

**UPPER MCKENZIE RURAL FIRE PROTECTION DISTRICT**  
**BOARD MEETING MINUTES**  
November 16, 2022

Board Members Present		Others Present	
X	Chairman, Mike Godfrey	X	Chief, Rainbow Plews
	Treasurer, Steve Keable	X	Deputy Chief, Norm Michaels
X	Jennifer Zirkle	X	Office Administer, Amy Otoupalik
X	Melanie Stanley Brite	X	Budget Officer, Dawn Pozzani
X	Shane Kamrath		

CALL TO ORDER at 6:51pm

**APPROVAL OF MINUTES**

Minutes read. Motion made by Jennifer Z, seconded by Melanie B, Unanimous with not changes

**OLD BUSINESS**

Blue River Station Rebuild

Mike discussed the meeting with Pivot and the schedule, including when we should be ready to advertise for the bid. We will receive verbiage for the RFP which will be run by the lawyer. Surveying should be done but has not been submitted to the county. We should receive the invoice from Donn Rowe soon.

Plot of land

No interest yet in the original Station 2 plot. Mike mentioned maybe offering the land to an adjoining land owner. We will wait and see.

LEVY

Passed by 85%

BUDET RESERVE CONCERN – Norm Michaels

Norm wants to be sure we don't spend the reserves down to zero which would mean no new Tender. He did state, however, the committee has no intention of doing that. Melanie also mentioned property taxes have gone up a bit because of the rebuilds. That should bring in more revenue over time.

**NEW BUSINESS**

Motion needed to continue Blue River Station Project

Mike asked for a motion to give the Building Committee authority to move ahead making decisions leading to the advertisement of the building. The board agreed that another motion will be made when the department decides to award the contract. Jennifer Zirkle made a motion to give the building committee authority to advertise for construction of the building of the new station. Seconded by Shane Kamrath, unanimously approved.

**GRANTS**

Chief stated during Monday's meeting a proposal was made to put the Cedric Hayden Critical Infrastructure grant money into the pot for rebuilding the station. Dawn Pozzani stated we will need a separate Class to track this money in QuickBooks as well as approve a resolution for the \$200,000 Cedric Hayden Critical Infrastructure Grant. Resolution 2022-23 #3 accepts and authorize signing of the grant contract and directs use of the funds to go toward replacing infrastructure and equipment. Melanie made a motion to accept Resolution 2022-23 #3. Jennifer Z seconded, unanimously approved.

OSFM Staffing Grant

Is now closed. We had \$2,846.75 unspent which we were given a choice to keep and apply to the Staffing Grant next year or send the money back. The decision was made to keep the money.

**EVALUATIONS IN DECEMBER**

Chief does Amy's Evaluation, Board does Chief's Evaluation

**REPORTS**

Financial Report – Amy Otoupalik

Reserve Account - \$2,712,805.09

Checking Account - \$200,379.51

Donative Account – Still open - \$4,073.73.

Balances as of October 31, 2022

Amy stated the Donative Account is not closed yet, due to the decision made last month to make a motion during this meeting to finally close the account. Motion made by Jennifer Z to move the money in the Donative Acct. to the General Fund under Grants and Donations and fully dissolve the Donative Account, seconded by Shane K, unanimously approved.

Motion to approve the Financial Report made by Melanie B, seconded by Jennifer Z, unanimously approved.

**CHIEF'S REPORT**

See attached

**ADJOURNED – 7:45pm**