

**DFSA Board of Trustees Meeting Minutes
September 6, 2018
Dearborn Fire Service Area Station
10:00 a.m.**

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

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

Members of the Public Present: Jerry Dobbins (Firefighter)

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

Ron 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

August, 2018

Events – Total Hours 25

8/5/18 Paged to mile marker 22 on Old US Hwy 91 to provide scene control for motorcycle accident and to land Mercy Flight. Mercy flight couldn't fly due to weather in Great Falls. Patient going too fast and motorcycle rolled. Total hours 1.

8/11/18 Mutual aid call for Cascade. Paged out to 2381 Old US Hwy 91. Ron, Roy, Karen and John responded. Dearborn responded with 1601, 1621, 1631 and Karen in POV. Approximately 2 acres burned and the back of a structure had melted vinyl. Burn barrel started fire, owner cited. Total hours 10

8/29/18 Paged out to 504 Sugarloaf Mountain Ln to land Mercy Flight. Dick and Sharon responded in 1632. Ron responded in POV. Took Mercy flight personnel to 504 Sugarloaf and returned Mercy Flight personnel to helicopter. John responded in station. Total hours 5.

8/29/18 Mutual aid call for Cascade. Paged to mile marker 254 on I15 for Wildfire. Assisted in fire suppression. Ron and John responded. Total hours 5.

8/29/18 John and Ron assisted a motorist in moving a stalled vehicle to the side of an exit ramp. Total hours 2.

8/31/18 Paged to 2720 Old US Hwy 91 for structure fire. Alarm company contacted dispatch due to automatic smoke alarm. John responded in 1601 and found no obvious fire. Alarm

company visited house in afternoon. Roy responded and waited in station. Total hours 2.

Training Total Hours 143

Roy Stock	7
Karen Stock	7
Barbara Philips	19
Burton Philips	3
Cyros Strickland	3
William Weidler	7
Richard Frye	13
Sharon Frye	16
Paul Bechyne	3
Amanda Carroll	3
John Kernaghan	16
Lu Strickland	19
Doug Andrews	2
Shila Andrews	2
Jerry Dobbins	7

Training/Safety Officer

Ron Turigliatto	16
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Chief's Hours 52

Administrative Hours	31
Vehicle Maintenance	0
Training	16
Fire Councils	5

Auxiliary Total Hours 10

Sal Salvatore	10
Kevin Leslie	0
Jennie Leslie	0
Denise Fabiano	0
Diane Robinson	0

Miscellaneous:

- Ron installed SCBA holders on 1631.
- Float problem with Cistern. Waiting for water level in Cistern to drop sufficiently to fix. Cistern is not presently being refilled as it empties.
- Some structure gear still needed for each FF. Waiting for funding
- We will need to replace some of the truck racks to support smaller SCBA bottles. Waiting for funding
- Two new L&C pagers received and being programmed by Bob Drake
- Worked on indexing for map. New maps delivered, but responsible entity layer is still in works. Contacted John Huston at DNRC and requested layer.

- Structure training with Great Falls Fire Training held.
- Procedure for use of washer put in place with log.
- JJ Willis resigned as FF. No notice given. No contact made to let us know he was leaving. Moved to Helena.
- Delivered documents to MPERA for Annual certificates, Portal access and Dearborn Roster.
- Purchased high pressure hose for 1631 to repair foam injection system. Ron installed new hose.
- Arranged Wildland training with DNRC.
- Chiefs report for July.

Added new FF Burton Phillips

General Business:

Montana Trustees Association Fall Meeting Attendance - Ellis
John and Adrienne will attend the meeting on October 5-7, 2018.

Grant Writing and Grant Opportunities:

Staffing for Adequate Fire and Emergency Response (SAFER) Grant - Ginny
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. Determinations will likely be made in September.

New AFG Grant Opening -

The next FEMA Grant opening date has not been set yet. Ted Young (FEMA) believes it will open in August or September.

Status of Building 3 Progress - Ellis

Progress on Building 3 is on hold until DFSA has some funding. He will finish some plumbing that needs to be done and put up sheet rock.

Bare Land/Structure Fire Fee - Adrienne

Adrienne emailed the Lewis & Clark County Assessor about possible changes from “Habitable” to just “Structure” for the assessment of fire fees. Lewis & County is sticking with the wording of just “habitable.” Adrienne reported that there are only about 50 properties in Lewis & Clark County with structures that are not assessed a fire fee.

Adrienne identified hundreds of properties in Cascade County that have structures. She will approach the Cascade County Assessor and commissioners about possible changes from “Habitable” to just “Structure” for the assessment of fire fees.

Adrienne has been talking with Chris from the Monarch Fire Service Area. They discussed “improvements to property” versus “habitable” as descriptors to assess fire fees. This definition would cover all structures, not just habitable structures. Monarch will likely pursue this as well. Ron pointed out that heat from a structure is much higher than the amount of heat just on a wildland fire. The increased heat output increases the danger of a structure fire.

Wildland Truck Search – John

We are still looking for a suitable truck. There should be a DNRC truck coming up soon. The board unanimously authorized the Chairman to secure financing immediately.

Criteria for eligibility for Fire Fighter Stipend and Construct Policy Statement –

The Board discussed the latest draft revision of the Policy. Adrienne moved that the Policy Statement should be approved as written and Ron seconded the motion. The Board unanimously approved the new DFSA Policy.

Asphalt for Parking Lot -

Ron talked with Paul Amos from Wolf Creek about using crushed asphalt to cover the parking lot. Paul said it would cost \$3,500 to \$4,000 to cover parking lot. This project is tabled until it moves up on the priority list and finances become available.

Old Business:

Denise is waiting to hear from Benefis regarding the possibility of pro-bono physicals for any firefighters that may want to have one. She was not present for this discussion if this item so it will be moved to the October Board Meeting Agenda.

Public Comment:

Jerry Dobbins was consulted regarding when the wildland truck that DFSA has up on the mountain will need to be brought back to the station. Jerry stated that when it starts getting below freezing the fitting on the pump will freeze and break. It is an expensive part to replace. The wildland truck will be moved back to the station when the weather changes.

Motion to Adjourn:

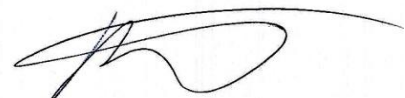
Ron motioned to adjourn the Board Meeting and Adrienne seconded the motion. The Board unanimously approved the motion. The Meeting adjourned at 10:50 p.m.

Respectfully Submitted September 6, 2018



DFSA Secretary

APPROVED



DFSA Chair

ADDENDUM

DFSA FY18-19 Budget Detail

Revenue Sources	Budget Amt	Jul	Aug	YTD Revenue Received
Credits carried over from last FY	\$ -	\$ 55.00		\$ 55.00
Bank Interest	\$ 25.00	\$ 0.26	\$ 0.13	\$ 0.39
Donations	\$ 100.00	\$ 700.00		\$ 700.00
Grant funds	\$ 500.00	\$ 46.27		\$ 46.27
County Revenues for Fiscal 2017-18	\$ 115,000.00	\$ 289.49	\$ 575.93	\$ 865.42
Monthly Totals	\$ 115,625.00	\$ 1,091.02	\$ 576.06	\$ 1,667.08
Expenses	Budgeted	Jul exp	Aug exp	YTD Budget Expenses
Insurance - Thomas Wood Agency - accident/sickness	\$ 2,500.00	\$ 2,331.00		\$ 169.00
Insurance - Thomas Wood Agency - Property/Casualty	\$ 5,000.00	\$ 4,914.00		\$ 86.00
Insurance - Montana State Fund - Workers Compensation	\$ 3,000.00	\$ 79.28	\$ 452.02	\$ 2,466.70
Telephone - CenturyLink	\$ 1,500.00	\$ 122.14	\$ 120.07	\$ 1,257.79
Electric Power - NorthWestern	\$ 1,000.00	\$ 47.97	\$ 52.64	\$ 899.39
Vehicle fuel	\$ 5,000.00		\$ 1,353.00	\$ 3,647.00
Propane - Breen Oil	\$ 3,500.00		\$ 502.89	\$ 2,997.11
Buildings and Grounds - property maintenance	\$ 15,000.00	\$ 608.00	\$ 1,504.42	\$ 12,887.58
Vehicle Maintenance/Upgrades	\$ 10,000.00	\$ 86.40	\$ 181.07	\$ 9,732.53
Fire fighting equipment	\$ 10,000.00		\$ 53.00	\$ 9,947.00
Recruitment & Retention	\$ 4,000.00	\$ 337.96		\$ 3,662.02
Uniforms - Fire Fighters	\$ 5,000.00	\$ 3,012.28	\$ 70.00	\$ 1,917.72
Training	\$ 3,000.00			\$ 3,000.00
Communication Equipment - General	\$ 6,000.00	\$ 1,020.80		\$ 4,979.20
Community Programs - Fire Education for Property Owners	\$ 2,000.00	\$ 336.25		\$ 1,663.75
Office Supplies - paper, printer ink	\$ 400.00			\$ 400.00
Miscellaneous - Bank Fee, L&C Fire Council	\$ 600.00	\$ 260.00	\$ 24.00	\$ 316.00
Station Food/Beverages	\$ 1,000.00		\$ 66.95	\$ 933.05
Wildland Trucks	\$ 35,000.00			\$ 35,000.00
Fraud transaction	\$ -		\$ 946.29	\$ 946.29
Reserve	\$ 27,000.00			\$ 27,000.00
TOTAL Budget FY2016-17	\$ 140,500.00	\$ 13,156.10	\$ 5,376.35	\$ 127,343.90
Reserve fund				
End of month Cash on Hand	\$ 21,472.76	9,407.70	4,607.41	

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 4,771.52			
08/06/18	D	2,000.00	\$ 6,771.52		Deposit	Transfer from savings to checking
08/09/18	I	(1,460.06)	\$ 5,311.46	2108	Check	United Electric - power in new garage for washer
08/09/18	I	(502.89)	\$ 4,808.57	2110	Check	Breen Oil - propane
08/10/18	I	(452.02)	\$ 4,356.55	2109	Check	Montana State Fund
08/20/18	D	575.93	\$ 4,932.48		Deposit	Cascade County - fire fee
08/20/18	I	(52.64)	\$ 4,879.84		Auto Payment	NW Energy - power
						WF Visa - John - Factory Direct - 44.36 - tistern hose - Pacific 21.94 command fx skid - Power Townsend - 44.23 vehicle hardware, etc. - Tom's Market 29.97 9 volt batteries - refund MT Waste 133.25 - Feld Fire - 70.00 helmet Crescent - O'Reilly
08/20/18	I	(348.43)	\$ 4,531.41		Auto Payment	84.93 vehicle oil - Northern Lights - 53.00 glow sticks
08/20/18	I	(996.29)	\$ 3,535.12		Auto Payment	WF Visa Roy - 996.29 Fraud Transaction - card cancelled & new reissued
08/21/18	I	(120.07)	\$ 3,415.05		Auto Payment	CenturyLink - internet & phone
08/22/18	I	(1,353.00)	\$ 2,062.05	2111	Check	Breen Oil - gas and diesel
08/23/18	I	(66.95)	\$ 1,995.10	2112	Check	Roy - reimburse for station food Costco 66.95
08/31/18	I	(14.00)	\$ 1,981.10		Auto Payment	Bank Service Fee
Outstanding Invoices & Deposits						
Mt state university - 5185 FY19 resource membership						
WF Visa - John - Office Max 29.99 - Shotgun Annie's 255 - Tractor Equipment 45 - Jimmy John 75 & 7.50 - Albertsons 26.97 - Axmen 82.56 - In complete wireless 548.61						
WF Visa - Roy - credit 996.29						
Savings Account Balance						
Begin Bal			\$ 4,636.18			
transfer to checking			\$ (2,000.00)			
Interest			\$ 0.13			
Monthly service fee			\$ (10.00)			
Total Savings			\$ 2,626.31			
Total Cash on hand			\$ 4,607.41			