 @ 7:00pm | Whispering Pines VFD, 7980 Clarkson Rd., Rapid City, SD – Meal Served @ 6:30pm
- 14) ADJOURNMENT



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2024 FSB MEETING SCHEDULE:

- December 11 – Pennington County EOC, 130 Kansas City St., Rapid City, SD – Meal Served

MAILING ADDRESS	EMAIL ADDRESS TELEPHONE NUMBER
Pennington County Fire Administration 130 Kansas City St., Ste 130B 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.



2024/2025 Pennington County Fire Service Board

BOARD MEMBERS ~ VOTING	DISTRICT	Term Expires
Lindblom, Dave ~ Chair (Battle Creek Fire)	West	12/31/2026
Chase, Eric ~ Vice-Chair (Whispering Pines VFD)	West Central	12/31/2026
Tim Deml (Rockerville VFD)	West Central	12/31/2024
Harn, Dan (Rochford VFD)	West	12/31/2024
Maude, Charles (Scenic VFD)	East	12/31/2026
Andrew Ferris (Wall VFD)	East	12/31/2024
Kobes, Tim (Rapid Valley VFD)	East Central	12/31/2024
White, Jason (North Haines VFD)	East Central	12/31/2026
REPRESENTATIVES ~ VOTING	AGENCY	
Povandra, Brian	Rapid City Fire Department	N/A
Rossknecht, Ron (<i>Lasseter, Travis - alternate</i>)	Board of Commissioners	N/A
Willett, Dustin	RC-PC Emergency Mgmt.	N/A

REPRESENTATIVES ~ NON-VOTING	AGENCY	
Glines, Casey	SD Wildland Fire	N/A
Harvey, Jerome	Pennington County Fire Administrator	N/A
Maxon, Randolph	Ellsworth AFB Fire Department	N/A
Roerick, Tom	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

PENNINGTON COUNTY FIRE SERVICE BOARD MINUTES

Wednesday July 10, 2024 @ 1900 |

Rapid Valley VFD

3760 Reservoir Rd. Rapid City, SD 57703

The Pennington County Fire Service Board met at 7:15pm on Wednesday, July 10, 2024, at the Rapid Valley VFD, South Dakota. Chair D. Lindblom called the meeting to order with the following voting board members present: E. Chase, A. Ferris, T. Kobes, J. White, C. Maude, T. Deml, B. Povandra, R. Rossknecht, D. Willett

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Others in Attendance: C. Dustman, D. Hartmann, J. Harvey, K. Klunder, A. Scott, G. Sortland, M. Thompson, J. Walla, S. Olson, J. Wolff, V. Newman, M. Emrich, C. Stangle

PUBLIC COMMENTS:

- a) D. Lindblom thanked the Rapid Valley VFD for the meal.
- b) D. Lindblom introduced the new PennCo HR Marketing Manager, Cody Wiseman . C. Wiseman informed the group he will be taking photos of the departments and will be helping with photos for the banquet and the Rushmore Fire Conference.

REVIEW AND APPROVE AGENDA:

MOVED by C. Maude and seconded by A. Ferris to approve the July 10, 2024 agenda as presented. Vote: Unanimous.

REVIEW AND APPROVE MINUTES:

MOVED by J. White and seconded by T. Deml to approve the May 8, 2024 minutes with correction. Vote: Unanimous.

- a) Correction under Public Comment: D. Lindblom thanked the Rochford VFD for a wonderful dinner.

MOVED by J. White and seconded by B. Povandra to approve the May 29, 2024 minutes as presented. Vote: Unanimous.

REVIEW AND APPROVE FINANCIALS:

MOVED by D. Willett and seconded by T. Kobes to approve the financials as presented. Vote: Unanimous.

- a) D. Lindblom thanked the Commission for their support of the 3-Year Grant Agreement money. He informed the departments that funds for this were disbursed in June via EFT.
- b) 2024 – 2032 Budget – FSB Budget Committee:

J. Harvey shared that the Budget Hearing presentation was completed yesterday, receiving positive comments from Commissioner LaCroix regarding the outlining of the number of volunteers for each department and the positive nature of the narrative. Harvey detailed information about workers compensation costs and that our only increases are due to workers compensation and possible wages increases. Commissioner Rossknecht gave a status update for the current budget. There will be special meeting on July 18th regarding next steps.

COMMITTEE REPORTS:

- a) FSB Training – None



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- b) Emergency Management Report – D. Willett shared he presented the EM Budget yesterday as well. He explained the Impact Messaging program, how it works and the rationale for the program. He gave a handout to the group, and this will be added to the 2025 Reference/How-To updates. The Impact Messaging program relates to the departments especially pertaining to traffic control i.e.: the Rockerville incident near Bear Country last week. Dispatch can ask EM to send out an Impact Message with significant traffic impacts, visibility issues, etc.
- c) Emergency Management Users Board – G. Sortland state their next meeting will be July 14th, 2024.
- d) Pennington County Fire Chiefs Association – M. Thompson shared there was discussion if there were any course needs for the coming fall, and/or winter and at this time there was no expressed need for any courses. They also discussed the Rushmore Fire Conference and gave formal approval for the committee to expend funds, as necessary. They also deferred the final approval of the budget to the September meeting since they do not have all of the proposed costs as of yet. There was an update for the Banquet and a need to move the dates this year and gave the approval to expend the funds needed to pay any expenses for the banquet. They also decided on upping the fee to \$35 per person, and formally approved the comped costs for EM, Fire Admin, Commission, and any other VIPs, as necessary. They also had considerable discussion on the proposed OSHA standards, and the SDBMOE/EMT transition and how that is all shaping up. Lastly, the consensus of the membership was to discontinue staffing the first aid booth at the Central States Fairgrounds. Ron Jeffries has been notified of this, and M. Thompson will be contacting a few companies to put the bug in their ears about it.
- e) Black Hills Fire Advisory Board – K. Klunder shared they have updated the mini-MOAB guide. Please make sure you have downloaded it. The State is transitioning to electronic CTRs. BH Natl Forest got Type 2 hand crew in and will have a Type 1 helicopter coming in too and they will stage in the Black Hills.
- f) SD Fire Chiefs Association – J. Walla reiterated the conference will be held in Deadwood again this year at Cadillac Jacks the first weekend in December. They are still working on speakers. There will be more information to come. The block of rooms is not open yet but will be soon. Everyone is encouraged to reserve their room early as prices go up substantially if you wait.
- g) Communications – S. Olson shared there were two outages last night with no interruption to service as they used Rapid SOS. There has been no report as to cause but they are back up and running. This is the third outage this year. They will continue to use the plans they have in place for such incidents.
- h) County Commission Report – Commissioner Rossknecht offered an overview of budget hearings on Mon. and Tues. that ended with a motion to convene July 18th, 2024 to refine the budget. He stated all departments offered good presentations. He gave road construction updates for the Rochford and Mystic areas. Two new Commissioners, Jerry Derr, District 4, and Ron Weifenbach, District 2, will be appointed in 2025. There was a 900 Concourse preconstruction mtg. today. They will be working to make Treasurer's Office phone system more user-friendly.



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OLD BUSINESS: None

NEW BUSINESS:

- a) OSHAs Proposed Emergency Response Standard 29 CFR 1910.156 – J. Harvey shared last an update from the presentation Chief Tjaden did at the June 18th, 2024 Commission meeting. Commissioner Rossknecht discussed the difficulty with volunteer recruitment and retention and stated we will have his full support. J. Walla added even though we are not an OSHA state we fall under the federal regulations, and we will be held accountable. The new standards will take away the options of following NFPA Standards. The new standards will affect time and money for all departments. We will have to comply when it comes to OSHA investigations of incidents. J. Walla encouraged everyone to visit the NVFC website for more information and to follow the links to submit a comment. Make sure it is formatted correctly and reference the codes. The Weekly Update contains links to all pertinent information. We are under Federal OSHA whether you are an OSHA state or not.
- a) EMS Regulation Changes – D. Lindblom highlighted the information included in the packet. D. Willett added that these changes went into effect July 1st, 2024. Fire departments with EMRs and EMTs need a Medical Director with the new legislation. He proposed the idea of possibly creating a County EMS Coordinator/Medical Director, under the Fire Administration Office, with umbrella single contract to cover non-ambulance affiliated. J. Walla added G. Schmidt will be looking into a group rate for the County departments. The current cost is \$1,400-\$2,000 per department for a medical director. Thompson added there was one week notice given prior to the July 1, 2024 effective date. He gave a summary of his discussion and work with Marty Link's office.

REQUESTS TO BE ACTED ON: None

OTHER BUSINESS:

- a) Fire Insurance Tax Rebates J. Harvey shared the process the office uses to help the Auditor's Office calculate rebates. There have been some issues identified with data that was used in 2023 and 2024, so checks will not be issued until September/October period. There is a potential for adjustments in the amount you will be receiving this year due to corrections.
- b) J. Harvey offered a detailed update and overview of the Fire Administration Office covering meetings, events, response guides, road construction updates, BOC topics, on-going projects, operation highlights, and other items of importance and interest.
- c) V. Newman will be out of the office July 25 with limited cell reception. She will be out of state and not available August 21-29. J. Harvey will be out of the office July 25th-28th with reasonable cell phone coverage in case of emergencies. July 29th-Aug. 2nd he will be out of office with limited availability. J. Harvey thanked Chair Lindblom and Vice-Chair Chase for covering in case of emergencies.
- d) T. Kobes thanked D. Willett for providing a drone to help with this year's fireworks pre-planning and preparations. He added conditions will become drier this week due to the intense heat.



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NEXT MEETING: September 11, 2024 @ 7:00pm | Doty VFD, 8623 N. Emerald Ridge Rd., Rapid City, SD—
Meal Served @ 6:30pm

ADJOURNMENT:

MOVED by D. Willett and seconded by B. Povandra to adjourn the meeting at 8:36 pm. Vote: Unanimous.

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DRAFT



Acct	Description	2024 Adopted Budget	July Actuals (Period Amt)	August Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2023 Actuals	2022 Actuals
0411	SALARIES	\$157,000.00	\$11,944.03	\$11,048.23	\$101,143.54	\$55,856.46	35.58%	\$147,219.54	\$101,823.03
0412	OASI	\$12,000.00	\$852.39	\$823.33	\$7,279.48	\$4,720.52	39.34%	\$10,580.69	\$7,175.51
0413	RETIREMENT	\$9,500.00	\$857.29	\$785.63	\$7,256.51	\$2,243.49	23.62%	\$10,578.57	\$7,681.28
0414	Work Compensation				\$4,198.00	-\$4,198.00	0.00%		
	Work Compensation-Other	\$55,000.00	\$0.00	\$0.00	\$66,621.00	-\$11,621.00	-21.13%		
	WORK COMP	\$55,000.00	\$0.00	\$0.00	\$70,819.00	-\$15,819.00	-28.76%	\$61,763.28	\$36,509.40
0415	GROUP INSURANCE	\$16,000.00	\$1,381.15	\$506.26	\$10,328.57	\$5,671.43	35.45%	\$15,358.36	\$13,826.72
0421	Vehicle Insurance	\$6,900.00	\$0.00	\$0.00	\$2,551.94	\$4,348.06	63.02%		
	OTHER INSURANCES	\$6,900.00	\$0.00	\$0.00	\$2,551.94	\$4,348.06	63.02%	\$5,002.00	\$5,503.00
0422	Fire Services	\$50,000.00	\$0.00	\$0.00	\$2,420.00	\$47,580.00	95.16%		
	Instructor Fees	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	100.00%		
	IT Services	\$17,500.00	\$1,870.87	\$68.40	\$10,783.91	\$6,716.09	38.38%		
	Misc Fees	\$2,700.00	\$11.37	\$28.32	\$1,010.78	\$1,689.22	62.56%		
	SERVICES & FEES	\$77,700.00	\$1,882.24	\$96.72	\$14,214.69	\$63,485.31	81.71%	\$46,910.15	\$41,676.56
0425	Copier Maintenance	\$5,000.00	\$0.00	\$0.00	\$425.96	\$4,574.04	91.48%		
	Equipment Repairs	\$20,000.00	\$0.00	\$0.00	\$96.95	\$19,903.05	99.52%		
	Radio Repairs	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100.00%		
	Vehicle Repairs	\$5,000.00	\$96.85	\$0.00	\$262.79	\$4,737.21	94.74%		
	Wall Tower Repairs	\$3,000.00	\$0.00	\$0.00	\$13,383.61	-\$10,383.61	-346.12%		
	REPAIRS & MAINT	\$38,000.00	\$96.85	\$0.00	\$14,169.31	\$23,830.69	62.71%	\$5,360.61	\$4,242.39
0426	Foam	\$10,000.00	\$0.00	\$0.00	\$8,237.70	\$1,762.30	17.62%		
	Fuel-Gas & Diesel	-	\$0.00	\$0.00	\$79.97	-\$79.97	0.00%		
	Equip Other Entity 5 Yr Plan	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	100.00%		
	Admin Supplies	\$16,500.00	\$997.95	\$0.00	\$6,003.67	\$10,496.33	63.61%		
	Project Supplies	\$4,200.00	\$0.00	\$47.04	\$3,604.08	\$595.92	14.19%		
	SUPPLIES	\$45,700.00	\$997.95	\$47.04	\$17,925.42	\$27,774.58	60.78%	\$36,474.52	\$54,261.46
0427	Travel								
	In State Travel	\$1,500.00	\$116.61	\$78.41	\$499.93	\$1,000.07	66.67%		
	Out of State Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%		
	TRAVEL & CONFERENCE	\$2,000.00	\$116.61	\$78.41	\$499.93	\$1,500.07	75.00%	\$263.10	\$151.45

Acct	Description	2024 Adopted Budget	July Actuals (Period Amt)	August Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2023 Budget w/ Splmt	2022 Actuals
0428	Sage Creek Comm Tower	\$2,000.00	\$315.87	\$0.00	\$1,315.88	\$684.12	34.21%		
	Cell Phone	-	\$50.00	\$50.00	\$400.00	-\$400.00	0.00%		
	Phone & Fax	\$2,500.00	\$133.67	\$135.70	\$1,077.14	\$1,422.86	56.91%		
	UTILITIES	\$4,500.00	\$499.54	\$185.70	\$2,793.02	\$1,706.98	37.93%	\$3,162.32	\$2,687.61
0435	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%	\$3,748.99	\$0.00
454	Grant to other Entities			\$0.00	\$15,000.00	-\$15,000.00	0.00%		
0271	Fire	\$439,300.00	\$18,628.05	\$13,571.32	\$263,981.41	\$175,318.59	39.91%	\$348,389.13	\$278,053.59

Accounts Payable

Transactions by Account

July & August 2024



Account Number	Vendor	Description	GL Date	Check No.	Amount
211-0271-0422-2058-20	A TO Z SHREDDING	Shredding	8/20/2024	192523	\$15.44
211-0271-0422-2041-20	CDW GOVERNEMNT INC	Fire Portion - Adobe Licensing	7/16/2024	0	\$1,172.87
211-0271-0422-2041-20	CDW GOVERNEMNT INC	Microsoft 365 Mar24	8/20/2024	0	\$13.68
211-0271-0422-2041-20	CDW GOVERNEMNT INC	Microsoft 365 July24	8/20/2024	0	\$13.68
211-0271-0422-2041-20	CDW GOVERNEMNT INC	Microsoft 365 May24	8/20/2024	0	\$13.68
211-0271-0422-2041-20	CDW GOVERNEMNT INC	Microsoft 365 June24	8/20/2024	0	\$13.68
211-0271-0422-2041-20	CDW GOVERNEMNT INC	Microsoft 365 Apr24	8/20/2024	0	\$13.68
211-0271-0426-6137-20	COPY COUNTRY	Project Supply	8/20/2024	192554	\$47.04
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Lands' End - Refund	7/3/2024	191720	-\$44.04
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Family Fare - FSB Special Mtg	7/3/2024	191720	\$40.95
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Fed Ex - FIT Calibration	7/3/2024	191720	\$189.48
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Amazon - Admin Supply	7/31/2024	192225	\$126.48
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Amazon - Admin Supply	7/31/2024	192225	\$118.49
211-0271-0426-6136-20	FIRST INTERSTATE BANK	Sturgis Responder Supply	7/31/2024	192225	\$412.01
211-0271-0422-2041-20	INFORAD INC	Annual Backup Paging Software	7/16/2024	191856	\$698.00
211-0271-0427-7003-20	JEROME HARVEY	SCIP Workshop, Pierre, SD	7/16/2024	191849	\$46.00
211-0271-0428-8008-20	MIDCO	July Charges	7/24/2024	192137	\$6.74
211-0271-0428-8008-20	MIDCO	August Charges	8/28/2024	192878	\$8.00
211-0271-0422-2058-20	RAPID DELIVERY INC	June 2024 Mail Delv Fee	7/16/2024	0	\$11.37
211-0271-0422-2058-20	RAPID DELIVERY INC	July 2024 Mail Delv Fee	8/20/2024	0	\$12.88
211-0271-0427-7003-20	VALERIE NEWMAN	EAFB, FIT, FSB, Wasta	7/16/2024	191892	\$70.61
211-0271-0427-7003-20	VALERIE NEWMAN	10July24-5Aug24	8/20/2024	192617	\$78.41

211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29May-28Jun	7/10/2024	191781	\$126.93
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29Jun-28Jul	8/7/2024	192462	\$127.70
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	7/3/2024	0	\$68.45
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Creighton Comm Tower	7/3/2024	0	\$95.39
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	7/31/2024	0	\$95.00
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Creighton Comm Tower	7/31/2024	0	\$57.03
211-0271-0426-6136-20	WESTERN STATIONERS	Sanitizer	7/16/2024	0	\$79.99

TOTAL ***\$3,729.62***

2024 Accounts Receivable			
DATE	FROM	FOR	AMT
1.11.24	Hill City Fire Protection District	W/C 2024 Estimated	\$955.00
1.11.24	Hill City Ambulance District	W/C 2024 Estimated	\$16,727.00
1.11.24	Hill City Ambulance District	Zuercher/CAD Annual Cost Share	\$500.00
1.11.24	Piedmont Emergency	Zuercher/CAD Annual Cost Share	\$500.00
1.16.24	Box Elder Fire Dept.	W/C 2024 Estimated	\$9,576.00
1.16.24	Whispering Pines VFD	W/C 2024 Estimated	\$11,518.00
1.16.24	Jackson County	Zuercher/CAD Annual Cost Share	\$1,500.00
1.25.24	Pennington County Sheriff's Office	Zuercher/CAD Annual Cost Share	\$1,500.00
1.29.24	Battle Creek Fire District	W/C 2024 Estimated	\$25,004.00
2.6.24	Badlands NPS	Zuercher/CAD Annual Cost Share	\$500.00
3.4.24	Wall Ambulance	Zuercher/CAD Annual Cost Share	\$500.00
3.6.24	Hill City Ambulance District	W/C 2023 Audited	\$404.00
4.2.24	Battle Creek Fire District	W/C 2023 Audited	\$2,576.00
4.8.24	Whispering Pines VFD	W/C 2023 Audited	\$2,594.23
4.22.24	Deadwood VFD	Foam	\$2,745.60
7.3.24	Keystone Ambulance	Zuercher/CAD Annual Cost Share	\$500.00
TOTAL			\$77,599.83

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

2025 County Budget Timeline

Budget Preparation Guidelines Set by BOC / Final Action on Wage Study Recommendation	June 5, 2024 <i>(BOC Meeting)</i>
FY2025 Budget Prep – Depts. (11 working days)	June 5 – 21, 2024
Budget Submission Deadline (Early submission is encouraged)	June 21, 2024
AUD Cindy Mohler – Budget Prep (5 working days)	June 21 – 28, 2024
<u>All</u> budget pieces to COM Office for BOC (Binder creation day)	July 1, 2024
BOC FY2025 Budget Review	July 2 - 8, 2024
FY2025 Budget Hearings (Monday and Tuesday)	July 8 & 9, 2024
- HR – Employment Environment Presentation	July 8 th (Start of Hearings)
- 2025 Wage Study Results & Scale Presentation	July 8 th (Start of Hearings)
- AUD - 2025 Provisional Budget Presentation	July 8 th (Start of Hearings)
BOC Provisional Budget Consideration/Changes	July 16, 2024 <i>(BOC Meeting)</i>
Provisional Budget Approval (Required between the 15th and 30th of July SDCL § 7-21-5)	July 16, 2024 <i>(BOC Meeting)</i>
Additional Budget Work	July – August - September
Required Public Hearing - FY2025 Budget	Sept. 3, 2024 <i>(BOC Meeting)</i>
Final FY2025 Budget Approval (Required before Oct 1 SDCL § 7-21-12)	Sept. 3 or 19, 2024 <i>(BOC Meeting)</i>
Final 2025 Wage Scale Adoption	After final budget approved by BOC
- To include all position descriptions, new positions, organizational charts, position ratings, wage scale	
- (2 meetings required: recommendations and actions)	
Compensation Policies and Procedures (2 meetings required: recommendations and actions)	No later than Nov 19 th , Dec 3 or 17 <i>(BOC Meetings)</i>
Confirmation of 2025 Wage Adjustments	On agenda for Dec 3 rd BOC Agenda <i>(BOC Meeting)</i>
2025 Annual Salary Listing – Publication	January 7, 2025 (Consent Agenda) <i>(BOC Meeting)</i>

- d) The FSB may act on non-emergency request(s) at any regularly scheduled meeting if deemed in the best interest of Pennington County to do so.

12) BOARD ACTION ON FUNDING REQUEST(S) – EMERGENCY

- a) Definition: An emergency request is a request for funding assistance for a repair or service critical to the organization's function which, if not acted upon with expediency, will take a department out of service.
- b) The FSB shall determine if the emergency classification for equipment or service is appropriate to the request.
- c) On receipt of a verbal or written emergency repair request, the Chair, Vice-Chair or Fire Administrator will determine if the emergency classification is appropriate.
- d) The Chair, Vice-Chair or Fire Administrator may act on an emergency funding request prior to the next regularly scheduled meeting.
- e) If the request is verbal, the requesting organization must submit a written request prior to, or during, the next regularly scheduled meeting.
- f) At the next regularly scheduled meeting the FSB shall review the written request and acknowledge and record any action taken by the Chair, Vice-Chair or Fire Administrator in the meeting minutes.
- g) The FSB shall not consider an emergency funding request which is the result of abuse or neglect.
 - i) If the FSB determines that the request is inappropriately classified, the FSB may downgrade the request to a non-emergency and consider it per Section 9.

13) BIDDING PROCESS

- a) All supplies and/or equipment purchased will comply with Pennington County Commissioner policies and/or State law, and the FSB 5-Year Plan.
- b) The FSB may adopt minimum specification(s) for item(s) procured through the County Fire Fund.

14) PERSONNEL

- a) The FSB through the Chair shall act as immediate supervisor to the Fire Administrator.
- b) The FSB shall adopt a job description for the Fire Administrator position.
- c) The Chair shall:
 - i) Review and sign the bi-weekly Fire Administrator time sheets.
 - ii) Complete a written employee performance appraisal on the Fire Administrator, as per County policy.
 - iii) Complete request for performance pay forms, for the Fire Administrator, as per County policy.
- d) The Vice-Chair will assume the duties of the Chair in their absence.

15) 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) These Bylaws shall be reviewed every five (5) years at the regularly scheduled February meeting.

Pennington County Fire Service Board Bylaws

Operating Policies and Procedures:

[2022FSBBylawsSigned13Jan.pdf \(pennco.org\)](#)

14) PERSONNEL

- a) **Current verbiage:** The FSB through the Chair shall act as immediate supervisor to the Fire Administrator.
- i) **Suggested wording based on new job description:** The Fire Administrator reports to the County Commission with input from the Fire Service Board (FSB).
- b) **Current verbiage:** The FSB shall adopt a job description for the Fire Administrator position.
- i) **Suggested wording based on new job description :** The Fire Administrator job description is developed by the Human Resources Office with input from the Fire Service Board (FSB) and adopted by the County Commission followed by the FSB.
- c) **Current verbiage:** The Chair shall:
- i) **Current verbiage:** Review and sign the bi-weekly Fire Administrator time sheets.
- (1) **Suggested wording based on FLSA and HR recommendation:** Review and sign the bi-weekly Fire Administrator's daily log.
- (a) **Rationale/Justification:** Per HR: We follow federal guidelines – FLSA – which does not require timekeeping records for exempt employees. <https://www.dol.gov/agencies/whd/fact-sheets/21-flsa-recordkeeping>
- ii) **Current verbiage:** Complete a written employee performance appraisal on the Fire Administrator, as per County policy.
- (a) **Suggested wording based on County policy and HR recommendation:** The Chair shall complete an annual written employee performance evaluation with input from the Vice-Chair, as per County policy. The evaluation shall be submitted to the Human Resources Office prior to the formal annual performance evaluation with the County Commission. The Chair and Vice-Chair shall attend the formal annual performance evaluation.
- (i) **Rationale/Justification:** Currently, a written employee performance appraisal has not been completed by the Chair and/or FSB, nor does the FSB approve of it. The Chair and Vice Chair attend the annual review with the Commissioners and offer feedback. However, no written appraisal has been completed. Val spoke with HR about this, and a written performance appraisal is to be completed by the Chair and Vice-Chair and provided to HR prior to the annual department head review with the Commission per County policy. The Chair and Vice-Chair should attend the annual review with HR and the Board of Commission. If they cannot attend, the meeting should be rescheduled. There should not be alternates to their attendance. The way the Bylaw is written is correct but should be enhanced to include more information.
- iii) **Current verbiage:** Complete request for performance pay forms, for the Fire Administrator, as per County policy.
- (1) **Suggestion with Rationale/Justification:** Per HR this should be eliminated. They are the ones who complete this, not the Chair, nor FSB.
- d) **Current verbiage:** The Vice-Chair will assume the duties of the Chair in their absence.
- (1) **No change required**