

DFSA Board of Trustees Meeting Minutes
May 7, 2019
Dearborn Fire Service Area Station
10:00 a.m.

Meeting Called to Order: 10:07

Attendance: Adrienne Kernaghan, Dixie Allen, Ron Turigliatto and John Kernaghan

Members of the Public Present: Denise and Alan Fabiano, Barbara Philips, Lu Strickland and Shellie Creveling (Red Cross Liaison)

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

Treasurer's Report: The April Treasurer's Reports were reviewed including the Monthly Transaction Reports and the DFSA Budget Details FY 2018. Ron motioned to accept the April Treasurer's Report and Dixie seconded the motion. The Board unanimously approved the motion.

See the Treasurer's documents in the Addendum section at the end of these minutes.

Chief's Report:

April 2019

Events – Total Hours 22

- 4/5/2019 Paged to vehicle accident at I15 MM 242. Driver hit a deer. No injuries. Vehicle was driven to exit 244 by owner. Jerry, Ron and John responded. Total Hours 3.
- 4/11/2019 Paged to vehicle accident at I15 mm 240. Bridge was icy causing driver to lose control. No injuries. Total Hours 4.
- 4/15/2019 Paged to 2940 Old US Hwy 91 for vehicle accident. Driver of the vehicle was injured. Taken to Benefis by Mercy Flight. Ron responded. Total hours 1.
- 4/23/2019 Paged to 188 Upper Sawmill Creek for Wildland fire. Stove ashes were dumped by owner. Grass fire moved into trees and scorched them. No torching. Ron, Bill, Ned, Cyros, Lu, Dick, Sharon, and Amanda responded. Total Hours 12.
- 4/24/2019 Paged to quad accident at 48 Dearborn River Rd. Patient transported by ambulance to Benefis. Ron and Barb responded. Total Hours 2.

Training Total Hours 143

Barbara Philips	22
Burton Philips	0
Cyros Strickland	18
William Weidler	0
Richard Frye	9
Sharon Frye	22
Paul Bechyne	0

Amanda Carroll	0
John Kernaghan	9
Lu Strickland	22
Doug Andrews	5
Shila Andrews	0
Jerry Dobbins	0
Bill Jagers	18
Ned-Louise Jagers	18

Safety and Training Officer Total Hours 27

Ron Turigliatto 27

Chief's Total Hours 84

Administrative Hours	68
Vehicle Maintenance	0
Training	11
Fire Councils	5

Auxiliary Total Hours 16

Sal Salvatore	14
Kevin Leslie	0
Jennie Leslie	0
Denise Fabiano	2
Diane Robinson	0

Miscellaneous:

- The problem with the float was addressed in addressed in April. We emptied the cistern and repairs were made. John Parker has charged us nothing for the cistern repairs even though the damages were caused by the earthquake.
- The cistern now holds water. We still have some work left on the cistern to allow automatic operation. We expect that work to be done in May.
- Some structure gear still needed for each FF. Expecting grant notification results in April but we still haven't received notification.
- Ron and Dick Frye built and installed racks to store our air bottles.
- Ordered and picked up new pagers from Capital Communications. Had new pagers programmed by Bob Drake
- Had empty air bottles filled by East Valley
- Chief's Report for March
- Attended board meeting
- We still have some items to purchase for 1633.
- Demoed online training for ffs and got a commitment from them to use it.
- Ordered training for firefighters. Training will be held in May if possible
- The radios we were given by Cascade sheriffs dept don't have trunking. They are marginally useful for our purposes. We are trying to get the 5000s that are being replaced by Lewis and Clark. Working with Sheriff Dutton on this.
- Picked up 1633 from public works. Sal will be working on it to change the wiring to change the way the radio and speaker are wired.

- Ordered fuel for station
- Ron and John attended Helena fire council.
- Drafted an agreement for auto aid with Wolf Creek/Craig. It doesn't appear that Rocky wants to participate.
- Drafted grant acceptance letter
- Connected new PC to TV at the station for Training
- Chains and plow off of 1632
- Cleaned trucks
- New SOPs and SOGs demoed by Ron for ffs.
- Updated contact lists
- Purchased boots for new ffs
- Requested new AED quote and purchased new AEDs from Zoll.
- Met with MES a station to review their Thermal Imagers, Gas Monitors, PPEs and SCBAs
- Two new ffs added to roster. Created employee files, applications, and equipment issuance lists
- Updated rosters
- Montana State fund report for Q1

Miscellaneous:

- Ordered Wildland nozzle for 1631
- Station filing
- Got Plaques made for Roy and Karen and picked them up
- Recognition party for Roy and Karen
- Training Agendas
- Work with Road Maintenance associations on meeting dates
- Order Wildland Gear for new ffs
- Firehouse Subs quotes for Ginny
- Got a vendor for pack maintenance (DXP), but Ron found that all packs were functional.

General Business:

Grant Writing and Grant Opportunities:

AFG Grant FY 2018 – Ginny

We have not yet heard of the funding status of our grant application.

FM Global – Ginny

Our DFSA FM Global Grant Application was submitted on March 21, 2019. We requested \$4,900 in funds to purchase 2 new MSA AltAir Gas Detectors with sensors, chargers, 1 foot probes and 10 foot sample lines; 1 MSA Calibration Gases and Callibration Kit and 1 used (Demo) MSA AltAir Gas Detector with sensor, charger, 1 foot probe and 10 foot sample line.

We are currently awaiting news of the funding status of this grant application.

Fire House Subs – Ginny

The DFSA application was submitted on 5/3/19. We asked for \$14,063.41 to buy 5 Thermal Camera Kits, 5 Truck Chargers, 4 Zoll AED Plus, 4 packages of Zoll Lithium Replacement Batteries and 4 Zoll Replacement AED pads with Gloves, Barrier Masks, Scissors, Razors and Wet/Dry Wipes.

Northwestern Farm Credit Services Rural Community Grant – Ginny

This charitable grant funds challenges and opportunities in rural communities in Washington, Oregon, Idaho, Montana and Alaska. This includes efforts such as building or improving facilities, purchasing necessary equipment and funding capital improvements for non-profit organizations. Awards range from \$500 to \$5000. The deadline for submission is June 1, 2019.

We must include a letter of involvement or support written by a current Northwest customer or Northwest Employee. Does anyone know someone?

Denise will check with Steve Austin to see if he knows a NW customer or employee. John will check with two of his neighbors.

Firefighters Support Foundation – Ginny

We intended to apply for this grant in May 2019. Unfortunately, they have announced that this grant has been permanently discontinued. The Foundation does, however, offer free training for firefighters. I have forwarded a link to the free training information to John.

DFSA Fire Suppression Strategy – Remote Garages

There is nothing new to report and DFSA continues to look for real estate. Denise will also help us look for land.

John and Adrienne will check with the county attorney and county assessor to see if a 99-year lease or easement could be considered. They will ask if there are any pieces of property that belong to the state that could be considered. They will ask if a land owner were to allow an easement or lease, would the land owner be charged any increased taxes.

Andy Creek Mitigation Status – John

We are still looking into funding for Andy Creek mitigation. Unfortunately, John Stevens quit (Department of Emergency Services) so we can't move forward on this project. This item will be tabled until we get a DES coordinator.

Bare Land/Structure Fire Fee – Adrienne

Adrienne will present information at the BBQ on June 29th regarding how fire fees are assessed. The process for assessing fees is very complex. She will stress the importance that everyone in the DFSA contributes. Adrienne will pull together a draft of her presentation for discussion at the June Board Meeting. Adrienne will see if we can get representatives from both Cascade and Lewis & Clark counties to discuss the process for assessing fire fees at the upcoming BBQ.

Public Education Meeting and BBQ – Denise and Group Discussion and Planning

The Barbeque is scheduled for June 29th from 10:00 a.m. to 2:00 p.m. Jennie will pursue getting an article in the Cascade Courier similar to the one we did last year. Last year, Barbara Philips was featured in the paper. This year the article will feature Lu Strickland.

The poster to advertise the time and date of the BBQ will cost around \$50 to print and laminate. Given the relatively low cost, the poster will feature a fixed date.

Board members and firefighters will contribute salads and desserts. Denise will pursue donation of the rest of the food.

Other ideas for presentations at the BBQ include:

- Benefis may have a person that could come out to discuss first aid and tourniquets
- Fire Suppression Strategy – Remote Garages
- Shellie will present information on fire detectors and evacuation plans and safety. She will also man a table with a sign-up sheet for free fire detectors.

Fire Detectors - Denise and Shellie Creveling (Red Cross Liaison)

Shelly, the Red Cross Coordinator, will attend the BBQ. A sign-up sheet will be available at the open house/BBQ for free fire detectors. The detectors will be installed during the following 3 weeks by John, Ron and Alan.

Shellie also offered to come to local Home Owner Association Meetings to present as well.

CO Monitors –

Denise is still working on getting CO monitors. CO monitors are available through a grant received by the Cascade high School FFA. Denise will contact the FFA to see if this is still available.

New Truck Paint Job – Ellis

Ellis will get the photos of the truck Steve Woderich and work on scheduling the date to have the paint job done.

PPE Washing Machine – Ellis

Ellis talked with Bonnie Young about offering the use of our PPE Washing Machine to the Wolf Creek/Craig firefighters. They agreed that a flat fee of \$20 per load would be reasonable. Bonnie will talk to their firefighters and Board.

Building 3 - Ellis

Ellis has one more day of plumbing and one more day of electrical work in Building 3. When that is complete, he will arrange for the contractor to complete the rest of the work on the bathroom.

Fund Raising by Group NOT Associated with DFSA – Denise and Linda Wenzel

Linda was unable to come to the meeting today. Denise reported that Linda would like to do some type of fund raising at the BBQ in June. It is important to stress that DFSA is not conducting the fund raising. (DFSAs cannot solicit donations, but DFSAs may accept donations.) The proceeds from the fund raising will be donated to DFSA.

Denise will check with Linda to see if she would like to do a silent auction.

The Cascade Senior Citizens Center offered to conduct a fund raiser for DFSA at their facility in Cascade. Denise will contact JoAnn at the Center.

Old Business:

Denise is continuing her efforts to find pro-bono physicals for firefighters that may want them. Denise gave John two physical exam forms to review. More research will be done on this matter.

John talked with DES coordinator to see if there is a way for the county to pay for physicals. He is still looking into this.

Public Comment:

Barbara Philips suggested a community garage sale to be held in the Community Center (Building 1) at the station. The proceeds would be donated to the Fire Department.

Public comments were also heard regarding the recommended content of Adrienne's discussion regarding fire fees.

Shellie suggested that Department reach out to one of the owners of the Bell Ranch that also owns Fire House Subs. She suggested that a personal connection might increase our chances for grant money and/or a donation. Shellie will text the contact information of the owner to Denise.

Motion to Adjourn:

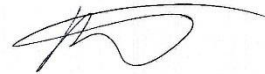
Ron motioned to adjourn the Board Meeting and Adrienne seconded the motion. The Board unanimously approved the motion and the meeting was adjourned at 12:15 p.m.

Respectfully Submitted May 7, 2019



DFSA Secretary

APPROVED



DFSA Chair

ADDENDUM

Monthly
Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 25,542.37			
04/01/19	I	(131.04)	\$ 25,411.33	2129	Check	Cascade County Communications --- parts for 1633
04/02/19	I	(300.00)	\$ 25,111.33	2127	Check	stipend --- Ettore Salvatore
04/02/19	I	(1,866.51)	\$ 23,244.82	2131	Check	Breen Oil --- gas
04/18/19	D	2,500.00	\$ 25,744.82		Deposit	Town Pump Grant for AED
04/18/19	D	175.00	\$ 25,919.82		Deposit	Donation --- Stremcha & Knaphus
04/18/19	D	2,426.04	\$ 28,345.86		Deposit	Cascade County FF
04/18/19	D	80.00	\$ 28,425.86		Deposit	Reimbursement from Don Wheeler for diesel for dozer --- cash
04/18/19	I	(65.86)	\$ 28,360.00		Auto payment	NW Energy --- power
04/22/19	I	(120.14)	\$ 28,239.86		Auto payment	Centurlink --- Internet & phone
Outstanding Transactions						
Donation Pat Verzani --- \$75						
ck 2135 --- Breen Oil --- tank rental						
Ellis Misner --- ck 2130 reimburse for sink & faucets, etc. \$861.20						
ck 2134 --- Axman --- lexan nozzle & hose						
WF VISA (Jerry) \$75 credit (boots)						
WF VISA (John)						
\$178 Carquest --- truck maintenance						
\$126 Carquest --- tuck maintenance						
\$15.98 Golden Corral ---lunch Sal						
\$18.75 Sullivans Computers (charge 46.95 --- return 28.20) laptop						
\$12 Shotgun Annie's --- food						
\$150 Shotgun Annie's						
\$477.97 North 40 boots for new firefighters						
\$\$445.99 --- North 40 boots for new firefighters						
\$\$85 Capital Communications --- battery						
\$307.50 Capital Communications --- 3 pagers						
ck 2133 --- reimburse Sal for food						
ck 2132 --- Cascade Courier --- 3 months trustee meeting notification						
PO cut for ZOLL AED \$3,122.04 --- partially paid by grant						
Savings Account Balance						
Begin Bal						
			\$ 21,579.20			
Interest			\$ 0.88			

Total Savings		\$ 21,580.08			
Total Cash on hand		\$ 49,819.94			

DFSA
FY18-19
Budget
Detail

Revenue Sources	Budget Amt	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	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	\$ 0.06	\$ 0.07	\$ 0.86	\$ 0.83	\$ 0.92	\$ 0.88	\$ 4.16
Donations	\$ 100.00	\$ 700.00			\$ 150.00					\$ 1,005.00	\$ 175.00	\$ 2,030.00
Grant funds	\$ 500.00	\$ 46.27									\$ 2,500.00	\$ 2,546.27
County Revenues for Fiscal 2017---18	\$ 115,000.00	\$ 289.49	\$ 575.93	\$ 3,662.07	\$ 1,186.09	\$ 577.50	\$ 39,252.50	\$ 10,947.64	\$ 17,269.47	\$ 1,061.05	\$ 2,426.04	\$ 77,247.78
Monthly Totals	\$ 115,625.00	\$ 1,091.02	\$ 576.06	\$ 3,662.15	\$ 1,336.16	\$ 577.56	\$ 39,252.57	\$ 10,948.50	\$ 17,270.30	\$ 2,066.97	\$ 5,101.92	\$ 81,883.21
Expenses	Budgeted	Jul exp	Aug exp	Sep exp	Oct exp	Nov exp	Dec exp	Jan exp	Feb exp	Mar exp	Apr 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				--\$ 159.00						--\$ 73.00
Insurance --- Montana State Fund --- Workers Compensation	\$ 3,000.00	--\$ 79.28	--\$ 452.02	--\$ 325.27				--\$ 366.23				\$ 1,777.20
Telephone --- CenturyLink	\$ 1,500.00	--\$ 122.14	--\$ 120.07	--\$ 119.48	--\$ 119.78	--\$ 119.99	--\$ 120.27	--\$ 120.26	--\$ 120.25	--\$ 120.25	--\$ 120.14	\$ 297.37
Electric Power --- NorthWestern	\$ 1,000.00	--\$ 47.97	--\$ 52.64	--\$ 44.22	--\$ 53.30	--\$ 56.53	--\$ 54.84	--\$ 49.35	--\$ 58.71	--\$ 77.66	--\$ 65.86	\$ 438.92
Vehicle fuel	\$ 5,000.00		--\$ 1,353.00		\$ 30.27	--\$ 2,254.66					--\$ 1,786.51	--\$ 363.90
Propane --- Breen Oil	\$ 3,500.00		--\$ 502.89					--\$ 924.00		--\$ 1,465.42		\$ 607.69
Buildings and Grounds --- property maintenance	\$ 15,000.00	--\$ 608.00	--\$ 1,504.42					--\$ 692.48		--\$ 360.80		\$ 11,834.30
Vehicle Maintenance/Upgrades	\$ 10,000.00	--\$ 86.40	--\$ 181.07	--\$ 351.72	--\$ 234.06	--\$ 43.99	--\$ 36.63	--\$ 1,984.73		--\$ 1,222.48		\$ 5,858.92
Fire fighting equipment	\$ 10,000.00		--\$ 53.00				--\$ 344.98			--\$ 507.61		\$ 9,094.41
Recruitment & Retention	\$ 4,000.00	--\$ 337.98			--\$ 300.00		--\$ 1,750.00	--\$ 1,966.67			--\$ 300.00	--\$ 654.65
Uniforms --- Fire Fighters	\$ 5,000.00	--\$ 3,012.28	--\$ 70.00				--\$ 161.00					\$ 1,756.72
Training	\$ 3,000.00			--\$ 365.00	\$ 25.00	--\$ 297.81		--\$ 141.00		--\$ 65.00		\$ 2,156.19
Communication Equipment --- General	\$ 6,000.00	--\$ 1,020.80		--\$ 548.61	\$ 52.17					--\$ 810.00		\$ 3,672.76
Community Programs --- Fire Education for Property Owners	\$ 2,000.00	--\$ 336.25				--\$ 90.00		--\$ 90.00				\$ 1,483.75

Office Supplies --- paper, printer ink	\$ 400.00			--\$ 56.96	--\$ 32.98	--\$ 34.19							\$ 275.87
Miscellaneous --- Bank Fee, L&C Fire Council	\$ 600.00	--\$ 260.00	--\$ 24.00	--\$ 24.00	--\$ 24.00	--\$ 24.00	--\$ 30.00	--\$ 110.00	--\$ 55.00				\$ 49.00
Station Food/Beverages	\$ 1,000.00		--\$ 66.95	--\$ 338.00	--\$ 134.00	--\$ 234.75	--\$ 235.70						--\$ 9.40
Wildland Trucks	\$ 35,000.00							--\$ 9,669.91		--\$ 3,582.41	--\$ 131.04		\$ 21,616.64
Fraud transaction	\$ ---		--\$ 996.29						\$ 972.45				--\$ 23.84
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	--\$ 3,314.92	--\$ 2,733.42	--\$ 16,114.63	\$ 738.49	--\$ 8,211.63	--\$ 2,403.55		\$ 86,963.95
Reserve fund													
End of month Cash on Hand	\$ 21,472.78	9,407.70	4,607.41	6,096.30	6,641.78	3,904.42	40,423.57	35,257.44	53,266.23	47,121.57	49,819.94		