FIRE SERVICE BOARD MEETING MINUTES

Wednesday 9 October 2019 ~ Pennington County EOC

1) **Meeting called to order at 1900 by Vice-Chair Gary Sortland.**

   Board Members and Representatives in attendance: Nick Carlson, Craig Comer, Caleb Dustman, Jerome Harvey*, Tim Kobes, Charles Maude, Cliff McClure, Gary Sortland, Dustin Willett - (*nonvoting)

   Guests in attendance: Chris Gleason, Box Elder VFD; Dennis Gorton, North Haines, VFD; Damon Hartmann, Doty VFD; Bruce Jensen, Whispering Pines VFD; Adam Kuenkel, Box Elder VFD**; Pepper Massey, Pennington County Fire Administration; Richard Small, North Haines VFD; Matt Thompson, North Haines VFD - (**non-voting appointee/coordinator)

2) **PLEDGE OF ALLEGIANCE**

3) **ROLL CALL:** (See above)

4) **PUBLIC COMMENTS:** Nothing brought forth.

5) **APPROVE AGENDA:** *Motion to approve 9 October 2019 agenda by Willette, McClure second. Motion carried.*

6) **APPROVE MINUTES:** *Motion to approve 11 September 2019 minutes by McClure, Kobes second. Motion carried.*

7) **APPROVE FINANCIALS:** *Motion to approve September financials by Comer, Maude second. Motion carried.*

   A) 2020 – 2026 Budget – Harvey stated he had been notified by Pennington County IT Department that they will switch out his computer for a new one in 2019. This expense will be coded to Capital Improvement. The Radio Shop is replacing a battery at the Seth Bullock Site and licensing expenses for the Skyline move will all occur in October/November timeframe. Massey will bring financial report listing income received from VFDs for Work Comp to November meeting. County Commissioners have voted to move from accrual to cash-based accounting, which should have little impact on budget reporting for FSB. Please submit ideas for the 2021-2027 budget cycles to Harvey.

   B) Fire Instructor Reimbursement, Lena – Sortland said funding is specifically allocated to Instructor Fees in the annual budget. The $587.50 reimbursement for Lena had been reviewed and approved, per procedure, by the Fire Administrator and FSB Chair.

8) **COMMITTEE REPORTS**

   A) FSB Training – Kuenkel announced the Firefighter Certification Class is full and moving forward. As they become more familiar with the blended class structure, they will adjust where necessary. Box Elder began an EMT/EMR class in September. McClure said Interior VFD will offer an EMT course beginning 19 November.

   B) EM USERS BOARD – Sortland reported the next EMUB meeting is scheduled 11 October. He, Carlson and Harvey attended the Local Threat Identification and Emergency Operations Plan Review Meeting on 13 September. Carlson noted that if a VFD received an HLS grant in 2019 that you are required to complete a survey before your approved funds will be released.
C) BH FIRE ADVISORY BOARD – Gorton stated the next BH Fire Advisory Board is scheduled 30 October

D) Pennington County Fire Chiefs Association – Carlson reminded everyone that Accountability Tag counts and colors need to be turned into the County Fire Office. Schmidt needs AFG radio Grant information ASAP. A reminder that the Pennington County Firefighter Banquet is scheduled Saturday 26 October and RSVP deadline is 18 October. Black Hills Interagency Training is scheduled 16 May 2020, location TBA. The 2019 SD Fire Chief’s Association Annual Conference is schedule December 6-8 at Tin Lizzie in Deadwood. Online registration is available. Mid-Winter Muster is scheduled March 8-15 at the University Center in Rapid City. Hartmann said that Doty plans to offer an EMT refresher class in early 2020.

E) SD Public Safety Communications Council – Carlson attended the 12 September meeting in Pierre. He reported that Rapid City and Sioux Falls will switch in July/August 2022, the rest of the state will be 2023. His written review of the meeting will be forwarded by email to board members and Fire Chiefs. FirstNet/AT&T has proposed a total of 38 new towers in the area, 30 should be installed by the end of 2020. Gorton reminded everyone that there are over 25K radios in the state and that all of them need to be programmed.

9) OLD BUSINESS
A) City | County Meetings:
   i) Meade County Fire Association – Nothing to report.
   ii) Custer County Fire Advisory Board – Nothing to report.
   iii) Lawrence County Fire Chiefs Association – Nothing to report.

B) Pump and Ladder Testing – Harvey thanked Comer and Kobes for their help and said testing went well. He reminded VFDs that they could and should select day(s) or time(s) for testing that was convenient for them.

10) NEW BUSINESS
A) Commissioners Report – Nothing to report.

B) Emergency Management Report – Willett confirmed that the Pre-Disaster Mitigation Plan was signed by all participating communities and approved by FEMA. Those communities are eligible to apply for mitigation grant funding as well as disaster funding when the state has a Presidential Declared Disaster – we currently have two, with the possibility of one or two more in the future. There will potentially be funding available for mitigation to include urban interface projects. EM will hold a Point-of-Dispense exercise on Thursday 17 October between 3-7pm at the Central States Fairgrounds and will offer free flu shots. The purpose of the exercise is to test our plan and capabilities. VFDs are encouraged to participate in AWR 302 Pipeline Security in Rural Communities Training scheduled 5 November at 8:30am in the Pennington County Administration Building EOC.

C) Monthly VFD Member Roster Verification – Harvey requested VFDs review their rosters and send updates to Massey regularly. The County Commission is requiring a monthly list of members be entered in meeting minutes in compliance with SDCL 62-1-5.1. Massey will send an email reminder each month.
D) Meeting Packet Review – Harvey noted the meeting packet to include training fliers is currently sent electronically to FSB members and printed for the FSB meeting. Training information is also updated on the website and training and event flyers are emailed to approximately 1800 email addresses. Individuals who have a Hotmail account may not be receiving attachments. To cut down on printing expense Harvey requested training fliers be excluded from monthly printed meeting packet. **Motion to remove training fliers from meeting packets by McClure, Carlson second. Motion carried.**

E) **REMINDER** – Election of District Representatives per FSB Bylaws: Sortland reminded FSB Representatives that Districts vote on incoming representatives in November and report election results to the FSB in December.

11) NEW REQUESTS
12) REQUESTS TO BE ACTED ON
13) OTHER BUSINESS
   A) Harvey shared that fire buff, Mike Thompson, considered an honorary Firefighter by many, passed away unexpectedly on 5 October. His service will be on Monday 14 October at 10am at Kirk Funeral Home. He encouraged Firefighters to attend in uniform to honor Mike and his dedication to the fire service.
   B) Harvey thank everyone who participated in the Larry Genzler search over the past week on behalf of the County Commissioners and Sheriff Kevin Thom, who expressed their appreciation.
   C) Willett expressed his appreciation for the Firefighter support for the Larry Genzler search. The search for Serenity Dennard continues Sunday 13 October.
   D) McClure thanked the Rapid City Fire Department for their hospitality and the chili!
   E) Harvey reminded attendees the Rapid Valley VFD Annual Pancake Supper is scheduled Friday 11 October beginning at 4pm at the Rapid Valley VFD.
   F) If you would like to host a Fire Service Board Meeting in 2020, please submit your requested host month to Massey ASAP.

14) NEXT MEETING: 13 November 2019, 1900 | Rockerville VFD, 13720 S. Hwy. 16, Rapid City
15) ADJOURNMENT: **Motion to adjourn at 2013 by Willett, McClure second. Motion carried.**