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

*Board Members and Representatives in attendance:* Ray Bubb, Gabe Doney, Caleb Dustman, *Jerome Harvey, Dave Lindblom, Charles Maude, Cliff McClure, Gary Sortland, Dustin Willett*

*Guests in attendance:* Eric Allen, NPS Fire; Michael Cosand, Sr., North Haines VFD; Denny Gorton, North Haines VFD; Damon Hartmann, Doty VFD; Duane Hofer, North Haines VFD; Bruce Jensen, Whispering Pines VFD; **Adam Kuenkel, Box Elder VFD; Pepper Massey, Pennington County Fire Administration; Brandy Petersen, SD OEM; Susan Sanders, NWS; Phil Schlief, Silver City VFD; Gail Schmidt, Rockerville VFD; Richard Small, North Haines VFD; Chase Strand, Interior VFD; Marty Strand, Interior VFD; Matt Thompson, North Haines VFD; **Todd Tobin, Johnson Siding VFD; Jason White, North Haines VFD (**non-voting appointee/coordinator**)

2) **PLEDGE OF ALLEGIANCE**

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

4) **PUBLIC COMMENTS:** Julie Webster of H&S Uniforms & Equipment, brought a large assortment of Holiday decorations, donated by Lowe’s, and offered them free to any agency/VFD. Sortland and Harvey thanked Webster and asked her to pass on the FSB’s appreciation to Lowe’s for the donation.

5) **APPROVE AGENDA:** *Motion to approve 8 January 2020 agenda by Willett, Bubb second. Motion carried.*

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

7) **APPROVE FINANCIALS:** *Motion to approve November financials by McClure, Dustman second. Motion carried.*

   A) 2020 – 2026 Budget – Harvey reported that the FSB budget will finish the year in the black. In answer to question from the November meeting, why vehicle insurance line item was over budget, Harvey explained it was due to Fire Admin vehicle insurance ($2956.00, pd 2 Jan 2019) and Scenic VFD annual vehicle insurance ($2018.00, pd 20 Aug 2019). In response to the request at the November meeting to include annual 5-Year Plan rotation information in financials, Harvey said going forward the rotation would appear at the bottom of the FSB Agenda and on Page 4 of the FSB Meeting Packet. Additional all eligible departments received a copy of the Five-Year BOP, funding request form and cover letter in their first-of-the-year packets. Invoices for 2020 Workers Comp and Zuercher cost share partners will be sent out by the end of January. Work Comp coverage certification was handed out at the meeting. Those not in attendance will receive an electronic copy shortly. Recommends that a new FSB Budget Committee is formed to work on 2021-2026 budget.

8) **COMMITTEE REPORTS**

   A) FSB Training – Kuenkel said the Firefighter Certification Class is on hiatus until 19 January. 12 firefighters tested and passed. Elsworth AFB burn area will be shut down for several months beginning in March. If you need to use the area for training, training
must be completed by 29 February. Cosand reported BH Fire Chaplains Training is scheduled February 20-21 between 8am-5pm; and Critical Incident Stress Debriefing Training scheduled April 30-May 1 between 8am-5pm. Both trainings will be held in the Pennington County Administration Building EOC. Hartmann said EMT Refresher will be offered at Doty VFD on January 25-26.

B) EM USERS BOARD – Next meeting scheduled 10 January.

C) BH Fire Advisory Board – Nothing to report.

D) Pennington County Fire Chiefs Association – Schmidt was elected President, VP will be voted on in March, Secretary is currently open. Schmidt announced that 2020 PCFCA meetings will be held prior to the FSB meetings in January, March, May, September and October. Mid-Winter Muster schedule should be available in the next few weeks. Recommended BOP numbering be revised to accommodate growth and will discuss at February FSB meeting.

E) SD Public Safety Communications Council – Gorton stated Jeff Pierce will be at the January 10th meeting to give an update on P25 implementation and the various timelines that are circulating.

9) OLD BUSINESS

A) City | County Meetings:
   i) Meade County Fire Association – Next meeting scheduled 31 January.
   ii) Custer County Fire Advisory Board – Next meeting scheduled 9 January.
   iii) Lawrence County Fire Chiefs Association – Nothing to report.

B) Annual Bylaws Review, SECOND READING – Massey recommended two (2) additional amendments to clarify 4) A) and 4) A) i). Motion to approve as written with proposed changes by Maude, Doney second. Motion carried.

10) NEW BUSINESS

A) Welcome and Seat FSB Representatives – Sortland welcomed newly seated FSB Representatives Gabe Doney, Whispering Pines VFD, West Central District; and Dave Lindblom, Battle Creek Fire District, West District.

B) Requests for FSB Chair & Vice-Chair Nominations – Doney and Bubb nominated Cliff McClure for FSB Chair. McClure accepted. Sortland made the request for additional nominations three (3) times. No further nominations were presented. Motion to cease nominations and cast a unanimous ballot for McClure to serve as FSB Chair for a term of 8 January 2020-13 January 2021 by Maude, Lindblom second. Motion carried. McClure nominated Caleb Dustman for FSB Vice-Chair. Sortland made the request for additional Vice-Chair nominations three (3) times. No further nominations were presented.

C) Election of FSB Chair & Vice-Chair - Motion to elect Dustman to serve as FSB Vice-Chair for a term of 8 January 2020-12 January 2021 by McClure, Maude second. Motion carried.

D) Welcome and Seat Incoming FSB Chair & Vice-Chair - Sortland welcomed newly elected FSB Chair Cliff McClure, Interior VFD, East District and Vice-Chair Caleb Dustman, New Underwood VFD, East-Central District. McClure assumed Chair duties.
E) BH Advisory Board Appointment – McClure noted that Hofer’s appointment to the BH Advisory Board expired on 31 December 2019, and asked Hofer if he would be interested in being reappointed. Hofer declined. McClure asked if anyone was interested in serving on the Advisory Board. No one in attendance accepted. The BH Advisory Board Appointment will be decided at the 12 February meeting.

F) Commissioners Report – n/a.

G) Emergency Management Report – Willett reported HLS grant application process opened on 1 January and will close on 14 February. Information has already been circulated by different agencies, however, EM will forward info to FSB specifically. He strongly recommends that interested VFDs review grant guidance carefully before applying. HLS will once again focus on terrorism nexus, and this should be your focus as well. EM will move forward with the Duty Officer Program. Currently only Emergency Manager (Willett) and EM Deputy Director (A. White) are authorized on the County’s Public Warning System. EM is seeking additional support when Willett and A. White are absent. Ideal candidates would serve approximately two-weekends a year and come from RC Fire Department, RC Police Department, PC Fire, and PC Sheriff’s Office. Interested parties should contact Willett directly. Willett introduced Brandy Petersen, SD Office of EM Region 4 Coordinator.

11) NEW REQUESTS

12) REQUESTS TO BE ACTED ON

13) OTHER BUSINESS

A) McClure asked for volunteers to serve on the FSB Budget Committee. The following individuals agreed to serve – Dustman, Lindblom, Maude, McClure, Tobin. An invitation to participate will be offered to Walla. Harvey will also serve on the committee.

B) Gorton said the SD Joint Council of Fire Service Organizations will meet on 10 January to discuss upcoming legislation. Also, if you are interested in an AFG grant the process will probably open in the next few weeks.

C) Susan Sanders, National Weather Service, is looking for a venue to host Spring Sky Warning Classes, mid-March through April.

14) NEXT MEETING: 12 February 2020, 1900 | Pennington County EOC, Rapid City

15) ADJOURNMENT: Motion to adjourn at 1951 by Sortland, Bubb second. Motion carried.