

DFSA Board of Trustees Meeting Minutes
June 7, 2018
Dearborn Fire Service Area Station
10:00 a.m.

Meeting Called To Order: 10:02 a.m.

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

Members of the Public Present: Denise Fabiano (Auxiliary), Jennie Leslie (Auxiliary) and Barb Philips (Firefighter)

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

Treasurer's Report: The May Treasurer's Report was reviewed including the Monthly Transaction Report, DFSA Budget Detail FY 2018 and Proposed DFSA Budget FY 2018-19.

Regarding the Proposed Budget FY 2018-19, Ron motioned to create a line item labeled "Reserve." Dixie seconded the motion. The Board unanimously approved the Proposed Budget as amended.

Virginia moved to accept the Treasurer's report as written and Dixie 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

May, 2018

Events – Total Hours 11

- 5/17/18 Resident called in to report smoke. After looking around the area, there was some smoke in the air probably due to a campfire that had been recently extinguished. Barbara Philips, Amanda Carroll, Paul Bechyne and John K. responded. John was in the station. Total Incident Hours 9.
- 5/17/18 Paged out to a medical call by EMT 21. Assistance was needed to help fallen patient with limited mobility get back in bed. John K responded. Total Incident Hours 1.
- 5/17/18 Paged out to medical call by Helena Control. Assistance not required by EMTs. Released from scene after EMT arrival. John K responded. Total Incident Hours 1.

Training Total Hours 101

Roy Stock	11
Karen Stock	2
Barbara Philips	12
Cyros Strickland	9
William Weidler	12

Richard Frye	12
Sharon Frye	12
Paul Bechyne	6
Amanda Carroll	6
John Kernaghan	19

Chief's Admin hours 138

Administrative Hours	116
Vehicle Maintenance	22
Fire Councils	0

Auxiliary Total Hours 58

Sal Salvatore	5
Kevin Leslie	8
Jennie Leslie	12
Denise Fabiano	33
Diane Robinson	??

Miscellaneous:

- Worked with John Palmer to replace the hose on the new cistern... no solution yet
- Installed new hose on command with help from Ron
- Replaced pump starter on 1632 under warranty
- Replaced tires on 1632
- Ordered and distributed most of the wildland equipment required by new firefighters
- Reviewed options for staging 1632 and decided to move it around at the homes of new ffs to reduce response time
- Attended Dearborn River Rd Assoc mtg
- 1611 to Fleet Services. Marker Lights not functioning.
- Spoke with Rocky re placing a Wolf Creek Wildland Truck at Stickney to provide more rapid response to fires there. Agreed to place our own wildland truck there after purchase of a used vehicle.
- Discussed sharing expenses for Washing Machine with Rocky. Ellis and Bonnie picked up the discussion.
- Training for new firefighters happening on Wednesdays at Firefighters homes.
- Worked with Bunkhouse Branding to get hats and sweatshirts for ffs. Samples coming in June with delivery expected in late June.
- Created a new NFIRS account.
- Sent wildland gear invoices to John Stevens ... we may get more grant money (DNRC) as a result of significant wildland gear purchases.
- Worked on indexing for map
- Took radio to Cascade County for analysis and repair.
- Reviewed radio purchase. Considering buying more XTS2500s even though they are obsolete. They should last us for at least three more years if neither county makes changes that require new radios.
- Spoke with Tri County re July 14th presentation or booth to discuss remediation with attendees. They have agreed to participate.

- Working with Great Falls Fire Training to provide training for us one night per month. More to follow.
- Found leak in piping on 1601. New part on the way to repair it.
- Ordered new batteries for some of our mobile radios
- Worked with Bob Drake to eliminate unnecessary pages to our L&C pagers.
- Bob Drake provided a way for us to page our own ffs on the L&C pagers. He agreed that the likelihood of increased page times was high if Cascade called L&C to page out our ffs on the L&C pagers.

One of our residents set a fire for us (a chicken coop) to assist with training. We learned that our firefighters need shrouds to keep the heat off of their faces. Masks are also needed to screen particulate matter. Spent \$1600 on this equipment.

We took delivery of washing machine for turnout gear yesterday.

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 Safety Grant Opens around August:

We will apply for this grant to pay for a Dryer specifically made for drying turnout gear. Ginny and Diane will work the FEMA portal. Denise and John will assist in the writing of narratives.

While we wait to acquire the new dryer, the use of an industrial fan and/or boot driers may be employed.

If we go in with Wolf Creek, we may be able to buy the dryer if we don't get the grant.

Ellis will talk with Wolf Creek Board Member, Bonnie Young, about this possibility. He will talk with Bonnie about applying for this grant as well to fund the dryer.

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

Great Falls Walmart will donate the Chips, Albertsons will donate the burger patties and Super 1 Foods has donated a \$20 gift card. A Volunteer has offered to make either potato salad or baked beans. Adrienne will bake cookies. Denise will provide the Watermelon. Ginny will provide an urn of coffee. Now all of the main food items are covered.

Secondary foods stuffs such as water, onions, pickles, cheese and condiments are yet to be arranged. Denise is meeting with 3 Store Managers today.

Advertising Flyers/Post Cards –

We have 10 laminated Flyers to advertise the Open House. They will be displayed at the Cascade Post Office, Marshall Lane, at the mailboxes at the end of Dearborn River Road, Rocky Road, Toms Market, Eagle Rock Road, Stickney and here at the Station. More locations will be identified.

The Invitational Post Cards will be mailed to DFSA Residents, to the County Commissioners, and to Eric Tillman and Rocky Infangar.

Volunteers to Set Up and Take Down-

We have lots of tables and chairs coming from Denise’s church and from Adrienne’s church. Ellis has offered to use his truck and trailer to transport the tables and chairs and to help set them up and take them down.

Volunteers to Serve Food -

Activities for the Open House: One set of presentations will start at 11:00 with a rerun of the presentations at 1:00.

Tri- County will make a presentation for land owners on fire mitigation and will man a display table.

Firefighters will be stationed at each of DFSA trucks to provide information about the apparatus.

Tours of DFSA Buildings will be conducted.

Demonstrations of Fire Suppression and Fire Equipment will be made by different firefighters.

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

Tabletop Display Topics:

Tri-County’s display table for fire mitigation -

How to Reduce Fire Hazards on Your Property- Tri County display table and presentation with Ron

Noxious Weeds – Denise

How to Volunteer –

This display table will feature volunteer application forms and a pamphlet that Jennie and Kevin

put together. Barb, Ron and John will man this display table.

Services provided to landowners by DFSA - John

What the Board has accomplished since last year - Ellis

Jennie will secure name badges for the DFSA Board, Auxiliary Staff and Firefighters.

Strategic Placement of DFSA Apparatus:

-John

Wildland Vehicle 1632 will be in one of 3 different locations each week.

We are searching for an engine suitable for the DFSA that we will eventually place in Stickney Creek. We are looking for a wildland engine like 1631 and 1632. We should use a relatively small fire truck with a 400 - 500 gallon tank/pump. Kirk Miller shows us every engine available in the nation on a 3 - 4 times per week basis. So far we have been looking for 3 weeks.

In the meantime, Wolf Creek has agreed to place one of their trucks in Stickney Creek and Wolf Creek will be the original responder. DFSA will be secondary responders.

DFSA Credit Card:

Adrienne

We raised or credit limit to \$5,000.

Bare Land Fire Fee:

Ron and Jennie

Jennie went to Cadastral and she feels that it is beyond her ability to determine what the bare acreage and owners are in DFSA. Adrienne will talk to Jane Weber and Tom Mital to enlist their help. Adrienne will also give the county commissioners information to let them know that we are looking into this pursuing this Fee.

Twitter Feed –

Jennie

We decided that a Twitter Feed that is not directly associated with DFSA may be a helpful communication mechanism. The Twitter Feed will be named “Dearborn Fire Alert” and will be associated with an individual (Kevin). Fire alerts, evacuation alerts, etc. will be the information conveyed to DFSA residents. This will be a burden on the firefighters.

Motorola Radio -

In 2 weeks we should know when we are going to get free radios from the air force.

Discussion of Safety Practices -

John

According to the Montana State Fund information, firefighters are covered for accidents when they are participating in any fire department duties. BUT, if the department doesn't have a safety

officer, they don't have to pay a penny. John will come up with a safety program and will identify a Safety Officer. He will present the Safety Plan at the July Board Meeting.

Ron has the skill set to teach safety information.

DFSA Cadet Program –

DFSA will initiate a Cadet Program.

DFSA T Shirts –

DFSA Cadets, Auxiliary Staff and Board Members will get DFSA T shirts to wear at the Open House.

Old Business:

Denise was going to approach Benefis to see if they would do some pro-bono physicals for firefighters who wanted them. This discussion was tabled until the July Board Meeting.

Public Comment:

Denise - The City of Cascade got a Red Cross grant that provides smoke detectors. They will help distribute these smoke detectors to DFSA residents. Al Fabiano has volunteered to help verify that they have been installed as this is a requirement of the grant. DFSA firefighters will also assist Al with verification.

We want to have residents sign up for the smoke detectors and to have the detectors handed out at the Open House. Denise will arrange for this distribution at the Open House.

Barb started a FaceBook page called "Dearborn River Community Bulletin Board" to advertise events. She has put a reference to the DFSA webpage on it.

Barb stated that there are people that want to help but don't know how to help. People truly want to be asked. Barb thanked the Board for their service.

Barb suggested that Board Members write up something for the Open House explaining why you volunteered to be on the board.

Fire fighter retirement: quarterly we have to update new firefighters by providing the roster to Chris Hindoien. John will do this.

Jennie wrote her first article to submit to the Cascade Courier. It is about Barb Philips and it explains why she decided to volunteer as a firefighter.

Motion to Adjourn:

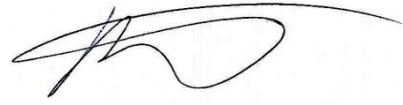
Virginia motioned to adjourn the Board Meeting and Ron seconded the motion. The Board unanimously approved the motion. The Meeting adjourned at 12:05 p.m.

Respectfully Submitted June 8, 2018

APPROVED



Virginia Jamruszka-Misner DFSA Secretary



H. Ellis Misner DFSA Chair

ADDENDUM
Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description					
			\$ 43,725.66								
05/02/18	I	(7,500.00)	\$ 36,225.66	2051	Check	SCBA equipment -- Sheperd Fire					
05/03/18	I	(300.00)	\$ 35,925.66	2052	Check	Point Blank Sales -- LED flash lights					
05/08/18	I	(48.00)	\$ 35,877.66	2055	Check	Breen Oil					
05/09/18	I	(1,854.00)	\$ 34,023.66	2056	Check	Al Chaffee Tires -- WL 1632					
05/09/18	I	(30.00)	\$ 33,993.66	2053	Check	Cascade Courier -- meeting notice					
05/10/18	I	(148.86)	\$ 33,844.80	2023	Check	Lewis & Clark Fire Council -- training books					
05/14/18	I	(171.23)	\$ 33,673.57	2061	Check	Reimburse John -- Staples (printer cartridge 86.98 & Costco food 171.23)					
05/14/18	I	(1,562.94)	\$ 32,110.63	2061	Check	Breen Oil -- gas & diesel					
05/15/18	R	(469.95)	\$ 31,640.68		Auto Payment	WF Visa Jerry -- North 40 -- \$469.95 boots for him					
05/15/18	I	(1,585.30)	\$ 30,055.38	2058	Check	Fleet Services -- tender repair					
05/17/18	D	445.89	\$ 30,501.27		Deposit	Cascade County -- Fire					
05/17/18	I	(1,742.91)	\$ 28,758.36	2062	Check	reimburse John -- North 40 -- 4 pair boots, laces & wax					
05/18/18	I	(51.60)	\$ 28,706.76		Auto Payment	NW Energy -- power					
05/22/18	I	(118.95)	\$ 28,587.81		Auto Payment	CenturyLink -- internet & phone					
05/22/18	I	(9,854.89)	\$ 18,732.92	2025	Check	Commercial Laundry -- washing machine for fire					
05/30/18	D	100.00	\$ 18,832.92		Deposit	Donation came from US Bank					
05/31/18	I	(60.37)	\$ 18,772.55	2057	Check	Staples -- 10 flyers -- 5 large 5 small					
Outstanding Invoices & Deposits											
Ck 2054 \$163.95 John reimburse for gas food SCBA										\$ 163.95	
Ck 2059 -- Void										\$ 337.67	
Ck 2063 L.N. Curtis & Sons 337.67 XXL Large Brush Coat										\$ 1,401.80	
Ck 2064 Fleet Maintenance Serv \$ 1,401.80 Big Red										\$ 1,836.16	
Ck 2065 HMA Fire 1836.16 hose & screen mesh -- command 1601										\$ 2,837.71	
Ck 2066 Line Gear 2,837.71 wildland gear										\$ 645.98	
Ck 2067 645.98 reimburse John 2 pair boots 732.96 -- 86.98 (Staples printer cartridge actually charged to WF card)										\$ 760.30	
WF Visa Roy Natl FF 760.30 & Texas Good Gloves										\$ 440.00	
WF Visa John -- Staples -- 86.98 -- UPS 10.05 -- FF Bookstore incident pocket guide 50.00 -- Amazon 89.95 ? -- Cascade Fire shirt & pants 146.39										\$ 383.37	
Line Gear 570.64 2 shirts & 1 pant										\$ 570.64	
Mt Trustee Assoc \$100 dues										\$ 100.00	
Transferred \$10,000 from Savings to Checking											
										\$ 9,477.58	
Savings Account Balance											
Begin Bal			\$ 19,644.64								
Interest			\$ 0.84								
			\$ 19,645.48								
Total Checking & Savings			\$ 38,418.03								

End of Fiscal Yr 17---18 Forecast	\$ 28,940.45												
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DFSA Budget Detail FY 17

Revenue Sources	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	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	\$ 0.80	\$ 0.84	\$ 11.85
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	\$ 113,781.25
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	\$ 114,675.10
Expenses	Budgeted	Jul exp	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	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)	\$ 0.97
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)	\$ 538.87
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)	\$ (7,689.93)
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)	\$ 1,544.57
Fire fighting equipment	\$ 15,000.00							(319.17)			(163.95)	(7,800.00)	\$ 6,716.88
Training	\$ 1,000.00				(418.10)							(148.86)	\$ 433.04
Uniforms --- Fire Fighters	\$ 3,000.00	\$ (250.15)	\$ (140.49)	\$ (223.65)								(2,212.86)	\$ 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)	\$ 1,256.23
Office Supplies --- paper, printer ink	\$ 300.00			\$ (48.99)		(155.01)		(59.76)	15.61			(86.98)	\$ (35.13)
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)				\$ (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)	---\$ 531.17
Reserve fund												\$ 37,886.86	

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	
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FY 18-19 Proposed DFSA Budget.xls

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	\$ 3,000.00	estimate	
Telephone ---- CenturyLink	\$ 1,500.00		
Electric Power ---- NorthWestern	\$ 1,000.00		
Vehicle fuel	\$ 5,000.00		
Propane ---- Breen Oil	\$ 3,500.00		
Buildings and Grounds ---- property maintenance	\$ 15,000.00		
Vehicle Maintenance/Upgrades	\$ 10,000.00		
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	\$ 6,000.00		
Community Programs --- Fire Education for Property Owners	\$ 2,000.00		
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	\$ 35,000.00		
Reserve	\$ 27,000.00		
TOTAL Budget FY2018----19	\$ 140,500.00		
Estimated End of year FY17----18 Cash on Hand	\$ 27,000.00		
Projected FY18----19 end of year amount	\$ 2,125.00		

Proposed FY 18-19 Budget June 2018