

**DFSA Board of Trustees Meeting Minutes**  
**December 7, 2017**  
**Dearborn Fire Service Area Station**  
**10:02 a.m.**

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

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

**Members of the Public Present:** Jennie Leslie and Denise Fabiano

**Secretary's Report:** Adrienne motioned to accept the November 9, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

**Treasurer's Report:**

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

**December 2017**

**EVENTS - Total Hours = 11**

- Nov. 2 – I-15 Vehicle Accident – John – 2 hrs
- Nov. 4 – I-15 Vehicle Accident – MA from Wolf Creek - John – 3 hrs.
- Nov. 5 – I-15 Vehicle Accident – Roy – 2 hrs.
- Nov. 6 – Cooper Drive – Truck/Trailer blocking road – Roy – 4 hrs.

**TRAINING - Total Hours = 60**

- Nov. 13 – Chimney fires – Ron, Roy, Karen, Barbara, John – 15 hrs.
- Nov, 15 – Wolf Creek – Policies and radio/pager communications – Roy – 3 hrs.
- Nov. 18 – CPR and First Aid – Roy, Karen, Doug, Shila, Ron & Jerry - 36 hrs.
- Nov. 27 – Pumps and PPE – Roy, Barbara – 6 hrs.

**AUXILARY - Total Hours = 5**

- Nov. 12 – Relocate plow connectors on 1632 – 5 hrs.

**ADMINISTRATION - Total Hours = 33**

- Meetings - 10 hours
- Personnel Management - 2 hrs
- Project Management - 10 hrs
- Training Management - 5 hrs
- Office Management - 1 hrs
- Grant Management - 0 hr

Event Management -3 hrs  
Vehicle Management - 1 hrs  
Property Management – 1 hrs

## **INFORMATION**

Montana Fund (Workmen's Comp) audit - Changes are required as to how we calculate hourly wages. Sal - \$20 per hr., Board Members - \$10 per hr. Need to provide MT Fund Roster showing entry date and termination day of those covered by premiums.

Northwestern Management has 12 property mitigation projects scheduled  
Preparing to input last four years of events into National Fire Information Reporting System (NFIRS). Roy will train Jennifer Leslie and Denise Fabiano to do NFIRS in the future.

Scaffolding still in building 3

### **General Business:**

#### **Volunteer Office Assistance: Roy**

Jennie and Leslie have volunteered to assist the Chief with various aspects of required clerical documentation.

#### **Use of the DFSA trucks and staff to assist in road maintenance – Louise**

Roy will draft this policy for review at the January Board Meeting.

#### **Use of Building 1 by the Public - Louise**

The Board reviewed and amended the draft policy for the use of Building 1 by the Public.

### **Grant Writing and Grant Opportunities:**

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

Diane Robinson sent an email saying that she has not heard anything about a grant submission for December. She also had a work meeting scheduled during the time she was going to speak with us at this Board Meeting via Skype. We will continue to monitor the possibility of a FEMA Grant writing opportunity.

Diane said that we should start on the AFG Application Checklist right away as it could take some time to complete. This Application is for 2016, but the 2017 Application should be similar. Beginning on page 2, I've changed the years to be 2016, 2015 and 2014.

#### **Fire House Subs Grant – Virginia**

The Fire House Subs Grant application was completed and submitted on October 24, 2017. I have not received any response from Fire House Subs as of yet.

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

The Lowes Community Improvements Project Grant application was completed and submitted

on November 8, 2017. Lowes sent an email acknowledging receipt of the application. I have not received any other response from Lowes as of yet.

Adrienne proposed that we send out some kind of postcard to the property owners in the DFSA to advertise our website and other relevant activities/information.

Roy discussed the need for putting up a wire fence to protect our cisterns and propane tank from vehicular traffic. The command vehicle will be used for transportation of staff to training activities.

Louise announced that her term as DFSA Chair expires on May 31, 2018 and she will not be renewing. She stated that it has been an honor serving on the board for the past 12 years. She suggested that the Board start looking for a replacement. Dixie Allen may be interested. The Board needs to interview all applicants. If the person wants to start earlier than May 31, Louise said she would step down. Louise recommended that the Board make a selection by April so we can make a recommendation to the commissioners of both counties because each month they schedule and vote on approval of these candidates.

**Public Comment:**

Denise reviewed information she has gathered from two different companies on suitable washers and dryers for fire fighter turn out gear. One company is located in Colorado (Commerical Laundry Systems – Tom Millman). This company has a repair person conveniently located in Three Forks. (It may be important to have a semi-local repairman available). A 30 lb washer/dryer with installation is quoted at \$18,906.77. The 30 lb capacity can wash 3 sets of turn outs per wash. A 40 lb washer/dryer with installation is quoted as \$20,625.68.

The other company is called Mendenhall Commercial Laundry Equipment and is located in Salt Lake City. A 40 lb washer and a Gear Cabinet Dryer with installation is quoted at \$20,420.00

Jennie Leslie asked if the DFSA would like to pursue a 501c3 again. The DFSA used to have one but it was dropped to avoid spending time doing tax reports. Jennie will look into how much it would cost to reinstate our 501 c3. Virginia will ask Diane Robinson if she thinks this is important from the grant applications stand point. It may be that the FEMA grant requires a 501c3.

**Motion to Adjourn**

Adrienne motioned to adjourn this Board of Trustees Meeting and Jill seconded the motion. The Board unanimously agreed to close the meeting at 12:11 p.m.

Respectfully Submitted December 9, 2017,



DFSA Secretary



DFSA Chair

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description							
			<b>\$ 13,872.71</b>										
11/01/17	I	(3.00)	\$ 13,869.71		Auto Payment	Bank detail image fee							
11/13/17	D	218.14	\$ 14,087.85		Deposit	MT state fund dividend							
11/14/17	I	(2,196.00)	\$ 11,891.85	2003	Check	Breen Oil maintenance & propane							
11/14/17	I	(358.71)	\$ 11,533.14		Auto Payment	\$54.99 Avast software -- Walmart \$44.48(microwave) -- Staples 55.54(documents) -- Factory outlet 203.70(batteries)							
11/20/17	I	(59.25)	\$ 11,473.89		Auto Payment	NW Energy -- electric service							
11/20/17		(250.00)	\$ 11,223.89	2001	Check	Salvation Army -- 25 meals @ \$10 ea.							
11/21/17	I	(117.40)	\$ 11,106.49		Auto Payment	Centurylink -- phone & internet							
11/24/17	I	(30.00)	<b>\$ 11,076.49</b>	2004	Check	Cascade Courier							
<b>** need receipt for Factory Outlet -- Avast software amount correct?</b>													
<b>Outstanding Invoices &amp; Deposits</b>													
Cascade Courier \$30													
Walker donation \$100													
Axmen \$167.84													
WF Visa Jerry -- Shotgun Annie's \$84.00													
WF Visa Roy -- Avast \$35.88 -- Costco 29.98 -- Paulsen 39.99 Carquest 185.84 & 127.71 Safety Sign \$319.17 Carquest 5.99													
<b>Savings Account Balance</b>													
Begin Bal <b>\$ 19,639.77</b>													
Interest \$ 0.81													
<b>\$ 19,640.58</b>													
<b>Total Checking &amp; Savings \$ 30,717.07</b>													

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 0.81	\$ 6.95
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	\$ 0.81	\$ 8,819.90
<b>Expenses</b>	<b>Budgeted</b>	<b>Jul exp</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>		<b>Remaining Expenses</b>
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)			218.14	\$ 1,452.13
Exceed --- Wild Blue Internet	\$ 60.00	\$ (59.98)					\$ 0.02
Telephone --- CenturyLink	\$ 1,310.00	\$ (45.21)	\$ (205.92)	\$ (116.37)	(117.28)	(117.40)	\$ 707.82
Electric Power --- NorthWestern	\$ 1,200.00	\$ (52.83)	\$ (53.72)	\$ (59.29)	(52.14)	(59.25)	\$ 922.77
Vehicle fuel --- Helena Fuel	\$ 3,500.00						\$ 3,500.00
Propane --- Breen Oil	\$ 3,200.00					(2,196.00)	\$ 1,004.00
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)	(203.70)	\$ 9,136.21
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)		(30.00)	\$ 1,476.60
Office Supplies --- paper, printer ink	\$ 300.00			\$ (48.99)		(155.01)	\$ 96.00
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 500.00		\$ (103.00)	\$ (3.00)	(19.95)	(3.00)	\$ 371.05
Station Food/Beverages	\$ 400.00		\$ (48.36)		(16.35)	(250.00)	\$ 85.29
New Garage building --- anticipated principle & interest payment --- 3yr 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)
							\$ ---
<b>TOTAL Budget FY2016----17</b>	<b>\$ 106,335.00</b>	<b>\$ (8,941.19)</b>	<b>\$ (36,074.93)</b>	<b>\$ (9,407.26)</b>	<b>\$ (5,509.47)</b>	<b>\$ (2,796.22)</b>	<b>\$ 43,605.93</b>
<b>End of month Cash on Hand</b>	<b>\$ 77,016.93</b>	<b>\$ 77,016.93</b>	<b>\$ 44,736.36</b>	<b>\$ 38,938.37</b>	<b>\$ 33,512.48</b>	<b>\$ 30,717.07</b>	

