

Holt Community Fire Protection District

Minutes of Board of Directors Meeting

June 13, 2023

The regular meeting of the Holt Community Fire Protection District was held on June 13, 2023. The meeting was called to order by President Shane Goodin at 7:00 p.m. The Pledge of Allegiance was recited. Roll call was taken with Charles Dawson, Chris Joiner, Shane Goodin, Ralph Wight, Steven Brown, Chief Robert Looper, Attorney Carl Scarborough and Secretary Kim Parker being present.

The minutes from the May 9, 2023 Regular Board Meeting and the Executive Session were presented. Motion was made by Shane Goodin to approve the minutes, and seconded by Ralph Wright, all approved.

The financial statement was filed for audit.

Public Comment – Ed Morton thanked the crew and praised them for their help with the recent fire at his property and the times in the past they have come for medical needs. No other public comments were made.

Chiefs Operation Report

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

Volunteer Hours for May were 76.8, with a year-to-date total of 161.5 hours.

There were 55 calls for service in May with a total of 288 for the year.
2 car seats were installed and 3 smoke alarms.

Training – MUFRTI Rural Water Operations Class was held at Holt Fire with 17 attendees from our station and neighboring stations. MUFRTI Grain Entrapment training was held at HFPD on June 10, 2023, with 5 from our station attending.

Vehicle Maintenance - Both Ambulances are back in for upper and lower oil pan gasket replacement. Squad 51 had a bad sensor causing it to cut out.

One Fire Fighter is still off on light duty through June 15. CAD interface is up and running for Fire/EMS reports (ESO)

New Business

There was no new business to discuss.

Old Business

The annual community picnic was a success. Secretary Kim Parker suggested next year to have the picnic on the Saturday prior to Memorial Day.

President Shane Goodin reported the progress being made on the previous month's public comments.

Agenda Items and Scheduling for next meeting

Next Meeting is scheduled for Tuesday July 11, at 7:00 pm.

With no further business to discuss, a motion was made by Shane Goodin to adjourn and was seconded by Chris Joiner.

The meeting was adjourned at 7:23 pm.

Shane Goodin, Vice President _____ Chairman _____ Date

Kimberly Parker, Secretary _____ Secretary _____ Date

Holt Community Fire Protection Dist

Benevolence (8771) - 1, Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/07/2023

Reconciled by: office@holtfire.org

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

Summary

Statement beginning balance.....	USD
Checks and payments cleared (1).....	406.91
Deposits and other credits cleared (1).....	-1.00
Statement ending balance.....	<u>20.00</u>
Register balance as of 06/30/2023.....	<u>425.91</u>
Cleared transactions after 06/30/2023.....	425.91
Uncleared transactions after 06/30/2023.....	0.00
Register balance as of 07/07/2023.....	-5.95
	<u>419.96</u>

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2023	Expense		Kearney Trust Co.	-1.00
Total				<u>-1.00</u>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/21/2023	Deposit			20.00
Total				<u>20.00</u>

Additional Information

Uncleared checks and payments after 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Expense		Kearney Trust Co.	-5.95
Total				<u>-5.95</u>

Holt Community Fire Protection Dist
Checking acct-KCT, Period Ending 06/30/2023
RECONCILIATION REPORT

Reconciled on: 07/07/2023

Reconciled by: office@holtfire.org

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

Summary

Statement beginning balance.....	USD	
Checks and payments cleared (37).....		445,607.44
Deposits and other credits cleared (18).....		-92,328.84
Statement ending balance.....		27,227.84
Uncleared transactions as of 06/30/2023.....		<u>380,506.44</u>
Register balance as of 06/30/2023.....		
Cleared transactions after 06/30/2023.....		-20,088.64
Uncleared transactions after 06/30/2023.....		360,417.80
Register balance as of 07/07/2023.....		0.00
		-2,855.77
		357,562.03

Details

Checks and payments cleared (37)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/17/2023	Check			
05/17/2023	Check	15593	Safe Kids Worldwide	
05/22/2023	Check	15592	Bound Tree Medical LLC	-95.00
06/01/2023	Expense	15594	MEDICLAIMS	-646.15
06/01/2023	Expense		American Funds	-1,263.34
06/01/2023	Expense		American Funds	-842.18
06/02/2023	Check		Lagers	-842.18
06/02/2023	Check	15598	Macqueen Emergency Group	-9,060.88
06/02/2023	Check	15596	Midwest Mobile Radio	-1,378.80
06/02/2023	Check	15595	Paycor-SVC	-105.00
06/05/2023	Check	15597	Feld Fire	-268.00
06/05/2023	Check	15599	Public Water Supply #3	-3,540.00
06/07/2023	Expense	15600	Life Assist	-119.60
06/08/2023	Expense		WEX BANK	-2.78
06/09/2023	Expense		PAYCOR-TAX	-1,043.48
06/09/2023	Check		Paycor	-5,963.67
06/09/2023	Check	15603	Waters Hardware	-15,319.85
06/09/2023	Check	15602	U. S. Postmaster	-2.18
06/12/2023	Expense	15601	Novak Burks, P.C.	-114.00
06/13/2023	Check		United Health Care	-1,160.00
06/13/2023	Expense		Paycor-SVC	-9,235.44
06/15/2023	Expense		Sam's Club	-268.00
06/16/2023	Check		Redgate Disposal LLC	-1,544.01
06/16/2023	Check	15605	City of Holt Community Sewer...	-69.00
06/16/2023	Check	15606	Emergency Medical Products,...	-73.75
06/16/2023	Check	15607	Life Assist	-178.07
06/20/2023	Expense	15608	Bound Tree Medical LLC	-314.45
06/20/2023	Expense		AFLAC	-567.21
06/21/2023	Check		Spire	-527.32
06/21/2023	Check	15615	Spray-Away, Inc.	-97.67
06/21/2023	Check		Feld Fire	-185.00
06/21/2023	Check	15613	T&M Mobil Service	-3,540.00
06/22/2023	Expense	15611	Bound Tree Medical LLC	-888.54
06/22/2023	Expense		PAYCOR-TAX	-57.38
06/22/2023	Expense		Commence CC	-9,056.33
06/22/2023	Expense		Platte Clay Electric	-2,292.82
06/28/2023	Expense		Paycor	-537.04
			VERIZON	-20,969.66
				-160.06

Total -92,328.84

Deposits and other credits cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/09/2023	Expense			
03/13/2023	Check	15520	American Lawn	0.00
06/02/2023	Deposit	15537	Plattsburg Hustlers 4H	0.00
06/09/2023	Deposit			1,703.58
06/12/2023	Deposit			994.90
06/12/2023	Deposit	15597		3,239.82
06/12/2023	Deposit			3,540.00
06/12/2023	Deposit			290.75
06/14/2023	Deposit			32.32
06/14/2023	Deposit			10.00
06/15/2023	Deposit			100.02
06/15/2023	Deposit		Clay County	3,867.39
06/16/2023	Deposit			131.52
06/21/2023	Deposit			2,651.70
06/21/2023	Deposit			3,833.12
06/26/2023	Deposit			519.55
06/27/2023	Deposit			566.76
06/30/2023	Deposit		Clinton County	5,662.87
				83.54
Total				27,227.84

Additional Information

Uncleared checks and payments as of 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/21/2022	Check	15434	St Joe Wireless	-130.00
02/22/2023	Check	15519	Goppert Financial Bank-Dep 2...	-21,188.88
06/14/2023	Check	15604	Clinton County Sheriff's Office	-7,144.58
06/19/2023	Check	15609	Public Consulting Group	-3,007.64
06/21/2023	Check	15612	MEDICLAIMS	-1,101.38
06/21/2023	Check	15614	Crown Castle International	-373.25
06/21/2023	Check	15610	Structural Technology Inc.	-169.60
Total				-33,115.33

Uncleared deposits and other credits as of 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/03/2023	Journal	JNB04-05		13,026.69
Total				13,026.69

Uncleared checks and payments after 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Check	15618	City of Holt Community Sewer...	-73.75
07/03/2023	Check	15616	Legendary Lawn Care	-19.64
07/03/2023	Check	15619	Cumpy's	-35.00
07/03/2023	Check	15617	Public Water Supply #3	-123.00
07/05/2023	Check	15620	Goppert Financial Bank-Dep 2...	-1,477.20
07/05/2023	Check	15624	QUILL.COM	-125.99
07/05/2023	Check	15621	Life Assist	-57.68
07/05/2023	Check	15622	Bound Tree Medical LLC	-211.51
07/05/2023	Check	15623	Feld Fire	-457.00
07/05/2023	Check	15625	Paycor-SVC	-275.00
Total				-2,855.77

Ambulance Revenue 2023

MONTH	REFUNDS	MEDICLAIMS	MEDICARE	MEDICAID	OTHER INS	MONTHLY TOTAL	COLLECTION REVENUE	COLLECTION EXPENSES	NET	NET MONTHLY INCOME
JANUARY		\$5,740.70	\$1,699.60	\$171.45	\$1,917.57	\$9,529.32	\$218.22	\$	\$	
FEBRUARY		\$7,650.03	\$7,238.18	\$0.00	\$1,580.00	\$16,468.21	\$656.30	\$	\$	\$9,664.34
MARCH		\$11,451.73	\$2,738.80	\$3,615.91	\$450.72	\$18,257.16	\$411.24	\$	\$	\$16,863.57
APRIL		\$11,857.45	\$1,738.20	\$697.51	\$649.54	\$14,942.70	\$411.04	\$	\$	\$18,527.30
MAY		\$8,293.33	\$2,982.19	\$527.01	\$903.00	\$12,705.53	\$230.72	\$	\$	\$15,212.70
JUNE		\$11,428.22	\$2,081.21	\$0.00	\$422.27	\$13,931.70	\$168.22	\$	\$	\$12,849.30
JULY										
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
TOTAL		\$56,421.46	\$18,478.18	\$5,011.88	\$5,923.10	\$85,834.62	\$2,095.74	\$	\$	\$87,148.93

Holt Community Fire Protection Dist
Goppert #2334782, Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/11/2023

Reconciled by: office@holtfire.org

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

Summary

USD

Statement beginning balance.....	154,322.90
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>154,322.90</u>

Register balance as of 06/30/2023.....	154,322.90
Cleared transactions after 06/30/2023.....	0.00
Uncleared transactions after 06/30/2023.....	1,477.20
Register balance as of 07/11/2023.....	155,800.10

Additional Information

Uncleared deposits and other credits after 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Check	15620	Goppert Financial Bank-Dep 2...	877.75
07/03/2023	Check	15620	Goppert Financial Bank-Dep 2...	599.45
Total				1,477.20

Holt Community Fire Protection District

Budget vs. Actuals: FY 2023 - FY23 P&L

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
300 Clay County Tax Levy Income	611,595.38	418,178.00	193,417.38	146.25 %
301 Clinton County Tax Levy Income	299,445.21	363,367.00	-63,921.79	82.41 %
310 Ambulance Revenue	87,744.80	150,000.00	-62,255.20	58.50 %
320 Interest Income	111.35	269.00	-157.65	41.39 %
332 GEMT	62,985.55	31,525.00	31,460.55	199.80 %
Total Income	\$1,061,882.29	\$963,339.00	\$98,543.29	110.23 %
GROSS PROFIT	\$1,061,882.29	\$963,339.00	\$98,543.29	110.23 %
Expenses				
400 CAPITAL EXPENDITURES				
400.01 All Capital Improvements	20,451.91	45,133.18	-24,681.27	45.31 %
Total 400 CAPITAL EXPENDITURES	20,451.91	45,133.18	-24,681.27	45.31 %
410 HR EXPENSES				
410.100 Benefits -Health	38,142.92	81,530.00	-43,387.08	46.78 %
410.101 Benefits - American Funds	5,106.58	6,000.00	-893.42	85.11 %
410.102 Lagers	35,230.21	76,406.00	-41,175.79	46.11 %
410.200 Workman's Comp. Insurance	47,117.00	47,117.00	0.00	100.00 %
410.300 Payroll Tax	20,402.14	34,000.00	-13,597.86	60.01 %
410.400 Wages				
410.401 Regular	174,642.01	360,000.00	-185,357.99	48.51 %
410.402 Overtime	58,900.50	59,076.50	-176.00	99.70 %
410.403 Wages - Part Time	24,830.70	60,000.00	-35,169.30	41.38 %
Total 410.400 Wages	258,373.21	479,076.50	-220,703.29	53.93 %
Total 410 HR EXPENSES	404,372.06	724,129.50	-319,757.44	55.84 %
420 ADMINISTRATION				
420.100 Building Maint/Repair				
420.101 Building Maintenance	4,100.82	5,000.00	-899.18	82.02 %
420.102 Grounds and Landscape	710.48	500.00	210.48	142.10 %
420.103 Janitorial Supplies	370.96	2,000.00	-1,629.04	18.55 %

Holt Community Fire Protection District

Budget vs. Actuals: FY 2023 - FY23 P&L

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
420.104 Station Supplies	330.82	500.00	-169.18	66.16 %
420.105 Utilities	5,719.56	14,000.00	-8,280.44	40.85 %
Total 420.100 Building Maint/Repair	11,232.64	22,000.00	-10,767.36	51.06 %
420.200 Communication				
420.201 Cable	589.00	1,000.00	-411.00	58.90 %
420.202 Cell Phones	960.42	2,000.00	-1,039.58	48.02 %
420.203 Dispatching	7,594.58	8,330.32	-735.74	91.17 %
420.204 Radio Maintenance	780.21	500.00	280.21	156.04 %
420.205 Radio Supplies		1,000.00	-1,000.00	
420.206 Telephone	1,197.48	1,524.00	-326.52	78.57 %
420.207 Tower Rental	373.25	320.00	53.25	116.64 %
420.209 Internet	748.94	1,739.00	-990.06	43.07 %
Total 420.200 Communication	12,243.88	16,413.32	-4,169.44	74.60 %
420.300 Equip. Maint/Repair				
420.301 Vehicle Maintenance	17,203.22	20,000.00	-2,796.78	86.02 %
420.302 Vehicle Supplies		500.00	-500.00	
420.306 Fuel	7,138.42	15,000.00	-7,861.58	47.59 %
Total 420.300 Equip. Maint/Repair	24,341.64	35,500.00	-11,158.36	68.57 %
420.400 Prof Fee/Dues				
420.401 Ads & Election Fees		2,000.00	-2,000.00	
420.402 Dues	30.00	1,800.00	-1,770.00	1.67 %
420.403 EMS Billing	7,736.29	10,560.00	-2,823.71	73.26 %
420.404 Legal & Accounting Fees	2,698.00	2,400.00	298.00	112.42 %
420.405 Licensing		600.00	-600.00	
420.406 MARC		721.00	-721.00	
420.407 ESO Report System	8,344.00	8,344.00	0.00	100.00 %
420.408 Payroll	7.00	4,500.00	-4,493.00	0.16 %
420.409 Audits	8,292.50	11,900.00	-3,607.50	69.68 %
Total 420.400 Prof Fee/Dues	27,107.79	42,825.00	-15,717.21	63.30 %
420.500 Office Expense				

Holt Community Fire Protection District

Budget vs. Actuals: FY 2023 - FY23 P&L

January - June, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Paper and Supplies	1,192.70	8,000.00	-6,807.30	14.91 %
Total 420.500 Office Expense	1,192.70	8,000.00	-6,807.30	14.91 %
420.600 Training-Amb & Fire	3,911.30	5,000.00	-1,088.70	78.23 %
420.700 Vehicle & Bldg. - Ins.	30,360.00	26,738.00	3,622.00	113.55 %
Total 420 ADMINISTRATION	110,389.95	156,476.32	-46,086.37	70.55 %
430 EMS Services				
430.100 EMS Supplies	4,765.30	15,000.00	-10,234.70	31.77 %
430.200 Oxygen	142.04	100.00	42.04	142.04 %
430.300 Minor Equipment Purchases	1,959.73	2,500.00	-540.27	78.39 %
430.301 Minor Equipment Maintenance	149.58	2,500.00	-2,350.42	5.98 %
Total 430 EMS Services	7,016.65	20,100.00	-13,083.35	34.91 %
440 Fire Services				
440.100 PPE Clothing	4,352.38	8,000.00	-3,647.62	54.40 %
440.200 SCBA Maintenance	3,535.20	3,000.00	535.20	117.84 %
440.201 SCBA Supplies		500.00	-500.00	
440.300 Minor Equipment Purchases	155.90	1,000.00	-844.10	15.59 %
440.301 Minor Equipment Maintenance	169.60	3,000.00	-2,830.40	5.65 %
440.400 Uniforms	598.68	2,000.00	-1,401.32	29.93 %
Total 440 Fire Services	8,811.76	17,500.00	-8,688.24	50.35 %
Total Expenses	\$551,042.33	\$963,339.00	\$ -412,296.67	57.20 %
NET OPERATING INCOME	\$510,839.96	\$0.00	\$510,839.96	0.00%
NET INCOME	\$510,839.96	\$0.00	\$510,839.96	0.00%

CHIEFS REPORT

7/11/2023

June 2023 Emergency Calls:

- 53 Call in June
- Volunteer Times - 60.25 hrs. and 221.75 Total year to date.
- Total Calls for the Year - 343

Scheduling

- 3 - New Medics and 1 New EMT
- 1- Volunteer has returned.
- July 3rd. I was released from the Doctor and back to Full Duty.

Equipment Maintenance

- Med 51 received 3 new batteries on July 3rd.
- Med 52 is scheduled for July 17th go Midway Ford to have the oil pan leak repaired and AC Charged.

Station Maintenance

- July 3rd, we had the building treated for bugs and spiders.

Other Business:

- On July 5th the department participated in standby for Dr. Hall procession that traveled North Bound I35.

Dr. Scott Hall was killed July 4th. In an ATV accident.
He was an EMT & Paramedic with NTA EMS Rescue in the Bethany Area.
He was also the emergency room Chief of Staff for MOSIC Life Care, in St. Joe, Albany, and was the Buchanan County EMS Medical Director.

June 2023 Call Statistics

Date Range	
Start	6/1/2023
End	6/30/2023

Calls by Date Range	
FIRES	
Building Fire	0
Cooking Fire Contained to container	0
Chimney Fire or Flue Fire Confined to Chimney or Flue	0
Passenger Vehicle Fire	0
Brush or Brush-and-Grass mixture Fire	0
Grass Fire	1
Outside Rubbish, Trash, or Waste Fire	0
Outside Rubbish Fire, Other	0
Fire Other	0
RESCUE AND EMS	
Rescue, EMS incident Other	1
EMS call, includes call where PT refuses treatment	24
Motor Vehicle Accident WITH Injuries	3
Motor Vehicle vs Pedestrian Accident	0
Motor Vehicle Accident WITHOUT injuries	4
Lock-In (Person Locked Inside)	0
Swimming/Recreational water Rescue	0
Ice Rescue	0
Rescue or EMS standby for hazardous conditions	0
HAZARDOUS CONDITION - NO FIRE	
Hazardous Condition - Other	1
Gas Leak (Natural Gas or LPG)	0
Carbon Monoxide Incident	0
Power Line Down	0
Attempted burning, Illegal action, other	0
SERVICE CALL	
Service Call, Other	2
Lock-Out	2
Unauthorized Burning	0
Lift Assist	8
GOOD INTENT CALL	
Dispatched and Canceled Enroute	2
No Incident Found on arrival of dispatch address	3
Authorized Controlled Burning	0
Smoke Scare, Odor of Smoke, Not steam	0
Good Intent Call, Other	1
FALSE ALARMS	
Smoke Detector Activation due to Malfunction	0
Carbon Monoxide detector activation due to malfunction	0
Smoke Detector Activation, no fire - Unintentional	1
Carbon Monoxide detector Activation (no CO detected)	0
SEVERE WEATHER AND NATURAL DISASTER	
Flood Assessment, No water rescue or other service	0
Lightening Strike (no fire) includes investigation	0

Incidents With Delayed or No Response	
Concurrent Calls YTD	21
Calls with no personnel Available to Respond YTD	9

Mutual Aid YTD	
Given	
Total Given	31
Fire Given	6
EMS Given	21
Cancelled Enroute	3
Received	
EMS Received	26
Fire Received	9

Calls by Month - 2023	
January	64
February	55
March	58
April	50
May	56
June	53
July	6
August	0
September	0
October	0
November	0
December	0

Calls By Year	
2023 YTD	343
2022	597
2021	666
2020	601
2019	488
2018	565
2017	481
2016	519
2015	507

Call Sources YTD	
Clinton County	306
Walk-In	11
Business Line	23
Cellphone	0
Flag Down	3

Transports and Refusals	
Within Date Range	
Transports	13
Refusals	6
Year to Date	
Transports	139
Refusals	45