

**DFSA Board of Trustees Meeting Minutes
September 7, 2017
Dearborn Fire Service Area Station
10:00 a.m.**

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

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

Members of the Public Present: Barbara Philips, fire fighter

Secretary's Report: Ellis motioned to accept the July 13, 2017 Meeting Minutes as amended to include the total hours of the chief's activities and Jill seconded the motion. The Board unanimously approved the minutes as amended.

Treasurer's Report:

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

See the Treasurer's documents in the Addendum section at the end of these minutes.

Chief's Report:

Chief's Report	August 2017		
EVENTS	DESCRIPTION	FF	HOURS
August 5	Wildland Fire – no fire found	1	2
August 21	Vehicle Accident	3	9
August 23	Public Service	2	14
August 23	Vehicle Accident	3	9
August 27	Wildland Fire	1	1
August 27	Wildland Fire	4	72
August 28	Wildland Fire	2	5
		TOTAL	112
TRAINING			
August 7	SCBA, PPE and 1611 pump operations	2	8
August 14	PPE and radio communications	2	8
August 19	Structure Fire Exercise	4	16
		TOTAL	32
AUXILARY			
AMINISTRATION			
	Building & Grounds		4
	Prep for Training		5

	SOP/SOG Development		4
	Fire Councils		0
	SCBA Inventory		6
	Board Meeting		8
	Grants		3
	Community Service		1
		TOTAL	31
INFORMATION			
	DNRC installing electrical line to weather station		
	Cistern repaired, back fill to be done soon		
	Moving equipment into new building soon		
	Total number of property owners that have contacted Northwest Management - XX		
NEW ADDRESSES			
Cascade	25 Powerline Road – John & Jennifer Bardsley, Missoula, MT		
Lewis & Clark	None		

Cooper Structure Fire/Big Pine Lane -

Paged at 1430 September 5, 2017 –

Smoke column reported from 50 River Drive. Confirmed by a second caller.

Command 1601, with one, responded to find location of fire. At the intersection of Cooper and Sugarloaf a column of black smoke could be seen and GF Dispatch was asked to page Wolf Creek and Cascade for a structure fire.

The fire was located at the end of Big Pine Lane and initial assessment found active wildland fire and a complete loss of a fifth wheel trailer. Resource response was changed to Wildland trucks and tenders from Wolf Creek and Cascade. DNRC was asked to provide initial attack mutual aid.

Cascade Sherriff was asked to evacuate all residents on Pine Needle Lane, west flank of the fire and pre- evacuation notice of Big Pine Lane and Chokecherry Lane. The sheriff was asked to establish a traffic block at the intersection of Cooper and Big Pine Lane.

After expansion of the fire was halted, a plan to contain the fire was made and resources were allocated to implement the plan. The fire was given two names so DNRC resources and all County resources could communicate on radios without confusion. DNRC was responsible for Wildland suppression and air attack and the incident was called Big Pine Lane. Dearborn was responsible for structure protection and the incident was called Cooper.

Dearborn provided Public Information at the I-15 exit 240

Containment was accomplished and Dearborn transferred management of the fire to DNRC.

Cooper command was asked to start fire suppression of the wildland on the east flank of Big Pine Lane. Big Pine command (DNRC) and National Forrest crews were assign fire suppression of the west flanks of Big Pine Lane.

At 1830 Cooper command started to release county resources. After the county resources were out of Big Pine Lane, the Cascade County sheriff was released from the road block.

Sally One was staged at the I-15 Dearborn exit 240 to provide meals to departing county resources and resources still on the fire. 25 meals were provided to the fire fighters.

From 2030 until 0700 September 6, the fire was on patrol by Dearborn and DNRC fire fighters. September 6 0700-1945

Dearborn, DNRC and NF begin mop up operations. Meals provided by DNRC Dearborn public information was established at the station until 1330.

Dearborn was released from the fire at 1700. DNRC left the scene at 1845.

Fire will be patrolled by DNRC

September 8

Dearborn removed two portable water ponds from the fire ground.

Resource Accountability

Cascade County Sheriff -

#31,33

DNRC Air Attack – 88 mike,

527BH DNRC - 7135(2),

7165(2), 7125(2)

Helena NF – 2 vehicles with (5)

Wolf Creek /Craig – 8721(1), 8732(2), 8313(2)

Cascade – 1707(2), 1708(2), 1709(1)

Dearborn – 1601(1), 1631(1), 1621(2), 1611(2)

General Business:

SCBA Tanks –

Roy reported that the DFSA will need 12 SCBA tanks by next July as many of our tanks will be unable to be recertified due to age.

Garage Project Update – Ellis

United Electric will finish the electrical work in the next couple of days.

Status of bill submission to NW Energy (severed line to fuel tanks)

We will pursue reimbursement for the repair to the line to the fuel tanks through the Insurance Policy for the DFSA.

Status of addressing both Lewis & Clark and Cascade Counties regarding updating the list of residents subject to our fire fee increase - Adrienne

Adrienne will check with the auditors for both counties to make sure that the new fire fee increase will go into effect on the next tax assessment and will inquire about adding residents that are not on the auditors' lists for fire fees.

Grant Writing and Grant Opportunities

Laura Erikson from the Lewis & Clark County Office grant identification status - Adrienne
We still have not gotten any information on the FEMA grant application.

Diane Robinson – canyon resident and grant writing specialist has offered to assist DFSA in grant writing pursuits – Ginny

Diane Robinson kindly offered to assist the DFSA with grant writing. She has been a certified research administrator for 25 years and has worked on grants for many federal government agencies, for-profit company awards, Gates Foundation awards and Private Donor Gifts.

The Board of Trustees expressed gratitude to Diane for offering to help. Ginny will contact Diane and set up a meeting to decide how to move forward.

Fire Fighters Support Foundation, Inc. – Ginny and Ellis

Grants through this foundation are offered on a rolling schedule so there is no single deadline for submission. Past grants that were offered by this Foundation reflected approved amounts mostly in the \$5,000 range. Roy provided the “DFSA Budget Wish List” and the following items were selected to be listed in our DFSA Donation Request: 20 Helmet Headlamps, 20 Helmet Goggles, 4 Infrared Thermometers with Lasers, 2 Cordless Reciprocating Saws and 1 Six Inch Adapter – male to female with NH Thread. The ballpark total cost for these items is \$4600.00.

Discussion of website for DFSA- Adrienne

The Board watched a video of the DNRC helicopter responding to the Cooper/Big Pine Lane Fire and elected to have it uploaded to the DFSA Website. The Board viewed the DFSA Website and discussed suggestions for changes and additions. After these changes and additions are made, the DFSA will make the website public and will advertise its availability through an email to canyon residents.

Policy Statement example for use of Fire Hall for community events - Ginny

Sample policies were distributed to the Board. The Board will review the sample policies and revisit this issue at a later Board of Trustees Meeting. Louise will check with Chris Hindoien regarding any restrictions imposed by our Insurance Policy.

**Budgeted attendance at the Montana Fire Trustees Association Meeting at Fairmont
September 29 through October 1, 2017**

We will secure a room and then determine who will be attending the meeting. Ellis may be able to go and, if he is unable to, Adrienne might attend.

Sally One -

The Salvation Army provides food service to Fire Departments. DFSA has used The Salvation Army services 3 times to date. Although the Salvation Army does not charge for this service, donations to the Salvation Army have typically been made to Sally One.

Tender 1621 –

The Tender has been problematic. Roy wants to obtain repair services through Fleet Services. When the Tender is in for repair, we will have no water source from this vehicle.

Motion to Adjourn

Ellis motioned to adjourn and the Board unanimously agreed to close the Board of Trustees Meeting at 12:10 p.m.

Respectfully Submitted September 9, 2017,



DFSA Secretary

APPROVED



DFSA Chair

ADDENDUM

DFSA New Garage -- Project Manager Ellis Misner -- backup John Kernaghan		bid/budget amount	paid to-- -date	check	paid to	date	sub--total -- paid to date
Preliminary Expenses		\$ 1,500.00					
	Permit		\$ 954.00	1751	L&C County	27--Mar-- -17	
	News Ad		\$ 88.00	1747	Misner	10--Mar-- -17	
	Electric		\$ 366.00	1746	NW Energy	17--Feb--17	
	Plumbing rough out		\$ 976.00	1757	Gibney & Sons	19--Apr--17	\$ 2,384.00
Foundation -- George Bonser		\$ 16,000.00	\$ 16,000.00	1766	Bonser Const.	18--May-- -17	\$ 16,000.00
Framing & Exterior -- Pat Laabs		\$ 51,000.00	\$ 16,400.00	1758	Laabs Const.	09--May-- -17	\$ 50,960.00
			\$ 12,160.00	1771	Laabs Const.	12--Jun--17	
			\$ 22,400.00	1781	Laabs Const.	01--Aug-- -17	
Garage Doors -- Door Sys of MT		\$ 6,046.00					
			\$ 3,023.00	1749	Door Sys	22--Mar-- -17	\$ 6,130.00
			\$ 3,107.00	ck1	Door Sys	31--Aug-- -17	
Electrical Work -- United Electric		\$ 4,420.00					
Insulation Pro Build		\$ 6,644.00	\$ 6,644.00	1785	ProBuild	8/16/17	\$ 6,644.00

Wrap up -- paint, sheet rock		\$ 5,000.00	\$ 1,580.00	ck 4	George Bonser	31--Aug-- -17	
			\$ 1,710.00	ck 3	Laabs Const	28--Aug-- -17	
			\$ 7,175.96	ck 2	Laabs Const	28--Aug-- -17	\$ 10,465.96
Total bid/budget cost for Garage		\$ 90,610.00					\$ 82,118.00
Budget remaining		\$ 8,492.00					
Bank Loan	\$ 65,000.00		\$ 25,000.00			25--Apr--17	\$ 5,000.00
			\$ 35,000.00			14--Jun--17	

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description					
			\$ 27,380.77								
08/01/17	T	##### ####	\$ 37,380.77		Deposit	Transfer from Savings to Checking					
08/03/17	I	(22,400.00)	\$ 14,980.77	1781	Check	Laabs Construction					
08/03/17	I	(469.12)	\$ 14,511.65	1782	Check	Montana State Fund					
08/08/17	I	(3.00)	\$ 14,508.65		Auto Payment	Online Bank Detail Charge					
08/09/17	I	(140.49)	\$ 14,368.16	1784	Check	National Wildland -- shirt					
08/16/17	D	3,792.4 7	\$ 18,160.63		Deposit	Cascade Co Deposit					
08/16/17	I	(181.21)	\$ 17,979.42		Auto Payment	WF Visa Roy -- Supply Cache -- flagging -- 37.45 -- Costco -- food -- 48.36 -- Blu Web hosting -- 95.40					
08/16/17	I	(832.70)	\$ 17,146.72	1783	Check	United Electric -- fix broken power cable -- bill submitted to NW Energy					

08/16/17	I	(6,644.00)	\$ 10,502.72	1785	Check	ProBuild -- insulation new garage				
08/16/17	I	(327.77)	\$ 10,174.95	1786	Check	Montana State Fund				
08/18/17	I	(30.00)	\$ 10,144.95	1779	Check	Cascade Courier -- ad				
08/18/17	I	(53.72)	\$ 10,091.23		Auto Payment	NW Energy -- electric service				
08/22/17	I	(100.00)	\$ 9,991.23	1778	Check	Montana Trustee Assoc. -- membership				
08/22/17	I	(205.92)	\$ 9,785.31		Auto Payment	CenturyLink -- Internet installation				
08/24/17	T	##### ####	\$ 19,785.31		Deposit	Transfer from Savings to Checking				
08/31/17	I	(3,107.00)	\$ 16,678.31	ck 1	Check	Door Systems of Montana -- garage doors				
08/31/17	I	(1,580.00)	\$ 15,098.31	ck 4	Check	George Bonser -- fill & install insulation				
Outstanding Invoices & Deposits										
ck 2 -- Laabs Construction -- \$7,175.96 -- labor to hang sheetrock										
ck 3 -- Laabs Construction -- \$1,710 -- Paint primer finish on dry wall										
9--4--17 transferred \$10,000 from savings to checking										
8--31--17 notified of payment from DNRC for use of DFSA truck \$2,820.04										
Cascade Courier -- pay \$30										
Donation from Pinochle Club \$134.00										
Savings Account Balance										
Begin Bal			\$ 49,636.16							
8--1--17 transfer to checking			(\$ 10,000.00)							
8--24--17 transfer to checking			(\$ 10,000.00)							
Interest			\$ 0.85							
			\$ 1.04							
			\$ 29,638.05							
Total Checking & Savings			\$ 44,736.36							

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 4.42
Donations	\$ 100.00	\$ 400.00	\$ -	\$ 400.00
Grant funds	\$ 100.00	\$ ---	\$ -	\$ --
County Revenues for Fiscal 2017---18	\$ 58,000.00	\$ 929.35	\$ 3,792.47	\$ 4,721.82
Monthly Totals	\$ 58,225.00	\$ 1,331.88	\$ 3,794.36	\$ 5,126.24
Expenses	Budgeted	Jul exp		Remaining Expenses
Insurance --- Thomas Wood Agency --- accident/sickness	\$ 2,359.00	(\$ 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)	(\$ 796.89)	\$ 1,233.99
Exceed --- Wild Blue Internet	\$ 720.00	(\$ 59.98)		\$ 660.02
Telephone --- CenturyLink	\$ 650.00	(\$ 45.21)	(\$ 205.92)	\$ 398.87
Electric Power --- NorthWestern	\$ 1,200.00	(\$ 52.83)	(\$ 53.72)	\$ 1,093.45
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	(\$ 330.91)	(\$ 832.70)	\$ 1,836.39
Vehicle Maintenance/Upgrades	\$ 10,000.00	(\$ 156.99)	(\$ 37.45)	\$ 9,805.56
Training	\$ 1,000.00			\$ 1,000.00
Uniforms --- Fire Fighters	\$ 3,000.00	(\$ 250.15)	(\$ 140.49)	\$ 2,609.36
Communication Equipment --- General	\$ 3,500.00			\$ 3,500.00
Community Programs --- Fire Education for Property Owners	\$ 2,000.00	(\$ 298.00)	(\$ 125.40)	\$ 1,576.60
Office Supplies --- paper, printer ink	\$ 300.00			\$ 300.00
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 500.00		(\$ 103.00)	\$ 397.00
Station Food/Beverages	\$ 400.00		(\$ 48.36)	\$ 351.64
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		(\$ 33,731.00)	\$ 6,912.00
				\$ --
				--

TOTAL Budget FY2016---17	#####	(\$ 8,941.19)	#####	\$ 97,393.81
End of month Cash on Hand	\$ 77,016.93	\$ 77,016.93	#####	
** \$65,000 line of credit from bank for new garage	\$ 60,000.00			