

**DFSA Board of Trustees Meeting Minutes
July 13, 2017
Dearborn Fire Service Area Station**

Meeting Called To Order: 10:02 a.m.

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

Members of the Public Present: Kevin Leslie, Jennie Leslie, Don Wheeler, Barbara Philips, John Eggers, Christine Eggers, Brian Trafton, Ron Turigliatto

Secretary's Report: Adrienne motioned to accept the June 8, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

Treasurer's Report: The June Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Virginia motioned to accept the June Treasurer's Reports as written and Jill seconded the motion. The Board unanimously approved the Treasurer's Report as written.

Chief's Report:

June 2017			
EVENTS	DESCRIPTION	FF	HOURS
June 28	Medical - Landing Zone	John	1
TRAINING			
June 6	WC/C Training – Pump Operations	Roy	3
June 17	WC/C Public Education	John, Shila, Doug, JJ, Heather, Jordan, Karen Roy	3
June 21	WC/C Training – Wildland Ready	Roy	3
AUXILARY			
June 22	Tender 1621 – Air brakes diagnoses	Sal	6
June 23	Tender 1621 – Air brakes parts	Sal	3
AMINISTRATION			
June	Preparing for Public Meetings	Roy	8
June 10	Public Meeting – Fire Fee	John, Shila, Doug, JJ, Karen, Roy	5
June 19	Cascade Fire Council	Roy	4
June 22	Public Meeting – Fire Fee	John, Shila, Doug, JJ, Karen, Roy	5
June 28	SCBA inventory	Roy Karen	4

June 30	Annual Retirement Report	Roy	2
ISSUES			
July 1	Proposed to Board - Jerry Dobbins as Chief for 2017-2018		
NEW ADDRESSES			
Cascade	135 Sugarloaf Mountain Ln, Aric & Katie Hagen, Great Falls		
Lewis & Clark	None		
		Total Hours	47

General Business:

Approve or Disapprove Jerry Dobbins as Fire Chief:

The Board of Trustees voted unanimously to approve Jerry Dobbins as Fire Chief

Garage Project Update – Roy

Roy discussed the work that has been done to date. North Western Energy installed the electricity. In the process, the line to the fuel tank was severed and at our expense it is now fixed. We will check into why it was determined to be at the DFSA’s expense and not at the expense of NW Energy.

Review recommendations for fire fee increase made by Lewis and Clark and Cascade County Commissioners on July 12, 2017:

Adrienne discussed where we stand monetarily with the commission-approved tiered fire fee schedule. The adjustments that the commissioners made will produce revenue of approximately \$110,000/year. Various repayment options were discussed for the garage loan. With input from the fire fighters, the Board needs to decide what the highest priorities of the DFSA are. Assistance with administrative duties and a 4x4 Pumper are high on the list.

The Board discussed options for buying a used 4x4 pumper. We will investigate grant opportunities first. We will take advantage of the grant writing assistance offered by Commissioner Susan Good Geise at the Cascade County and Lewis & Clark Joint Commission Meeting held on July 12, 2017.

Regarding Fire Fighter Incident Response Pay: None of our current fire fighters want it. At 15 hours per week, a part-time fire chief/administrator would cost approximately \$25,000 per year. For his next term as Fire Chief, Jerry has graciously accepted a volunteer position.

Discussion of a DFSA Website:

Kevin and Jennifer Leslie have offered to set up a website for the DFSA. We will purchase our domain name at approximately \$125.00 per year. Adrienne and Virginia will work with Kevin to set it up. A Special Board Meeting has been scheduled to review the proposed website on August 10, 2017 at 10:00 a.m.

The DFSA will also create a presence on Face Book.

In Depth Look at our Insurance Coverage:

At 10:30 a.m. at our August 3, 2017 Board of Trustees Meeting, Chris Hindoien will review our Accident and Sickness and Property and Casualty Coverage. Our policy was due to be renewed in July.

The DFSA Board of Trustees Meeting was opened for Public comment:

A lack of communication between the DFSA and the public was raised as an issue and more community input was suggested. The public is interested in building a sense of community. A request for the DFSA to make its needs known so community members could volunteer to fulfill them. Some of the needs discussed included mowing, washing fire trucks and refueling. It was suggested that these needs be posted on the DFSA website when it is up and running.

A need for Basic First Aid/CPR training and a need for Basic Fire Training for community members was suggested.

The confusing nature of our remote road systems was discussed. A community member offered to show fire fighters around in his neighborhood. Another community member said that residents in her area will put out red traffic cones to direct fire trucks to any fires in her neighborhood.

A question was asked about why the DFSA is not allowed to host fund raisers. Roy explained that due to the structure of DFSA, donations are allowed to be accepted but that the DFSA is not allowed to solicit funds. Community members discussed doing a fund raiser on their own and then donating the proceeds to the DFSA.

It was suggested that the DFSA set up a yearly fire fee increase that is based upon the cost of living increase. A gradual increase was suggested to be more beneficial in the long run. Adrienne and Roy explained that the law doesn't allow the DFSA to do that.

Louise discussed the process that is required by the county to become a trustee on the DFSA Board.

Concerns about "weed problems" were raised and the fact that they are fire hazards. Some land owners spray for weeds, while others do not.

Questions about grants and other donations pursued by the DFSA were raised. Roy discussed a number of grants and donations that the Department has applied for. He also explained that the DNRC reviews vehicles and other equipment available to be donated/sold every morning. The DNRC has the DFSA's "wish list" and will contact us if a suitable match is located. When a match is found, it may need to be picked up tomorrow, next week or next month and we have to be ready for it.

The use of the DFSA garages was discussed. The reason the new garage had to be built at this time is because the 4x4 Pumper will be too tall to fit in the existing garage. The new garage will have a much taller opening. Roy further explained that when we move the truck to the new garage, that that would open the current building to be available as a Training Center and a Community Center. As it is now, the pumper and other equipment must be removed for an event and then replaced afterwards.

Louise called for a motion to adjourn the DFSA Board of Trustees Meeting. Adrienne moved to adjourn the Board of Trustees Meeting and Jill seconded the motion. The Board unanimously approved to adjourn at 12:40 p.m.

Respectfully Submitted July 13, 2017,

APPROVED



DFSA Secretary



DFSA Chair

Addendum

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 13,115.13			
06/05/17	I	(153.00)	\$ 12,962.13	1768	Check	VFIS- add garage
06/13/17	I	(226.38)	\$ 12,735.75		Auto Payment	Roy- WF Visa - Carquest - \$2.40, \$123.99, \$99.99 vehicle parts
06/13/17	I	(91.00)	\$ 12,644.75	1769	Check	VFIS - C50534
06/14/17	D	35,396.00	\$ 48,040.75		Deposit	\$35,000 draw for garage from loan - \$396 fire fee
06/14/17	I	(682.00)	\$ 47,358.75	1762	Check	Breen Oil - Propane
06/14/17	I	(12,160.00)	\$ 35,198.75	1771	Check	Pat Laabs Const - 2nd draw
06/19/17	I	(44.48)	\$ 35,154.27		Auto Payment	NorthWest Energy - power
06/19/17	I	(59.98)	\$ 35,094.29		Auto Payment	Exede Internet
06/20/17	I	(45.23)	\$ 35,049.06		Auto Payment	CenturyLink Phone
06/27/17	I	(56.45)	\$ 34,992.61	1770	check	Roy - reimburse for food
Outstanding Invoices & Deposits						
VFIS - ck # 1775 \$4,826 Liability & property insurance						
WF Visa - Roy \$178.99 Carquest - \$4.43 Home Depot (receipt?) \$22.00 Carquest refund, \$26.48 Ace Hardware (receipt)						
VFIS - \$2,452 Accident & illness insuranc						
\$140.49 small nomex shirt - Natl. firefighter						
Deposit \$100.00 & \$300 donation (need thank you w/ fed. Tax ID # & \$542.61 fire fee						
Savings Account Balance						
Begin Bal			\$ 49,631.18			
Interest			\$ 2.45			
			\$ 49,633.63			
Total Checking & Savings			\$ 84,626.24			

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 3.29	\$ 3.29	\$ 3.19	\$ 2.08	\$ 0.40	\$ 0.41	\$ 0.40	\$ 0.37	\$ 2.46	\$ 2.46	\$ 2.46	\$ 2.42	\$ 23.33
Donation	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 700.00
Grant funds	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Revenues for Fiscal 2016-17	\$ 54,000.00	\$ 137.99	\$ 5,403.61	\$ 3,119	\$ 2,080	\$ 0.40	\$ 500.41	\$ 30,022.40	\$ 14,217.24	\$ 2,460	\$ 2,054.07	\$ 654.48	\$ 396.00	\$ 52,565.39
Monthly Totals		\$ 143.28	\$ 5,406.90	\$ 3,119	\$ 2,080	\$ 0.40	\$ 500.41	\$ 30,022.40	\$ 14,217.24	\$ 2,460	\$ 2,156.53	\$ 657.01	\$ 396.42	\$ 53,071.72
Expenses	Budgeted	Jul exp	Aug exp	Sept exp	Oct exp	Nov exp	Dec exp	Jan exp	Feb exp	Mar exp	Apr exp	May exp	June exp	Remaining Expenses
Insurance - Thomas Wood Agency - accident/sickness	\$ 2,370.00	\$ (2,370.00)												\$ -
Insurance-Thomas Wood Agency - Property-Casualty	\$ 3,151.00	\$ (3,151.00)												\$ (311.00)
Insurance - Motorola State Fund - Workers Compensation	\$ 2,300.00	\$ (977.56)	\$ (977.56)	\$ (29.86)	\$ (246.27)	\$ (29.86)	\$ 249.18	\$ (29.86)	\$ (29.86)	\$ (29.86)	\$ (29.86)	\$ (29.86)	\$ (29.86)	\$ 1,452.31
Excused - Wild Blue Insurance	\$ 750.00	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ 0.24
Telephone - CenturyLink	\$ 600.00	\$ (64.67)	\$ (64.67)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ (62.27)	\$ 307.26
Electric Power - NorthWestern	\$ 600.00	\$ (84.74)	\$ (84.74)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (84.67)	\$ (651.15)
Vehicle fuel - Helena Fuel	\$ 3,300.00	\$ (3,300.00)	\$ (3,300.00)											\$ 992.00
Firearms - Brown CBI	\$ 3,300.00							\$ (774.00)						\$ 1,950.00
Buildings and Grounds - property maint & snow plow	\$ 8,300.00				\$ (1,025.43)			\$ (7,106.00)	\$ (1,166.49)			\$ (652.57)		\$ (1,479.49)
Vehicle Maintenance/Upgrades	\$ 10,000.00		\$ (1,665.32)			\$ (781.16)	\$ (607.93)	\$ (32.46)		\$ (85.60)	\$ (1,021.51)	\$ (2,126.55)	\$ (253.30)	\$ 2,650.12
New/Replacement Equipment	\$ 1,000.00		\$ (147.00)											\$ 853.00
Equipment - Lawn Mower	\$ 2,000.00													\$ 2,000.00
Equipment - wall mount fire extinguishers	\$ 600.00													\$ 600.00
Equipment - oil Phone Booster	\$ 300.00													\$ 300.00
Equipment - backup beepers	\$ 300.00													\$ 300.00
Custom plumbing & construction project	\$ 25,000.00				\$ (1,600.00)	\$ (6,000.00)	\$ (5,300.00)	\$ (16,000.00)	\$ (2,300.00)		\$ (1,200.00)			\$ (1,100.00)
Training	\$ 1,000.00					\$ (207.40)								\$ 792.60
Utilities - Fire Fighters	\$ 1,500.00													\$ 1,500.00
Communication Equipment - General	\$ 2,000.00	\$ (370.00)	\$ (8.00)			\$ (20.00)	\$ (30.00)		\$ (60.00)	\$ (30.00)	\$ (40.00)	\$ (700.01)		\$ 1,622.00
Community Programs - Fire Education for Property Owners	\$ 950.00													\$ 950.00
Office Supplies - paper, printer ink	\$ 300.00		\$ (18.89)		\$ (19.99)			\$ (54.96)			\$ (102.00)			\$ 397.00
Maintenance - Bank Two, LAC Fire Council	\$ 1,000.00			\$ (33.76)				\$ (300.00)						\$ 666.97
Station Food/Beverages	\$ 1,000.00					\$ (66.82)								\$ 933.00
New Garage building -	\$ 10,000.00								\$ (560.00)	\$ (4,900.00)	\$ (970.00)	\$ (12,400.00)	\$ (12,160.00)	\$ 840.00
TOTAL Budget FY2016-17	\$ 137,100.00	\$ 16,070.37	\$ (4,294.94)	\$ (194.46)	\$ (3,252.30)	\$ (7,214.71)	\$ (5,668.59)	\$ (15,002.92)	\$ (1,146.14)	\$ (4,317.49)	\$ (4,931.20)	\$ (24,281.20)	\$ (13,518.52)	\$ 100,866.05
End of month Cash on Hand		\$ 70,412.49	\$ 74,604.25	\$ 74,600.26	\$ 71,162.04	\$ 63,860.73	\$ 30,700.25	\$ 49,720.23	\$ 80,000.30	\$ 78,487.56	\$ 91,090.66	\$ 97,463.2	\$ 84,638.22	
** \$65,000 line of credit from bank for new garage											\$ 25,000.00	\$ 35,000.00		