

South Dakota Firefighters Assn.  
Winter Board Meeting Minutes Mitchell, SD  
January 28, 2017

President Charlie Kludt called the meeting to order @ 8:00 AM CT at Hampton Inn, Mitchell, January 28, 2017.

Board Members present: President Charlie Kludt; Vice-president Don Ward; Directors, Dave Jorgenson, Rick Gustad, Mark Stoks, Chad Baumgarten, Ron Hines, Jack Dietz, Past-president/Treasurer Denny Gorton. Board member absent Damon Hartmann.

Firefighters Auxiliary members present: Kathy Lembcke, Sharon Kraft, Dawn Kludt, Jenifer Laurvik and Toni Schmidt.

Katie Knutson from the Mitchel CVB.

The Board observed a moment of silence.

Approval of agenda as presented with one item to be added Jim Burk from State Wildland. Motion by Ward to approve, seconded by Jorgensen. Carried.

Approve minutes of SDFa Board meeting @ Pierre, Oct 1, 2016, motion by Jorgenson to approve, seconded by Hines. Carried

Treasurer's Report – Gorton had emailed out several financial reports to the Board. Motion to approve by Jorgenson, second Baumgarten. Carried. (financial reports will be available both on the Association webpage and in future *South Dakota Firefighter* newspaper).

Secretary's Report –

Membership program - Gorton said he has been learning the Weblink membership program and feels he has the receipt of dues, printing membership cards, etc. down pretty well. He met with Deedra during the Fire Instructors Conference to look at some additional items in the program. Deedra has agreed to continue to help when ever needed.

Laptop computer - Gorton noted that the laptop computer that Deedra currently has the Board needs to decide what to do with it. If the Board wants to sell it then they must have the hard drive wiped clean and any software removed. The cost of having this done would most likely be a couple hundred dollars and with the cost of laptops today, the Board felt they would not get this amount in return. Motion by Gustad to declare the Secretaries laptop computer surplus and to transfer to Deedra Gesinger at no cost, seconded by Hines. Carried.

**Action Required: Gorton will contact Deedra and let her know of the Boards action.**

Mobile Printer – Kludt discussed purchasing a “mobile” printer to use at board meeting, fire school, etc. Motion by Ward to have Secretary do research, seconded by Stoks. Carried.

**Action Required: Gorton will research a “mobile” printer.**

Memorial Flag – Gorton said Deedra was willing to continue to store one Memorial Flag for the central part of the State.

**Action Required: One memorial flag will remain in Pierre, one in Rapid City and one in Viborg. Contact any SDFa Board member if needed.**

District Directors Report - What happened/is happening in your district?

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Black Hills – Director Hartmann could not make the meeting therefore no report. Kludt said congratulations on the AFG grant to Pennington County fire departments.

Northwest – Chad Baumgarten reported district school was at Mobridge. The fall 2017 district fire school will be in Timber Lake. They have just one fire school each year.

Northeast – Mark Stoks reported said they have sent a survey to their departments on what works for district fire school for dates/time/day and are looking at having it on a Saturday. Nothing else at this time.

Southeast – Dave Jorgensen reported 2017 spring school in Worthing, looking for a fall school location. There are a number of fire department soup suppers planned in the future.

Central – Ron Hines reported that on April 30 in Pierre the Platte burn trailer and have the live burn portion of the certified firefighter class. It was hoped that those taking the certified class would stay over and attend the district fire school. Hines also presented a request for Life Time Membership for Mike Ball (this will be acted on later in the meeting.)

South Central – Rick Gustad reported not much going on. The live fire trailer from Platte when used with a local fire department they then try to tie it in with a district fire school. They try to have an “open” date where any firefighter can come and go through the trailer.

Badlands – Jack Dietz reported not a lot at this time. Certified firefighter class going on.

Auxiliary – Kathy Lembcke said they are working on membership and getting their items for State Fire School.

## **Business;**

### **1. Membership report-**

Current numbers /members – Gorton reported that currently as of Jan 24, 4,576 members, 180 departments that are 100%; 35 departments that are Department Only. Have received a total of \$140,125 in both 100% membership and department only dues. In 2016 we had received \$106,330 in dues, and a few more individuals.

a. Thank you in the paper seemed to help would like to put in March newspaper thanking departments for their 100% membership and Department Only members.

**Action Required: Gorton will get a list to Jeff at the newspaper for the March paper.**

b. Membership Software – Gorton said he had a on line demo on Wed. Jan 18 for nearly 2 hours with ClubExpress. It looks promising, has webpage with it, seems to be easier to enter dues received and updating rosters. Seems fairly easy for a fire department to be able to log in and update their own info. Not sure at this point if the ClubExpress can multiply the number of members times the dues amount. The company is checking on that. iMIS membership software is used by several states.

**Action Required: Gorton will continue to evaluate membership software**

**Action Required: Gorton will check on the iMIS software.**

Board recessed at 9:15 AM and reconvened at 9:30 AM.

**2. Volunteer Fire Assistance Program** Jim Burk, SD State Wildland Fire – was asking for input on the Volunteer Fire Assistance applications and is it needed to reevaluate the point system. Discussion on how to report fires, and encourage depts. to apply. The emphasis should be on training, protective clothing and how to improve their fire department.

**Action Required: Burk said he would make some revisions to the application and resend it out to the Board.**

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**3. State Fire School 2017**

- a. Finalize class listing Mike Erickson – FMO – updated the class listing.
  - a) Pump Op's would like to do as a 4 hour class rather than an 8 hour.
  - b) Evolution class – would like to have theirs on Thursday AM with a class room. Rick Cronin and Randy Minnaert would do a 3 and 5 firefighter evolution class.
  - c) Mike is still working on getting instructor info for classes.
  - d) Trench rescue supplies. The 4 state wide rescue teams should be contacted to see if they would be willing to utilize their material. Erickson will contact a person to see if any of these state asset teams are willing to respond, the Board is willing to resupply any consumable supplies.

**Action Required: Mike Erickson will contact one or all the State Rescue teams.**

- b. Registration open date is proposed at March 1, 2017. All info must be to the paper by Feb. 15 for the March edition.

**Action Required: 100% dept. list to Rick for registration discount by Feb 15.**

- c. Other items – Shane Lehrkamp, Fischer Rounds –
  - a) AD&D insurance - Shane asked that if any firefighter receives an injury to contact Shane, especially if that injury could result in some type of long term disability then the SDFA's AD&D or A&H policy may apply.
  - b) Sponsorship Discussion - One Beacon/First Fire is willing to sponsor an event/meal/lunch or something. The Board needs to give One Beacon/First Fire the following information: what do we want One Beacon to provide and the approx. cost. One Beacon/First Fire would be sponsoring the Saturday lunch.  
**Action Required: Hines will get some costs/menu's/number of attendees to Lehrkamp to determine costs.**
  - c) Grant program Fischer Rounds is willing to develop some type of grant program for firefighters who attend fire school; registration numbers for past years have been provided to Shane to approach Fischer Rounds.  
**Action Required: Lehrkamp will determine the amount of grant program and contact Kludt and/or Ward.**
  - d) Independent Insurance Agents of SD provided funding assistance to Minnehaha County last year for \$5000. They have indicated they are interested in assisting again. They would like to take 10 minutes at a lunch or other time to all the attendees. Motion by Hines to allow the Big I South Dakota Insurance Association time to present their programs to the Fire School attendees at either the Friday or Saturday luncheon, seconded by Diez. Carried.

**Action Required: Kludt and Katie Knutson and Lehrkamp will make a presentation to the Big I Insurance Assn. of SD to solicit their assistance. The final amount will be determined later at their Board meeting.**

- d. SD Pipeline Assn. has offered to sponsor a luncheon and allow them to make a presentation during the meal. The Board agreed that the SD Pipeline could sponsor the Friday noon lunch.  
**Action Required: Ward will contact the SD Pipeline Assn. to determine their sponsorship and inform them of their "noon" lunch presentation.**
- e. Friday PM social – the Board has set approximately from 5:00 PM to 7:00 PM on Friday, June 9 at MTI a social time for all attendees. Hines said he has contacted Clockworks, Niedema Sanitation and others who would be interested in helping to sponsors this. There would be no

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cost to the SDFa for the Friday social. It was agreed by the Board to have light snacks, finger food, and wine and/or beer. The cost would be paid by various sponsors.

**Action Required: Hines will work on local sponsors, getting prices/menu's/number of attendees to determine costs etc.**

- f. Katie said that the Mitchell Chamber was willing to assist with \$500 to cover cost of these.  
**Action Required: Katie will stay in contact with the Mitchell Chamber and CVB.**
- g. Water Fights would be Friday evening, the Pheasants FOOLS would be willing to handle this item taking care of registration, set up, awards along with Heiman Fire Equipment. Time would be 7 PM approximate.  
**Action Required: Jorgenson said he would stay in contact with the Pheasants FOOLS group on making these arrangements.**
- h. Spring meeting dates are April 1 & 2, 2017. The meeting will be at MTI. All Board members should attend.  
**Action Required: Kludt and Gustad will set up the meeting with MTI.**
- i. June Fire School Arrival date for setup, final checks will be Tuesday, June 6. All Board members should plan on the extra day.  
**Action Required: Gorton will make reservations for the Board at the Hampton Inn for June 6 thru June 11, 2017**
- j. Communications at fire school - Rick said he should be able to come up with some radio's for the fire school.  
**Action Required: Gustad will provide 4-6 portable radios for use at State Fire School.**
- k. Apparatus - Erickson said he felt the Board would need to have at least 7 fire apparatus's for the classes we have planned. It was suggested should the Board just offer to pay a department a set amount for use of their truck, etc. Motion by Ward to offer a department \$250 per day with one operator for the use of a departments pumper or apparatus with the amount including fuel, second by Stoks. Carried.  
**Action Required: The going rate will be \$250/day for use of a truck and operator.**  
**Action Required: Gorton will create a list of hand tools, nozzles, etc. that could be used for classes for the Board to purchase and contact some vendors for possible donations.**
- l. Mitchell CVB seems to have a handle on local volunteer groups to assist Katie who are willing to help as best they can. Visitor bags, registration, name badges they will be willing to "stuff" those bags about 1 week in advance. These items would be at no cost. They have "runners" available to help with items. Spouse activities can be set up for various times. Visitor and Sports Group meet on the 1<sup>st</sup> Tuesday each month at the Chamber office. The SDFa Board will make a presentation to the Visitors and Sports group requesting assistance with some costs. Next meeting is Feb. 7. The Mitchell CVB is willing to spend up to \$500 for coffee/donuts breaks.  
**Action Required: Charlie, Ron, Rick, Dave will be meeting Katie in the near future.**
- m. Vendor show; Sharon Kraft Auxiliary said they have 9 vendors to date and \$250 for lunch sponsors. The Red Book gets a "no cost" booth space. They have sent out 33 vendor invitations for this year.  
**Action Required: Auxiliary will continue to seek vendors for the trade show.**
- n. Memorabilia, challenge coins are ready along with T-shirts.  
**Action Required: Auxiliary says these items are ready.**
- o. Signage/posters/arrows will discuss with MTI for these items.  
**Action Required: Will coordinate with MTI later.**

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- p. Sanitation, Hines will make those arrangements with a local company.  
**Action Required: Hines will work with a local company to provide the necessary items.**
  - q. Utility vehicles, it would be handy for the Board and/or Fire Marshal's office and/or Instructors to have a couple golf carts or utility vehicles available.  
**Action Required: Jorgenson said he working with a local company or two. Will try to get some Gator's or other type units for use.**
  - r. Finalize Schedule, is basically set, Thursday Board meetings, see proposed listing.  
**Action Required: need to get schedule to paper for the May issue, to Jeff by April 15.**
  - s. Early Registration, should the Board establish a special discount for early registration.  
**Action Required: No action taken at this time.**
- 4. Future Fire School Planning – 2018 and 2019 discussion on class ideas and thoughts for the following years.**
- a. Initial class ideas – some ideas for 2018 fire school,
    - i. So You Think You Are The Chief
    - ii. EVOC – driving simulator
    - iii. EMS – medical lab at MTI
    - iv. Gas Monitoring, combine with some confined space
    - v. Wildland Classes, RT130
    - vi. Forcible Entry
    - vii. Nursing Home Evac.
    - viii. Hybrid cars/vehicles
    - ix. Train Response and Haz Mat
    - x. ICS 300 & 400
    - xi. Heavy Rescue/Extraction
    - xii. Aftermath of a Disaster
    - xiii. Motional speaker
    - xiv. Leadership 3 – NFA
    - xv. Firefighters Armed/Body Armor
    - xvi. Cancer in Firefighters Clean Gear
    - xvii. Firefighter Essentials
    - xviii. Junior Firefighter Programs
    - xix. Basic Vehicle Extraction – hand tools?
    - xx. Vehicle Specifications – how to write good spec's – what the law requires
    - xxi. Legal Aspects of Being an Officer
    - xxii. Social Media and It's Impacts
    - xxiii. Traffic Incident Management Safety
    - xxiv. Public Information – dealing with media without a PIO
    - xxv. Urban Interface
    - xxvi. Radio Communications – where, how, what, State Radio
    - xxvii. Active Shooter – response, interagency cooperation
    - xxviii. Meth labs – local and portable, fire depts. role and who's in charge
    - xxix. Fire Investigation – ATF,
    - xxx. Live Stock emergencies -
  - b. Delegation of duties – (guidebook changes for Board members. No changes at this time.

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- c. Homeland Security Grant - Gorton explained the process and that the Board needs to work on 2018 potential classes that would qualify for HLS funding. He said that the Board will need to apply for HLS funding most likely in the summer of 2017 for the 2018 fire school.  
**Action Required: Board needs to identify classes that may qualify for 2018 HLS funding, with instructors, costs, classes synopsis.**
5. **High School Scholarship** – The deadline date will be March 15, 2017 Gorton said he has received 1 application to date.  
**Action Required: send to school guidance counselors.**  
**Action Required: The Committee will have to determine the awardees by April 15 to get in May paper, notify family, etc.**  
**Action Required: Make copies of applicants, send to review committee of Dawn Kludt, and LeRoy Koopman for the DOT's per Bonnie Debondt.**
6. **NVFC** – meetings for 2017, 2018 and 2019 were discussed. 2017 Dues has been paid to the NVFC in the amount of \$500.
- a. Motion by Gustad, seconded by Baumgarten to send Kludt and Koopman to the 2017 meetings. Carried. It was noted that any Board member who desires to go to the 2017 Fall meeting in Kearney, Nebraska would be allowed to go.
- a) 2017 April 6 - 8 in Alexandria, VA. Sept 27-29 in Kearney, NE  
b) 2018 April 19-21 in Alexandria, VA, Oct. 17-19, Las Vegas, South Pointe Hotel  
c) 2019 April 25-27 in Alexandria, VA, Fall date TBD, Bismarck, ND
- b. All state membership program – \$15 - (board members) Kludt said the NVFC is working to get at least 500 members per state. The discount code for joining the NVFC is SDFANVFC for anyone joining. Board members are encouraged to join.
- c. It was noted that the spring NVFC meeting would be a few days after SDFABOARD meeting.  
**Action Required: Any Board member desiring to attend the Sept 2017 meeting contact Kludt.**
7. **State Fallen Firefighter Memorial Service**
- a. October 1, 2017, 2:00 pm at the Fallen Firefighters Memorial Site; The National Fallen Firefighters Weekends are: Oct 7 & 8, 2017; Oct 6 & 7, 2018; Oct 5 & 6, 2019; and Oct 3 & 4, 2020. The Board agreed to have a meeting on Saturday, Sept. 30 in Pierre prior to the Memorial service. It was noted that the Fall NVFC meeting in Kearney, NE will be Sept 27-29. Anyone attending the NVFC meeting will then have to travel to Pierre after the NVFC meeting.  
**Action Required: Board meeting in Pierre Sept 30, 2017.**  
**Action Required: SD Fallen Firefighters Memorial Service, Sunday, Oct. 1, 2017 @ 2:00 PM Pierre Time.**  
**Action Required: Baumgarten will contact the various honor guards and pipe/drummers.**  
**Action Required: Gorton will make motel reservations for the Sept 29 & 30 Board meeting and any Board member traveling from the NVFC mtg.**
8. **FDIC- April 24-29, 2017** Gorton said that only Ron Hines has expressed an interest in going. Gorton will get the registration changed to Ron. The SDFABOARD has one room at the Fairfield Inn for two people. Gorton said he was going with North Haines and would share the room with Ron and split the room costs with North Haines VFD. Gorton said he should be able to change. Future FDIC dates: April 23-28, 2018; April 8-13, 2019; April 20-25, 2020  
**Action Required: Gorton will update FDIC registration to Hines and motel room.**

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- 9. Legislation for 2017** Joint Council met in Pierre on Jan. 13. No major bills proposed at this time. Considerable discussion on SB113 for extending the 9-1-1 surcharge and using those funds to pay for the P25 Motorola change over. Proposed is a bill to formally recognize those Emergency First Responders and to certify them.  
**Action Required: Nothing at this time.**
- 10. States Networking Report** – Ward attended the meeting October 28, 2017 in Des Moines, IA, Ward updated the Board on a number of issues. The States Networking is working hard to get info out on washing your gear; washing your hands prior to eating; a site where firefighters could purchase tires of a “state bid” once a year; a \$250 credit through the IRS for firefighters; required training for firefighters which would be documented, having AD&D or A&H policies; now might also be a good time to look at cancer policies, and establishing a fund to help provide financial assistance to any family who has had a LODD this would be for the time between the LODD and when the PSOB pays.  
**Action Required: Ward will continue to pass on any info from the Group.**
- 11. Media –**
- a. Newspaper Contract renewal – signed and sent to Jeff Gargano. Motion to renew by Gustad, seconded by Diez. Carried.  
**Action Required: Gorton will ask Jeff to get fire school info in the Nebraska and Iowa papers and also note to Minnesota fire marshal’s.**
- b. Website updates/upgrades – general discussion on what needs to be done to make the webpage more mobile friendly.  
**Action Required: Board members need to get photos of fires, which need to be high quality, to Grapevine Design for the webpage.**  
**Action Required: Several Board members went over the entire web site and listed changes they would like or need to be changed. The Board members will get that info to the entire Board for their input.**
- c. Board email – Gorton said that Grapevine Design has gotten the various emails addresses for Board members completed. There was some issue with a server.  
**Action Required: Gorton will get the email info to the Board and make the changes on the webpage and newspaper.**
- 12. Statewide reports:**
- a) Public Safety Communications Council – updated the Board on the P25 issue.
- b) Joint Council of Fire Service Organizations – Kludt updated on the meeting from Jan in Pierre. Joint Council agreed to retain Willard & Assc. for the 2017 session.
- c) Fire Chiefs – Gustad reported the Chief’s Assn. met in December.
- d) Instructors – Approximately 120 instructors attended. Congratulations to Chad Baumgarten as selected 2016 Instructor of the Year. Way to go Chad.
- e) Fire Marshal’s Advisory Board – Gustad said they have not met for fairly long time. One Board member change.
- 13. Firefighter License Plate for retired firefighters** – discussion on personalized license plates for those firefighters who are retired. It was suggested that possibility of having the “W or Organizational” type plate then a retired firefighter would buy the “W” plate and purchase a decal or emblem that would be placed on the new “W” plate. The position of the Board would be to meet and discuss with the Department of Revenue, License Plate Division, State Fire Marshall Office and determine a design, policy, definition of retired firefighter for presentation at the next

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legislative session if required. SDCL 32-5-113. There are a number of questions that arise that could affect the current program.

**Action Required: The Board will work on some alternatives for providing “retired” firefighter plates, by talking with SD Dept. of Revenue, and a few legislators.**

- 14. SAFER Grant** – the application period is open. Gustad suggested that the Association apply for training reimbursement for new firefighters. Baumgarten moved, seconded by Hines to ask Gustad to write the application for training, books, material, and/or PPE for completed. The general guidelines would be the prospective firefighter would have to complete and pass the course within one year. Carried.

**Action Required: Gustad will begin writing a SAFER grant application.**

- 15. Executive Session** – motion by Gustad to go into executive session to discuss personnel, seconded by Ward. Carried. Motion by Ward to come out of executive, seconded by Gustad. Carried.

Motion by Gustad to reimburse Gorton \$400 per month effective January 1, 2017 with a performance review in June for the Secretarial duties, seconded by Stoks. Roll call vote: Baumgarten, Yes; Dietz, Yes; Gustad, Yes; Hartmann, absent; Hines, Yes; Gorton, abstain; Jorgensen, Yes; Stoks, Yes; Ward, Yes; Kludt, abstain.

- 16. Lifetime Membership application** – Application received to accept Mike Ball as a Lifetime Member of the South Dakota Firefighters Assn. Inc. Motion by Gorton approve Mike Ball for Lifetime Membership, seconded by Jorgenson. Carried. (copy of letter in Secretaries office)

**Action Required: Gorton will get card engraved to be presented at 2017 fire school.**

- 17. Thank you** for Deedra for \$500 for appreciation and monthly of January services, Baumgarten, seconded by Gustad. Roll Call vote: Baumgarten, Yes; Dietz, Yes; Gustad, Yes; Hartmann, absent; Hines, Yes; Gorton, Yes; Jorgensen, Yes; Stoks, Yes; Ward, Yes; Kludt, abstain.

- 18. Final comments** – no additional comments from Board members at this time.

- 19. Pay expenses** – Motion by Jorgenson to pay expenses for Winter Board meeting, seconded by Baumgarten. Roll Call: Baumgarten, Yes; Dietz, Yes; Gustad, Yes; Hartmann, absent; Hines, Yes; Gorton, Yes; Jorgensen, Yes; Stoks, Yes; Ward, Yes; Kludt, Yes.

- 20.** There being no further business for the SDFFA Board motion by Jorgenson to adjourn the Board meeting, seconded by Baumgarten. Carried. Meeting adjourned at 6:30 PM.

NEXT MEETING April 1 & 2, 2017 Mitchell 8:00 AM CT at MTI. Those who need a room should contact Gorton.

**Action Required: Gorton said he will make reservations for the Board for Friday and Saturday nights.**

Recorded by Dennis Gorton, Secretary

Reviewed by Charlie Kludt, President