

DFSA Board of Trustees Meeting Minutes
June 6, 2019
Dearborn Fire Service Area Station
10:00 a.m.

Meeting Called to Order: 10:07

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

Members of the Public Present: Ron Vandevender, Dorthy Vandevender, Rena Vandevender, Linda Wenzel and Jordon Wenzel

Secretary's Report: Adrienne motioned to accept the May 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 Reports were reviewed including the Monthly Transaction Reports and the DFSA Budget Details FY 2018. Ginny motioned to accept the May 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:

May 2019

Events – Total Hours 22

- 5/13/2019 Paged to 2629 Old US Hwy 91 for patient having seizure. Ron responded. Cancelled ambulance and Mercy Flight. Total hours 1.
- 5/21/2019 Paged to 35 Scenic Valley Dr. for fire at the top of a utility pole. Ron and John responded. Released from scene when power company arrived. Total hours 4.

Training Total Hours 106

| | |
|------------------|----|
| Barbara Phillips | 5 |
| Burton Phillips | 0 |
| Cyros Strickland | 9 |
| William Weidler | 0 |
| Richard Frye | 0 |
| Sharon Frye | 10 |
| Paul Bechyne | 5 |
| Amanda Carroll | 5 |
| John Kernaghan | 5 |
| Lu Strickland | 14 |
| Doug Andrews | 0 |
| Shila Andrews | 0 |
| Jerry Dobbins | 5 |

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|-----------------------------|----|
| Bill Jagers | 14 |
| Ned-Louise Jagers | 14 |
| Matthew Clark | 5 |
| James Panitzke | 5 |
| Rebecca Sternhagen-Panitzke | 5 |
| Linda Wenzel | 5 |
| Brian Trafton | 0 |

Safety and Training Officer Total Hours 39

| | |
|-----------------|----|
| Ron Turigliatto | 39 |
|-----------------|----|

Chief's Total Hours 71

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|----------------------|----|
| Administrative Hours | 58 |
| Vehicle Maintenance | 7 |
| Training | 6 |
| Fire Councils | 0 |

Auxiliary Total Hours 91

| | |
|----------------|----|
| Sal Salvatore | 82 |
| Kevin Leslie | 1 |
| Jennie Leslie | 1 |
| Denise Fabiano | 7 |
| Diane Robinson | 0 |

Miscellaneous:

- No progress on the Cistern in May.
- Some structure gear still needed for each FF. Expecting grant notification results in April but we still haven't received notification.
- Chief's Report for April
- Attended board meeting
- Most the items needed for 1633 are on order and have been or are being shipped.
- Administrative training for online training occurred at the end of May.
- Spoke with Lewis and Clark re radios for ffs. We are on their list. The expect to provide two radios shortly.
- Ordered and received fuel for station
- Purchased boots for new ffs
- AEDs received from Zoll. An AED was also provided by Elizabeth Douglas. Training will be held in June and AEDs will be put onto 3 more trucks.
- Six new ffs added to roster. Created employee files, applications, and equipment issuance lists.
- Updated rosters
- Grant info for Ginny.
- Ordered and received caps for water tanks on 1631 and 1632
- Ordered wildland gear for new ffs. Some additional shelters will be required.
- Shuttled 1631 and 1632 onto and off of mountain for maintenance.
- Repaired front end on 1601, replaced shocks and brakes, installed new EGR valve, had it aligned and replaced tires.
- Working with Grafix Shoppe to create decals and numbers for 1633.

- Spoke with Scott Van Dyken on FF exams and Andy Creek Mitigation. He referred me to the new DES coordinator. He started this week and was the former assistant chief of the Great Falls Fire Department.
- Cut Station grass.
- Had new pagers programmed by Bob Drake
- Spoke with Mercy Flight regarding a visit to our June 29th event. We should know shortly if they will be attending.

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. FEMA Ted said that he hoped awards would start in June – “fingers crossed.”

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.

Although they said that our grant application “had much merit,” they said that there were limited funds and a large number of applications completed globally. I received notice on June 4 that we were not awarded this grant.

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.

Fire House Subs says that awards are made within 6 weeks of the application deadline. June 14 is the 6 week date.

If DFSA does not get this grant, I will contact the owner of Fire house Subs to inquire whether we are in a good position to continue to apply for this grant. It may be that we are just too far from the nearest Fire House Subs restaurant (Bozeman) to warrant consideration. This contact may lead to an invitation to the owner to visit our Station since he is part owner of a nearby ranch that we have responded to in the past.

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.

To apply for this grant, DFSA needs to have a 501(c)3. Because we can't obtain one, Northwestern FCS suggested that we use the W9 from Cascade County to allow us to apply. The deadline for submission is October 1, 2019.

DFSA Fire Suppression Strategy – Remote Garages

There is nothing new to report and DFSA continues to look for real estate. We need to gather more information before we can move forward.

Andy Creek Mitigation Status – John

We have new DES coordinator and John will talk with him to get more information on this project.

Results from Meeting with Lewis & Clark Assessor, GIS and Planning – Adrienne

We are still working toward amending the existing DFSA resolution to remove “habitable” from the description of properties assessed a fire fee. We need to have the commissioners from both counties to agree to this change.

Adrienne will present information at the BBQ on June 29th regarding how fire fees are assessed.

The DOR will complete their assessment this summer.

Public Education Meeting and BBQ –

Denise and Jenn have gotten donations for food, drinks, utensils, plates and napkins from Albertson's (Great Falls and Helena), WalMart, Super 1, Safeway and the Homestead Restaurant.

Board members and firefighters will contribute salads and desserts. The Women's Book Club will donate cookies.

Ellis will provide ice and coolers.

Denise will set up a table displaying a first aid kit and tourniquet for firefighters. The cost of this kit will be posted. We hope to eventually provide this kit for each firefighter to carry.

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 reports that CO monitors are no longer available through Cascade FFA.

Truck Paint Job – Ellis

In view of the distance (to Billings and back two times) and the time involved, Ellis suggested that we not pursue the paint job through the college there. Ellis moved that we get the truck

painted locally and Adrienne seconded the motion. The motion was passed unanimously. John will get quotes from 2 sources for the work to be done.

Building 3 - Ellis

Ellis will meet with Pat Labs in the next few days to arrange for the rest of the work in Building 3 to be done.

Other:

Donnie Wheeler has volunteered to cut the grass at the station.

Old Business:

Pro-bono physicals for firefighters – Denise and John

Pro-bono physicals for firefighters are not available. John will talk with the DES coordinator to see if there is a way for the county to pay for physicals. The Coordinator is new so John is waiting for him to have time to settle in to the job.

Public Comment:

There is a gravel pit in the Stickney Area that is 20+ acres that might be available for a remote garage location. It is centrally located. Linda Wenzel will check with those owners regarding the possibility of an easement.

Fund Raising (conducted by group not part of DFSA) – Denise and Linda Wenzel

This outside group will conduct a bake sale and auction baskets at the BBQ. They may also conduct a pig roast in September. The group intends to donate all proceeds to DFSA.

Motion to Adjourn:

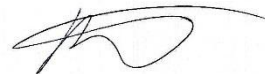
Adrienne motioned to adjourn the Board Meeting and Dixie seconded the motion. The Board unanimously approved the motion and the meeting was adjourned at 11:40 p.m.

Respectfully Submitted June 6, 2019



DFSA Secretary

APPROVED



DFSA Chair

ADDENDUM

DFSA
FY18-
19
Budget
Detail

| Revenue Sources | Budget Amt | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | 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 | \$ 0.92 | \$ 5.08 |
| Donations | \$ 100.00 | \$ 700.00 | | | \$ 150.00 | | | | | \$ 1,005.00 | \$ 175.00 | \$ 75.00 | \$ 2,105.00 |
| 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 | \$ 2,577.41 | \$ 79,825.19 |
| 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 | \$ 2,653.33 | \$ 84,536.54 |
| Expenses | Budgeted | Jul exp | Aug exp | Sep exp | Oct exp | Nov exp | Dec exp | Jan exp | Feb exp | Mar exp | Apr exp | May 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 | --\$ 120.03 | \$ 177.34 |
| 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 | --\$ 69.59 | \$ 369.33 |
| 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 | | --\$ 48.00 | \$ 607.69 |
| Buildings and Grounds --- property maintenance | \$ 15,000.00 | --\$ 608.00 | --\$ 1,504.42 | | | | | --\$ 692.48 | | --\$ 360.80 | | --\$ 861.20 | \$ 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 | | --\$ 1,419.59 | \$ 4,439.33 |
| Fire fighting equipment | \$ 10,000.00 | | --\$ 53.00 | | | | --\$ 344.98 | | | --\$ 507.61 | | --\$ 4,856.43 | \$ 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 | | | | | --\$ 2,383.76 | \$ 1,756.72 |
| Training | \$ 3,000.00 | | | --\$ 365.00 | \$ 25.00 | --\$ 297.81 | | --\$ 141.00 | | --\$ 65.00 | | --\$ 305.50 | \$ 2,156.19 |
| Communication Equipment --- General | \$ 6,000.00 | --\$ 1,020.80 | | --\$ 548.61 | \$ 52.17 | | | | | --\$ 810.00 | | --\$ 392.50 | \$ 3,672.76 |
| Community Programs --- Fire Education for Property Owners | \$ 2,000.00 | --\$ 336.25 | | | | --\$ 90.00 | | --\$ 90.00 | | | | --\$ 180.00 | \$ 1,483.75 |
| Office Supplies --- paper, printer ink | \$ 400.00 | | | --\$ 56.96 | --\$ 32.98 | --\$ 34.19 | | | | | | --\$ 18.75 | \$ 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 | | | --\$ 150.00 | --\$ 101.00 |
| 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 |

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|---------------------------------|-----------|-------------------|-------------|------------------|-------------|-----------------|-------------|-----------------|-------------|---------------|-------------|-----------------|-------------|-----------------|-------------|------------------|-----------|---------------|-------------|-----------------|-------------|-----------------|-------------|------------------|-----------|------------------|
| 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 | --\$ | 10,805.35 | \$ | 76,158.60 |
| 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 | | 41,667.92 | | |

Monthly
Transaction Rpt.

| Trans Date | I/R/O | Amount | Balance | Number | Trans Type | Description |
|---------------------------------------------------------------------------------------------------------------------------------|-------|------------|--------------|--------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | \$ 28,239.86 | | | |
| 05/08/19 | R | (150.00) | \$ 28,089.86 | 2136 | Check | Ellis Misner --- reimburse for gift certificate for Roy & Karen |
| 05/08/19 | R | (861.20) | \$ 27,228.66 | 2130 | Check | Ellis Misner --- reimburse for sink, faucets, shower etc for new garage |
| 05/09/19 | I | (48.00) | \$ 27,180.66 | 2135 | Check | Breen Oil --- tank rental |
| 05/13/19 | I | (90.00) | \$ 27,090.66 | 2132 | Check | Cascade Courier --- Nov, Dec, Jan notices |
| 05/15/19 | R | (8.07) | \$ 27,082.59 | 2133 | Check | Reimburse Sal for GF trip |
| 05/17/19 | I | (92.00) | \$ 26,990.59 | 2134 | Check | Axman --- hose & fire clamp |
| 05/20/19 | I | (69.59) | \$ 26,921.00 | | Auto payment | NW Energy --- power |
| 05/20/19 | I | (1,962.35) | \$ 24,958.65 | | Auto payment | WF Visa --- Carquest --- vehicle maint supplies 178.72 & 126.95, Golden Corral 15.98 lunch Sal, Sullivans computer 28.20 credit & 46.95 charge, Shotgun Annies --- food for training 12.00 & 150.00, North 40 --- boots for new FF 445.99 & 477.97, Capital Communications radio 85.00 & 307.50, Shotgun Annie's food for training 143.50 |
| 04/22/19 | I | (120.03) | \$ 24,838.62 | | Auto payment | Centurlink --- Internet & phone |
| 05/21/19 | R | (76.88) | \$ 24,761.74 | 2140 | Check | Reimburse Sal for purchase of towels, truck parts, lunch |
| 05/23/19 | D | 2,577.41 | \$ 27,339.15 | | Deposit | Cascade County fire fee |
| 05/23/19 | D | 75.00 | \$ 27,414.15 | | Deposit | Donation --- Patricia & Fred Verzani in memory of Bill Hinebauch |
| 05/24/19 | I | (90.00) | \$ 27,324.15 | 2139 | Check | Cascade Courier --- Feb, Mar, Apr notices |
| 05/28/19 | I | (3,122.04) | \$ 24,202.11 | 2137 | Check | Zoll Medical Corp --- AED partially funded through grant |
| 05/28/19 | I | (1,013.00) | \$ 23,189.11 | 2141 | Check | Valley Truck --- fix 1601 |
| 05/28/19 | R | (1,459.80) | \$ 21,729.31 | 2143 | Check | Capital Sports --- boots for 3 new fire fighters |
| 05/29/19 | I | (1,642.39) | \$ 20,086.92 | 2138 | Check | Line Gear --- fire fighter equipment |
| Outstanding Transactions | | | | | | |
| R and R Brake --- 70.00 | | | | | | |
| Costco --- 73.55 food for station | | | | | | |
| Great Falls Engraving 100.00, Carquest 64.44 & 95.93, Best Wok 7.95, Northern Hydraulics 29.90, Amazon 639.66 skid | | | | | | |
| Northern Hydraulics 22.00 | | | | | | |
| Amazon 199.00 Fire Weather meter, 8.57 Emergency handbook, 79.99, Jerry Can 79.99, long nose spout 25.52, Kenetrek boot 394.95, | | | | | | |
| Praetorian Group --- 740.00 online FF training | | | | | | |
| Active 911 10.59 | | | | | | |
| Al Chaffee Tires --- 1,500 1601 | | | | | | |

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|----------------------------------------------|--|----|------------------|--|
| Shotgun Annie's 196.50 --- food for training | | | | |
| 75.00 credit --- WF Visa Jerry's card | | | | |
| Northern Hydraulics --- 71.44 | | | | |
| Breen Oil --- diesel & gas --- 1,416.38 | | | | |
| | | | | |
| Savings Account Balance | | | | |
| Begin Bal | | \$ | 21,580.08 | |
| Interest | | \$ | 0.92 | |
| Total Savings | | \$ | 21,581.00 | |
| Total Cash on hand | | \$ | 41,667.92 | |