**UPPER MCKENZIE RURAL FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTOR’S MEETING**

**MEETING AGENDA (DRAFT)**

*June 21, 2023*

**CALL TO ORDER**

**APPROVAL OF MINUTES FROM 5/17/23**

**OLD BUSINESS**

* BLUE RIVER STATION REBUILD – MIKE GODFREY
  + PROJECT PROGRESS
* BUDGET – DAWN POZZANI
  + RESOLUTION #4 FOR ADOPTING THE BUDGET
    - MAKING APPROPRIATIONS, IMPOSING THE TAX AND CATEGORIZING THE TAX
  + DISCUSSION
  + ADOPTION OF BUDGET FOR FY 2023/2024
* TRANSITION TO ADMINISTRATIVE ASSISTANT JENN WICKIZER (ON HER OWN) AND BOOK KEEPER CHELSEA BAKER TAKING OVER FINANCIALS WILL BE COMPLETE JULY 1
  + DAWN POZZANI STEPPING BACK INTO *BUDGET OFFICER ROLE* *ONLY*
  + DAWN HAS OFFERED TO SUPPORT JENN IF NEEDED, BUT IS EAGER TO BE DONE
  + THANK YOU FOR ALL YOUR HARD WORK, DAWN!!!

**NEW BUSINESS**

* RESOLUTION TO ACCEPT OSFM $35,000 STAFFING GRANT??
* ANTICIPATING $250,000 FROM COUNTY ANY DAY NOW
  + HAVE BEEN COMMUNICATING AND PROVIDING REQUIRED DOCUMENTATION
* SUMMER STAFF SCHEDULE IN THE WORKS
  + 6 VOLUNTEERS HAVE BEEN HIRED TO COVER SHIFTS 7 DAYS A WEEK JULY 1-OCTOBER 15
  + CUSHION TO UP-STAFF DURING WEATHER EVENTS (RED FLAGS, WIND, ETC)
  + NEW PROJECTS FOR SUMMER STAFF (NOT A COMPREHENSIVE LIST)
    - BUILDING MAINTENANCE
    - TRUCK MAINTENANCE
    - EQUIPMENT INVENTORY
* ATTEMPTED BREAK IN 6/3-6/4
  + REPORTED AND INVESTIGATED BY LCSO
  + NOTHING ON CAMERA HISTORY
  + DOOR AND LOCK REPAIRED, INSURANCE COVERED MINUS DEDUCTIBLE
  + NEW LOCK COMBINATION NOTIFICATION AT DRILL, BY EMAIL AND ALERT911
* ANNUAL OFFER OF $1000-$2000 FROM TRACK FOR SINGLE ITEM NEED
* ASSISTANT CHIEF DIRK ROGERS HAS COMPLETED DPSST/OSHA “LIVE FIRE TRAINING INSTRUCTOR” TRAINING
  + ONCE COMPLETE TO HIGHER LEVEL, UMRFPD CAN CONDUCT LIVE FIRE TRAINING AGAIN
* INCREASED COST OF NEW ENGINE – NORM MICHAELS
  + NEED BOARD APPROVAL FOR INCREASE
* REVIEW ALL CHANGE ORDERS ON BLUE RIVER STATION – NORM MICHAELS

**REPORTS**

* FINANCIAL REPORT – DAWN POZZANI
  + RESERVE ACCOUNT - TBA
  + CHECKING ACCOUNT - TBA
* CHIEF’S REPORT
  + ALARM REPORTS – 14 ALARMS IN MAY
  + PERSONNEL ALARM RESPONSE
  + PERSONNEL DRILL ATTENDANCE
  + CHIEF’S HOURS IN MAY **126.5**

**GOOD OF THE ORDER**

**ADJOURN**