

DFSA Board of Trustees Meeting Minutes
January 11, 2018
Dearborn Fire Service Area Station
10:00 a.m.

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

Attendance: Louise Watson, Adrienne Kernaghan, Jerry Dobbins and Virginia Jamruszka-Misner

Members of the Public Present: Ron Turigliatto

Secretary's Report: Adrienne motioned to accept the December 7, 2017 Meeting Minutes as written and Ellis seconded the motion. The Board unanimously approved the minutes as written.

Treasurer's Report:

The December Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017.

Ellis moved that we pay down our garage loan to First Security Bank up to an amount of \$3500.00. Louise seconded the motion. The Board unanimously approved the motion.

Adrienne moved that we add a line item (Fire Fighting Equipment) to the Budget for SCBA purchases and add \$15,000 to that line item. Ellis seconded the motion. The Board unanimously approved the motion.

Ellis motioned to accept the December Treasurer's Report and Louise 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 = 5

- Dec. 7 – Vehicle accident – Karen, Roy – 1 hr.
- Dec. 8 – WL fire – Cancelled response – Doug – 1 hr.
- Dec. 11 – WL fire MA to WC – Roy – 3 hrs.

TRAINING - Total Hours = 41

- Dec. 12 – NFIRS Jen and Denise – 4 hrs.
- Dec. 14 – Winter fire fighting tactics – Barbara, Ron, Roy – 12 hrs.
- Dec 21 – Radios and pagers, chains on 1631 – Barbara, Doug, Shila, Roy – 16 hrs.
- Dec 28 – PPE, 1601 Winter travel – Doug, Shila, Roy – 9 hrs.

AUXILARY - Total Hours = 15

- Dec. 12 - Plow maintenance – 4 hrs.
- Dec. 21 - Plow maintenance – 3 hrs.
- Dec. 24 - 1631 maintenance – 4 hrs.
- Dec. 24 – Plow snow and maintenance 1631 – 4 hrs.

ADMINISTRATION - Total Hours = 11

- Meetings - 2 hours
- Personnel Management - 0 hrs
- Project Management - 0 hrs
- Training Management - 3 hrs
- Office Management - 0 hrs
- Grant Management – 4 hr
- Event Management -0 hrs
- Vehicle Management - 1 hrs
- Property Management – 1 hrs

INFORMATION:

Four or five FFs (Barbara, Doug, John, Shila and maybe JJ) will be attending LC training starting in Jan thru March. There will be training at the station during those months.

Scaffolding removed from building 3.

General Business:

Discussion of Staffing and Board Member Position

Chief's Position:

Chief Jerry will be working for 2 more years in Sweet Grass. After retirement, Jerry's wife will still be working in Sweet Grass as she has more years before retirement. It is not decided yet whether Jerry will move back here after his retirement. Roy will be retiring in 2019. We need to come up with a solution to cover the position of Chief. The Board asked Jerry to decide by April whether or not he will stand for reelection.

A contingency plan might be to have an Operations Chief and an Administrative Chief. We will continue to brainstorm this and any other options over the next month.

Board Member Position:

Ron is open to joining DFSA as a Board Member. Ron will complete the application.

We should elect a new Chair by March.

Grant Writing and Grant Opportunities:

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

At this point our FEMA Grant Application is 90% completed. We have 15 more days to

complete it. After the last 10% of the application is finished, it will go to Diane Robinson for review and submission. At that point it can be printed out and retained for future reference in other grant writing endeavors.

On the application Jerry is designated point of contact, Roy is first alternate and Virginia is second alternate.

According to the webinars and online FEMA videos, it is a strike against us that we are not decertifying Engine #1611. Ron suggested that we explain in the AFG application that we are moving Engine #1611 from front line service to reserve status.

Fire House Subs Grant – Virginia

I received an email from Fire House Subs stating that we were not awarded the grant. I suspect that we were rejected largely because we don't have a more local Fire House Subs Restaurant. The nearest one is 135 miles away.

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.

Public Comment:

None

Motion to Adjourn

Ellis motioned to adjourn this Board of Trustees Meeting and Adrienne seconded the motion. The Board unanimously agreed to close the meeting at 12:17 p.m.

Respectfully Submitted January 11, 2018,



DFSA Secretary

APPROVED



DFSA Chair

ADDENDUM

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Descriptio				
			\$ 11,076.49							
12/07/17	D	100.00	\$ 11,176.49		Deposit	Donation Walker fire				
12/08/17	I	(3.00)	\$ 11,173.49		Auto Payment	WF online image &				
12/11/17	I	(167.84)	\$ 11,005.65	2005	Check	Axman --- starter steel				
12/14/17	I	(30.00)	\$ 10,975.65	2006	Check	Cascade Courier				
12/14/17	I	(84.00)	\$ 10,891.65		Auto Payment	WF Visa Jerry --- Shotgun Annie's food for training meeting				
12/18/17	I	(62.35)	\$ 10,829.30		Auto Payment	Northwestern Energy				
12/18/17	I	(1,046.24)	\$ 9,783.06	2009	Check	Fleet Maintenance --- tender repair				
12/19/17	D	62,740.00	\$ 72,523.06		Deposit	Cascade County Fire Fee ---				
12/19/17	D	150.00	\$ 72,673.06		Deposit	Donation Bruce & Stacy Wright				
12/19/17	D	416.35	\$ 73,089.41		Deposit	NorthWestern Energy				
12/19/17	I	(1,864.00)	\$ 71,225.41	2007	Check	Rocky Mountain Supply --- gas				
12/20/17	I	(117.40)	\$ 71,108.01		Auto Payment	CenturyLink --- phone & internet				
12/28/17	I	(100.00)	\$ 71,008.01	2008	Check	L&C Fire Council				
Outstanding Invoices & Deposits										
WF Visa Roy --- Avast \$35.88 --- Costco 29.98 --- Paulsen 39.99 Carquest 185.84 & 127.71 Safety Sign \$319.17										
** paid this bill manually + December's Visa for Roy \$55.82										
Deposit 904.00--- Cascade County October remittance										
Savings Account Balance										
Begin Bal			\$ 19,640.58							
Interest			\$ 0.84							
			\$ 19,641.42							
Total Checking & Savings			\$ 90,649.43							

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 0.81	\$ 0.84	\$ 7.79
Donations	\$ 100.00	\$ 400.00	\$ ---	\$ 132.00			\$ 250.00	\$ 782.00
Grant funds	\$ 100.00	\$ ---	\$ ---					\$ ---
County Revenues for Fiscal 2017----18	\$ 58,000.00	\$ 929.35	\$ 3,792.47	\$ 3,476.38	\$ 82.75		\$ 62,740.00	\$ 71,020.95
Monthly Totals	\$ 58,225.00	\$ 1,331.88	\$ 3,794.36	\$ 3,609.27	\$ 83.58	\$ 0.81	\$ 62,990.84	\$ 71,810.74
Expenses	Budgeted	Jul exp	Aug	Sept	Oct	Nov	Dec	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)			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)	(117.40)	\$ 590.42
Electric Power --- NorthWestern	\$ 1,200.00	\$ (52.83)	\$ (53.72)	\$ (59.29)	(52.14)	(59.25)	(62.35)	\$ 860.42
Vehicle fuel --- Helena Fuel	\$ 3,500.00						(1,864.00)	\$ 1,636.00
Propane --- Breen Oil	\$ 3,200.00					(2,196.00)		\$ 1,004.00
Buildings and Grounds --- property maintenance	\$ 3,000.00	\$ (330.91)	\$ (832.70)				416.35	\$ 2,252.74
Vehicle Maintenance/Upgrades	\$ 10,000.00	\$ (156.99)	\$ (37.45)		(465.65)	(203.70)	(1,214.08)	\$ 7,922.13
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)	(30.00)	\$ 1,446.60
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)	(103.00)	\$ 268.05
Station Food/Beverages	\$ 400.00		\$ (48.36)		(16.35)	(250.00)	(84.00)	\$ 1.29
New Garage building --- anticipated principle & interest payment --- 3yrpayout4.1%int----paymentdue2----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)	\$ (2,796.22)	\$ (3,058.48)	\$ 40,547.45
End of month Cash on Hand	\$ 77,016.93	\$ 77,016.93	\$ 44,736.36	\$ 38,938.37	\$ 33,512.48	\$ 30,717.07	\$ 90,649.43	

