

DFSA Board of Trustees Meeting Agenda
July 12, 2018
Dearborn Fire Service Area Station
10:00 a.m.

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

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

Members of the Public Present: Denise Fabiano (Auxiliary) and Al Fabiano

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

Treasurer's Report: The June Treasurer's Report was reviewed including the Monthly Transaction Report and the DFSA Budget Detail FY 2018.

Virginia moved to accept the Treasurer's report 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

June, 2018

Events – Total Hours 30.5

- 6/1/18 Paged out to land Mercy Flight at 11 Golden Eagle Drive. John K responded. Total 1 hour.
- 6/4/18 Paged out to Wildland Fire at 285 Hideaway Lane. Bill Weidler, Sharon Frye, Dick Frye, Roy Stock, Karen Stock and John Kernaghan responded. Lightning strike in timber caused fire. Fire suppressed by Bill, Sharon and Dick before Roy, Karen and John arrived. Homeowner and his wife were working on fire when Bill, Sharon and Dick arrived. Homeowner was requested to keep an eye on burned area daily for 3 days, then every other day for a week. Dick and Sharon checked burn site the following day. Total hours 22.
- 6/6/18 Paged out to land Mercy Flight at 56 Bald Eagle Drive. Assisted in Carrying the patient to the helicopter and loading the patient. John K responded. Total 1 hour.
- 6/9/18 Paged out to land Mercy Flight. Assisted in loading patient onto helicopter. John K responded. Total 1.5 hours.
- 6/14/18 Paged out to auto accident scene at Marshall Lanes. Ambulance took patient to Benefis after MHP interviewed the patient. No damage to vehicle. John K responded, JJ in station. Total 3.0 hours.
- 6/20/18 Paged out to land Mercy Flight. Took Mercy Flight paramedics to 18 Cooper Drive. Assisted in loading patient into 1601, transported patient back to helicopter and assisted in loading patient. John K responded. Total 2 hours.

Training Total Hours 130

Roy Stock	12
Karen Stock	9

Barbara Philips	14
Cyros Strickland	4
William Weidler	8
Richard Frye	11
Sharon Frye	11
Paul Bechyne	9
Amanda Carroll	12
John Kernaghan	14
JJ Willis	5
Lu	14
Doug Andrews	
Shila Andrews	
Jerry Dobbins	
Ron Turigliatto	7

Chief's Hours 159

Administrative Hours	127
Vehicle Maintenance	10
Training	14
Fire Councils	8

Auxiliary Total Hours 40

Sal Salvatore	7
Kevin Leslie	16
Jennie Leslie	12
Denise Fabiano	5
Diane Robinson	0

Miscellaneous:

- Ordered New hose for Cistern
- Working on Broken Skid on 1601
- Roy and John cut grass at station
- Ordered and distributed remaining Wildland gear to ffs
- Distributed structure gear to ffs. Some structure gear still needed for each FF
- Tested all SCBAs
- Install batteries in PASS Systems on new SCBA packs
- Placed new SCBAs on trucks and removed old ones. Modified truck racks to support new SCBAs. We will need to replace some of the truck racks to support smaller SCBA bottles.
- Distributed new structure masks to ffs
- Most ffs have now used the new SCBAs in training
- Took 2 existing L&C pagers to Bob Drake for reprogramming
- Test pages to L&C pagers worked. We now page our own FFs when we have an incident requiring their response.
- Ordered 4 new L&C Pagers (2 to 3 month delivery)
- Borrowed two pagers from WC and distributed to mountain FFs
- Marker lights fixed on 1611
- No response from WC on engine placement at Stickney, Rocky missed board meeting due to a fire

- Wolf Creek board decided not to participate in cost for cleaning structure gear.
- Training for new firefighters happening on Thursdays at Firefighters homes.
- Approved samples of hats, tee shirts and sweatshirts. Should be in around July 2nd or 3rd.
- Worked on indexing for map
- Received and distributed new batteries for Motorola radios
- Acquisition of used Air Force radios still in progress
- First training with Great Falls Fire Training held.
- Repaired leaking filter in 1601
- Attended meeting on Fires in Santa Rosa, CA last year
- Burned chicken coop at 280 Dearborn River Rd at owner's request. Used exercise to teach new ffs about structure fires.
- Took delivery of washer.
- Review State Fund Agreements and documentation.
- Sent Active 911 payment info to fire council for reimbursement
- Work on active 911 chat for ff communications
- Requested that Ron serve as our safety training officer and he accepted

General Business:

Grant Writing and Grant Opportunities:

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. We are still waiting to hear if DFSA was successful or not.

New AFG Grant Opens around August:

We are rethinking whether or not we will apply for this grant to pay for a Dryer specifically made for drying turnout gear. It is likely that we can build our own turnout gear dryer very inexpensively or simply air-dry the turnout gear for now. Ginny will look into what higher priority and costly equipment is eligible to be applied for with this grant. John will review the information and make a proposal to the Board.

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 Update– Denise

All of the food is taken care of.

Tables and chairs are coming from the Methodist Church and from Denise's church.

Volunteers to Set Up and Take Down-

Ron, Ellis and John will transport tables and chairs on Friday and Saturday.

Volunteers to Serve Food –

Adrienne, Dixie and Ginny

Status of Washing Machine for Fire Fighter Turnout Gear and Building 3 - Ellis

We got a manual for the machine online. We must have a certified technician to install it to keep the warrantee intact. Ellis will arrange for the technician from Three Forks to install the machine. Ellis volunteered to plumb it.

Bare Land Fire Fee - Adrienne

It is \$0.15 per bare acre fire fee which would yield us approximately \$7,000 in fees. It will be quite a process to go through and to keep the landowner list updated. First we need to verify where the structures are and then we verify where the bare land is. What Carl suggested is that we do it in conjunction with a very small fire fee increase for structures.

To pursue this we would have to go through the same process that we went through when we pursued the fire fee increase last year (i.e. public meetings with the commissioners from both counties.)

Adrienne would like to have the structures verified first. We have about 50 structures in the DFSA that are not being assessed a fire fee at all. She will forward her file on the Lewis & Clark County properties to the tax assessor to tell them what properties need to be assessed a fee.

She will go through this same process for Cascade County.

Motorola Radio and Radio Numbers assigned to Fire Fighters – John

John gave Ginny an update on the radio numbers that we have so far. 4 firefighters still need Motorola radios. The Roster will be updated as soon as all firefighters have radio numbers.

Outline Criteria for eligibility for Fire Fighter Stipend and Construct Policy Statement – Board Discussion

Information from the Draft that John wrote up was compiled into a Draft Policy Statement for Firefighter Stipend criteria and presented to the board. Changes to the Draft were suggested and the Policy will be reviewed again at the August Board Meeting.

Estimate to Pave Entry Way to Each Building - Ron

The bid to pave the entry ways to all 3 buildings came in at \$18,055. This item has been placed on the wish list.

Old Business:

Denise was going to approach Benefis to see if they would do some pro-bono physicals for any firefighters that may want to have one. This discussion was tabled in June until the July Board Meeting. At today's meeting this discussion was tabled until the August Board Meeting.

Public Comment:

None

Motion to Adjourn:

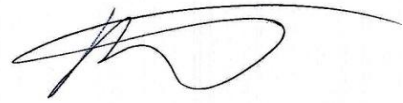
Virginia motioned to adjourn the Board Meeting and Ron seconded the motion. The Board unanimously approved the motion. The Meeting adjourned at 11:55 p.m.

Respectfully Submitted July 13, 2018



DFSA Secretary

APPROVED



H. Ellis Misner DFSA Chair

ADDENDUM

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 18,772.55			
06/04/18	T	10,000.00	\$ 28,772.55		Transfer	Transfer \$10,000 from savings to checking
06/05/18	I	(645.98)	\$ 28,126.57	2067	Check	Reimburse John 2 pair boots -- N Forty \$732.96 minus \$86.98 for Staples printer cartridge charged on WF card
06/05/18	I	(1,401.08)	\$ 26,725.49	2064	Check	Fleet Services -- Big Red Repair
06/06/18	I	(60.00)	\$ 26,665.49	2002	Check	Lewis & Clark sewer permit for new garage
06/07/18	I	(2,837.71)	\$ 23,827.78	2066	Check	Line gear -- wildland gear for new fire fighters
06/08/18	I	(3.00)	\$ 23,824.78		Auto Payment	WF bank image detail
06/08/18	I	(227.50)	\$ 23,597.28	2068	Check	USPS -- postage for post cards
06/08/18	I	(337.67)	\$ 23,259.61	2063	Check	L.N. Curtis & Sons -- XL brush coat
06/08/18	R	(1,836.16)	\$ 21,423.45	2065	Check	HMA Fire -- hose and 80" screen mesh --
06/13/18	I	(383.37)	\$ 21,040.08		Auto Payment	WF Visa John -- Staples \$86.98 (reimbursed by John) UPS -- mail package 10.05 Fire fighter bookstore -- 50.00 -- Amazon -- 89.95 helmet (credited this amount in July's statement) Cascade Fire
06/13/18	I	(1,200.30)	\$ 19,839.78		Auto Payment	Natl Fire Fighter \$760.30 headlamps for helmets -- Texas good gloves \$440
06/18/18	I	(44.12)	\$ 19,795.66		Auto Payment	NW Energy -- power
06/19/18	I	(3,916.00)	\$ 15,879.66	2070	Check	WaterNet -- tank & washer prep -- new garage
06/20/18	D	1,809.65	\$ 17,689.31		Deposit	Cascade County -- Fire fee
06/20/18	I	(118.95)	\$ 17,570.36		Auto Payment	CenturyLink -- internet & phone
06/20/18	I	(2,943.00)	\$ 14,627.36	2071	Check	Laabs Construction -- drywall new garage
06/22/18	I	(183.45)	\$ 14,443.91	2099	Check	American Airworks -- SCBA equipment
06/28/18	I	(2,006.41)	\$ 12,437.50	2098	Check	Live Action -- fire shelters
06/29/18	I	(610.64)	\$ 11,826.86	2072	Check	Live Gear -- fire fighter uniforms
Outstanding Invoices & Deposits						
check # 2097 Void						
Sal stipend \$300 -- chk 2100						
Cascade County Communications -- \$504.00 6 pager batteries						
Montana Fire Trustees Assoc ck 2102 \$250.00 dues						
Valley Truck -- ck 2103 \$86.40 command repair						
VFIS ck 2069 Accident insurance -- \$2,331.00						
WF Visa -- Jerry -- \$46.80 Active 911						
WF Visa -- John -- Natl FF \$378.95 -- Montana Waste Systems (an over charge) of \$133.25 -- Natl FF \$134.75 -- Vista Print (flyers) 37.98 credit						

Cascade County --refund for active 911 46.27					
Reimbursement for overcharge \$55 from John to DFSA					
VFIS Property insurance \$4,914					
					\$ 300.00
					\$ 504.00
Savings Account Balance					\$ 250.00
Begin Bal		\$ 19,645.48			\$ 86.40
transfer to checking		\$ (10,000.00)			\$ 2,331.00
Interest		\$ 0.44			\$ 46.80
					\$ 2,346.76
Total Checking & Savings		\$ 9,645.92			--\$ 46.27
					--\$ 55.00
End of Fiscal Yr 17-		\$ 21,472.78			\$ 4,914.00
					\$ 10,677.69
Anticipated end of July Balance		\$ 10,795.09			

DVFD Budget Detail FY 17

Revenue Source	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Revenue Received
Bank Interest	\$ 25.00	\$ 2.53	\$ 1.89	\$ 0.89	\$ 0.83	\$ 0.81	\$ 0.84	\$ 0.8	\$ 0.75	\$ 0.84	\$ 0.80	\$ 0.84	\$ 0.44	\$ 12.29
Donations	\$ 100.00	\$ 400.00	\$ --	\$ 132.00			\$ 250.00					\$ 100.00		\$ 882.00
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	\$ 445.89	\$ 1,809.65	\$ 115,590.90
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	\$ 546.73	\$ 1,810.09	\$ 116,485.19
Expenses	Budgeted	Jul exp	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	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)	(117.62)	(118.95)	(118.95)	\$ (117.98)
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)	(51.60)	(44.12)	\$ 494.75
Vehicle fuel	\$ 3,500.00						(1,864.00)		(14.70)		(941.12)	(1,562.94)		\$ (882.76)
Propane --- Breen Oil	\$ 3,200.00					(2,196.00)			(1,188.36)			(48.00)		\$ (232.36)

Buildings and Grounds --- property maintenance	\$ 3,000.00	\$ (330.91)	\$ (832.70)				416.35		(19.80)	(67.98)		(9,854.89)	(6,919.00)	\$ (14,608.93)
Vehicle Maintenance/Upgrades	\$ 10,000.00	\$ (156.99)	\$ (37.45)		(465.65)	(203.70)	(1,214.08)	(359.53)	(1,854.00)		(724.73)	(3,439.30)	(3,237.24)	\$ (1,692.67)
Fire fighting equipment	\$ 15,000.00							(319.17)			(163.95)	(7,800.00)	(2,189.86)	\$ 6,716.88
Training	\$ 1,000.00				(418.10)							(148.86)	(50.00)	\$ 433.04
Uniforms --- Fire Fighters	\$ 3,000.00	\$ (250.15)	\$ (140.49)	\$ (223.65)								(2,212.86)	(5,868.64)	\$ 172.85
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)	(90.37)	(227.50)	\$ 1,028.73
Office Supplies --- paper, printer ink	\$ 300.00			\$ (48.99)		(155.01)		(59.76)	15.61			(86.98)	(86.98)	\$ (122.11)
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)			(13.05)	\$ 78.01
Station Food/Beverages	\$ 400.00		\$ (48.36)		(16.35)	(250.00)	\$ (84.00)	\$ (84.00)				\$ (84.25)		\$ (112.94)
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)	\$ (2,075.85)	\$ (25,499.00)	\$ (18,755.34)	---\$ 531.17
Reserve fund												\$ --		
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	\$ 63,370.30	\$ 38,418.03	\$ 21,472.78	