

DFSA Board of Trustees Meeting Minutes
November 9, 2017
Dearborn Fire Service Area Station
10:00 a.m.

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

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

Members of the Public Present: none

Secretary's Report: Adrienne motioned to accept the October 5, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

Treasurer's Report:

The October Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Ellis motioned to accept the October Treasurer's Report 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:

October 2017

EVENTS - Total Hours = 61

- Oct. 10 - Review property fire mitigation projects with Northwestern Management – Karen, Roy – 7 hrs
- Oct. 19 – Wildland with structure threatened – John, Ron, Doug, Shila, Barbara – 45 hrs
- Oct. 21 – Vehicle accident – cancelled enroute – Ron – 1 hr
- Oct. 21 – Community service – water road – Ron – 1 hr.

TRAINING - Total Hours = 36

- Oct. 9 - Apps Active911 and Avenza tour Stickney Drainage– Karen, Roy, Barbara – 4 hrs
- Oct. 16 - 1611 Drafting/AAR – Barbara, Roy – 4 hrs
- Oct. 30 - AAR, winterize trucks, snowplow – John, Barbara, Ron, Roy, Karen – 4 hrs

AUXILARY - Total Hours = 8

- Oct. 8 - Review tire replacement 1631 – 2 hrs
- Oct. 26 - Diagnose problem starting pump motor – 2 hrs
- Oct. 28 - 1631 to Interstate Battery for starter pump diagnostic – 4 hrs

ADMINISTRATION - Total Hours = 92

- Meetings - 8 hours
- Personnel Management - 4

hrs Project Management -
33 hrs Training
Management - 6 hrs Office
Management - 12 hrs Grant
Management – 4 hr
Event Management -18 hrs
Vehicle Management - 3
hrs Property Management –
4 hrs

INFORMATION

Cistern repairs have been completed
WL 1632 repair pump motor – part ordered
\$168 Montana Fund (Workmen Comp) audit
Northwestern Management has 12 property mitigation projects scheduled
Preparing to input last four years of events into National Fire Information Reporting System (NFIRS)
Heating in building 3 completed
Moved Fire 1611 and Tender 1621 into building 3
Will move all vehicle maintenance equipment to building 3 (tools, benches, air compressor)

General Business:

Welcome Baskets – Virginia and Louise

The DNRC provided various public education pamphlets and safety information for distribution to our new area residents in a handy *Ready, Set, Go!* “Go Kit” drawstring bag. We currently have 30 Welcome Basket Bags. We will start distributing the Welcome Baskets in the spring and summer to new residents as well as residents that have moved here in the last 6 months. Louise and Adrienne discussed sending out a mailing to highlight the website, the grants we’ve applied for and other relevant information. It was agreed that a postcard would be less expensive than a newsletter.

Status of Lewis & Clark and Cascade Counties Fire Fees - Adrienne

If we identify parcels in the DFSA that have a structure (four walls and a roof) we can report it to the county and they will request a fire fee from the owner next year. We need to do this next spring.

Grant Writing and Grant Opportunities:

US Department of Home land Security Assistance to Firefighters Grant Program (FEMA) – Virginia

This is the grant that helps assist in purchasing the new Fire Engine. There is a cost share requirement. The most complicated part of cost share is monitoring and recording it. If we were to get this grant, this would need to be planned in advance of spending any of the grant money.

Diane Robinson, a DFSA resident who has volunteered to assist the department with grant applications, reviewed the Assistance to Firefighters Grant Program. She stated that our

department must have SAM credentials (system for award management), a DUNS number and a taxpayer identification number. We currently have SAM credentials but they may not be active. We also have a DUNS number and a taxpayer ID number.

Also needed are a North American Industry Classification System (NAICS), Commercial and Government Entity code (CAGE), Product Service Code (PSC) and Federal Supply Classification code (FSC). The department does not have these in place at this time.

Diane suggested that the Chief review the Comprehensive FEMA Checklist because some of the needed information may take some time to collect. Here is the link to the Comprehensive FEMA checklist: https://www.fema.gov/media-library-data/1470766997277-a82356cd8af779c436f690b372f4bb4a/FY16_AFG_Application_Checklist_V1.1.pdf

Diane would like to know in advance (with as much notice as possible) if we see that a pre-application webinar or workshop becomes available so she can be sure to be briefed on FEMA specifics.

The Board discussed the requirements of the FEMA grant and decided to table this until January after we've seen what our revenues will be. We want to pay off the loan on the new building first before moving forward on a fire truck.

Fire House Subs Grant – Virginia

The Fire House Subs Grant application was completed and submitted on October 24, 2017. The following equipment was requested in our grant application: 4 – Scott 2.2 AP50 2007 SCBA, 4 – Scott AV3000, 4 – Scott 2216 Carbon Cylinder, and 4 – New 30 Min. 2216CFC.

Home Depot Grant Status – Virginia

On the day I was ready to submit the grant, the application website indicated that the Grant Program had run out of money. Applications for this grant will be accepted again during the next cycle beginning on February 1, 2018. We will complete the application for this grant after February 1, 2018.

The Lowes Charitable and Education Fund: Community Improvements Projects Grant – Virginia

This grant usually ranges from \$5,000 to \$25,000 and larger amounts are seldom awarded. To apply for this grant we had to first meet with the manager of our local Lowe's Store to discuss our needs. On November 6th Ellis met with the Store Manager in Helena. Our grant application was submitted on November 8, 2017 and reflects a requested amount of \$4,511.45 to purchase materials to finish the bathroom in building 3. The bathroom will be complete with a decontamination shower, a decontamination laundry facility, a 2,000 gallon contaminated waste water holding tank, toilet and lavatory. Installations in the kitchen of the Firefighter Training Facility and Community Center include an additional request for 22 cubic foot bottom freezer and refrigerator, a 12 foot cabinet with counter top and a 30 inch cook top.

Dearborn Land Owners Association Request – Louise

The Dearborn Land Owners Association asked the DFSA if they could have access to Building 3

to store their road grader until the department got the new 4x4 Fire Engine. Ellis stated that the Dearborn Land Owners Association would have to carry a half million dollar liability insurance policy to cover possible replacement costs of Building 3, #1611 2-wheel drive Pumper and surrounding equipment in the case of fire. The department noted that Building 3 is now full with storage of 1611, 1621 (Tender) and the Snow Plow Blade. 1611 was moved from Building 1 to allow room for Firefighter training.

Ellis motioned that the DFSA decline allowing any vehicles other than fire trucks in our fire station buildings. Jill seconded the motion and the Board voted 4 to nothing with one abstention in favor of the motion.

Board of Trustee Meeting dates (tentative) for 2018:

January 11, February 8, March 8, April 5, May 10, June 7, July 12, August 9, September 6, October 4, November 8, and December 6.

Public Comment:

None

Motion to Adjourn

Ellis motioned to adjourn this Board of Trustees Meeting and Jill seconded the motion. The Board unanimously agreed to close the meeting at 11:45 p.m.

Respectfully Submitted November 10, 2017,



DFSA Secretary

APPROVED



DFSA Chair

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 6.14
Donations	\$ 100.00	\$ 400.00	\$ ---	\$ 132.00		\$ 532.00
Grant funds	\$ 100.00	\$ ---	\$ ---			\$ ---
County Revenues for Fiscal 2017----18	\$ 58,000.00	\$ 929.35	\$ 3,792.47	\$ 3,476.38	\$ 82.75	\$ 8,280.95
Monthly Totals	\$ 58,225.00	\$ 1,331.88	\$ 3,794.36	\$ 3,609.27	\$ 83.58	\$ 8,819.09
Expenses	Budgeted	Jul exp	Aug	Sept	Oct	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)	\$ (116.37)	(117.28)	\$ 165.22
Electric Power --- NorthWestern	\$ 1,200.00	\$ (52.83)	\$ (53.72)	\$ (59.29)	(52.14)	\$ 982.02
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)		(465.65)	\$ 9,339.91
Training	\$ 1,000.00				(418.10)	\$ 581.90
Uniforms --- Fire Fighters	\$ 3,000.00	\$ (250.15)	\$ (140.49)	\$ (223.65)		\$ 2,385.71
Communication Equipment --- General	\$ 3,500.00					\$ 3,500.00
Community Programs --- Fire Education for Property Owners	\$ 2,000.00	\$ (298.00)	\$ (125.40)	\$ (70.00)		\$ 1,506.60
Office Supplies --- paper, printer ink	\$ 300.00			\$ (48.99)		\$ 251.01
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 500.00		\$ (103.00)	\$ (3.00)	(19.95)	\$ 374.05
Station Food/Beverages	\$ 400.00		\$ (48.36)		(16.35)	\$ 335.29
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)	\$ (8,885.96)	(4,420.00)	\$ (6,393.96)
						\$ ---
TOTAL Budget FY2016----17	\$ 106,335.00	\$ (8,941.19)	\$ (36,074.93)	\$ (9,407.26)	\$ (5,509.47)	\$ 46,402.15
End of month Cash on Hand	\$ 77,016.93	\$ 77,016.93	\$ 44,736.36	\$ 38,938.37	\$ 33,512.48	
** \$65,000 line of credit from bank for new garage	\$ 60,000.00					