

**Upper Pine River Fire Protection District
Board Meeting
Minutes
February 15, 2024
3:00 P.M.**

The meeting for February 15, 2024, was called to order at 3:02pm by Paul Black.

Board Members Attendance – Paul Black (President, present), Lisa Bourque (Vice President, present via ZOOM), Jesse Larson (member, present), Lew Web (member, present via ZOOM), Gary Karner (member, present)

Staff Present – Chief Bruce Evans (present), Kim Ruggles (Secretary, present)

Additions/Deletions to the Agenda – remove New Business A. Consideration and approval of Letter of Engagement with FredrickZink & Associates, CPAs

Public Comment – Public comments were made.

Special Presentation – Introduction of new accounting firm, FredrickZink – Michelle Sainio, CPA and Anna Kaufman, Bookkeeper

Approval of Minutes

- A. January 18th Regular Meeting – Jesse made a motion to approve January 18th regular meeting. Gary Seconds. All in favor. Motion carried.

Finance Report

January 2024 check detail was presented to the board. The financials for January and February will be presented at the March Board meeting. Gary makes a motion to approve January 2024 check detail. Jesse seconds. All in favor. Motion carried.

New Business - none

Old Business

- A. Employee Policy Handbook – Jesse approves the new 2024 Employee Policy Handbook. Gary seconds. All in favor. Motion carried.
- B. Strategic Plan Update – Chief French has strategic plan and is making additions/edits and will have to board to approve at the next board meeting. Will try to have it to the board at least 10 days before the next board meeting.
- C. Fire Station 1 Update – Architects on hold until the DOLA presentation/meeting. DOLA Tier 2 Grant 7-minute presentation on Feb 27th at 9am. A board member should attend and if cannot attend in person then there is a ZOOM option. Legal may be able to attend if a board member is not able to attend in person. Last phase of the grant process.
- D. Sale of old Sation 2 Update – Lisa sent email to Pine River Lodge and did not hear back from them, resent email as they did not receive the original email Lisa sent. We will give them until the end of February to respond and decide at the March board meeting.

Chiefs' reports

Chief Evans presents his report to the Board.

Adjournment – Jesse made a motion to adjourn the regular meeting at 4:47pm. Gary seconds.
All in favor. Motion carried.

Submitted by

Kim Ruggles



Paul Black, President



Date

Attest:

__SS//Kim Ruggles_____
Kim Ruggles, Admin