

FIRE SERVICE BOARD AGENDA

Wednesday, November 13, 2024 @ 1900 |
Whispering Pines VFD, 7980 Clarkson Rd., Rapid City, SD 57702

- 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) Tim Bradeen – Fire Mitigation
- 5) APPROVE PROPOSED AGENDA – November 13, 2024 (Action Item)
- 6) APPROVE DRAFT MINUTES – September 11, 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
- 11) REQUESTS TO BE ACTED ON
- 12) OTHER BUSINESS
 - a) Fire Administration Update - Harvey
- 13) NEXT MEETING: Dec. 11, 2024 @ 7:00pm | PennCo EOC, 130 Kansas City, St., Rapid City, SD – Meal Served @ 6:30pm
- 14) ADJOURNMENT



FIRE SERVICE BOARD AGENDA

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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	12/31/2025
Chase, Eric ~ Vice-Chair (Whispering Pines VFD)	West Central	12/31/2025
Deml, Tim (Rockerville VFD)	West Central	12/31/2024
Harn, Dan (Rochford VFD)	West	12/31/2024
Maude, Charles (Scenic VFD)	East	12/31/2025
Ferris, Andrew (Wall VFD)	East	12/31/2024
Kobes, Tim (Rapid Valley VFD)	East Central	12/31/2024
White, Jason (North Haines VFD)	East Central	12/31/2025
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 Sept. 11, 2024 @ 1900 |
Doty VFD – 8623 N. Emerald Ridge Rd., Rapid City, SD 57703

The Pennington County Fire Service Board met at 7:00 pm on Wednesday, September 11, 2024, at the Doty VFD, South Dakota. Chair Lindblom called for a Moment of Silence to honor and recognize the fallen firefighters of September 11th, 2001. Chair D. Lindblom called the meeting to order with the following voting board members present: E. Chase, A. Ferris, T. Kobes, D. Harn, C. Maude, T. Deml, B. Povandra, D. Hadcock

Others in Attendance: P. Dockter, C. Dustman, C. Glines, D. Gorton, D. Hartmann, J. Harvey, K. Karley, V. Newman, T. Roerick, P. Schlieff, G. Sortland, M. Thompson, E. Dustman, L. Scott, J. Evans, C. Evans, G. Hoffman, S. Olson, M. Shoemaker, C. Stangle

PUBLIC COMMENTS:

- a) D. Lindblom thanked Doty VFD for the meal.

REVIEW AND APPROVE AGENDA:

MOVED by C. Maude and seconded by B. Povandra to approve the September 11, 2024 Agenda as presented. Vote: Unanimous.

REVIEW AND APPROVE MINUTES:

MOVED by T. Kobes and seconded by A. Ferris to approve the May 29, 2024 Minutes as presented. Vote: Unanimous.

REVIEW AND APPROVE FINANCIALS:

MOVED by T. Kobes and seconded by C. Maude to accept the financials as presented. Vote: Unanimous.

- a) 2024 – 2032 Budget – FSB Budget Committee: J. Harvey stated the final budget will be approved Sept. 19th BOC meeting. He thanked everyone who showed up to discuss the budget with the BOC on Aug. 20th and for the support from D. Hartmann and D. Lindblom at the Sept. 3rd meeting. 12 spoke during the Aug. 20th BOC meeting. The Reserve Fund was clarified for the BOC. The Auditor would like us to use an opt-out for our budget shortfall. J. Harvey recommended the Board ask our Chair to pursue what the process is for an opt-out for the 2026 budget and beyond. T. Kobes asked for clarification from D. Hadcock. D. Hadcock explained BOC motion for 2025 Fire Budget: increase the General Fund Operating Transfer Out to the Fire Fund in the amount of \$184,139, to increase the Fire Fund Operating Transfer In in the amount to \$184,139, and to reduce the General Fund Fire Budget reserve line item by \$100,000, keeping the Reserve at \$500,000 for long-term planning.
- b) D. Lindblom stated the Budget Committee needs to set a meeting to pursue understanding of the opt-out process.
- c) D. Hartmann added it was explained to the BOC that long term planning has been presented to BOC for at least five years.
- d) D. Lindblom thanked D. Hadcock for her support of the Fire Service.



PENNINGTON COUNTY FIRE SERVICE BOARD MINUTES

Wednesday Sept. 11, 2024 @ 1900 |

Doty VFD – 8623 N. Emerald Ridge Rd., Rapid City, SD 57703

COMMITTEE REPORTS:

- a) FSB Training – C. Glines shared training opportunities. He requested if anyone has any classes they need, please reach out.
- b) Emergency Management Report – None present
- c) Emergency Management Users Board – G. Sortland state their last meeting was on July 12th and there is nothing to report and no major incidents. Their next meeting is in October.
- d) Pennington County Fire Chiefs Association – M. Thompson shared they are working to see if there are any needs for a Firefighter 1 course in the Fall. If any departments have people who need it, please let Adam know. The Rushmore Fire Conference is trudging forward. He wasn't able to make the last meeting but sounds like one class is being dropped. The Annual Fire Banquet is on schedule. Gail and Val have everything all lined out. Reminder nominations are due by October 1st. He will be following up with Gail, Kurt, and Jeremy Walla about the EMS Regional grant to see if they need any other information as the grant is due at the end of the month. SDBMOE has found an MD that is willing to serve as a medical director for the fire departments at no cost. He gave a reminder that the Black Hills District Fire School is on September 21st and 22nd in Belle Fourche. Lastly, they discussed the wildland responses, specifically the GRASSF responses. Per Stephanie Olson from ESCC, Mary Shoemaker and Val Newman are working on getting the issue corrected. The next meeting is November 13th at Whispering Pines VFD.
- e) Black Hills Fire Advisory Board – D. Gorton shared Oct. 30th is next meeting at North Haines with a light supper provided before the start of the meeting. He asked people to come with concerns for the next fire season.
- f) SD Fire Chiefs Association – B. Povandra reiterated the conference will be held in Deadwood again this year at Cadillac Jacks the first weekend in December. 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 – K. Karley brought S. Olson, P. Dockter, and introduced M. Shoemaker who is replacing T. Ruffedt. P. Dockter shared there are no radio projects going that would affect coverage. If anyone is having issues, contact them. ESCC is the Host agency for Dakota 911 Conference in Deadwood the end of Sept/beginning of Oct. Contact them if you want to attend.
- h) County Commission Report – Commissioner Hadcock added former Commissioner, Ron Buskerud's celebration of life is on Sept. 21 at 2:00pm at the fairgrounds. Sept. 19th is final BOC approval of budget. She asked that departments show up to support Fire.

OLD BUSINESS: None



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NEW BUSINESS:

- a) Reference/How-To Updates: D. Lindblom shared the Fire Admin Office requests binders be returned to the office by Nov. 13th for updates. Departments can bring them to the next FSB meeting Nov. 13th or drop them by the office. Any suggestions and/or recommendations need to be submitted to the office prior to Oct. 15th. We would like to stay on a schedule to update and get back to dept.

REQUESTS TO BE ACTED ON:

Bylaw 14) Personnel a-c Motions made after discussion:

MOVED by T. Kobes and seconded by C. Maude to approve Bylaw Amendment 14) a) as suggested. Vote: Unanimous

MOVED by T. Kobes and seconded by E. Chase to approve Bylaw Amendment 14) b) to read, "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.". Vote: Unanimous.

MOVED by T. Kobes and seconded by T. Deml to approve Bylaw Amendment 14) c) i) as suggested. Vote: Unanimous.

Bylaw Amendment 14) c) ii) was reviewed with no recommended changes.

- a) T. Kobes asked for clarification about c) ii) D. Hadcock and K. Karley explained how the evaluation process works for other department heads. D. Lindblom recommended not changing this item.

MOVED by C. Maude and seconded by A. Ferris to remove Bylaw Amendment 14) c) iii) as suggested. Vote: Unanimous.

- b) T. Kobes asked what the point of the FSB, if they do not supervise the administrator. D. Hadcock clarified there are many boards, but they do not have power to hire and fire. They advise.

MOVED by B. Povandra and seconded by A. Ferris to approve update to Bylaw Amendment: 15) Amendment b to read, "These Bylaws shall be reviewed every five (5) years at the second regularly scheduled meeting of the year." Vote: Unanimous.

OTHER BUSINESS:

- a) 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.
- b) T. Kobes shared he received call from Anheuser Busch regarding a water donation. They received 2 pallets of water plus a pallet of hydration drinks. Rochford VFD received the same donation. Please contact them to pick some up.
- c) C. Maude shared their Open House is Sept. 28th at 11:00 with their Ribbon Cutting at 2:00pm. This will be a fundraiser to support their new department.



PENNINGTON COUNTY FIRE SERVICE BOARD MINUTES

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Doty VFD – 8623 N. Emerald Ridge Rd., Rapid City, SD 57703

NEXT MEETING: November 13, 2024 @ 7:00 pm | Whispering Pines VFD, 7980 Clarkson Rd., Rapid City, SD– Meal Served @ 6:30pm

ADJOURNMENT:

MOVED by T. Kobes and seconded by B. Povandra to adjourn the meeting at 8:16 pm. Vote: Unanimous.

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DRAFT



**Fire Fund Budget
211-0271**

Acct	Description	2024 Adopted Budget	Sept Actuals (Period Amt)	Oct Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2023 Actuals	2022 Actuals
0411	SALARIES	\$157,000.00	\$10,376.38	\$5,456.93	\$123,016.05	\$33,983.95	21.65%	\$147,219.54	\$101,823.03
0412	OASI	\$12,000.00	\$745.64	\$391.83	\$8,847.07	\$3,152.93	26.27%	\$10,580.69	\$7,175.51
0413	RETIREMENT	\$9,500.00	\$731.88	\$387.44	\$8,809.85	\$690.15	7.26%	\$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	\$1,081.09	\$591.98	\$12,704.39	\$3,295.61	20.60%	\$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	\$2,100.45	\$0.00	\$4,520.45	\$45,479.55	90.96%		
	Instructor Fees	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	100.00%		
	IT Services	\$17,500.00	\$13.68	\$0.00	\$12,297.59	\$5,202.41	29.73%		
	Misc Fees	\$2,700.00	\$26.08	\$11.37	\$1,048.23	\$1,651.77	61.18%		
	SERVICES & FEES	\$77,700.00	\$2,140.21	\$11.37	\$17,866.27	\$59,833.73	77.01%	\$46,910.15	\$41,676.56
0425	Copier Maintenance	\$5,000.00	\$84.85	\$0.00	\$510.81	\$4,489.19	89.78%		
	Equipment Repairs	\$20,000.00	\$0.00	\$0.00	\$96.95	\$19,903.05	99.52%		
	Radio Repairs	\$5,000.00	\$0.00	\$217.42	\$217.42	\$4,782.58	95.65%		
	Vehicle Repairs	\$5,000.00	\$0.00	\$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	\$84.85	\$217.42	\$14,471.58	\$23,528.42	61.92%	\$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	\$166.28	\$295.98	\$6,660.70	\$9,839.30	59.63%		
	Project Supplies	\$4,200.00	\$0.00	\$0.00	\$3,604.08	\$595.92	14.19%		
	SUPPLIES	\$45,700.00	\$166.28	\$295.98	\$18,582.45	\$27,117.55	59.34%	\$36,474.52	\$54,261.46
0427	Travel								
	In State Travel	\$1,500.00	\$0.00	\$169.75	\$669.68	\$830.32	55.35%		
	Out of State Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%		
	TRAVEL & CONFERENCE	\$2,000.00	\$0.00	\$169.75	\$669.68	\$1,330.32	66.52%	\$263.10	\$151.45

**Fire Fund Budget
211-0271**

Acct	Description	2024 Adopted Budget	Sept Actuals (Period Amt)	Oct Actuals (Period Amt)	Yr to Date (End Bal)	Available	%	2023 Budget w/ Splmt	2022 Actuals
0428	Sage Creek Comm Tower	\$2,000.00	\$177.45	\$159.82	\$1,653.15	\$346.85	17.34%		
	Cell Phone	-	\$50.00	\$50.00	\$500.00	-\$500.00	0.00%		
	Phone & Fax	\$2,500.00	\$127.70	\$162.80	\$1,367.64	\$1,132.36	45.29%		
	UTILITIES	\$4,500.00	\$355.15	\$372.62	\$3,520.79	\$979.21	21.76%	\$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
0454	Grant to other Entities			\$0.00	\$15,000.00	-\$15,000.00	0.00%		
0271	Fire	\$439,300.00	\$15,681.48	\$7,895.32	\$296,859.07	\$142,440.93	32.42%	\$348,389.13	\$278,053.59
	General 101; Fire 0271								
0414	Work Compensation-Volunteer	\$20,000.00			\$20,411.00	-\$411.00	-2.06%	\$17,735.72	\$16,424.60
	101-0271-0414-4143-20								
0459	Reserve Accumulation	\$200,000.00			\$0.00	\$0.00	0.00%	\$0.00	\$0.00
	101-0271-0459-4591-20								
0271	Fire	\$220,000.00			\$20,411.00	-\$411.00	-2.06%	\$17,735.72	\$16,424.60

Accounts Payable

Transactions by Account



Sept & Oct 2024

Account Number	Vendor	Description	GL Date	Check No.	Amount
211-0271-0422-2058-20	A TO Z SHREDDING	Shredding	9/19/2024	192999	\$13.20
211-0271-0425-5003-20	A & B BUSINESS INC	3Aug24-2Sept24	9/19/2024	0	\$84.85
211-0271-0422-2041-20	CDW GOVERNMENT INC	Microsoft 365 Aug24	9/19/2024	0	\$13.68
211-0271-0428-8008-20	MIDCO	September Charges	10/2/2024	193732	\$8.57
211-0271-0422-2058-20	RAPID DELIVERY INC	Aug 2024 Mail Delv Fee	9/19/20224	0	\$12.88
211-0271-0422-2058-20	RAPID DELIVERY INC	Sept 2024 Mail Delv Fee	10/15/2024	0	\$11.37
211-0271-0425-5009-20	TESSCO INC	Battle Creek Fire - Keystone Radio Repar	10/15/2024	0	\$217.42
211-0271-0427-7003-20	VALERIE NEWMAN	Oct. Travel	10/15/2024	193884	\$33.10
211-0271-0427-7003-20	VALERIE NEWMAN	Sept. Travel	10/15/2024	193884	\$136.65
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29Jul-28Aug	9/11/2024	192997	\$127.70
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Mobile - 29Aug-28Sept	10/9/2024	193774	\$154.23
211-0271-0428-8008-20	VERIZON WIRELESS	Fire Admin Tablet	10/9/2024	193774	\$282.47
211-0271-0422-2029-20	WALL VFD	Creighton Rd. Fire-Filter/Fuel Reimburse	9/19/2024	0	\$2,100.45
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	9/4/2024	0	\$70.70
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Creighton Comm Tower	9/4/2024	0	\$106.75
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Sage Creek Comm Tower	10/2/2024	0	\$65.44
211-0271-0428-5023-20	WEST RIVER ELECTRIC	Creighton Comm Tower	10/2/2024	0	\$94.38
211-0271-0426-6136-20	WESTERN STATIONERS	Cards	10/15/2024	0	\$13.51

TOTAL **\$3,547.35**

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
10.7.24	Battle Creek Fire District	Keystone Station Radio Repairs	\$217.42
TOTAL			\$77,817.25

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