

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

Meeting Called To Order: 10:00 a.m.

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

Members of the Public Present: Diane Robinson (Auxiliary), Denise Fabiano(Auxiliary), Al Fabiano, Barb Philips (Firefighter), Lu Strickland and Jennie Leslie (Auxiliary)

Secretary's Report: The Secretary's report of the Board Meeting Minutes from April 5, 2018 was amended to correct the cost of new SCBAs (changed from \$12,000 to \$120,000). Adrienne motioned to accept the April 2018 Board Meeting Minutes as written and amended and Ron seconded the motion. The Board unanimously approved the minutes as written and amended.

Treasurer's Report: The April Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2018. Ron moved to accept the reports as written and Virginia 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:

April 2018

Events – Total Hours 35:15

04/07/18	Accident... vehicle slid off I15 on icy curve. Single occupant, no injury
04/15/18	Wildland fire, burn permit not activated. DNRC protect on the property. Paged but they wouldn't respond.
04/20/18	Wildland fire, controlled burn out of control.
04/22/18	Wildland fire reported 5 miles south of exit 240. Dearborn Ranch was burning around exit 234. Dearborn FSA investigated and confirmed it was a smoke scare due to a controlled burn.
04/27/18	Wildland fire, owner mowing grass and set fire.
04/28/18	Wildland fire, resident burning wood pile and fire got away from him - no burn permit

Training Total Hours 32.5

Roy Stock	4
Barbara Phillips	4
John Kernaghan	18.5
Doug Andrews	4
Shila Andrews	4

Jerry Dobbins	4
JJ Willis	2

Chief Total Hours 87

Grant Writing	23.5
Administrative	36
Vehicle Maintenance	9.5
Fire Councils	6
SCBA Acquisition	12

Auxiliary Total Hours 12

Sal Salvatore	6
Kevin Leslie	1
Jennie Leslie	3
Denise Fabiano	2
Diane Robinson	?

Miscellaneous:

- Spoke with Rocky Infanger, Eric Tilleman and Bill (Cascade incident recorder). Both departments agree that complex incidents are still recorded as a single incident. Wolf Creek has just begun entry of incidents in NFIRS again after a long hiatus.
- Worked on a grant to help us mitigate about a mile of Andy Creek Ln on a 90 / 10 split basis with govt paying 90% homeowner paying 10%. Grant was submitted in April... no news yet
- Worked with John Palmer to replace the hose on the new cistern... no solution yet
- Windshield replaced on command
- Worked on grants with Ginny, Ellis, Adrienne and Roy
- Tender 4wd air handling fixed.
- Acquired SCBA tanks from Stephenson Fire. 46 tanks purchased for \$7,500 with masks, pass systems, and back packs. No need to purchase recharging equipment, we will use West Valley or East Valley to recharge empty tanks when we have enough empties. Tanks came with very current test results so we don't have to focus on testing this year.
- Filed quarterly Workman's comp Report
- Working with Cascade County on a new map that will allow us to quickly find a property when we are called out. More to follow.
- Ordered new hose for command... the old hose froze because it wasn't drained when we were taking it to training in Helena
- Wrote letter of support for City of Cascade to support their replacement of 2 old concrete water storage tanks.
- Pump starter on 1632 down. Replaced in October 2017, should be replaced under warranty.
- Flat tire on 1632 during wildland fire incident.
- Emergency light short on 1632 needs to be repaired
- Pipe for old cistern repaired. Pipes came apart.
- DNRC has requested that we start logging all fires using a new survey form they have provided to us. We are current, but will probably move this activity to admin help.

General Business:

Introduction of Diane Robinson, DFSA Auxiliary Member

- Virginia

Welcome Diane!

By – Laws, SOGs and SOPs

- Adrienne and John

John would like to submit SOPs and SOGs overtime to the Board for review and approval. As this comes together, Ellis will go back and revisit the By-Laws to make sure our practices are consistent.

Grant Writing and Grant Opportunities:

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

-Virginia

Our FEMA Vehicle Grant Application did not score high enough to receive further consideration through the panel review process. That means that the computerized pre-score process likely kicked our application out due to low incident numbers and our small department. Diane suggested that we talk to Ted to see if he has any insights as to why we failed.

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

-Virginia:

We completed and submitted our application for the FEMA SAFER Hiring Activity Grant during the 3rd week of April. Now we wait to hear if DFSA was successful or not.

SAFER Recruitment/Retention Activity with Eastgate Fire as Host:

-John

John would like to compile a pamphlet for the solicitation of volunteers like the one that was created by Eastgate Fire. East Gate Fire will not be operating as host for the SAFER grant as planned due to the unexpected death of the coordinator of that activity.

New AFG Safety Grant Opens around August:

-Virginia

FEMA Ted suggested that we could write an AFG grant application to cover the cost of current and future physicals for our Firefighters. After some discussion, Ron motioned that DFSA not pursue the grant for this purpose at this time. Adrienne seconded the motion. The Board unanimously approved the motion.

As an alternative, Denise suggested that we approach Benefis to see if they would do some probono physicals for firefighters. If the probono physicals are available, these would be optional for firefighters that want them.

FEMA AFG Safety Grant:

DFSA will apply for this grant to fund a Dryer specifically made for drying turnout gear. We need the washer for the turnout gear now and cannot wait for a grant. Adrienne motioned that

we buy the washer now and Dixie seconded the motion. The Board unanimously approved the motion.

Northwest FCS Rural Community Grant:

-Virginia

Roy sent me the information on this grant for consideration. Unfortunately, DFSA cannot apply for this grant because we are not a non-profit organization. We are a government entity.

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 was \$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.

Town Pump was unable to provide support at this time. They stressed that their current commitments are geared toward meeting basic needs and supporting primary and secondary education in Montana.

DFSA Open House to Be Held July 14, 2018:

Time – The Meeting will be held from 10:00 a.m. to 2:00p.m. Food will be served between 11:00 to 1:00.

Food – Denise

If we go with hamburgers, hotdogs, chips and bottled water we can probably get them donated as a “Not for Profit Event.” We’d need to have a DFSA flyer to present to the businesses that advertises our Open House. Denise will approach Walmart, Albertsons and Smiths.

Al is willing to run the BBQ. Jennie volunteered to compose the flyer.

Activities for the Open House:

John will get someone from Tri- County to make a presentation for land owners on fire mitigation.

We will have firefighters stationed at each of DFSA trucks to provide information about the apparatus.

Tours of DFSA Buildings will be offered.

A map of the 80 square miles that comprise the DFSA will be prominently featured.

Tabletop Display Topics:

Noxious Weeds – Denise will get more copies of the booklet

How to Reduce Fire Hazards on Your Property

How to Volunteer – application forms

What to Do After Your House Burns Down – Disaster Cleanup

Demonstrations of Fire Suppression and Fire Equipment
Services provided to landowners by DFSA

Strategic Placement of DFSA Apparatus:

-John

Local departments are trying to put a Wolf Creek/Craig truck up on Stickney Creek.

John talked to the DNRC about getting an engine at no cost. Kirk Miller coordinates vehicle sales and disperses information about available vehicles. DFSA is now on the list for information on all trucks nationwide.

Ron moved that John be authorized to look for an engine suitable for the DFSA. Adrienne seconded the motion. The Board unanimously approved the motion.

John talked with Leonard Lunby of the Vaughn Fire Service Board regarding low-cost vehicles. Leonard referred John to Kirk Miller.

DFSA NFIRS reporting practices:

-John

John talked to both the Wolf Creek and Cascade Department Chiefs about the details of their NFIRS reporting practices. Our practices are consistent with theirs.

SCBAs: Recertification versus Replacement

-John

We purchased 46 tanks with masks, pass systems and backpacks from Stephenson fire for \$7500. We will use West Valley or East Valley to recharge empty tanks when needed. The tanks have current test results so we will not have to do any testing this year.

May 19, 2018 FSTS Staff and Command Seminar

-John

This was cancelled due to lack of attendance.

DFSA Credit Card:

Adrienne requested that the Board consider raising our credit limit on the DFSA credit cards. Ron motioned that DFSA raise our credit limit to \$5000. Dixie seconded the motion. The Board unanimously approved the motion.

Bare Land Fire Fee:

Ron and Jennie will pursue more information on this topic for presentation at the June Board Meeting.

Old Business:

Post Disaster Guide/Resources:

-Roy and Ron

Ron showed the Board the information compiled that DFSA will provide homeowners to help with their response to fire. Also to be included is a FEMA pamphlet.

Dearborn Landowners Association:

At the April Board Meeting 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 contacted the Cascade County Attorney to get his opinion as to whether it is legal to use public funds in this way. The County Attorney said that it was not.

The Board agreed to offer some assistance for road maintenance at the discretion of the Chief for the purposes of firefighter practice with DFSA apparatus.

Telephone Book Listing for DFSA:

-Ellis

Ellis has requested changes to be made in DFSAs Telephone Listings. We will now be listed as Dearborn Fire Service Area and not Dearborn Volunteer Fire.

Public Comment:

Comments made by the public are summarized in each of the agenda items above.

Motion to Adjourn:

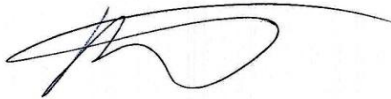
Adrienne motioned to adjourn the Board Meeting and Ron seconded the motion. The Board unanimously approved the motion. The Meeting adjourned at 12:45 p.m.

Respectfully Submitted May 10, 201

APPROVED



DFSA Secretary



H. Ellis Misner DFSA Chair

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD Re Received	
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 0.81	\$ 0.84	\$ 0.83	\$ 0.75	\$ 0.84	\$ 0.80	\$ 11.01	
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	\$ 2,635.28	\$ 113,335.36	
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	\$ 2,636.08	\$ 114,128.37	
Expenses	Budgeted	Jul exp	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Remaining	
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)	(117.62)	\$ 119.92	
Electric Power --- NorthWestern	\$ 1,200.00	(\$ 52.83)	(\$ 53.72)	(\$ 59.29)	(52.14)	(59.25)	(62.35)	(80.45)	(65.93)	(65.14)	(58.43)	\$ 590.47	
Vehicle fuel	\$ 3,500.00						(1,864.00)		(14.70)		(941.12)	\$ 680.18	
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)		(724.73)	\$ 4,983.87	
Fire fighting equipment	\$ 15,000.00							(319.17)			(163.95)	\$ 14,516.88	
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)		(70.00)	\$ 1,346.60	
Office Supplies --- paper, printer ink	\$ 300.00			(\$ 48.99)		(155.01)		(59.76)	15.61			\$ 51.85	
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 500.00		(\$ 103.00)	(\$ 3.00)	(19.95)	(3.00)	(103.00)	(55.82)	(3.00)	(118.17)		\$ 91.06	
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	#####	#####	#####	#####	#####	#####	#####	#####	#####	(\$ 369.00)	#####	\$ 24,967.83

DFSA – Capital Items Requested by Chief for FY18-19

1. Wildland Truck possibly with high pressure water delivery
2. Hose drying rack
3. Bottle Storage Rack
4. DVD player to connect to TV
5. Battery charger with timer
6. 2 Rail fence to protect cistern
7. 8’x12’ step ladder
8. new Dearborn bldg. sign
9. Wildland gear & boots
10. Backup alarms 1632 & 1601
11. Apparatus Approaches to Garages

DVFD Budget Detail FY 18 **WORKING DRAFT**

Revenue Sources	Budget Amt		
Bank Interest	\$ 25.00		
Donations	\$ 100.00		
Grant funds	\$ 500.00		
County Revenues for Fiscal 2017---18	\$ 115,000.00		
Total Revenue FY 18---19	\$ 115,625.00		
Expenses	Budgeted		
Insurance --- Thomas Wood Agency --- accident/sickness	\$ 2,500.00	estimate	
Insurance ---Thomas Wood Agency --- Property/Casualty	\$ 5,000.00	estimate	
Insurance --- Montana State Fund --- Workers Compensation	\$ 5,000.00	estimate	
Telephone --- CenturyLink	\$ 1,500.00		
Electric Power --- NorthWestern	\$ 1,000.00		
Vehicle fuel	\$ 3,500.00		
Propane --- Breen Oil	\$ 3,400.00		
Buildings and Grounds --- property maintenance	\$ 6,000.00		
Vehicle Maintenance/Upgrades	\$ 10,000.00		

WORKING DRAFT			
Fire fighting equipment	\$ 10,000.00		
Recruitment and Retention	\$ 4,000.00		
Training	\$ 3,000.00		
Uniforms --- Fire Fighters	\$ 5,000.00		
Communication Equipment --- General	\$ 3,500.00		
Community Programs --- Fire Education for Property Owners	\$ 4,000.00		
Office Supplies --- paper, printer ink	\$ 400.00		
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 600.00		
Station Food/Beverages	\$ 1,000.00		
Wildland Truck/s	\$ 65,000.00		
TOTAL Budget FY2016---17	\$ 134,400.00		
Estimated End of year Cash on Hand	\$ 50,000.00		
<i>** keep \$30,000 reserve</i>	\$ 30,000.00		
Revenue --- \$30,000 reserve --- budgeted items + Year---end cash on hand	\$ 1,225.00	Amount left to budget	

WORKING DRAFT