

**DFSA Board of Trustees Meeting Minutes**  
**February 15, 2018**  
**Dearborn Fire Service Area Station**  
**10:00 a.m.**

**Meeting Called To Order:** 10:01 a.m.

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

**Members of the Public Present:** Dixie Allen

**Secretary's Report:** Ellis motioned to accept the January 19, 2018 Meeting Minutes as written and Adrienne 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 2018.

Because the reconciliation is \$1 off, Ellis moved to accept the report with pending changes. Virginia seconded the motion. The Board unanimously approved the Treasurer's Report with the pending amendment.

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

**Chief's Report:**

**January 2018**

**EVENTS - Total Hours = 2**

Jan. 12 – Landing zone MF – John

**TRAINING - Total Hours = 21**

Jan. 17 – Radio communications – Roy – 3 hrs.

Jan. 22 – CPR – John – 3 hrs.

Jan. 23 – NFIRS – Jen, Denise, Roy – 6 hrs.

Jan. 25 – Firefighter safety – John – 3 hrs.

Jan. 29 – PPE, SCBA - John, JJ – 6 hrs.

**AUXILARY - Total Hours = 0**

**ADMINISTRATION - Total Hours = 14**

Meetings - 4 hours

Personnel Management - 1 hrs

Project Management - 0 hrs

Training Management - 2 hrs

Office Management - 2 hrs  
Grant Management – 4 hr  
Event Management -0 hrs  
Vehicle Management - 0 hrs  
Property Management – 1 hrs

**INFORMATION:**

New address: 199 Big Pine Ln.

Cascade county dispatch is using active 911, in addition to normal paging for service.

**General Business:**

**New Board Members Application Process/Appointment of New Board of Members:**

**-Louise**

It seems that the process to seat our two new Board Members has not begun yet. Bonnie Fogerty said that the commissioners have been extremely busy with other projects. She will try to post it on the County website and in the newspaper soon. The new appointments will probably be posted by the end of March.

**Election of new Chair:**

Adrienne moved that Ellis Misner be elected as our new chair. Louise seconded the motion. The Board unanimously approved Ellis Misner's appointment to the position of DFSA Chair.

**Contingency Plan Ideas for Operations Chief and Administrative Chief:**

We have not made progress on a contingency plan and we will continue to look into ideas for a plan. Roy and Jerry have talked about moving more of the administrative duties to Denise and Jenny. We may need to look at contracting out for help if we cannot get the volunteers necessary to do it.

**Loan from First Security Bank in Fairfield to Build New Garage:**

Adrienne moved that we pay off our garage loan in full to First Security Bank at an amount of \$32,080.14. Louise seconded the motion. The Board unanimously approved the motion. The only remaining work to be done on the new building is to complete the interior plumbing, the washer/dryer hook up and bathroom.

**Grant Writing and Grant Opportunities:**

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

Jerry received notice that our FEMA Vehicle Grant Application had been received.

The next FEMA grant application period opened on February 12<sup>th</sup> and will close on March 16<sup>th</sup>.

As this grant is intended to support public education and research and development projects, the DFSA does not intend to apply for it at this time.

Virginia noted that the FEMA grants open with little to no advanced notice and offer little time to carefully complete the application. With this information, copies of the specifications for washer/dryer systems from two different companies that Denise compiled were given to Roy and Jerry. With the choice of washer/dryer system chosen now then, when the appropriate grant comes open, we can quickly obtain an updated estimate and complete a strong application faster. Making the choice of SCBAs/ Compressor now will allow us to do the same when we apply for a grant appropriate for this equipment.

### **Home Depot Community Impact Grant - Virginia**

The Home Depot Community Impact Grant is now open for application. Virginia and Diane will complete the application as soon as the needed items to complete a DFSA project are identified by Chief Jerry and the firefighters. Time is of the essence for submission of the application in view of Home Depot having run out of funding prior to the time we were able to submit our application last year.

### **Lowe's Community Partners Grants - Virginia**

The deadline for this grant is May 12, 2018. Among other items, SCBAs and Compressors are listed as items available under this grant. Our current SCBAs are soon to be decertified and replacements will be needed.

Adrienne raised the question of whether we want to buy low pressure or high pressure SCBAs. Most departments are going for the high pressure ones because they are lighter and are refilled more quickly. Roy indicated that the high pressure SCBAs are about 7 pounds lighter than the low pressure ones. Adrienne pointed out that, in view of our aging firefighters and our female firefighters, the lighter weight high pressure SCBAs may be preferable.

Chief Jerry and the firefighters will soon need to indicate the specific items they would like us to apply for on the grant application. The SCBA and Compressor types are listed on the Lowe's Community Partners (Fire) Grants website.

### **501(c)(3) Status and/or Other Options through Cascade County:**

#### **-Adrienne**

On January 23, 2018 Ellis received information from County Attorney Charles Lane that Ellis later emailed to all Board Members and Chief Jerry. For the record, the DFSA Secretary has quoted Atty Lane's response here: *The Dearborn Fire Service Area (DFSA) is a distinct political subdivision of both Lewis & Clark and Cascade Counties. Because the DFSA is a governmental subdivision, it cannot be incorporated as a non-profit. (AG Opinion 43-2)*

Adrienne asked Jane Weber and Kari Haite if Cascade County might have a 501(c)(3) that the DFSA might be able to use to pursue additional funding for needed resources. They have not responded and Adrienne thinks that the county probably doesn't have one. An Auxiliary Organization is allowed to get a 501(c)(3) to support the DFSA. DFSA Board Members would

not be able to be members of an Auxiliary Organization due to a conflict of interest.

**Cooper Road Maintenance:**

**-Adrienne**

The Cooper Drive property owners have decided not to maintain Cooper Road effective January 1, 2018. A lack of road maintenance may result in slower response times by the fire department due to rough spots.

**Public Comment:**

None.

**Motion to Adjourn:**

Adrienne motioned to adjourn this Board of Trustees Meeting and Ellis seconded the motion. The Board unanimously agreed to close the meeting at 11:55 p.m.

Respectfully Submitted February 17, 2018



DFSA Secretary

**APPROVED**



Chair

## ADDENDUM

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
<b>\$ 71,008.01</b>						
01/10/18	D	904.00	\$ 71,912.01	Deposit	Cascade County Fire Fee - October	
01/12/18	I	(30,000.00)	\$ 41,912.01	2011	Check	1st payment on garage loan
01/16/18	I	(824.26)	\$ 41,087.75	2010	Check	WF Visa - autopayment not processed - software 35.88, Costco 29.98, Paulsons 39.99, carquest 185.84, carquest 127.71,
						safetysign 319.17, software 23.88, carquest 5.99, return fee 29.00, Tom's 15.61, interest 11.21
01/17/18	D	10,509.93	\$ 51,597.68	Deposit	Cascade County Fire Fee - December	
01/18/18	I	(80.45)	\$ 51,517.23	Auto Payment	NWEnergy	
01/22/18	I	(117.46)	<b>\$ 51,399.77</b>	Auto Payment	CenturyLink - phone & internet	
<b>Outstanding Invoices &amp; Deposits</b>						
Deposit 27,042.08						
submitted refund 150.00 for maintenance of supplemental insurance						
ck 2015 - reimburse John K diesel for command 14.70						
2-8-18 ck 2016 370.09 MT state fund						
2-1-18 ck 2012 401.62 MT state fund						
2-1-18 ck 2013 30.00 Cascade Courier						
2-2-18 Deposit 15.61 ck from Roy used wrong credit card						
<b>Savings Account Balance</b>						
Begin Bal		<b>\$ 19,641.42</b>				
Interest		\$ 0.83				
<b>\$ 19,642.25</b>						
<b>Total Checking &amp; Savings</b>		<b>\$ 71,042.02</b>				

DVFD Budget Detail FY

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Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 0.81	\$ 0.84	\$ 0.83	\$ 8.62
Donations	\$ 100.00	\$ 400.00	\$ ---	\$ 132.00			\$ 250.00		\$ 782.00
Grant funds	\$ 100.00	\$ ---	\$ ---						\$ ---
County Revenues for Fiscal 2017----18	\$ 100,000.00	\$ 929.35	\$ 3,792.47	\$ 3,476.38	\$ 82.75		\$ 62,740.00	\$ 11,413.93	\$ 82,434.88
Monthly Totals	\$ 100,225.00	\$ 1,331.88	\$ 3,794.36	\$ 3,609.27	\$ 83.58	\$ 0.81	\$ 62,990.84	\$ 11,414.76	\$ 83,225.50
<b>Expenses</b>	<b>Budgeted</b>	<b>Jul exp</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</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)	(117.40)	(117.46)	\$ 472.96
Electric Power --- NorthWestern	\$ 1,200.00	\$ (52.83)	\$ (53.72)	\$ (59.29)	(52.14)	(59.25)	(62.35)	(80.45)	\$ 779.97
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)	(359.53)	\$ 7,562.60
Fire fighting equipment	\$ 15,000.00							(319.17)	\$ 14,680.83
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)		(59.76)	\$ 36.24
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 500.00		\$ (103.00)	\$ (3.00)	(19.95)	(3.00)	(103.00)	(56.03)	\$ 212.02
Station Food/Beverages	\$ 400.00		\$ (48.36)		(16.35)	(250.00)	\$ (84.00)	\$ (29.98)	\$ (28.69)
New Garage building --- anticipated principle & interest payment --- 3 yr payout 4.1% int ---payment due 2----18	\$ 35,000.00							(30,000.00)	\$ 5,000.00
New Garage building --- complete construction	\$ 40,643.00		\$ (33,731.00)	\$ (8,885.96)	(4,420.00)				\$ (6,393.96)

									\$ --
TOTAL Budget FY2016----17	\$ 133,272.00	\$ (8,941.19)	\$ (36,074.93)	\$ (9,407.26)	\$ (5,509.47)	\$ (2,796.22)	\$ (3,058.48)	\$ (31,022.38)	\$ 34,212.45
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	\$ 71,041.81	
** \$35,000 owed on line of credit from bank for new garage	\$ 35,000.00								