

DFSA Board of Trustees Meeting Minutes
April 5, 2018
Dearborn Fire Service Area Station
10:00 a.m.

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

Attendance: Ellis Misner, Adrienne Kernaghan, Dixie Allen, Ron Turigliatti, John Kernaghan and Virginia Jamruszka-Misner

Members of the Public Present: Jennie Leslie (Auxiliary Member)

Secretary's Report: Adrienne motioned to accept the February 15, 2018 Board Meeting Minutes as written and Dixie seconded the motion. The Board unanimously approved the minutes as written.

Treasurer's Report: The February Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2018. Virginia moved to accept the reports as written and Ron seconded the motion. The Board unanimously approved the Treasurer's Report.

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

Chief's Report:

March 2018

EVENTS - Total Hours = 16 hours 15 mins

- Mar. 4 – Vehicle accident – 1601 & PV – John, Roy
- Mar. 10 – Medical Assist - 1601 – Roy
- Mar. 16 – Controlled Burn -1631, JJ in station – John, JJ, Roy
- Mar. 22 – Landing zone - PV – Karen, Roy, John

TRAINING - Total Hours = 88 hours 15 mins

- Mar. 1 – Ground Ladder & Ventilation – John, JJ – 9 hrs.
- Mar. 8 – Building construction – John, JJ – 9 hrs.
- Mar. 10 – Water ops – John, JJ – 16 hrs.
- Mar. 12 – Building search & RIT – John, JJ – 9 hrs.
- Mar. 15 – Overhaul and Salvage - John, JJ – 7 hrs.
- Mar. 19 – Hazmat - John, JJ – 8 hrs.
- Mar. 22 – Fire Command – John, JJ – 9 hrs.
- Mar. 26 – Drill Night – John – 5 h 15 m.
- Mar. 29 – Burn Trailer – John, JJ – 8 hrs.
- Mar. 31 – Car Fire – John, JJ – 8 hrs.

AUXILARY - Total Hours = 13

- Sal** - 1601 – oil, tires & general maintenance – 3 hrs.

Denise & Jennifer – NFIRS & public handout info - 10 hrs.

CHIEF - Total Hours = 25

Meetings - 6 hours
Personnel Management - 1 hrs
Project Management - 5 hrs
Training Management - 2 hrs
Office Management - 2 hrs
Grant Management – 6 hr
Event Management -0 hrs
Vehicle Management - 0 hrs
Property Management – 3 hrs

INFORMATION:

General Business:

Welcome New Board Members

- **Ellis**

Ron's term will end in April of 2021. Dixie will complete Louise's term to May of 2018. Dixie will be automatically reinstated by the county and her next term will end in May of 2021.

VFIS and State Fund - Chris Hindoién update the Board on DFSA Insurance Policies:

If you hire a fulltime Chief, your Worker's Comp will total \$6,620 for a salary of \$55,000. Your insurance policy would have change to include a career rider that would increase your policy cost around \$200. Stashing firefighting vehicles in remote locations is something that is happening more and more. The vehicle will continue to be insured. Chris recommends talking with Leonard Lunby about how to get a vehicle acquisition from Malmstrom at low cost.

State fund Account:

Ellis moved to transfer our account to Chris Hindoién. Adrienne seconded the motion and the motion was passed unanimously by the Board. Chris then met with Jennie to give her reporting information regarding the fund.

Appointment of Interim Chief:

Due to a change in his job, Jerry will step down as Chief. His new job duties do not allow him the time necessary to continue to be DFSA Chief at this time. He will remain with the department as a firefighter.

Virginia moved that John Kernaghan step in as Chief to fulfill the remainder of Jerry's term as Chief. Ron seconded the motion. The Board unanimously approved the motion.

Grant Writing and Grant Opportunities:

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

The Vehicle Grant Applications have recently started the peer review process. No award selections have been made yet.

Staffing for Adequate Fire and Emergency Response (SAFER) Grant:

The Ad-Hoc Grant Committee met and recommends to the Board to apply for the SAFER Hiring Activity Grant only. There may be consideration to apply for the Recruitment/Retention Activity in the next grant cycle or to participate with Eastgate Fire as host. The Hiring Activity application will propose a full-time position for a combined Chief/EMT/Recruitment & Retention Coordinator.

Town Pump Firefighters Grant and Town Pump Charitable Foundation: -Virginia

We applied for the Town Pump Charitable Foundation Grant. Our proposal included everything needed to host our Open House at the Fire Hall on July 14, 2018. The total amount requested is \$3,392.00 to cover announcement postcards/postage, food and beverages, tabletop display boards for educational material, 32 folding chairs with cart and 4 eight foot tables.

Jennie volunteered to design the announcement postcards. Jennie and Denise will review the address list and delete duplicates and add the names/addresses of new property owners.

Adrienne will give Jennie and Denise the addresses from last year and will get an updated address list from the counties. She will also provide the wording of the announcement.

Strategic Placement of DFSA Apparatus:

- Ron and John

If we store a vehicle in a remote location, it might result in more volunteer firefighters from that location. Our response time would decrease dramatically. We might want to start in the Dearborn Area because we have 4 firefighters up there right now. John will study this and report back to the Board at the next Board meeting. John will talk to the DNRC about getting an engine at no cost. John will touch base with Leonard Lunby of the Vaugh Fire Service Board regarding vehicles.

Discussion of modification of NFIRS reporting practices:

- John

Since both Cascade and WC are reporting incidents more liberally than we do. What we count as a single incident (e.g. helicopter landing and response to the incident itself) they are counting as 2 incidents. When a wildfire and a structure fire occur in the same fire, NFIRS should reflect a Structure Fire, not Wildland Fire.

John will talk to both the Wolf Creek and Cascade Department Chiefs about the details of their NFIRS reporting practices. We will revisit this topic at the next Board Meeting.

SCBAs:

According to Rocky Infanger, for \$25-\$55 per tank we can recertify tanks that are decertified because of the age of the tank. John suggests that we send a couple of tanks to be recertified to make sure that they can indeed be recertified. If we purchase new high pressure SCBA and a fill station, the cost is approximately \$120,000 for eight tanks.

Stipends:

- Adrienne

Roy has been donating money to Sal to pay for his performance of duties as a Auxiliary DFSA member. As a mechanic his service is invaluable to the department. Ron moved that we pay Sal \$100 per month on a quarterly basis, retroactive to Jan.1 2018. Dixie seconded the motion. The Board unanimously approved the motion.

The Board discussed providing a stipend to firefighters to help with the retention of staff. Some departments require that firefighters respond to 30% of the incidents and meet training requirement (30 hours/year). A stipend of \$500 yearly will be funded if requirements are met. Ron moved to that DFSA offer stipends to firefighters of \$500 before Christmas once per year. Adrienne seconded the motion. The Board unanimously approved the motion.

Old Business:**Post Disaster Guide/Resources:**

- Roy and Ron

Tabled until the next Board Meeting.

DFSA Vehicle Titles:

- Ellis

The titles are now clear.

Dearborn Landowners Association:

The board discussed joining the Dearborn Landowners Association as a way to help with maintenance of the road that leads to the station. This is a private road. Ellis will contact the L&C County Attorney to get his opinion as to whether it is legal to use public funds in this way.

Telephone Book Listing for DFSA:

Ellis will get this done before the next Board Meeting.

Public Comment: People that live in the remote areas choose to take the risk of longer response times by the DFSA. Roy has given a face to the fire department by getting out in the community. It will be important to increase communications with community members so they have an understanding of the important work that the Board does and that the firefighters do as well.

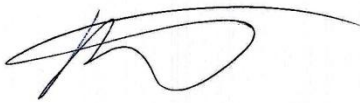
Motion to Adjourn: Adrienne made a motion to adjourn the Board of Trustees Meeting and Virginia seconded the motion. The Meeting was adjourned at 12:55 p.m.

Respectfully Submitted April 6, 2017,

A handwritten signature in black ink, appearing to read "U Jamrozka-Miron".

DFSA Secretary

APPROVED

A handwritten signature in black ink, consisting of a stylized, cursive script.

DFSA Chair

ADDENDUM

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
\$ 42,312.11						
03/08/18	I	(3.00)	\$ 42,309.11	Auto Payment	Bank Image detail	
03/12/18	D	1,223.12	\$ 43,532.23	Deposit	Cascade County Fire Fee - February	
03/16/18	I	(67.98)	\$ 43,464.25	Auto Payment	Roy - 67.98 eye wash station	
03/16/18	I	(115.17)	\$ 43,349.08	Auto Payment	Jerry - 115.17 - active 911	
03/19/18	I	(65.14)	\$ 43,283.94	Auto Payment	Northwest Energy	
03/20/19	I	(117.71)	\$ 43,166.23	Auto Payment	CenturyLink - phone & Internet	
Outstanding Invoices & Deposits						
4-1-18 #2023 L&C Fire Council - training manuals & course (2) \$148.86						
Visa - Roy - 23.98 - snow chain tension						
Cascade Co - Supplies revenue - 411.76						
Visa - Jerry - Boots - \$469.95						
4-1-18 #2022 Breen Oil - propane - \$941.12						
Cascade Courier - \$30.00 - check not cut yet						
Savings Account Balance						
Begin Bal	\$ 19,643.00					

Interest	\$ 0.84									
\$ 19,643.84										
Total Checking & Savings	\$ 62,810.07									

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD Revenue Received
Bank Interest	\$25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 0.81	\$ 0.84	\$ 0.83	\$ 0.75	\$ 0.84	\$ 10.21
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	\$ 27,042.08	\$ 1,223.12	\$110,700.08	
Monthly Totals	\$100,225.00	\$ 1,331.88	\$ 3,794.36	\$ 3,609.27	\$ 83.58	\$ 0.81	\$ 62,990.84	\$ 11,414.76	\$ 27,042.83	\$ 1,223.96	\$111,492.29
Expenses	Budgeted	Jul exp	Aug	Sept	Oct	Nov	Dec	Jan	Feb	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	(771.71)	\$ 680.42					
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)	(117.71)	(117.71)	\$ 237.54
Electric Power - NorthWestern	\$1,200.00	\$(52.83)	\$(53.72)	\$(59.29)	(52.14)	(59.25)	(62.35)	(80.45)	(65.93)	(65.14)	\$ 648.90
Vehicle fuel - Helena Fuel	\$3,500.00	(1,864.00)	(14.70)	\$1,621.30							
Propane - Breen Oil	\$3,200.00	(2,196.00)	(1,188.36)	\$(184.36)							
Buildings and Grounds - property maintenance	\$3,000.00	\$(330.91)	\$(832.70)	416.35	(19.80)	(67.98)	\$2,164.96				
Vehicle Maintenance/Upgrades	\$10,000.00	\$(156.99)	\$(37.45)	(465.65)	(203.70)	(1,214.08)	(359.53)	(1,854.00)	\$5,708.60		
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)	(30.00)	\$1,416.60			
Office Supplies - paper, printer ink	\$300.00	\$(48.99)	(155.01)	(59.76)	15.61	\$ 51.85					
Miscellaneous - Bank Fee,	\$ 500.00	\$(103.00)	\$(3.00)	(19.95)	(3.00)	(103.00)	(55.82)	(3.00)	(118.17)	\$ 91.06	

L&C Fire Council											
Station Food/Beverages	\$400.00	\$(48.36)	(16.35)	(250.00)	\$(84.00)	\$(29.98)	\$(28.69)				
New Garage building - anticipated principle & interest payment- 1 yr payout 4.1%	\$62,080.14	(30,000.00)	(32,080.14)	\$-							
New Garage building - complete construction	\$40,643.00	\$ (33,731.00)	\$ (8,885.96)	(4,420.00)	\$(6,393.96)						
\$-											
TOTAL Budget FY2016- 17	\$160,352.14	\$ (8,941.19)	\$ (36,074.93)	\$ (9,407.26)	\$ (5,509.47)	\$ (2,796.22)	\$ (3,058.48)	\$ (31,022.17)	\$ (36,129.74)	\$(369.00)	\$27,412.68
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	\$71,042.02	\$61,955.11	\$62,810.07	

