

DFSA Board of Trustees Meeting Minutes
August 3, 2017
Dearborn Fire Service Area Station
10:00 a.m.

Meeting Called To Order: 10:00 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 June 8, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

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

Chief's Report:

July 2017			
EVENTS	DESCRIPTION	FF	HOURS
July 3	Wildland (Rocky Road)	1	2
July 7	Structure (Shady Spring Ln)	5	14
July 14	Wildland (Sugarloaf, Pryor, Big Pine)	6	36
July 16	Structure (Sugarloaf – grilling - no fire)	5	2
TRAINING			
July 1	Structure Exercise	8	4
July 25	Engine Orientation	2	3
July 27	Radios and PPE	2	3
July 31	Turnouts, Radios, SCBA	2	4
AUXILARY			
July 15	Brush 1631 – Light bar, tires	Sal	6
July 16	Brush 1631 - Tires	Sal	4
AMINISTRATION			
	Cascade County Commissioners Meeting		4
	Fire Reports (Structure and Wildland Complex)		3
	Public Meeting – Fire Fee		5
	SCBA inventory		4
	DNRC paperwork for brush and two personnel		7
	Interview applicant for firefighter		2
	Cancel Exede Service		1
	Document CenturyLink Service		1

	Purchase Station Food, Structure Boots and Office Supplies		6
	Montana State Fund Quarterly Report		1
	Prepare ISO Information		2
	Prepare/Review Specification for Type 3 Engine		6
	Prepare Web Page Information		3
	Preparing Firefighter Training Materials		3
	News Interview		1
	DFSA Board Meeting		4
INFORMATION			
	<p>New Firefighter – Barbara Phillips</p> <p>Heather Froslic and Jordan Dobbins have resigned as firefighters – moved to Sweet Grass</p> <p>DNRC asked for a brush engine and 2 personnel to provide standby fire suppression at their Wolf Creek Heli Base. Sent Brush 1631 and two fire fighters for 5 days</p> <p>DNRC donated a windsock to DFSA station</p> <p>Brush 1631 sustained tire damage during WL complex fires. Need to purchase 6 tires for brush 1631 and two spares.</p>		
NEW ADDRESSES			
Cascade	526 Sugarloaf Mountain Ln, Bruce Wright, Miami FL		
	23 Pioneer Trail Ln, Norman Dodson, Bozeman MT		
Lewis & Clark	None		

General Business:

The Board of Trustees extended thanks to Roy Stock for stepping in to be the Assistant Fire Chief in Jerry's absence.

Garage Project Update – Ellis

Ellis discussed the work that has been done to date. On Saturday, August 5th, the ceiling gets blown in and on Monday, August 7th, the sheet rock is installed. After that the wiring will be completed and the power for the garage doors will be installed. Bonser will come in and put in the needed fill around the building. The next step will be to move the Modine heater from the old garage to the new one.

Ellis would like us to submit the bill to NW Energy since they severed the line to the fuel tanks. If NW Energy does not reimburse this cost, we will turn it in to our insurance carrier.

Discuss what the highest priorities of the DFSA are in view of the fire fee increase and our current 5 year plan. We need to address with both Lewis & Clark and Cascade Counties the need to update the list of residents that need to pay the fire service fee as we've discovered that not all residences have that line item on their property tax bill.

The Board discussed whether or not to pursue a fire fee for undeveloped properties. The income from this option is \$0.15 per acre and may not be worth the time investment at this time.

Discussion of charging for DFSA response to nonresident incidents - Ellis

A bill for DFSA response to nonresident incidents would be sent to the nonresident's auto insurance company. The DFSA used to submit these claims, but due to being short-handed and not having any administrative book keeping assistance, the procedure was stopped. The DFSA will keep the possible reinstatement of this procedure on our "Wish List."

Grant Writing and Grant Opportunities

Laura Erikson from the Lewis & Clark County Office will look up and identify the grants that would be appropriate for our department to pursue. Adrienne, Ellis and Virginia will pursue the grant writing assistance that was offered by Commissioner Susan Good Geise at the Cascade County and Lewis & Clark Joint Commission Meeting held on July 12, 2017.

The fire fighters and board are creating a document outlining what we want to have on the new fire engine.

Discussion of website for DFSA- Adrienne

A Special Board Meeting has been scheduled to review the proposed website on August 10, 2017 at 10:00 a.m. The website has really been coming along.

Discussion of Facebook Page for DFSA- Ginny

Building a Page on Facebook is not as "clean and organized" like a website is. For example, posts are listed in order from most recent to oldest. At the moment the DFSA Mission Statement is one of the oldest posts. The Board agreed to post notices on the Facebook page one month in advance.

Policy Statement Needed

We need to write a Policy Statement regarding using the Fire hall for community events. Virginia will try to track down examples of such policies from other departments.

In Depth Look at our Insurance Coverage:

At 10:45 a.m. Chris Hindoien reviewed our Property and Casualty and Accident and Sickness Insurance Coverage and responded to questions asked by the Board. Our policy was renewed in July. Chris suggested that we go to VFIS.com to see if there is something listed there that we may want because we can probably get it at no cost. Chris believes that we are adequately covered with the current insurance policies. Chris suggested that we complete our insurance renewal questionnaire and review our insurance policies in April, well before the fire season begins.

Motion to Adjourn:

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 12:35 p.m.

Respectfully Submitted August 5, 2017,



DFSA Secretary

APPROVED



DFSA Chair

ADDENDUM

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 2.53
Donations	\$ 100.00	\$ 400.00	\$ 400.00
Grant funds	\$ 100.00	-	-
County Revenues for Fiscal 2017-18	\$ 58,000.00	\$ 929.35	\$ 929.35
Monthly Totals	\$ 58,225.00	\$ 1,331.88	\$ 1,331.88
Expenses	Budgeted	Jul exp	Remaining Expenses
Insurance - Thomas Wood Agency - accident/sickness	\$ 2,399.00	\$ (2,452.00)	\$ (93.00)
Insurance - Thomas Wood Agency - Property/Casualty	\$ 4,800.00	\$ (4,826.00)	\$ (26.00)
Insurance - Montana State Fund - Workers Compensation	\$ 2,500.00	\$ (469.12)	\$ 2,030.88
Excess - Wild Blue Internet	\$ 720.00	\$ (59.98)	\$ 660.02
Telephone - CenturyLink	\$ 650.00	\$ (45.21)	\$ 604.79
Electric Power - NorthWestern	\$ 1,200.00	\$ (52.83)	\$ 1,147.17
Vehicle fuel - Helena Fuel	\$ 3,500.00	-	\$ 3,500.00
Propane - Breen Oil	\$ 3,200.00	-	\$ 3,200.00
Buildings and Grounds - property maintenance	\$ 3,000.00	\$ (530.91)	\$ 2,469.09
Vehicle Maintenance/Upgrades	\$ 10,000.00	\$ (136.99)	\$ 9,863.01
Training	\$ 1,000.00	-	\$ 1,000.00
Uniforms - Fire Fighters	\$ 3,000.00	\$ (250.15)	\$ 2,749.85
Communication Equipment - General	\$ 3,500.00	-	\$ 3,500.00
Community Programs - Fire Education for Property Owners	\$ 2,000.00	\$ (598.00)	\$ 1,402.00
Office Supplies - paper, printer ink	\$ 300.00	-	\$ 300.00
Miscellaneous - Bank Fee, L&C Fire Council	\$ 500.00	-	\$ 500.00
Station Food/Beverages	\$ 400.00	-	\$ 400.00
New Garage building - anticipated principle & interest payment - 3 yr payout 4.1% int - payment due 2-18	\$ 23,063.00	-	\$ 23,063.00
New Garage building - complete construction	\$ 40,643.00	-	\$ 40,643.00
TOTAL Budget FY2016-17	\$ 106,335.00	\$ (8,941.19)	\$ 97,393.81
End of month Cash on Hand	\$ 77,016.93	-	-

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
07/03/17	D	942.61	\$ 34,992.61		Deposit	Cascade Co \$542.61 - donation Jeff Carr \$300 - donation \$100 Helen Shewman
07/03/17	R	(235.00)	\$ 35,935.22	1693	Check	
07/14/17	R	(187.90)	\$ 35,700.22		Auto Payment	Reimburse Adrienne for printing expenses for meeting notification
07/17/17	I	(59.98)	\$ 35,452.34		Auto Payment	WF Visa Roy - 178.99 battery - Home Depot \$4.43 lighting - CarQuest refund \$22.00 - Ace hardware \$26.48 light Exede cancelled - 1 more small bill expected - changed to CTL DSL
07/18/17	I	(63.00)	\$ 35,389.34	1773	Check	Cascade Courier - invoice 4819 & 4815
07/18/17	I	(52.83)	\$ 35,336.51		Auto Payment	NW Energy
07/18/17	I	(2,452.00)	\$ 32,884.51	1774	Check	VFIS - accident & sickness insurance
07/18/17	I	(4,826.00)	\$ 28,058.51	1775	Check	VFIS - Property & Liability insurance
07/19/17	I	(469.12)	\$ 27,589.39	1777	Check	Montana State Fund
07/01/17	I	(45.21)	\$ 27,544.18		Auto Payment	CenturyLink Phone
07/24/17	D	386.74	\$ 27,930.92		Deposit	Cascade Co \$386.74
07/29/17	I	(300.00)	\$ 27,630.92	1776	Check	Pay Jamison Jagers - mowing
07/27/17	I	(250.15)	\$ 27,380.77	1780	Check	Cascade Fire Equipment - kevlar pant
Outstanding Invoices & Deposits						
7-1-17 - move \$10,000 from savings to checking - garage Pat Laabs final payment						
WF Visa - roy - Supply Cache \$37.45 - Costco - \$48.36 - food - Blu host - Dearbornfire.org \$95.40						
7-21-17 CTL - Internet - \$115.00						
Rebuild - hold until approved by Ellis - \$5,644 - insulation - new garage						
8-1-17 Laabs Construction - \$22,400.00						
8-1-17 Montana State Fund - \$5469.12 - workman's comp						
8-1-17 United Electric \$832.70 - fix electric cable						
Savings Account Balance						
Begin Bal \$ 49,633.63						
Interest \$ 2.53						
Total Checking & Savings \$ 77,016.93						