DFSA Board of Trustees Meeting Minutes June 8, 2017 Dearborn Fire Service Area Station

Meeting Called To Order: 10:05 a.m.

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

Members of the Public Present: None

Secretary's Report: Adrienne motioned to accept the April 6, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written. Adrienne motioned to accept the May 4, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

<u>Treasurer's Report</u>: The April and May Treasurer's Reports were reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Ellis motioned to accept the April and May Treasurer's Reports as written and Louise seconded the motion. The Board unanimously approved the Treasurer's Reports as written.

Chief's Report: April 2017

			March 2017
Events	NO EVENTS		
Date	Туре	FF	Total Hrs
None			
Training			
Date	Description	FF	Total Hrs
March 18	AAR - UPDATES - SOGs REVIEWS	Dawn, John, Karen, Roy	16
March 22	MUTUAL AID TO DEARBORN - UTRA HIGH PRESSURE FIRE SUPPRESSION	John, Roy	4
Auxiliary			
Date	Task	Member	Total Hrs
March 14	PARTS AND FLUIDS PICK UP IN GF	Sal	3

			4
March 16	INSPECTION OF TENDER 1621 - AXIAL LEAK FOUND	Sal	4
March 18	AAR - UPDATES - SOGs REVIEWS	Sal, Cindy	8
March 21	REPAIR TENDER 1621 WORK LIGHT	Sal, Roy	2
March 27	TRANSPORT TENDER 1621 FOR REPAIRS/ FMS GREAT FALLS		3
Administration		A series and the seri	
Date	Description	Member	Total Hrs
March 9	BOARD MEETING	Louise, Ginny, Adrienne, Ellis, Jill, Roy	15
March 20	CASCADE FIRE COUNCIL	John, Roy	6
March 27	TRANSPORT TENDER 1621 FOR REPAIRS/ FMS GREAT FALLS	Roy	3
March 28	REMOVE PLOW FROM BRUSH 1632	John, Roy, Karen	9
ISSUES			
Date	Description		
March 27	TENDER 1621 FOR REPAIR OF FRONT AXIAL SEAL		
New Address			
Cascade	NONE		
Lewis & Clark	NONE		

Chief's Report	May 2017		
EVENTS	DESCRIPTION	FF	HOURS
May 6	Control Burn – no permit activated	John, Dawn	4
May 17	Vehicle Accident	John	1
May 21	River Rescue	Roy	6
TRAINING			
May 17	WC/C After Action Review – Vehicle Operation		
AUXILARY			
May 18	Command 1601 – battery check and lights	Sal	2
May 19	G.F. parts – 3 batteries for Command 1601	Sal	6
May 20	Command 1601 – install batteries and light bulbs	Sal	3
AMINISTRATION			

May 20	Dearborn Land Owners Meeting	Adrienne, Ellis, Roy	10.5
ISSUES			
	None		
NEW ADDRESSES			
Cascade	None		
Lewis & Clark	3775 Rocky Road - Eric & Brandt Breandt - Loma, MT		

General Business:

Final Approval for Budget FY 2017-2018

Ellis moved, Louise seconded that we approve the budget with the amended changes.

Two Trustees positions up for reappointment

Ellis Misner and Virginia Jamruszka-Misner were reappointed to the Dearborn Fire Service Area Board of Trustees until May 31, 2020.

Garage Project Update – Ellis and Roy

The biggest hold up right now is getting our North Western Energy installation completed. Apparently NWE is back logged with scheduled projects.

DFSA Fuel Source: Rocky Mountain Supply bought Helena Fuel and it is a COOP. Breen is another option. The board decided to have Breen be our main fuel supplier and the COOP to be a back up source.

Adrienne and Roy: Presentation to be made on June 10th to the public discussing a possible fee increase.

Our next Board of Trustees meeting will be July 13th.

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

Motion to adjourn this Board of Trustees: Jill moved to adjourn this Board of Trustees Meeting Louise seconded the motion. The Board unanimously approved to adjourn at 12:40 p.m.

Respectfully Submitted June 8, 2017,

Jemruszka-Misner

DFSA Secretary

DFSA Chair

APPROVEU
Louis Outation

Addendum

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Ē	_	Aug	Sept	004	Nov	>	Dec	Jan		Feb	Mar	T	Apr	YTD Revenue Received	enne
al and a second																	
Bank Interest	\$ 25.00	49	3.29	3.29	\$ 3.19	9 \$ 2.08	s	0.40	0.41	49	0.40	0.37	\$ 2.46	\$ 9	2.46 \$		18.35
Donations	\$ 100.00	€9	1					99	200.00	00.001 \$ 1	\$ 00			49	100.001		700.00
Grant funds	\$ 100.00	49	,	·							se.			49	1		
County Revenues for Fiscal 2016-17	\$ 54,000.00	s	\$ 66.751	\$ 5,483.61						\$ 29,925,00	30 \$ 14	\$ 14,217.24		\$ 2	2,034.07 \$	(c)	51,817.91
Monthly Totals		8	161.28 \$	\$ 5,486.90	\$ 3.19	9 \$ 2.08	69	0.40	\$ 500.41	\$ 30,025.40 \$ 14,217.61	10 \$ 14		\$ 2.46	60	2,136.53 \$	13	52,536.26
Expenses	Budgeted	Jul exp		Aug exp	Sept exp	Oct exp					-			L	R	Remaining Expenses	xpenses
Insurance - Thomas Wood Agency - accident/sickness	\$ 2,359.00	\$ (2,359.00)	(20.00)								-			-	₩		
Insurance -Thomas Wood Agency - Property/Casualty	\$ 3,151.00	\$ (3,208.00)	08.00)				L	T			L	Γ		L	49		(57.00)
Insurance - Montana State Fund - Workers Compensation	\$ 2,500.00		93	\$ (957.56)		\$ (346.27)		9	249.18	_	L				45		1,445.35
Exceed - Wild Blue Internet	\$ 720.00 \$		\$ (86.65)	(86.65)	(86.65) \$	(86.65) \$ (8	49	\$ (86.65)	\$ (59.98)	(86.65) \$ (1	\$ (86	\$ (86.65)	\$ (59.98)	8) 8	\$ (86.65)		120.20
Telephone - CenturyLink	\$ 650.00 \$		(44.65) \$	\$ (45.90) \$	\$ (45.27)	7) \$ (45.23)	49	(45.23) \$	(45.23) \$		(45.18) \$	(45.18) \$		(45.18) \$	(45.23) \$		197.72
Electric Power - NorthWestern	\$ 600.00	49	(36.74) \$	(34.39)	\$ (56.47)	7) \$ (42.40)	69	(48.12) \$	(74.63) \$	1	(205.32) \$ ((122.49) \$		(36.84) \$	(33.92) \$		(91.32)
Vehicle fuel - Helena Fuel	\$ 3,500.00		100	\$ (1,357.80)				T			-				49		2,142.20
Propane - Breen Oil	\$ 3,500.00						8	(46.00)		\$ (774.00)	(00			L	8		2,680.00
Buildings and Grounds - property maint & snow plow	\$ 8,500.00					\$ (1,032.43)				\$ (7,108.0	(7,108.00) \$ (1,186.49)	,186.49)		69	(652.57) \$		(1,479.49)
Vehicle Maintenance/Upgrades	\$ 10,000.00		99	\$ (1,665.32)			\$ (78	(781.16) \$	(407.93) \$	(32.46)	(9)		\$ (80.60)	0) \$ (1,	\$ (1,821.53) \$		5,211.00
New/Replacement Equipment	\$ 1,000.00		93	\$ (147.00)											S		853.00
Equipment - Lawn Mower	\$ 2,000.00								a						S		2,000.00
Equipment - wall mount fire extinguishers	\$ 600.00														\$		00.009
Equipment - cell Phone Booster	\$ 300.00											- Commence	A STATE OF THE STA		49		300.00
Equipment - backup beepers	\$ 500.00														69		500.00
Cistern plumbing & construction project	\$ 25,000.00				3	\$ (1,680.00)	\$ (6,00	\$ (00.00	(5,300.00	\$ (1,680.00) \$ (6,000.00) \$ (5,300.00) \$ (10,623.00) \$ (1,300.00)	00 \$ (1)	(00.005		\$ (1,	(1,200.00) \$	٥	(1,103.00)
Training	\$ 1,000.00				ंड		\$ (23	(237.40)							€,		762.60
Uniforms - Fire Fighters	\$ 1,500.00							22.20							49		1,500.00
Communication Equipment - General	\$ 2,000.00	s	(370.00) \$	(8.00)										_	49		1,622.00
Community Programs - Fire Education for Property Owners	\$ 950.00						s s	(30.00)	(30.00)	0	69	(00.09)	\$ (30.00)	\$ (0	(40.00)		760.00
Office Supplies - paper, printer ink	\$ 300.00		69	(18.89)		(19.99)				\$ (54.98)	(86			9	(102.00)		104.14
Miscellaneous - Bank Fee, L&C Fire Council	\$ 500.00				\$ (3.00)	(0				\$ (100.00)	(00			L	49		397.00
Station Food/Beverages	\$ 1,000.00				\$ (33.76)	(9	s)	(68.82)	À		-			L	49		897.42
New Garage building -	\$ 85,000.00							r			69	(366.00)	(366.00) \$ (4,065.00)	69	\$ (00.926)		79,593.00
															55		ï
TOTAL Budget FY2016-17	\$ 157,130.00		78.37) \$	\$ (6,078.37) \$ (4,294.84) \$	1 1	(198.48) \$ (3,226.30) \$ (7,316.71) \$ (5,668.59) \$ (19,002.92) \$ (3,140.14) \$ (4,317.60)	\$ (7,3	16.71) \$	(5,668.5	\$ (19,002.	92) \$ (3,	,140.14)	\$ (4,317.6	6) \$ (4	\$ (4,931.23) \$	10.	103,886.05
End of month Cash on Hand		\$ 73,412.49		\$ 74,604.55	\$ 74,409.26	5 \$ 71,185.04 \$ 63,868.73	\$ 63,80	58.73	\$ 58,700.55		3 \$ 80,	800.50	\$ 69,723.03 \$ 80,800.50 \$ 76,485.36 \$ 98,690.66	86 \$ 98	99.069		
			r					r			\downarrow			-	I		
** \$65,000 line of credit from bank for new garage			H					П			H			\$25,	\$25,000.00		

Monthly Transaction Rpt.

	28	I/K/O Amount	Balance		Number	Trans Type	Describuon
1			\$ 26,8	26,859.16			
04/06/17	۵	1,187.33	-	28,046.49		Deposit	Cascade Co. fire fee revenue - 1,187.33 & donation \$
04/10/17	-	(1,200.00)	\$	26,846.49	1754	1754 Check	WaterNet final invoice for cistern
04/11/17	0	946.74	\$	27,793.23		Deposit	Cascade Co. fire fee revenue
04/11/17	-	(375.00)	÷	27,418.23	1753	1753 Check	Reimburse Ellis for Treasure State grass seed
04/13/17	7 R	(46.75)	\$	27,371.48		Auto Payment	WF Visa - Roy - CarQuest 18.77 & 27.98 vehicle parts
04/13/17	7	(102.00)	\$	27,269.48		Auto Payment	WF Visa - Jerry 911 software text
04/17/17	1 /	(86.65)	\$	27,209.50		Auto Payment	Exede Internet
04/18/17	1 /	(33.92)	10	27,175.58		Auto Payment	NorthWest Energy
04/19/17	- 1	(976.00)	\$	26,199.58	1757	1757 Check	Plumbing roughout new garage
04/19/17	7	(1,774.78)	\$	24,424.80	1755	1755 Check	Fleet Maintenance - axle replacement - tender?
04/20/17	7	(45.23)		24,379.57		Auto Payment	CenturyLink Phone
04/20/17	7 R	(277.57)	Ş	24,102.00	1752	1752 Check	Reimburse Roy for snow plow repair
04/21/17	7	(40.00)		24,062.00	1756	1756 Check	Cascade Courier - agenda ad
04/25/17	7 D	25,000.00	÷	49,062.00		Deposit	Draw from Line of Credit for garage
***************************************			***************************************				
Outstanding Invoices & Deposits	Invoices	& Deposits	***************************************		***************************************	***************************************	***************************************

Savings Account Balance	unt Bala	nce			***************************************		
Begin Bal			\$ 49,0	49,626.20	***************************************		
Interest			\$	2.46			
			\$ 49,	49,628.66			
Total Charling 9. Carings		in ac	\$	98 690 66			
TOTAL CITECKI	9	69			***************************************		

Monthly Transaction Rpt.

Trans Date	I/R/0	Amount	Balance	Number	Trans Type	Description
			\$ 49,062.00			
05/10/17	-	(48.00)	\$ 49,014.00	1760	1760 Check	Breen Oil tank rental
_05/10/17	-	(16,400.00)	\$ 32,614.00	1758	1758 Check	Laabs Construction - 1st draw - garage
-05/12/17	-	(1,146.40)	\$ 31,467.60	1761	1761 Check	Rocky Mountain Supply - gas
05/16/17	۵	634.48	\$ / 32,102.08		Deposit	Cascade Co. April fire fee revenue
~05/16/17	-	(66.22)	\$ 32,026.09	1762	1762 Check	Printing Central USA - print meeting notice
08/16/17	-	(238.00)	ک	1763	1763 Check	USPS - postage meeting notice
/05/16/17	-	(504.50)	\$ 31,283.59		Auto Payment	WF Visa - Roy - Express Alliance - inventory tags
C 05/17/17	_	(29.98)	\$ 31,223.61		Auto Payment	Exede Internet
-05/18/17	_	(6.48)	\$	1764	1764 Check	USPS - postage for out of country property owners
-05/18/17	-	(46.33)	\$ 31,170.80		Auto Payment	Northwest Energy - power
(05/22/17	-	(45.23)	\$ 31,125.57		Auto Payment	CenturyLink Phone
-05/22/17	_	(16,000.00)	\$ 15,125.57	1766	1766 Check	Bonser Construction - concrete for new garage
705/23/17	_	(1,622.00)	\$ 13,503.57	1759	1759 Check	Municipal Emergency Serv nozzle for command
~05/23/17	_	(388.44)	\$ 13,115.13	1767	1767 Check	Staples - 200 copies of public meeting presentation
			,	,		
Outstanding Invoices & Deposits	voices &	2 Deposits				
reimburse Adrienne		r logo and post c	for logo and post card design expenses - \$135	es - \$135		
WF Visa Roy - C	arquest	WF Visa Roy - Carquest expenses - \$226.38	5.38			
VFIS - add liability ins	ity insur	surance for new garage \$153	rage \$153			
reimburse Roy - food	- food fc	for station - Costco - 56.45	20 - 56.45			
Savings Account Bal	it Balance	ce				_
Begin Bal			\$ 49,628.65			
Interest			\$ 2.53			
	-		\$ 49,631.18			
	-					
Total Checking & Sav	& Savin	vings	\$ 62,746.31			

DFSA Cistern Project - contractor WaterNet	Net		bid amount	bid amount paid to-date check	check	paid to	date	sub-total	
Cistern: 10,718 Gallons with additional 6	with additional 6 ft. depth for upright pump	du	\$ 13,824.93						
				\$ 6,000.00 #1730	#1730	A Jay	17-Nov-16		×
				\$ 7,323.00 #1736	#1736	A Jay	02-Jan-17		×
Food Grade Sealent Interior			\$ 2,300.00	\$ 2,300.00 #1736	#1736	A Jay	02-Jan-17	\$ 15,623.00	×
Electrical work: motor starter & Wiring from panel 60 amp breaker for 5 HP m	rom panel 60 amp break	er for 5 HP m	\$ 1,300.00	\$ 1,300.00	#1738	United Elect	21-Jan-17	\$ 1,300.00	×
Plumbing: all sch 80 4" pressure pipe			\$ 3,700.00						
				\$ 48.12	#1729	Gibney	18-Nov-16		
				\$ 1,680.00	#1729	Gibney	21-Oct-16		
				\$ 2,070.00	#1731	Gibney	03-Dec-16	\$ 3,798.12	×
Pump Motor: 5HP 230 Bolt 1 PH Franklin			\$ 1,175.00						
				\$ 1,175.00	#1737	Waternet	05-Jan-17		×
Control Box Franklin 5 HP 1 PH			\$ 430.00						
				\$ 430.00	#1732	Waternet	03-Dec-17		×
Pump end: Robbco 5HHE-1			\$ 1,175.00						
				\$ 1,175.00	#1732	Waternet	03-Dec-17		×
Additional pump control not quoted in bid	pi			\$ 450.00	#1732	Waternet	03-Dec-17	\$ 3,230.00	×
Excavation			\$ 2,200.00	\$ 1,000.00	#1737	Waternet	05-Jan-17	\$ 1,000.00	×
						Waternet	06-Apr-17	\$ 1,200.00	×
									Г
Total bid cost for Cistern Project			\$ 26,104.93					\$ 26,151.12	
Budget remaining			-\$ 46.19						Γ
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\$ 8,000.00 Sept. 2017-18 \$ 8,000.00 Sept. 2017-18 \$ 8,000.00 Sept. 2017-19 \$ 8,000.00 Sept. 2017-19 \$ 8,000.00 Sept. 2017-19 \$ 9,000.00 S	
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Budgeted Budgeted Budgeted Agency - accident/sickness \$ 2,259.00	
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inter-Central Final Administration of Property Owners 5 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2,	
Fire Education for Property Owners \$ 2, 2 printer risk. 6. L&C Fire Council \$ 5 should-paired principle & interest payment \$ 20, 20, 20, 20, 20, 20, 20, 20, 20, 20,	
printer ink \$ 6. L&C Fire Council \$ 5 miticipated principle & interest payment \$ 20	
e, L&C Fire Council \$ anniticipated principle & interest payment \$ 20.	
\$ anticipated principle & interest payment \$ 20	
IOTAL Budget FY2016-17 S 58,229,00	
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00 000 59° S	
SOS,000 tine of creatiffrom bank for new garage	
**voind sock, wall mount fire extinguishers purchased out of this year's budget	
**lawn mower will not be purchased	
"refelch maintenancingsyndes shall tucludes cell phone der sort buckup beepers, reverse camens for all vehicles & chevos striping	
** chevon striping will not be purchased until end of FY17-18	cash on hand (no more expected revenue)
\$15,180.47	\$15,180.47 (not including new garage expense) left in this year's budget
** approximately \$15,000 left to spend in this year's budget	\$47,193 \$47,193 left in budget for new garage project
62,746.31 cash on hand + expected revenue to end of fiscal year	
47,193.00 remaining cost for new garage (\$25,000 draw from \$65,000 bank loan)	k loan)
15,553.31 anticipated cash on hand beginning FV17-18	