

**DFSA Board of Trustees Meeting Minutes  
March 9, 2017  
Dearborn Fire Service Area Station**

**Meeting Called To Order:** 10:03 a.m.

**Attendance:** 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 February 9, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

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

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

**Chief's Report:**

**Dearborn FSA Chief's Report  
February 2017**

**EVENTS**

<b>Date</b>	<b>Type</b>	<b>FF</b>	<b>Totals FF Hrs.</b>
2-7	Vehicle - Traffic Control	3	3
2-20	Medical - Landing Zone	1	1
2-23	Vehicle - Traffic Control	1	1
2-24	Vehicle - Traffic Control	1	2
2-27	Vehicle - Traffic Control	2	2

**TRAINING**

<b>Date</b>	<b>Description</b>	<b>FF</b>	<b>Total FF Hrs.</b>
2-7	WC/C SCBA	2	4
2-18	DFSA - Vehicle Driving- Vehicle Inspection	8	32

**AUXILIARY**

Date	Task	Auxiliary	Total Hrs.
2-4	Snow plow maintenance	Sal	2
2-18	Plow snow on parking lot	Sal	2.5

**ISSUES**

Date	Description	Assigned To:
2-18	Brush 1631 - Re-circulation valve broken	Sal
2-18	Brush 1632 - Broken flush valve on foam injector	Sal
-	Grounds - Cistern waiting for Spring thaw	Ellis
-	Building C - Foundation - waiting for Spring thaw	Ellis

**NEW ADDRESS ASSIGNED**

Cascade County -

- New addresses -
- 145 Big Pine Lane
- 2832 Old US 91
- 40 Upper Sawmill Creek Ln
- 145 Prewett Creek Ln
- 24 Shoquist Park Ln
- 907 Dearborn River Road
- 314 Outter Loop Road
- 419 Dearborn River Road
- 46 Upper Camp Ln
- 8 River Drive

L&C County - None

**General Business:**

Adrienne and Roy met with Jane Weber, Cascade County Commissioner, on March 8th. They discussed that there are over 720 structures in our FSA and that an estimated 78% of homes in our area are seasonal. DFSA has seen a dramatic 38% increase in the number of new homes over the last 10 years. They also discussed the serious under staffing we have due to very few volunteers. See a summary of what was discussed in the Addendum (5 year Capital Project and Expense Plan FY 2016-2021) of these minutes.

Roy will gather information from other fire departments that have a tiered payment system as well as information as to whether this approach increases the number of staff.

Adrienne and Roy will also meet with a Lewis and Clark Commissioner to review the same information as was presented to Jane.

Nicole Machion will be attending our April Board of Trustees Meeting to answer any questions regarding our Insurance Policy. She will be invited to attend beginning at 10:30 to allow time before she comes for the Board to conduct the regular Board of Trustees Meeting.

Review of Progress on Cistern – Roy

There has been no further progress on the Cistern Project due to the weather.

We got our building permit for the new garage. It cost \$940.00.

Review of the Bid Submissions for the new garage project – Ellis

The Concrete bid was made by George Bonser and listed a cost of \$16,000. Virginia motioned that DFSA accept this bid and Adrienne seconded the motion. The Board unanimously approved the motion.

We received 4 bids for the framing and exterior finishing of the garage. Ellis recommended that we accept Pat Laabs' bid of \$51,000. Adrienne motioned that we accept this bid and Virginia seconded the motion. The Board unanimously approved the motion.

We received 6 bids for the garage doors. Ellis recommended that we accept the bid from Door Systems of Montana at the amount \$4740. All bidders estimated their bids based on a basic door. This approach was taken to make sure that we were comparing apples to apples when the bids were reviewed. We will want to have a heavier insulated door. Adrienne motioned that we accept this bid and have Door Systems of Montana install a door with a higher R Factor with the understanding that it will cost more. Virginia seconded the motion. The Board unanimously approved the motion.

We received 3 bids for the electrical work. Ellis recommended that we accept the bid from United Electric at a cost of \$4420.00 and based this choice on United Electric's previous experience as well as the price. . Adrienne motioned that we accept this bid and Jill seconded the motion. The Board unanimously approved the motion.

ProBuild submitted a bid of \$6644.00 for insulating the garage. Adrienne motioned that we accept this bid and Jill seconded the motion. The Board unanimously approved the motion.

Discussion of Fire Fighters numbers - Roy

We are down to 3 fire fighters. We are understaffed. Roy has been designated interim Chief and he discussed the plan for DFSA operations from March 1 to October 1, 2017 while Jerry is in Washington D.C.

Ellis moved to adjourn this Board of Trustees Meeting and Louise seconded the motion. The Board unanimously approved to adjourn at 11:52 p.m.

Respectfully Submitted March 12, 2017,



DFSA Secretary

**APPROVED**



Chair Dearborn Fire Service Area

**Addendum**

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 60,099.66			
02/01/17	I	(1,300.00)	\$ 58,799.66	1738	Check	United Electric Cistern project
02/03/17	I	(212.50)	\$ 58,587.16	1742	Check	All Seasons Heating - fix furnace
02/03/17	I	(30.00)	\$ 58,557.16	1739	Check	Cascade Courier - notification of Board & Fire meetings
02/08/17	I	(195.00)	\$ 58,362.16	1743	Check	Breen Oil fix furnace
02/14/17	R	(778.99)	\$ 57,583.17		Auto Payment	WF CC - Roy - \$743 Jerry Noble snow plow equipment - \$35.99 antifreeze
02/17/17	D	14,217.24	\$ 71,800.41		Deposit	Cascade County - fire fee Jan
02/17/17	I	(59.98)	\$ 71,740.43		Auto Payment	Exede Internet
02/21/17	I	(122.49)	\$ 71,617.94		Auto Payment	NW Energy
02/21/17	I	(45.18)	\$ 71,572.76		Auto Payment	Century Link Phone
02/21/17	I	(366.00)	\$ 71,206.76	1746	Check	NW Energy - deposit electric new garage
02/28/17	I	(30.00)	\$ 71,176.76	1745	Check	Cascade Courier - notification of Board & Fire meetings
<b>Outstanding Invoices &amp; Deposits</b>						
ck# 1744 Helena Independent - advertise bid for new garage						
ck# 1740 Voided check						
transfer \$40,000 from checking to savings						
<b>Savings Account Balance</b>						
Begin Bal			\$ 9,623.37			
Interest			\$ 0.37			
			\$ 9,623.74			
<b>Total Checking &amp; Savings</b>			\$ 80,800.50			

DVFPD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 3.29	\$ 3.29	\$ 3.19	\$ 2.08	\$ 0.40	\$ 0.41	\$ 0.40	\$ 0.37	\$ 13.43
Donations	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 100.00	\$ 600.00
Grant funds	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Revenues for Fiscal 2016-17	\$ 54,000.00	\$ 137.99	\$ 5,483.61	\$ -	\$ -	\$ -	\$ -	\$ 29,925.00	\$ 14,217.24	\$ 49,783.84
Monthly Totals		\$ 161.28	\$ 5,486.90	\$ 3.19	\$ 2.08	\$ 0.40	\$ 500.41	\$ 30,025.40	\$ 14,217.61	\$ 90,397.27
<b>Expenses</b>	<b>Budgeted</b>	<b>Jul exp</b>	<b>Aug exp</b>	<b>Sept exp</b>	<b>Oct exp</b>					<b>Remaining Expenses</b>
Insurance - Thomas Wood Agency- accident/sickness	\$ 2,359.00	\$ (2,359.00)								\$ (67.00)
Insurance -Thomas Wood Agency- Property/Casualty	\$ 3,151.00	\$ (3,208.00)								\$ 1,445.35
Insurance - Montana State Fund - Workers Compensation	\$ 2,500.00		\$ (957.56)		\$ (346.27)		\$ 240.18			\$ 240.16
Exceed - Wild Blue Internet	\$ 720.00	\$ (59.98)	\$ (59.98)	\$ (59.98)	\$ (59.98)	\$ (59.98)	\$ (59.98)	\$ (59.98)	\$ (59.98)	\$ 288.13
Telephone - CenturyLink	\$ 650.00	\$ (44.65)	\$ (45.90)	\$ (45.27)	\$ (45.23)	\$ (45.23)	\$ (45.23)	\$ (45.18)	\$ (45.18)	\$ 288.13
Electric Power - NorthWestern	\$ 600.00	\$ (36.74)	\$ (34.39)	\$ (36.47)	\$ (42.40)	\$ (48.12)	\$ (74.63)	\$ (205.32)	\$ (122.49)	\$ (20.56)
Vehicle fuel - Helium Fuel	\$ 3,500.00		\$ (1,357.80)			\$ (46.00)		\$ (774.00)		\$ 2,142.20
Program - Bren Oil	\$ 3,500.00					\$ (46.00)		\$ (774.00)		\$ 2,680.00
Buildings and Grounds - Property maint & snow plow	\$ 8,500.00		\$ (1,665.33)		\$ (1,032.43)		\$ (718.16)	\$ (407.93)	\$ (32.46)	\$ (856.92)
Vehicle Maintenance/Upgrades	\$ 10,000.00		\$ (147.00)							\$ 7,113.13
New/Replacement Equipment	\$ 2,000.00									\$ 833.00
Equipment - Lawn Mower	\$ 600.00									\$ 2,000.00
Equipment - wall mount fire extinguishers	\$ 300.00									\$ 600.00
Equipment - cell Phone Booster	\$ 900.00									\$ 300.00
Equipment - backup beepers	\$ 25,000.00									\$ 500.00
Custom plumbing & construction project	\$ 1,500.00				\$ (1,680.00)	\$ (600.00)	\$ (5,300.00)	\$ (0.62)	\$ (1,300.00)	\$ 97.40
Training	\$ 1,500.00					\$ (237.40)				\$ 762.60
Uniforms - Fire Fighters	\$ 2,000.00	\$ (370.00)	\$ (8.00)							\$ 1,500.00
Communication Equipment - General	\$ 950.00									\$ 1,622.00
Community Programs - Fire Education for Property Owners	\$ 300.00		\$ (18.89)				\$ (30.00)	\$ (30.00)		\$ 830.00
Office Supplies - paper, printer ink	\$ 1,000.00				\$ (19.99)					\$ 206.14
Miscellaneous - Bank Fee, L&C Fire Council	\$ 500.00			\$ (3.00)				\$ (54.98)		\$ 397.00
Station Food/Beverages	\$ 45,000.00			\$ (33.76)		\$ (68.82)		\$ (100.00)		\$ 897.42
New Garage Building	\$ 45,000.00							\$ (366.00)		\$ 84,634.00
<b>TOTAL Budget FY2016-17</b>	<b>\$ 457,130.00</b>	<b>\$ (6,078.37)</b>	<b>\$ (4,294.84)</b>	<b>\$ (198.48)</b>	<b>\$ (3,224.30)</b>	<b>\$ (7,316.71)</b>	<b>\$ (5,668.39)</b>	<b>\$ (159,002.92)</b>	<b>\$ (3,140.14)</b>	<b>\$ 108,203.65</b>
End of month Cash on Hand		\$ 73,412.49	\$ 74,604.55	\$ 74,409.26	\$ 71,185.04	\$ 63,868.73	\$ 50,700.55	\$ 69,723.03	\$ 80,800.50	
** \$65,000 line of credit from bank for new garage										

## **Dearborn Fire Service Area 5-Year Capital Project & Expense Plan February 2017**

The Dearborn Fire Service Area (DFSA) was established June 9, 1995 by InterLocal Agreement between Cascade and Lewis & Clark Counties. It is wholly staffed by volunteer firefighters. The primary responsibilities of the DFSA are:

1. Provide prevention, protection and fire suppression to the homes and property of the owners within the service area.
2. Respond to vehicle accidents on Federal, State, County and private roads.
3. Assist when requested by medical responders.
4. Assist when requested by the County Search and Rescue.

The area served by the DFSA is located in the southern portion of Cascade County and northern most portion of Lewis & Clark County (Missouri River Canyon). There are over 720 homes/structures and businesses in our area largely owned by seasonal land owners (approximately 78%). The remainder are retired, seasonal or working full-time. During the last ten the DFSA has seen a dramatic 38% increase in the number of new homes. The Missouri River Canyon attracts thousands of tourists, fishermen and summer residents a year. With the economy changes continuing, in the next 5 years we should expect more commercial buildings providing recreation, food services, rental homes and motel/hotel facilities.

Homes are located in both the heavily forested mountains, canyons and alongside the Missouri River. Many of the mountain homes can only be accessed by 4-wheel drive vehicles and are adjacent to Federal & State wildlands. I-15 bisects the canyon and is the scene of numerous accidents requiring DFSA response. Consequently, our fire service area is a classic example of an urban-wildland interface area requiring different and diverse operational skillsets, equipment and vehicles. We have to be prepared to fight both wildland and structure fires. Responding to accidents, water rescues and other emergencies requires yet another set of skills and equipment. The DFSA is wholly financed by fire service fees assessed to property owners in their yearly property taxes. Currently the amount charged is \$75 per structure.

The primary issues currently under assessment are:

1. DFSA is chronically understaffed. The resident population is largely retired, seasonal or working full-time. Recruiting from this population is difficult at best. Mutual aid agreements with surrounding fire departments helps but elongates our response times. A long term solution needs to be developed.
2. Our current volunteer staff is proficient in combating wildland fires, but must be provided enhanced training in emergency medical and structure fire-fighting.
3. Fire vehicles are aging and require more maintenance. A four-wheel drive high capacity vehicle is needed to fight structure fires in mountainous remote areas.
4. The fire house structures need to be expanded to accommodate additional vehicles and equipment. This includes increasing the capacity of our cistern and pump to quickly refill vehicles with water.
5. Both wildland and structure fire personal protection equipment for the fire fighters should be assessed on an annual basis. The proper equipment needs to be maintained and immediately available on-scene and in every vehicle.
6. The fire-fighters carry two beepers; one for Cascade County and one for Lewis and Clark County. They seem to work sporadically. Enhanced broadband internet communications is required to support the training and inter-agency events.
7. Although DFSA has worked over the years to connect with the community and disseminate critical fire prevention information, this effort has had limited success.

The DFSA has developed a 5-year capital and operating plan to address our responsibilities and address service issues.

#### Annual Operating Budget 2016-20:

- Adequate funding for maintenance, training, fire equipment replacement, communications, public education, medical emergency equipment, insurance, and facility maintenance should be addressed in each annual budget. Training & vehicle maintenance line items may need to be increased over time. The amounts will vary depending on finances and needs.
- A reserve fund for emergencies should be maintained.

#### Capital Plan:

- FY2016 –
  - Rebuild Cistern refill capacity. (\$25,000)
  - Apply for funding to add extra building capacity to accommodate two additional vehicles, equipment storage, and facility lighting (\$90,000), a hose drying rack (\$2,000), eye wash station (\$500).
  - Acquire broadband internet connections for the fire station.
- FY2017 –
  - Construct new garage.
  - Research grant opportunities for acquiring 4-wheel drive pumper for structure fires. Price used vehicles.
  - Meet with County Commissioners regarding staffing requirements and opportunities for regional staff cooperation. Consider Fire Fee increase to accommodate additional paid fire-fighting staff. Consider additional emergency medical response and/or low or high angle rescue capabilities if funding is available.
- FY2018 –
  - Develop plans and costs for remodeling current fire station to support community outreach efforts (\$50,000). Look at grant opportunities. Add bathroom in equipment building to support inter-agency large event fires (\$10,000). Investigate remote fire support locations to position equipment closer to remote fire service areas to reduce response times.
  - Recommend communication infrastructure overhaul (\$25,000). Work with surrounding fire departments and county E911 centers to plan.
  - Acquire a 4-wheel drive pumper (\$35,000 to \$90,000 estimate).
  - Implement staffing plan agreed upon with Lewis & Clark and Cascade County Commissioners.
- FY2019 –
  - Replace communications infrastructure as defined in the plan.
  - Remodel fire department main meeting for accommodate training & community programs.
  - Prioritize risk mitigation by changing building county code to include a class A roof, double-paned windows and a hardened structure for all new buildings in our area.
- FY2020 –
  - Construct or lease remote buildings in remote service areas. Change equipment deployment tactics.