

Holt Community Fire Protection District
Minutes of Regular Board of Directors Meeting

September 14, 2021

The regular meeting of the Holt Community Fire Protection District was held on September 14, 2021. The meeting was called to order at 7:00 p.m. President Goodin being in the chair. Roll call was taken with Loren Thoman, Chris Joiner, Shane Goodin, Ralph Wright, and Steven Brown present; as well as Chief Looper and Secretary Parker. Firefighters Bill Pulse and Micah Wine were also present

The minutes from the August 10, 2021, Regular Board Meeting, August 10, 2021 Executive Session and August 19, 2021 Executive Session minutes were approved as corrected. Motion was made to approve the minutes made by Shane Goodin 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 71 calls overall, for the month of August. Making a total of 449 for 2021. There were no structure fires in the month of August. 3 car seats, and 3 smoke alarms were installed.

All 3 new employees have had 3 shifts of orientation and 16 hours and counting of in-service Pumping, driving, and on the new airway devices. A new training form has been implemented to track training hours

Volunteer Hours for August were 67.75 with a year-to-date total of 772.

Med 52 had to have a new battery installed.

The Showers are operational with a few minor things left to be completed. The New training mannequins and video laryngoscopes have been received and training is in process.

Micah Wines contract has been received from Attorney Carl Scarborough regarding Paramedic Tuition. Micah will begin School in October Of 2021 with a graduation date of April 2023.

New Business

Chief Looper swore in William Pulse and Micah Wine with the Firefighter Oath. The board welcomed the new firefighters to the station.

The Meeting to approve the Tax Levy and presentation of the Budget for the 2022 year was set for Wednesday September 29th, 7:00 pm at the Holt Fire Station. Public notice will be running in the two local newspapers, posted on the Holt Fire Dist website, and posted on the station door, post office and Holt city Hall on 9/15/2021.

The Tax Levy was rolled back due to the increased assessed valuations.

Old Business

The Tax Levy Committee agreed to meet September 29th, 2021, at 7:15 pm to discuss the upcoming election in November. The following people are a part of that committee Shane Goodin, Chief Robert Looper, Kim Parker, Ralph Wright, and Jim Dier

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With no further business to discuss. Shane Goodin made a motion to adjourn and move into Executive Session to discuss a personnel matter, it was seconded by Loren Thoman.

The meeting was adjourned at 7:38 pm.

Shane Goodin _____ Chairman _____ Date

Kimberly Parker Kimberly L Parker Secretary 10-19-21 Date

Holt Community Fire Protection District
Minutes of Budget Approval and Tax Levy Hearing
September 29, 2021

The Budget Approval and Tax Levy Hearing of the Holt Community Fire Protection District was held on September 29, 2021. The meeting was called to order at 7:01 p.m. President Goodin being in the chair. Roll call was taken with Chris Joiner, Shane Goodin, Ralph Wright, and Steven Brown present; as well as Chief Looper, Secretary Parker and Jim Dier. Loren Thoman was absent.

Special Order of the Day

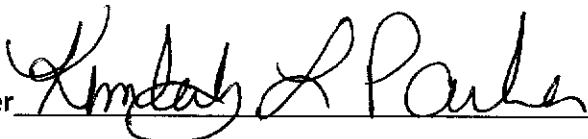
- A. The Operating Budget for the 2022 year was presented. Discussion was had. Shane Goodin made a motion to approve the Operating Budget for the 2022 year as presented. Ralph Wright 2nd the motion. All approved
- B. The Debt Service Budget for the 2022 year was presented. Discussion was had. Shane Goodin made a motion to approve the Debt Service Budget as presented. Steven Brown 2nd the motion. All approved
- C. The 2022 Budget Resolution was read into record by President Shane Goodin.
- D. The 2021 Ad Valorem Property Tax Levy Rate Resolution was presented. Ralph Wright made a motion to approve the resolution as written. Shane Goodin 2nd the motion. All approved.

Next regular board meeting will be held October 12th, 2021

With no further business to discuss. Shane Goodin made a motion to adjourn the meeting it was seconded by Ralph Wright.

The meeting was adjourned at 7:14 pm.

Shane Goodin _____ Chairman _____ Date

Kimberly Parker  _____ Secretary 10-19-21 Date

Holt Community Fire Protection Dist

Goppert #2334782, Period Ending 09/30/2021

RECONCILIATION REPORT

Reconciled on: 10/01/2021

Reconciled by: office@holtfire.org

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	127,571.01
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (2)	762.55
Statement ending balance	<u>128,333.56</u>

Register balance as of 09/30/2021 128,333.56

Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/17/2021	Check	15058	Goppert Financial Bank-Dep 2...	110.31
09/17/2021	Check	15058	Goppert Financial Bank-Dep 2...	652.24
Total				762.55

Holt Community Fire Protection Dist

Checking acct-KCT, Period Ending 09/30/2021

RECONCILIATION REPORT

Reconciled on: 10/06/2021

Reconciled by: office@holtfire.org

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	325,133.40
Checks and payments cleared (45)	-94,465.18
Deposits and other credits cleared (16)	14,002.91
Statement ending balance	244,671.13

Uncleared transactions as of 09/30/2021	-18,145.07
Register balance as of 09/30/2021	226,526.06
Cleared transactions after 09/30/2021	0.00
Uncleared transactions after 09/30/2021	-318.95
Register balance as of 10/06/2021	226,207.11

Details

Checks and payments cleared (45)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/30/2021	Check	15046	MEDICLAIMS	-812.23
08/30/2021	Check	15045	Cooters	-6,150.00
08/30/2021	Check	15044	AMERICAN RESPONSE VEH...	-27.16
08/31/2021	Check	15042	Bound Tree Medical LLC	-2,799.98
09/01/2021	Expense		Lagers	-7,131.62
09/01/2021	Expense			-131.01
09/01/2021	Expense			-160.04
09/02/2021	Expense			-5,678.26
09/02/2021	Expense			-123.55
09/02/2021	Expense			-15,428.62
09/03/2021	Check	15050	Cameron McGee	-221.56
09/03/2021	Check	15051	Agnes L Broderick	-140.27
09/03/2021	Check	15048	Midwest Mobile Radio	-818.80
09/03/2021	Check	15049	Chris Doty	-69.95
09/07/2021	Check	15052	Public Water Supply #3	-129.80
09/08/2021	Check	15053	Interstate All Battery Center	-99.45
09/08/2021	Expense			-771.71
09/10/2021	Expense			-5,115.11
09/13/2021	Check	15055	Zoll Medical Corporation	-136.00
09/14/2021	Expense			-49.93
09/14/2021	Check	15056	Paycor-SVC	-114.19
09/14/2021	Expense		CenturyLink	-337.25
09/15/2021	Expense			-55.00
09/15/2021	Expense	15043		-701.60
09/16/2021	Expense			-12,713.52
09/16/2021	Expense			-4,322.06
09/16/2021	Expense		Quill Corporation	-29.99
09/17/2021	Check	15058	Goppert Financial Bank-Dep 2...	-762.55
09/20/2021	Check	15059	Zoll Medical Corporation	-582.20
09/21/2021	Expense		AFLAC	-524.52
09/22/2021	Check	15065	CCL SUPPLY	-182.26
09/22/2021	Expense		Dish Network	-135.84
09/22/2021	Check	15064	Legendary Lawn Care	-83.00
09/22/2021	Check	15062	NPG Newspapers Inc	-30.34
09/22/2021	Check	15061	Lisa Mullikin	-267.88
09/23/2021	Expense			-140.13
09/23/2021	Expense			-4,620.84
09/24/2021	Check	15068	AMERICAN RESPONSE VEH...	-515.50
09/27/2021	Expense			-580.22

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/29/2021	Check			-114.19
09/30/2021	Expense			-1,451.63
09/30/2021	Expense			-14,055.95
09/30/2021	Expense			-4,647.58
09/30/2021	Expense			-1,494.96
09/30/2021	Expense		Paycor-SVC	-6.93
Total				-94,465.18

Deposits and other credits cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/08/2021	Deposit			208.36
09/08/2021	Deposit			369.84
09/09/2021	Deposit			74.75
09/10/2021	Deposit			50.00
09/10/2021	Deposit			350.54
09/13/2021	Deposit		Medicaid	567.28
09/14/2021	Deposit			1,817.87
09/15/2021	Deposit			826.90
09/17/2021	Deposit			4,889.32
09/17/2021	Deposit			50.00
09/21/2021	Deposit			338.01
09/21/2021	Deposit			215.99
09/24/2021	Deposit			3,258.73
09/24/2021	Deposit			20.99
09/27/2021	Deposit			962.01
09/30/2021	Deposit			2.32
Total				14,002.91

Additional Information

Uncleared checks and payments as of 09/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/26/2021	Check	14990	Goppert Financial Bank	-1,305.68
07/05/2021	Check	15014	Dollar General	-13.95
08/30/2021	Check	15043	Sams Club MC / SYNCB	-701.60
09/13/2021	Check	15054	Clay County Board of Election...	-2,569.10
09/15/2021	Check	15057	Interstate All Battery Center	-474.60
09/20/2021	Check	15060	Central Jackson County FPD	-8,780.00
09/22/2021	Check	15063	Spray-Away, Inc.	-165.00
09/24/2021	Check	15066	Happy Times T-Shirts	-282.00
09/24/2021	Check	15069	Bound Tree Medical LLC	-1,660.17
09/24/2021	Check	15067	MEDICLAIMS	-1,229.94
09/27/2021	Check	15075	T&M Mobil Service	-868.15
09/29/2021	Check	15076	CCL SUPPLY	-94.88
Total				-18,145.07

Uncleared deposits and other credits as of 09/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/07/2020	Check	14863	Seth Huffman	0.00
08/02/2021	Check	15027	GilmoreBell	0.00
Total				0.00

Uncleared checks and payments after 09/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2021	Check	15071	City of Holt	-155.40

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2021	Check	15072	911 Custom	-60.77
10/01/2021	Check	15070	Dollar General	-31.50
10/06/2021	Check		Clinton County Leader	-71.28
Total				-318.95



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L

January - September, 2021

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
300 Clay County Tax Levy Income	358,730.47	360,242.97	-1,512.40	99.58 %
301 Clinton County Tax Levy Income	281,295.97	312,576.93	-31,280.96	89.99 %
310 Ambulance Revenue	102,417.04	100,000.00	2,417.04	102.42 %
315 CARES ACT	53,769.55	59,072.64	-5,303.09	91.02 %
320 Interest Income	838.01	269.00	569.01	311.53 %
332 GEMT	30,934.61	30,934.61	0.00	100.00 %
390.1 Misc. Income - Fees	4,024.92		4,024.92	
Total Income	\$832,010.57	\$863,096.05	\$ -31,085.48	96.40 %
GROSS PROFIT				
\$832,010.57				
Expenses				
400 CAPITAL EXPENDITURES				
400.01 All Capital Improvements		10,298.00	-10,298.00	
Total 400 CAPITAL EXPENDITURES		10,298.00	-10,298.00	
410 HR EXPENSES				
410.100 Benefits -Health	35,026.31	72,516.84	-37,490.53	48.30 %
410.101 Benefits - American Funds	9,310.16	5,000.00	4,310.16	186.20 %
410.102 Lagers	47,501.02	55,447.86	-7,946.84	85.67 %
410.200 Workman's Comp. Insurance	64,776.00	63,368.00	1,408.00	102.22 %
410.300 Payroll Tax	30,547.12	32,000.00	-1,452.88	95.46 %
410.400 Wages	706.28		706.28	
410.401 Regular	235,711.58	288,792.00	-53,080.42	81.62 %
410.402 Overtime	31,694.15	16,000.00	15,694.15	198.09 %
410.403 Wages - Part Time	65,462.42	111,808.00	-46,345.58	58.55 %
Total 410.400 Wages	333,574.43	416,600.00	-83,025.57	80.07 %
Total 410 HR EXPENSES	520,735.04	644,992.70	-124,197.66	80.74 %

TOTAL



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L

January - September, 2021

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420 ADMINISTRATION				
420.100 Building Maint/Repair				
420.101 Building Maintenance	3,414.03	7,000.00	-3,585.97	48.77%
420.102 Grounds and Landscape	791.63	500.00	291.63	158.33%
420.103 Janitorial Supplies	2,052.83	500.00	1,552.83	410.57%
420.104 Station Supplies	918.02	500.00	418.02	183.60%
420.105 Utilities	8,977.25	14,000.00	-5,022.75	64.12%
Total 420.100 Building Maint/Repair	16,153.76	22,500.00	-6,346.24	71.79%
420.200 Communication				
420.201 Cable	1,219.55	1,000.00	219.55	121.96%
420.202 Cell Phones	1,280.84	2,000.00	-719.16	64.04%
420.203 Dispatching	6,800.46	5,600.00	1,200.46	121.44%
420.204 Radio Maintenance	274.00	500.00	-226.00	54.80%
420.205 Radio Supplies	163.20	500.00	-336.80	32.64%
420.206 Telephone	3,054.08	4,500.00	-1,445.92	67.87%
420.207 Tower Rental	373.25	320.00	53.25	116.64%
Total 420.200 Communication	13,165.38	14,420.00	-1,254.62	91.30%
420.300 Equip. Maint/Repair				
420.301 Vehicle Maintenance	14,143.11	13,877.10	266.01	101.92%
420.302 Vehicle Supplies	83.80	500.00	-416.20	16.76%
420.306 Fuel	6,093.29	10,000.00	-3,906.71	60.93%
Total 420.300 Equip. Maint/Repair	20,320.20	24,377.10	-4,056.90	83.36%
420.400 Prof Fee/Dues				
420.401 Ads & Election Fees	4,479.79	1,800.00	2,679.79	248.88%
420.402 Dues	1,080.00	1,800.00	-720.00	60.00%
420.403 EMS Billing	7,372.92	8,800.00	-1,427.08	83.78%
420.404 Legal & Accounting Fees	1,625.00	2,000.00	-375.00	81.25%

TOTAL



Holt Community Fire Protection Dist

Budget vs. Actuals: FY_2021 - FY21 P&L

January - September, 2021

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
TOTAL				
420.405 Licensing		600.00	-600.00	
420.406 MARC	771.68	721.00	50.68	107.03 %
420.408 Payroll	2,240.11	4,500.00	-2,259.89	49.78 %
420.409 Audits	11,850.00	11,900.00	-50.00	99.58 %
420.410 Benevolent/Good Will	1,092.68		1,092.68	
Total 420.400 Prof Fee/Dues	30,512.18	32,121.00	-1,608.82	94.99 %
420.500 Office Expense	4,086.66	3,500.00	586.66	116.76 %
Paper and Supplies	-13.29		-13.29	
Total 420.500 Office Expense	4,073.37	3,500.00	573.37	116.38 %
420.600 Training-Amb & Fire	2,219.64	3,500.00	-1,280.36	63.42 %
420.700 Vehicle & Bldg. - Ins.	26,597.00	26,738.00	-141.00	99.47 %
420.800 Interest Expense	11,123.75		11,123.75	
Total 420 ADMINISTRATION	124,165.28	127,156.10	-2,990.82	97.65 %
430 EMS Services				
430.100 EMS Supplies	9,829.33	13,000.00	-3,170.67	75.61 %
430.102 IGT Expenses	10,635.95	10,635.95	0.00	100.00 %
430.103 Cares Act	26,216.18	59,072.64	-32,856.46	44.38 %
430.200 Oxygen	89.37	500.00	-410.63	17.87 %
430.300 Minor Equipment Purchases	533.19	500.00	33.19	106.64 %
430.301 Minor Equipment Maintenance	2,450.46	2,500.00	-49.54	98.02 %
Total 430 EMS Services	49,754.48	86,208.59	-36,454.11	57.71 %
440 Fire Services				
440.100 PPE Clothing	3,729.63	2,500.00	1,229.63	149.19 %
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	1,468.46	500.00	968.46	293.69 %
440.301 Minor Equipment Maintenance	1,651.10	500.00	1,151.10	330.22 %



Holt Community Fire Protection Dist

Budget vs. Actuals: FY 2021 - FY21 P&L

January - September, 2021

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
440,400 Uniforms	2,220.08	1,000.00	1,220.08	222.01 %
Total 440 Fire Services	9,192.99	7,500.00	1,692.99	122.57 %
Uncategorized Expense	701.60		701.60	
Total Expenses	\$704,549.39	\$876,095.39	\$ -171,546.00	80.42 %
NET OPERATING INCOME	\$127,461.18	\$ -12,999.34	\$140,460.52	-980.52 %
NET INCOME	\$127,461.18	\$ -12,999.34	\$140,460.52	-980.52 %

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	6	9.25				135.5
Russell, Wayland		61.25	66	49.5	66.5	75.75	95.5	118.25	61.75	150.5					745
Total		102.75	94.5	72.5	83	75.75	118	129.25	67.75	159.75			0	0	903

EMS Calls	37
MVA with Injuries/no Injuries/Extrication	6
Lift Assist	2
Public Assist	5
Stand-By	0
Canceled	4
Building Fire	0
Gas Oder Investigation	1
Fire Prevention	0
Brush/Grass fire	1
Power Pole Fire or Line Arcing	0
Vehicle Fire	0
Control Burn	1
False Alarms	0
No Incident	0
Unaurtherized Burn	1
Unfound	1
Total	59

Mutual Aid Received

Lawson = 1 EMS Call
 TCAD = 1 EMS Call

Mutual Aid Given

Lawson = 1 EMS Call
 TCAD = 6 EMS Calls

Shift Respon	
SHIFT	September
A	16
B	27
C	16

Total Incidents YTD

2021 508

Past Year(s) Incidents

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

Calls by Mon

January
 February
 March
 April
 May
 June
 July
 August
 Sept.
 October
 Nov.
 Dec.
 Total

EMS	September
Transports	28
Refusals	20

Yearly Totals	
2021	2020
213	231
109	86

EMS Calls	37
MVA with Injuries/no Injuries/Extrication	6
Lift Assist	2
Public Assist	5
Stand-By	0
Canceled	4
Building Fire	0
Gas Oder Investigation	1
Fire Prevention	0
Brush/Grass fire	1
Power Pole Fire or Line Arcing	0
Vehicle Fire	0
Control Burn	1
False Alarms	0
No Incident	0
Unautherized Burn	1
Unfound	1
Total	59

Mutual Aid Received

Lawson = 1 EMS Call
 TCAD = 1 EMS Call

Mutual Aid Given

Lawson = 1 EMS Call
 TCAD = 6 EMS Calls

Shift Responses		
SHIFT	September	YTD
A	16	163
B	27	190
C	16	155

Total Incidents YTD

2021 508

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 71
 Sept. 59
 October 0

Nov.	0
Dec.	0
Total	508

EMS	September
Transports	28
Refusals	20

Yearly Totals		
	2020	2019
2021	231	223
	109	58

Board of Directors mtg.

12-October-2021

Operations Report

1. FINANCIALS:
 - a. budget review.
 - b. ~~profit and loss.~~
 - c. banking accounts.
 - d. ambulance revenue.
2. OPERATIONS:
 - a. 59 calls for service. 508 for the year. 0 building fires.
 - b. 0 car seat, 0 smoke alarms.
 - c. 159.75 hrs. volunteer time.
3. TRAINING:
 - a. ~~Chad Leath has finished~~ internal training program.
 - b. On-shift training led by Matthew Lishartke continues.
 - c. Wayland Russell has finished both in-house training and Firefighter 1 & 2 certification and is enrolled in EMT class.
 - d. Micah Wine has started Paramedic class at CJC/CPD.
 - e. Two members attending Core Driver class at KCFD Academy.
4. VEHICLE MAINTENANCE:
 - a. MED-51 had second upper oil pan gasket replaced under warranty.
 - b. Squad 51 had FICM go bad and was towed from Betty's to T&M. Replaced FICM then went bad. Used one in place, awaiting new one.
 - c. Annual Pump Tests were completed on pumpers. Both passed.
5. COMMUNITY RELATIONS:
 - a. Chief attended the monthly meeting at Lake Arrowhead to invite all to the Town Hall Meeting.
6. ADMINISTRATIVE:
 - a. ~~Cameron McGee tendered resignation effective 21-October-2021.~~
 - b. Received Firehouse Subs Public Safety Foundation grant for 4 new portable radios totaling \$26,520.00
 - c. We hired Beth Thompson as a part-time Firefighter/Paramedic.
 - d. Turned in GEMT information.
 - e. Advertising for open position. 3 applications received already.
 - f. Trailer Lawsuit is over. Plaintiff passed away, widow accepted settlement offer \$110,000.

September Incidents 2021	
EMS Calls	37
MVA with Injuries/no Injuries/Extrication	6
Lift Assist	2
Public Assist	5
Stand-By	0
Canceled	4
Building Fire	0
Gas Oder Investigation	1
Fire Prevention	0
Brush/Grass fire	1
Power Pole Fire or Line Arcing	0
Vehicle Fire	0
Control Burn	1
False Alarms	0
No Incident	0
Unaurtherized Burn	1
Unfound	1
Total	59

Mutual Aid Received

Lawson = 1 EMS Call

TCAD = 1 EMS Call

Mutual Aid Given

Lawson = 1 EMS Call

TCAD = 6 EMS Calls

Shift Responses		
SHIFT	September	YTD
A	16	163
B	27	190
C	16	155

Total Incidents YTD

2021 508

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 71

Sept. 59

October 0

Nov. 0

Dec. 0

Total 508

EMS	September
Transports	28
Refusals	20

Yearly Totals		
2021	2020	2019
213	231	223
109	86	58