

Holt Community Fire Protection District

Minutes of Regular Board of Directors Meeting

July 13, 2021

The regular meeting of the Holt Community Fire Protection District was held on July 13, 2021. The meeting was called to order at 7:01 p.m. Vice President Brown being in the chair. Roll call was taken with Steven Brown, Loren Thoman and Chris Joiner present; as well as Chief Looper and Secretary Parker. Ralph Wright and Shane Goodin were absent.

The minutes from the June 8, 2021, board meeting and the Executive Session held on June 10, 2021, were all approved with corrections. Motion was made to approve the minutes by Steven Brown and 2nd by Chris Joiner all approved. The financial statement was filed for audit.

The Chief's report is attached and made a part of these minutes.

Chief Looper reported that we had 52 calls overall, for the month of June. Making a total of 325 for 2021.

Volunteer Hours for June were 118 with a year-to-date total of 546.25. We welcome new volunteer, Nick Schoen who currently started his training. Volunteer Wayland Russell attended a Vehicle Fire class in Kearney this past month.

Med 52 was taken to the shop for an oil pan issue. It was covered under warranty and the repair was completed.

Clinton County is changing Radio systems. Chief Looper attended the MOSWIN meeting and reported back that the new system will be in place at the beginning of 2022.

Chief Looper provided a copy of the July personnel schedule and explained that we have several days not covered with adequate personnel due to the shortage of full-time staff. We also have no part time personnel available to cover those days. Chief Looper has been filling in as much as he can, with comp time accumulation recorded.

Chief Looper provided a Preliminary budget for review in preparation for a Budget Workshop to be held soon. The date and time will be determined at the next board meeting.

New Business

Chief Looper presented a bid from Cooter's Plumbing for the installation of a stand-alone shower and drain with access from the bay and to replace the two shower units and valves in the dorm area. The bid came in at \$6,150 which will be paid for out of the Covid money received from Clinton County. A motion was made by Steven Brown and 2nd by Chris Joiner to approve the work and to accept the bid from Cooter's Plumbing for the completion of the work.

Secretary Parker presented the Resolution Calling for an Election and the official wording for the ballot, as approved by the law offices of Scarbrough. Motion was made to approve as presented by Chris Joiner and 2nd by Loren Thoman.

Old Business

A Town Hall Meeting was held on June 17th, 2021, in the Holt City Park. Attendance was low. There was a miscommunication on the park sign regarding the day, which may have played a part in the low attendance. Discussion was had in forming a new Tax Levy Committee to plan another Town Hall Meeting to possibly be held in the Holt VFW Hall in the month of September.

With no further business to discuss, Steven Brown made a motion to adjourn, it was seconded by Loren Thoman.

The meeting was adjourned at 7:46 pm.

Steven Brown _____ Chairman _____ Date

Kimberly Parker _____ Secretary _____ Date

Board of Directors mtg.

10-August-2021

Operations Report

1. FINANCIALS:

- a. budget review.
- b. profit and loss.
- c. banking accounts.
- d. ambulance revenue.

2. OPERATIONS:

- a. 53 calls for service. 378 for the year. 0 building fires.
- b. 2 car seat, 8 smoke alarms.
- c. 129.25 hrs. volunteer time.

3. TRAINING:

- a. Chief attended EMS Pediatric Advanced Life Support.

4. VEHICLE MAINTENANCE:

- a. MED 51 PM service and recall.

5. COMMUNITY RELATIONS:

6. ADMINISTRATIVE:

- a. Usual meetings (online).
- b. Preparing 2021 budget.
- c. Shower work under way.

EMS Calls	26
MVA with Injuries/no Injuries/Extrication	4
Lift Assist	2
Public Assist	2
Stand-By	0
Canceled	7
Building Fire	0
Smoke Investigation	1
Fire Prevention	0
Brush/Grass fire	3
Power Pole Fire or Line Arcing	0
Vehicle Fire	1
Control Burn	1
False Alarms	1
No Incident	3
Unaurtherized Burn	1
Car Seat	1
Total	53

Mutual Aid Received

Kearney = 1 EMS Call
 Lawson = 3 EMS Calls
 TCAD = 1 EMS Call

Mutual Aid Given

None Given

EMS	July
Transports	23
Refusals	9

Shift Responses		
SHIFT	JULY	YTD
A	22	129
B	16	138
C	15	111

Total Incidents YTD

2021 378

Past Year(s) Incidents

2020 601
 2019 488
 2018 565
 2017 481
 2016 519
 2015 507

Calls by Month

January 54
 February 50
 March 65
 April 50
 May 54
 June 52
 July 53
 August 0
 Sept. 0
 October 0
 Nov. 0
 Dec. 0
Total 378

Yearly Totals		
2021	2020	2019
156	231	223
71	86	58



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L

January - July, 2021

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
300 Clay County Tax Levy Income	354,442.29	360,242.87	98.39 %
301 Clinton County Tax Levy Income	274,873.25	312,576.93	87.94 %
310 Ambulance Revenue	75,575.83	100,000.00	75.58 %
315 CARES ACT	57,872.44	59,072.64	97.97 %
320 Interest Income	61.44	269.00	22.84 %
332 GEMT	30,934.61	30,934.61	100.00 %
390.1 Misc. Income - Fees	4,024.92	4,024.92	
Total Income	\$797,784.78	\$863,096.05	92.43 %
GROSS PROFIT	\$797,784.78	\$863,096.05	92.43 %
Expenses			
400 CAPITAL EXPENDITURES			
400.01 All Capital Improvements		10,298.00	
Total 400 CAPITAL EXPENDITURES		10,298.00	
410 HR EXPENSES			
410.100 Benefits -Health	33,704.21	72,516.84	46.48 %
410.101 Benefits - American Funds	4,533.68	5,000.00	90.67 %
410.102 Lagers	38,011.51	55,447.86	68.55 %
410.200 Workman's Comp. Insurance	64,776.00	63,368.00	102.22 %
410.300 Payroll Tax	18,408.36	32,000.00	57.53 %
410.400 Wages	706.28	706.28	
410.401 Regular	166,017.86	288,792.00	57.49 %
410.402 Overtime	24,754.97	16,000.00	154.72 %
410.403 Wages - Part Time	56,329.04	111,808.00	50.38 %
Total 410.400 Wages	247,808.15	416,600.00	59.48 %
Total 410 HR EXPENSES	407,241.91	644,932.70	63.14 %
OVER BUDGET		\$ -65,311.27	
% OF BUDGET		\$ -65,311.27	



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L

January - July, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420 ADMINISTRATION				
420.100 Building Maint/Repair	2,866.23	7,000.00	-4,133.77	40.95 %
420.101 Building Maintenance	630.63	500.00	130.63	126.13 %
420.102 Grounds and Landscape	1,336.85	500.00	836.85	267.37 %
420.103 Janitorial Supplies	918.02	500.00	418.02	183.60 %
420.104 Station Supplies	7,285.06	14,000.00	-6,714.94	52.04 %
420.105 Utilities	13,036.79	22,500.00	-9,463.21	57.94 %
Total 420.100 Building Maint/Repair				
420.200 Communication				
420.201 Cable	947.87	1,000.00	-52.13	94.79 %
420.202 Cell Phones	960.72	2,000.00	-1,039.28	48.04 %
420.203 Dispatching	6,800.46	5,600.00	1,200.46	121.44 %
420.204 Radio Maintenance	197.00	500.00	-303.00	39.40 %
420.205 Radio Supplies	163.20	500.00	-336.80	32.64 %
420.206 Telephone	2,378.07	4,500.00	-2,121.93	52.85 %
420.207 Tower Rental	373.25	320.00	53.25	116.64 %
Total 420.200 Communication	11,820.57	14,420.00	-2,599.43	81.97 %
420.300 Equip. Maint/Repair				
420.301 Vehicle Maintenance	11,801.86	13,877.10	-2,075.24	85.05 %
420.302 Vehicle Supplies	83.80	500.00	-416.20	16.76 %
420.306 Fuel	4,179.51	10,000.00	-5,820.49	41.80 %
Total 420.300 Equip. Maint/Repair	16,065.17	24,377.10	-8,311.93	65.90 %
420.400 Prof Fee/Dues				
420.401 Ads & Election Fees	1,880.35	1,800.00	80.35	104.46 %
420.402 Dues	1,005.00	1,800.00	-795.00	55.83 %
420.403 EMS Billing	4,631.13	8,800.00	-4,168.87	52.63 %
420.404 Legal & Accounting Fees	425.00	2,000.00	-1,575.00	21.25 %



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L
January - July, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.405 Licensing		600.00	-600.00	
420.406 MARC	771.68	721.00	50.68	107.03 %
420.408 Payroll	1,765.63	4,500.00	-2,734.37	39.24 %
420.409 Audits	11,850.00	11,900.00	-50.00	99.58 %
420.410 Benevolent/Good Will	622.80	622.80		
Total 420.400 Prof Fee/Dues	22,951.59	32,121.00	-9,169.41	71.45 %
420.500 Office Expense	2,642.83	3,500.00	-857.17	75.51 %
Paper and Supplies	57.63		57.63	
Total 420.500 Office Expense	2,700.46	3,500.00	-799.54	77.16 %
420.600 Training-Amb & Fire	2,464.25	3,500.00	-1,035.75	70.41 %
420.700 Vehicle & Bldg. - Ins.	26,597.00	26,738.00	-141.00	99.47 %
Total 420 ADMINISTRATION	95,635.83	127,156.10	-31,520.27	75.21 %
430 EMS Services				
430.100 EMS Supplies	6,375.20	13,000.00	-6,624.80	49.04 %
430.102 IGT Expenses	10,635.95	10,635.95	0.00	100.00 %
430.103 Cares Act	3,940.00	59,072.64	-55,132.64	6.67 %
430.200 Oxygen	52.69	500.00	-447.31	10.54 %
430.300 Minor Equipment Purchases	601.79	500.00	101.79	120.36 %
430.301 Minor Equipment Maintenance	2,413.60	2,500.00	-86.40	96.54 %
Total 430 EMS Services	24,019.23	86,208.59	-62,189.36	27.86 %
440 Fire Services				
440.100 PPE Clothing	2,925.58	2,500.00	425.58	117.02 %
440.200 SCBA Maintenance	123.72	2,500.00	-2,376.28	4.95 %
440.201 SCBA Supplies		500.00	-500.00	
440.300 Minor Equipment Purchases	734.18	500.00	234.18	146.84 %
440.301 Minor Equipment Maintenance	98.27	500.00	-401.73	19.65 %
440.400 Uniforms	1,196.77	1,000.00	196.77	119.68 %



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L

January - July, 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 440 Fire Services	5,078.52	7,500.00	-2,421.48
Total Expenses	\$531,975.49	\$876,095.39	\$ -344,119.90
NET OPERATING INCOME	\$265,809.29	\$ -12,999.34	\$278,808.63
NET INCOME	\$265,809.29	\$ -12,999.34	\$278,808.63
			% OF BUDGET
			67.71 %
			60.72 %
			-2,044.79 %
			-2,044.79 %

2021	Badge	JAN.	FEB.	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
Schaeffer, Matt	517	5.5	6.5		10.5									22.5
Beavers, Chris		36	22	23	6		22.3	11						120.25
Russell, Wayland		61.25	66	49.5	66.5	75.75	95.5	118.25						532.75
Total		102.75	94.5	72.5	83	75.75	118	129.25				0	0	675.5

Parker