

**DFSA Board of Trustees Meeting Minutes
November 8, 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, John Kernaghan and Virginia Jamruszka-Misner

Members of the Public Present: Andy Lewis

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

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

Ginny moved to accept the Treasurer's reports 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:

October 2018

Events – Total Hours 62 (41 DFSA, 21 mutual aid)

10/3/2018 Paged to southbound rest area mile marker 240 on I15 for trailer fire. Roy, Cyros, Sal and John responded with 1601, 1611, 1621, 1631 and 1632. Wolf creek called out for mutual aid. Alan, Marshall and Clay responded with tender and wildland. Total hours 48.

10/10/2018 Paged out to protect scene where power line was down. John and Roy responded. Total Hours 5.

10/18/2018 Paged out to fire at 4990 N. Fork Rd. Ron, Barbara and Burt responded. Permitted controlled burn. Total hours 3.

10/20/2018 Paged out to provide mutual aid to Wolf Creek. Ron and Roy responded. Total hours 6.

Training Total Hours 51

Roy Stock	5
Karen Stock	5
Barbara Philips	5
Burton Philips	6
Cyros Strickland	5
William Weidler	0
Richard Frye	5
Sharon Frye	5

Paul Bechyne	0
Amanda Carroll	0
John Kernaghan	5
Lu Strickland	5
Doug Andrews	0
Shila Andrews	0
Jerry Dobbins	5

Safety and Training Officer

Ron Turigliatto	0
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Chief's Hours 122

Administrative Hours	112
Vehicle Maintenance	0
Training	5
Fire Councils	5

Auxiliary Total Hours 25

Sal Salvatore	7
Kevin Leslie	2
Jennie Leslie	2
Denise Fabiano	2
Diane Robinson	12

Miscellaneous:

- The float was repaired and the concrete failure was patched in October. While the cistern now appears to be holding water, the float is still not working. We will be removing the water from the cistern so the float can be repaired.
- Some structure gear still needed for each FF. Waiting for funding. Checked with Lewis and Clark Fire in Helena to get some of the gear they got from the airport when they upgraded gear. Wally said they are using all gear they were given. Each of their ffs have two sets of turnouts. When they are called out on a structure fire all of the gear they were wearing gets cleaned.
- We will need to replace some of the truck racks to support smaller SCBA bottles. Waiting for funding.
- Chief's Report for September
- Grant Support
- Structure and Wildland Gear Quotes
- Board Meeting
- ID Card for Ron
- Acquired wildland truck (1633). Tires, light bar, tools, hoses, chain saw and helmet, connectors, and nozzles will be added when funds are available.
- Working on inventory of wildland trucks. We will be standardizing tools, hoses and connectors on wildland trucks.
- Barbeque for Dearborn Volunteers

- Rehab after trailer fire
- Pick up 1633
- Pick up new PC
- Trustees meeting
- Workers Compensation Audit
- Work on Dearborn Fire Fighting Strategy
- File quarterly payroll report
- Update incidents on NFIRS and Cascade incident web sites
- Work with Cascade county on including DNRC layer on our maps
- Acquire and take delivery of mowers
- Update wish list for Ginny
- Register 1633
- No progress on Policies and Procedure manual

General Business:

State Fund Insurance Policy – Ellis

Chris found a “HUGE” issue with the insurance coverage for our non-ff staff. Chief needs to keep track of the names, hours and event duty of everyone who is volunteering to staff the event. We can continue the coverage we have if the Chief keeps the above information. The other option is to drop the insurance coverage for the trustees. Any decisions regarding this item will be tabled until we get more information. John will pursue additional information.

Grant Writing and Grant Opportunities:

Staffing for Adequate Fire and emergency Response (SAFER) Grant – Ginny

We submitted our application for the FEMA SAFER Hiring Activity Grant during the 3rd week of April. We received a Turn Down Notice on October 31, 2018.

AFG Grant FY 2018 – Ginny

The AFG Grant FY 2018 opened on September 24th. We submitted the completed application on October 17, 2018 for a Micro Grant. Our application asked for funding for PPE for our new Firefighters and the replacement of expired PPE for our Firefighters. The Total Budget for the grant is \$18,590. If we get the grant, the DFSA cost share will be \$885.

FY 2018 Fire Prevention and Safety Grant – Ginny

Application for this FEMA Grant opens on November 12 and closes on December 21st. The purpose of this grant program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by assisting fire prevention programs and supporting firefighter health and safety research and development. Funding priority projects include smoke alarm installations and home safety inspections and sprinkler awareness. The Board decided not to pursue applying for this grant at this time.

Firehouse Subs Public Safety Foundation Grant – Ginny

The application for this quarterly grant is due on November 29, 2018 however they recommend that you apply early. Additional quarterly application deadlines are February 28, May 23 and August 29 of 2019.

To apply we need to provide one official vendor quote that is dated up to 6 months after the application deadline. They provide a guideline for a total budget between \$15,000 - \$25,000. Requests exceeding \$50,000 will not be accepted.

The grant application states that they mainly focus resources in areas served by Firehouse Subs restaurants, but they will still consider application outside of their 60-mile guideline.

Since there are only 21 days left to complete the application for November 29, 2018, the Board decided to wait and apply during the next quarter with the deadline of February 28, 2019.

DFSA Fire Suppression Strategy – John

John provided a rough draft outlining suggested conceptual overview for operations. The Board agreed that we need to gather more information regarding the acquisition of a small piece of property and the cost of building a small garage that is heated upon it. John will gather information regarding property acquisition and Ellis will put together the estimated cost of a garage.

Andy Creek Mitigation Status – John

We are still looking into funding for Andy Creek mitigation. We still haven't gotten anything back on this.

First Draft Policy to cite landowners if a controlled burn leaves their property – John

If a landowner conducts a burn without a permit, the landowner should be cited by the Sheriff's Department. If the landowner has a permit but doesn't keep the fire under control and the fire leaves the landowner's property, they should also be held accountable and cited. John will work on this draft policy for review at the January Board Meeting.

Bare Land/Structure Fire Fee – Adrienne

Adrienne continues to work on identifying properties within the DFSA that are not assessed a fire fee.

Adrienne suggests that we pursue changing the term from "habitable" to "benefitting structure" so garages and sheds could be assessed a fire fee. An inclusive term might be considered to include trailers.

Ellis, John and Adrienne will sit down with the commissioners from both counties to discuss this issue. The meetings will be scheduled in January.

Montana Trustees Association Fall Meeting Summary – John and Adrienne

Adrienne reviewed a summary of the information provided at this meeting.

December Board Meeting – Ellis

Since Ellis will not be available to conduct the Board Meeting in December and in view of no

pressing matters pending, the Board decided to cancel the December Board Meeting and will reconvene in January.

Old Business:

Denise received word from Benefis that they are no longer offering pro-bono physicals for firefighters. She will be checking into other possible sources for these.

Public Comment: None

Motion to Adjourn:

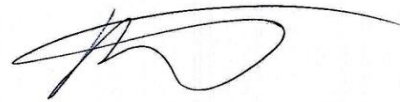
Adrienne motioned to adjourn the Board Meeting and Dixie seconded the motion. The Board unanimously approved the motion. The Meeting adjourned at 11:30 p.m.

Respectfully Submitted November 8, 2018



DFSA Secretary

APPROVED



H. Ellis Misner
DFSA Chair

ADDENDUM

DFSA FY18-19 Budget Detail

Revenue Sources	Budget Amt	Jul	Aug	Sep	Oct	YTD Revenue Received
Credits carried over from last FY	\$ ---	\$ 55.00				\$ 55.00
Bank Interest	\$ 25.00	\$ 0.26	\$ 0.13	\$ 0.08	\$ 0.07	\$ 0.54
Donations	\$ 100.00	\$ 700.00			\$ 150.00	\$ 850.00
Grant funds	\$ 500.00	\$ 46.27				\$ 46.27
County Revenues for Fiscal 2017---18	\$ 115,000.00	\$ 289.49	\$ 575.93	\$ 3,662.07	\$ 1,186.09	\$ 5,713.58
Monthly Totals	\$ 115,625.00	\$ 1,091.02	\$ 576.06	\$ 3,662.15	\$ 1,336.16	\$ 6,665.39
Expenses	Budgeted	Jul exp	Aug exp	Sep exp	Oct 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 --\$	-- 325.27 --\$		\$ 2,143.43
Telephone --- CenturyLink	\$ 1,500.00	-- 122.14 --\$	-- 120.07 --\$	-- 119.48 --\$	-- 119.78 --\$	\$ 1,018.53
Electric Power --- NorthWestern	\$ 1,000.00	-- 47.97 --\$	-- 52.64 --\$	-- 44.22 --\$	-- 53.30 --\$	\$ 801.87
Vehicle fuel	\$ 5,000.00		-- 1,353.00 --\$		\$ 30.27	\$ 3,677.27
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 --\$	-- 351.72 --\$	-- 234.06 --\$	\$ 9,146.75
Fire fighting equipment	\$ 10,000.00		-- 53.00 --\$			\$ 9,947.00
Recruitment & Retention	\$ 4,000.00	-- 337.98 --\$			-- 300.00 --\$	\$ 3,362.02
Uniforms --- Fire Fighters	\$ 5,000.00	-- 3,012.28 --\$	-- 70.00 --\$			\$ 1,917.72

Training	\$ 3,000.00			--	365.00	\$ 25.00	\$ 2,660.00
Communication Equipment --- General	\$ 6,000.00	-- 1,020.80		--	548.61	\$ 52.17	\$ 4,482.76
Community Programs --- Fire Education for Property Owners	\$ 2,000.00	-- 336.25					\$ 1,663.75
Office Supplies --- paper, printer ink	\$ 400.00			--	56.96	-- 32.98	\$ 310.06
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 600.00	-- 260.00	-- 24.00	--	24.00	-- 24.00	\$ 268.00
Station Food/Beverages	\$ 1,000.00		-- 66.95	--	338.00	-- 134.00	\$ 461.05
Wildland Trucks	\$ 35,000.00						\$ 35,000.00
Fraud transaction	\$ ---		-- 996.29				---\$ 996.29
Reserve	\$ 27,000.00						\$ 27,000.00
TOTAL Budget FY2016---17	\$ 140,500.00	-- 13,156.10	-- 5,376.35	--	2,173.26	-- 790.68	\$ 119,003.61
Reserve fund							
End of month Cash on Hand	\$ 21,472.78	#####	#####	#####	#####	#####	

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 4,479.91			
10/01/18	I	(300.00)	\$ 4,179.91	2116	check	Sal Salvatore -- stipend
10/02/18	D	170.44	\$ 4,350.35		Deposit	115.17 Fire Council, 30.27 Rocky Mountain reimbursement, 25 reimbursement overpayment Trustee conf
10/02/18	R	(24.99)	\$ 4,325.36	2117	check	Reimburse Roy -- staples printer cartridge 24.99
10/10/18	D	1,336.09	\$ 5,661.45		Deposit	donation 150 Wright, Cascade co 1,186.09
10/18/18	I	(53.30)	\$ 5,608.15		Auto Payment	NW Energy -- power
10/22/18	I	(119.78)	\$ 5,488.37		Auto Payment	CenturyLink -- internet & phone
10/22/18	I	(398.36)	\$ 5,090.01		Auto Payment	WF Visa -- John 7.99 USPS, Shotgun Annie's (training) 134.00, Carquest ((parts) 193.37, incomplete wireless 63 (LCD lens
10/30/18	I	(40.69)	\$ 5,049.32	2120	Check	Cascade Co Treasurer -- register new truck
10/31/18	I	(14.00)	\$ 5,035.32		Auto Payment	Bank Service Fee
Outstanding Invoices & Deposits						
Void 2118						
Ck 2119 reimburse Roy Shotgun Annies						
WF Visa -- Roy -- credit 996.29 not hit checking acct yet						
WF Visa -- John -- 4.24 ID Creator, Rod's Motor 15 batteries, Shotgun Annies 83, shotgun annies 52, Fairmont 297.81, Jimmy John 82.25						
MT State Fund -- 258.23						
MT State Univ -- \$185						

Rex Olson Trucking 1,500				
Breen Oil 2,199				
VFIS 159 insure new truck				
Cascade Courier 90 meeting posting				
Breen Oil 55				
Savings Account Balance				
Begin Bal			\$ 1,616.39	
Interest			\$ 0.07	
Service fee			(\$ 10.00)	
Total Savings			\$ 1,606.46	
Total Cash on hand			\$ 6,641.78	