

SOUTHERN VALLEY FIRE & RESCUE ANNUAL MEETING

Tuesday January 21st, 2025

9:00 am

SVFR Station 1 Training Room, Horace ND

Attendance: Randy H., Jeff F., Mark S., Chuck K., Brett O., Chief Mahoney, Chief Dirk, Chief Hetland, Chief Hons.
Absent: None

1. Call to Order
 - A. Motion made by Randy H.
2. Approval of Agenda
 - A. Motion to approve agenda as written.
 - i. 1st – Chuck K.
 - ii. 2nd – Jeff F.
 1. All in favor, none opposed – Motion carried
3. Review Prior Meeting Minutes
 - A. November meeting minutes
 - B. December meeting minutes
 - a. Motion to approve November and December meeting minutes as written.
 - i. 1st – Mark S.
 - ii. 2nd – Brett O.
 1. All in favor, none opposed – motion carried
4. Review Financials
 - A. Discussion and action for SVFR Honorarium for volunteers
 - a. The Board of Directors discussed the breakdown of funds presented by the Fire Chief. Firefighters through the rank of Engineer were budgeted at a total amount of \$26,000 and Officers were a total amount of \$6,600. Percentage of the total amount per member was based on the number of training hours and total call time given to the district. It was discussed to adjust the weight of training hours vs calls for service for 2025. No vote required by the Board of Directors due to being a budgeted item approved for 2024.
 - B. Money Market account discussion and action
 - a. Chief Hons and Chief Mahoney met with Choice Bank to discuss the return on the Money Market account. It was found that the district was receiving 1.3% return on the value of the account. After discussion with the bank, it was also found that the Money Market account was classified as dormant and needed to be reinstated. Chief Hons brought up the idea of moving the majority of the funds to the Money Market account and moving a monthly operational amount to the checking account to optimize our investment return. Choice Bank also stated they would be able to increase the return to 3.5% based off Federal rates. Board of Directors discussed the option and agreed to allow Chief Mahoney and Chief Hons to move funds to the Money Market account and transfer monthly funds to the checking account for operational expenses.
 - i. Motion was made to approve moving funds as needed, including moving the majority of funds to the Money Market account.
 1. 1st - Mark S.

2. 2nd – Jeff F.

- a. All in favor, none opposed, motion passed.

C. QuickBooks

- a. Apparatus depreciation and sinking fund
- b. Chief Hons discussed the breakdown of the current QuickBooks setup and issues found. Issues that were found were miss categorized entries, miss labeled journal entries, and incorrect information. Example given was \$200,000 difference from current loan balance in QuickBooks and the real loan balance. He stated that the previous entries were decreasing the principle value and not accounting for interest. Chief Hons had member C. Guo, who has a master's degree in accounting, come to the office to look over the system set up and give direction/opinion. The choice made was to start a new QuickBooks account and set it up correctly with cart of accounts and correct debt information. Chief Hons created a new account for 2025 and finished off 2024 on the old account. Chief Hons also added the depreciation value for assets instead of using the insured value. The Board of Directors agreed with this decision.

5. Old Business

A. Real Property Discussion on Diversion property west side of Station 1.

- a. Chief Mahoney stated that nothing has changed since the last board meeting on this topic. He stated that the diversion authority was waiting for an official response from the City of Horace as to the plan for easement with the property in question. Once they receive the letter the diversion authority will set up a meeting with property owners to discuss purchasing options. Chief Mahoney stated he had a meeting at The Grove with Mayor Trudeau on Friday and he asked if the District was interested in purchasing the diversion property. He made the comment of 100' easement but changed it to 50'. He stated its main purpose was for a future sewer line but also looking at parking lot space and asked if the district would be interested in utilizing it for overflow parking for the event center.

B. Downtown Planning meeting

- a. The downtown panners will be renting the event center for the next two days to hold public meetings. Board members were advised to attend if they wish. In the options sent out, pictures depict our north parking lot as a "shared" parking.

C. Uniforms (Class A's)

- a. Command staff ordered Class As for the officers. The company stated they would arrive in the next couple of weeks, but the badges and patches will be 6-8 weeks.

D. Staff Banquet

- a. Board of Directors has been invited to the staff banquet on Saturday the 25th from 18:00 to 20:00.

6. New Business

A. Nomination and elections for President and Secretary/Treasurer

- a. Nomination received for Randy Hajek for President.
- No other nominations received.
 - Motion to approve Randy Hajek unanimously for President
 - All in favor, none opposed.
- b. Nomination received for Jeff Fuchs for Secretary/Treasurer.
- No other nominations received.
 - Motion to approve Jeff Fuchs unanimously for Secretary/Treasurer.
 - All in favor, none opposed
- c. Pursuant to N.D.C.C. 18-10-04.

d. Article V Section h of SVFR Bylaws

B. Hiring additional part-time staff

- a. Chief Mahoney brought up that the part-time staff has decreased from 6 to 4 due to resignations. With the current staff of 4, one of the part-time staff is currently at a 16-week fire academy Monday through Friday and unable to pick up shifts at this time but is staying at the station in the evening to cut down on commuting to class. Chief Mahoney requested approval from the Board of Directors to post openings for two additional part-time staff.

i. Motion to approve the hiring of 2 part-time staff.

1. 1st – Chuck K.

2. 2nd – Mark S.

a. All in favor, none opposed, motion passed.

C. Staff salary increases

- a. Chief Mahoney requested the board to go into executive session due to discussing salary impacts for full time staff.

i. 1st – Randy H.

ii. 2nd – Jeff F.

- b. Executive session ended and the following was the result:

i. Deputy Chief of Operations salary increase of 3.96% based on employee evaluation.

ii. Deputy Fire Marshal salary increase of 4.04% based on employee evaluation.

iii. Deputy Chief of EMS increased salary to \$59,000 from \$52,000. Once completion of fire academy, the salary will increase to \$64,000 to bring the position to match the Deputy Chief pay scale.

7. Fire Chiefs Report

A. 2024 year in review

a. Administration

- i. Chief Mahoney covered all of the improvements and growth the district made during 2024. This included new apparatus, fire academy, additional staffing added, automatic aid with neighboring fire departments, addition of bunk rooms, promotions to engineer, addition of crew shifts, ISO training and review, improvements to dispatching and documentation, hydrant mapping project was completed, new medical direction with Essentia, new clinical guidelines, more attendance at Oxbow and Frontier city council meetings, hiring the Deputy Chief of EMS and Administration, and completion of the Tender Task Force training and implementation.

b. Training Division

i. 3003 hours completed of training for the District. The total training reached 65.86% of the goal for the year.

ii. Classes held during 2024 included live fire training, auto extrication, hazmat awareness and operations, firefighter I and II, ISO training, Instructor I, Driver/Operator training, and tender task force.

iii. The total documented hours surpass the two previous years of 2022: 562 hours, 2023: 453 hours.

c. Community Risk Reduction

- i. Chief Mahoney covered the public programs that were created and improved on including; monthly newsletters, operational permits, increased annual inspections, residential Knox Box program, electric vehicle declaration, online forms available on the website, youth fire setting program, increased social media presence, fire danger sign, updated and overhauled our current website, increased school and daycare presence,

family emergency information kits, Horace Parks safety camp, Oxbow country club safety day, and increased research for the District.

- d. Fire Investigations
 - i. Chief Mahoney covered that during 2024, the District conducted 14 fire investigations and only 2 were undetermined at the conclusion.
- e. Inspections Division
 - i. 117 total inspections for 2024
 - 1. 55 annual inspections
 - 2. 44 final inspections
 - 3. 7 food trucks
 - 4. 6 preliminary inspections
 - 5. 1 complaint follow up
- f. EMS division
 - i. Updated clinical guidelines
 - ii. Hired new Deputy Chief of EMS and Administration
 - iii. Added/improved EMS equipment on apparatus and training supplies
 - iv. Certification levels:
 - 1. 2 Paramedics
 - 2. 9 EMTs
 - 3. 6 EMRs
 - 4. 12 First Responders
 - v. Out of the 295 calls for service in 2024, 194 were EMS related
- g. Average first apparatus turnout time
 - i. Average: 3 minutes 19 seconds
 - ii. 90th percentile: 7 minutes 20 seconds
 - iii. Decrease in overall time compared to 2023
- h. Average first apparatus travel time
 - i. Average: 5 minutes 27 seconds
 - ii. 90th percentile: 11 minutes 32 seconds
 - iii. Decrease in overall time compared to 2023
- i. Incident Types
 - i. 295 calls for service in 2024
 - 1. 35 fire related
 - 2. 194 EMS related
 - 3. 66 HazMat and public assist related
- j. Fire Incident Count
 - i. October was the busiest month with 49 calls for service.
 - ii. Chief Mahoney mentioned that currently for 2025, we are at 19 calls for service and January of 2024 had a total of 17 calls for service. We are currently averaging 1 call per day.
 - iii. 176 calls for service during Operational period
 - iv. 114 calls for service during Administrative period
 - v. 5 calls for service during Crew Shift
- k. Fire Resources – Personnel and Units
 - i. Chief Mahoney stated that the peak hours for calls for service were 9am and between the hours of 3pm and 7pm.

8. Public Comment

A. No public comments were made.

9. Next Meeting: February 18th, 2025, at 9:00 am

10. Adjournment

A. Motion to adjourn the meeting made.

i. 1st – Mark

ii. 2nd – Jeff

1. Motion carried, none opposed.