

**DFSA Board of Trustees Meeting Minutes  
January 5, 2017  
Dearborn Fire Service Area Station**

**Meeting Called To Order:** 10:04 a.m.

**Attendance:** Louise Watson, Roy Stock, Adrienne Kernaghan, Ellis Misner, Jill Parker and Virginia Jamruszka-Misner

**Members of the Public Present:** Laura Sattler, Area Specialist, Rural Development, USDA

**Secretary's Report:** Adrienne motioned to accept the December Meeting Minutes as written and Ellis seconded the motion. The Board unanimously approved the minutes as written.

**Treasurer's Report:** The December Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Virginia motioned to accept the December Treasurer's Report as written and Jill seconded the motion. The Board unanimously approved the Transaction Report as written. Ellis moved that we amend the Budget Detail FY to reflect the changes Adrienne recommended. These changes are that we move the \$1800 set aside for a hose drying rack, the \$400 set aside for an eye wash station, the \$500 set aside for the TV mount, coffee pot and DVD player into the amount indicated for the snow plow and to move the \$3000 from the emergency medical equipment into the amount indicated for the cistern. Jill seconded the motion. The Board unanimously approved the amended Budget Detail FY 2017.

Please see included Treasurer's Reports in the Addendum at the end of these minutes.

**Chief's Report:**

**DVFD  
Chief's Report  
December 2016**

**Events:**

- 12/2 Vehicle slide off - 3FF
- 12/5 Vehicle rollover, non-injury – 3FF
- 12/7 Possible Wildland fire, none found – 1FF

**Training:**

12/17 cancelled					
12/31	1030	Dearborn	Snowplow training	5	John, Roy, Sal, Jerry, Amy

**Station County Fire Councils:**

- L&C – Nothing to report.
- Cascade – Nothing to report.

### **Trucks, Buildings and Grounds:**

- Command 1601 – no problems
- Pumper 1611 – no problems
- Tender 1621 – no problems
- Brush 1631 – no problems
- Brush 1632 – no problems
- ATV – no problems
- Building A – no problems
- Building B – Heater is not working, called All Seasons Heating to come look at it.
- Grounds – no problems

### **Information Items:**

Sal's hours for the month: 14.5 hrs

### **General Business:**

Review of Progress on Cistern – Roy

The lid has been poured and it has to cure for 12-15 days. There will be dirt left over. Ellis recommended that we keep it here as we may need it when we do the upcoming construction project.

Snow Plow: the primary use of the plow is for clearing the parking lot and landing zone. If it is needed for snow removal and dispatched, it can be used for DFSA response.

We recognize that we received an invitation to the Staff and Command Conference to be held at the Crystal Inn. The Board agreed not to send anyone to attend at this time.

Review of status of Grant Proposal and Loan – Laura Sattler and Ellis

Laura Sattler reviewed specifics regarding the requirements of USDA Loan should we decide to take it. She provided copies of the various forms required and procedures and answered Board members questions. We have been approved for a USDA loan in the amount of \$76,000 at an interest rate of 2.375% over a 30 year period. The loan is allowed to be paid off earlier. The Grant of \$13,000 is currently proposed but has not been approved yet.

The Board indicated a need for more information regarding current secured and unsecured loan rates through banks. Ellis will collect this information.

An alternative to a framed building will be considered and Roy will collect that information.

In view of the time, compiling questions and concerns that we have regarding our State Farm Insurance Policy was tabled until the March Board meeting. Instead of the March Meeting, we will invite Nicole Marchion to attend the April Board of Trustees Meeting to answer our questions.

Adrienne moved to adjourn this Board of Trustees Meeting and Ellis seconded the motion. The Board unanimously approved to adjourn at 1:03 p.m.

Respectfully Submitted 1/6/2017,



DFSA Secretary

**APPROVED**



Chair Dearborn Fire Service Area

DVFPD Budget Detail FY 17

Revenue Source	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	YTD Revenue Received
Bank Interest	\$ 23.00	\$ 3.29	\$ 3.29	\$ 3.19	\$ 2.68	\$ 0.40	\$ 0.41	\$ 12.66
Donations	\$ 140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 340.00
Grant funds	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Revenues for Fiscal 2016	\$ 343,000.00	\$ 137,097.50	\$ 5,483,611.00	\$ -	\$ -	\$ -	\$ -	\$ 5,620,708.50
Monthly Tuels		\$ 141.25	\$ 5,486,300	\$ 3.19	\$ 2.08	\$ 0.40	\$ 300.41	\$ 6,473.23
Expenses	Budgeted	Jul exp	Aug exp	Sept exp	Oct exp			Remaining Expenses
Insurance - Thomas Wood Agency - accident/sickness	\$ 2,339,000	\$ (2,339,000)						\$ -
Insurance - Thomas Wood Agency - Property/Casualty	\$ 3,151,000	\$ (3,208,000)						\$ (57,000)
Insurance - Montana State Fund - Workers Compensation	\$ 2,300,000	\$ (857,500)			\$ (341,027)		\$ 244,118	\$ 1,448,533
Excel - Wild Blue Interest	\$ 720,000	\$ (50,986)	\$ (79,988)	\$ (50,988)	\$ (59,988)	\$ (59,988)	\$ (59,988)	\$ 360,112
Telephone - CenturyLink	\$ 600,000	\$ (4,609)	\$ (41,590)	\$ (48,227)	\$ (49,227)	\$ (63,233)	\$ (45,233)	\$ 376,499
Electric Power - NorthWestern	\$ 600,000	\$ (31,309)	\$ (36,437)	\$ (42,101)	\$ (48,121)	\$ (74,631)	\$ (74,631)	\$ 307,259
Vehicle fuel - Helium fuel	\$ 3,300,000	\$ (1,575,500)						\$ 1,724,500
Propane - Hogen Oil	\$ 3,300,000				\$ (1,023,431)	\$ (46,000)		\$ 3,451,400
Buildings and Grounds - property maintenance	\$ 3,000,000							\$ 1,967,577
Buildings and Grounds - Heat Drying Rack	\$ 1,500,000							\$ 1,800,000
Building and Grounds - Eye Wash Station	\$ 400,000							\$ 400,000
Building & Grounds - TV remote control per DVFD policy	\$ 500,000							\$ 300,000
Building and Grounds - Lighting	\$ 1,000,000							\$ 1,000,000
Vehicle Maintenance/Repairs	\$ 1,000,000	\$ (1,000,000)						\$ -
New/Replacement Equipment	\$ 1,000,000	\$ (1,000,000)						\$ 853,000
Equipment - Snow Plow	\$ 1,800,000							\$ 1,800,000
Equipment - Lawn Mower	\$ 2,000,000							\$ 2,000,000
Equipment - well mount fire extinguishers	\$ 600,000							\$ 600,000
Equipment - cell phone booster	\$ 300,000							\$ 300,000
Equipment - laptop beepers	\$ 500,000							\$ 500,000
Emergency Medical equipment	\$ 3,000,000							\$ 3,000,000
Cistern plumbing & construction project	\$ 250,000.00				\$ (1,680,000)	\$ (6,000,000)	\$ (5,300,000)	\$ 12,020,000
Troopins	\$ 1,000,000					\$ (237,400)		\$ 762,600
Uniforms - Fire Fighters	\$ 1,500,000							\$ 1,500,000
Communication Equipment - General	\$ 2,000,000	\$ (375,000)	\$ (6,000)					\$ 1,625,000
Community Programs - Fire Education for Property Owners	\$ 950,000					\$ (401,189)	\$ (50,000)	\$ 898,811
Office supplies - paper, printer ink	\$ 300,000		\$ (718,399)					\$ 281,122
Miscellaneous - Bank Fee L&C Fire Council	\$ 500,000			\$ (3,000)				\$ 497,000
Station Food/beverages	\$ 1,000,000			\$ (33,760)		\$ (68,802)		\$ 897,438
<b>TOTAL Budget FY2016</b>	\$ 751,200.00	\$ (6,078,377)	\$ (4,250,434)	\$ (198,438)	\$ (3,126,300)	\$ (7,316,771)	\$ (5,668,599)	\$ 54,015,300
End of month Cash on Hand		\$ 75,412.19	\$ 74,604,333	\$ 74,400,246	\$ 71,185,504	\$ 63,868,773	\$ 55,200,155	

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
12/02/16	I	(30.00)	\$ 54,216.17	1692	Check	Cascade Courier
12/05/16	I	(3,230.00)	\$ 50,986.17	1732	Check	Water Net - Cistern Project
12/08/16	I	(2,070.00)	\$ 48,916.17	1731	Check	Gibrey & Sons Plumbing - parts for cistern
12/13/16	D	749.18	\$ 49,665.35		Deposit	\$500 donation Dana Ranch \$249.18 refund from State Fund
12/15/16	I	(407.93)	\$ 49,257.42		Auto Payment	W/F Visa Roy Cquest \$30.18. Soders Truck \$2.80, N 40 \$144.95
12/19/16	I	(74.63)	\$ 49,182.79		Auto Payment	NW Energy
12/19/16	I	(59.98)	\$ 49,122.81		Auto Payment	Exede Internet
12/20/16	I	(45.23)	\$ 49,077.58		Auto Payment	CenturyLink - phone
<b>Outstanding Invoices &amp; Deposits</b>						
L&C Fire Council	\$100					
W/F Visa Jerry \$218 Home Depot bldg maintance						
W/F Visa Roy Carquest \$9.96, Exxon Wolf Creek \$22.50, Office Max \$54.98						
Deposit \$3,400 Cascade County						
AJ Concrete \$9,623 - cistern project						
HCL Equipment \$6,890 - plow						
Jerry Noble Tire \$743 - tires for #1632						
<b>Savings Account Balance</b>						
Begin Bal		\$	9,622.56			
Interest		\$	0.41			
		\$	9,622.97			
<b>Total Checking &amp; Savings</b>			\$	58,700.55		