

**DFSA Board of Trustees Meeting Minutes**  
**September 5, 2019**  
**Dearborn Fire Service Area Station**  
**10:00 a.m.**

**Meeting Called to Order:** 10:00

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

**Members of the Public Present:** Lu Strickland

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

**Treasurer's Report:** The August Treasurer's Reports were reviewed including the Monthly Transaction Reports and the DFSA Budget Details FY 2018. Ginny motioned to accept the August 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:**

**August 2019**

**Events – Total Hours 208**

- 08/01/2019 Paged to Stickney Creek, Charbonneau and Frazier area for a wildfire. The fire was suppressed by DNRC helicopter before we arrived. John Ron and Bill J responded. Total hours 6.
- 08/01/2019 Paged to Bridge Street and Franks Drive in Craig for river rescue. Cancelled in route. Ron Cyros, John and Matt responded. Total hours 4.
- 08/02/2019 Paged to 3915 Eagle Canyon Dr for a generator/structure fire. Total hours 59.
- 08/03-08/06 John handled miscellaneous fire monitoring and station preparation activities. Total hours 20.
- 08/03/2019 Matt Clark and his brother monitored the Eagle Canyon Fire from dark until daybreak. Total hours 20.
- 08/03/2019 Paged to 20 River Drive to suppress recreational fire at that address. Ron and John responded. Total hours 2.
- 08/05/2019 Sharon and Dick ferried water in 1621 to Eagle Canyon DNRC Crews. Total hours 10.
- 08/09/2019 Paged to 78 Bald Eagle Dr. for fire on a hillside. Ron found a recreational fire. Ron responded. Total Hours 1.
- 08/11/2019 Paged to a fire started by lightning at 479 Upper Sawmill Dr. Ron, Brian, Lu, Barb, Matt, Dick, Sharon, Bill W, Bill J , Ned, Amanda and Paul responded. Total hours 60.
- 08/21/2019 Paged out on mutual aid to a structure / wildland fire. Ron and John Responded. Total hours 12.
- 08/21/2019 Paged to 5240 Craig Frontage Rd to assist ambulance crew on medical call. John responded.

Total hours 2.

08/23/2019 Paged to Northbound rest area at mm 240 on I15 for a fuel leak in a trucks fuel tank.

Plugged hole and notified DOT and state HAZMAT office. Ron, Dick, Bill and Ned responded.

Total hours 12.

**Training Total Hours 161 (11 online)**

Barbara Phillips	12
Burton Phillips	1
Cyros Strickland	5
William Weidler	0
Richard Frye	10
Sharon Frye	11
Paul Bechyne	0
Amanda Carroll	0
John Kernaghan	10
Lu Strickland	12
Doug Andrews	0
Shila Andrews	0
Jerry Dobbins	4
Bill Jagers	16
Ned-Louise Jagers	17
Matthew Clark	13
James Panitzke	9
Rebecca Sternhagen-Panitzke	18
Linda Wenzel	15
Jordan Wenzel	0
Brian Trafton	6

**Safety and Training Officer Total Hours 32**

Ron Turigliatto	13
Miscellaneous	19

**Chief's Total Hours 171**

Administrative Hours	157
Vehicle Maintenance	4
Training	10
Fire Councils	0

**Auxiliary Total Hours 22**

Sal Salvatore	14
Kevin Leslie	0
Jennie Leslie	0
Denise Fabiano	3
Al Fabiano	0
Diane Robinson	0
Donnie Wheeler	5
Renaev Vandevender	0
Mikaila Vandevender	0

**Miscellaneous:**

- No progress on the Cistern in August.
- 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 July
- Attended board meeting
- 1633 decals were applied in August.
- Ron is working on cage to prevent theft of fuel.
- Worked with HMA Fire to try to fix 1601
- Took 1601 to HMA Fire in Wisconsin to install a larger water tank, a new pump, a new vapor canister, fix the foam percentage selector, replace the water pressure indicator, and test all systems. New plumbing was installed to replace old parts. Manuals were provided for the unit. The unit does not do well in extremely cold temperatures. HMA fire recommends that we take the skid off of 1601 during the winter.
- Met with Rocky again to discuss allowing Roy McFarlane to participate in the rotation of 1633 in the Stickney Creek area. Rocky was going to allow us to do it, but changed his mind again at the last minute. I'm going to give up the chase and take Roy McFarlane off our roster.
- Completed the notarization and submission of MPERA Annual reports
- Completed the quarterly report for Workers Compensation.
- Still Working with Cascade County to get additional radios. We have one radio waiting for an upgrade to allow trunking.
- Capital Communications programmed and installed the mobile radio for 1633.
- Reviewed fuel usage logs to check for theft.
- Sent Eagle Canyon Report and sent to property manager for Mark Pielock (Sharon Lafaver)
- We responded to two illegal burns in the Stickney Creek area at the same address. The property owner has not been cited to my knowledge.
- During the Eagle Canyon fire, a radio was found on the fire scene and given to me. This radio belonged to a police department in Pablo, MT. This radio was stolen from a police officer's home last year along with his taser and his service revolver. We sent the radio to the Confederated Tribal Police Department in Pablo, MT to Captain Fiddler. This radio was operational which means one of the firefighting crews was probably using the radio.

**General Business:**

**Line of Credit at First Bank of Montana – Ellis**

We need a motion to renew our line of credit. It would cost us \$100 per year. Adrienne moved to obtain a line of credit of \$1500. Dixie seconded the motion. The Board unanimously approved the motion.

**Command Vehicle – John**

John took the Command Vehicle to Wisconsin for repair and upgrade of water capacity. See additional details in Chief's Report.

### **DFSA ISO Rating - John**

DFSA has an ISO rating of 9/10. The biggest challenge for us to gain an ISO rating of 8, is the ability to sustain 250 gal/min. for 2 hours. Our Tender has 2,000 gal. but that only lasts for 8 or 9 minutes worth of water. It would be a herculean effort using our existing apparatus to meet the requirements for an ISO of 8.

### **Grant Writing and Grant Opportunities:**

#### **AFG Grant FY 2018 – Ginny**

The first round of grant awards began last week. Grants will continue to be awarded until September 30<sup>th</sup> 2019. We haven't heard of DFSA grant status yet.

#### **AFG Grant FY 2019 – Ginny**

FEMA is completely changing the application website. The new application website is called Go FEMA and is part of the Grants Management modernization process. I completed a Webinar on the new process last week and will likely complete it a second time as there were glitches in the first Webinar.

In short, we have to link our SAM Account to the New Go FEMA account and the E BIZ POC must be the same person in both accounts. We've updated our SAM Account and we will link it to Go FEMA.

#### **North West Rural Community Grant – Ginny**

The time to write this grant is now as it is due on October 1<sup>st</sup>. The Grant application states that we must either be a 501(c)3 OR be able to produce a W9. A W9 is the IRS request for a Taxpayer ID# and certification. Heidi Whitman from North West suggested that we approach the county and ask to use their W9. I called Jane Weber last week and again yesterday to see about this and I haven't heard back from her yet.

Funds awarded by this grant are limited to \$500 - \$2,500. John suggested that we try to obtain Thermal Imagers or Gas monitors through this grant.

#### **DFSA Fire Suppression Strategy – Remote Garages**

We have no funds to pursue this project and will not have the funds until at least next year.

#### **Andy Creek Mitigation Status – John**

Ron Scott, DES coordinator for Cascade County is going to get back to John about this. Roy Stock is working with DNRC on mitigation projects as well.

#### **DFSA Resolution Amendment of "Habitable" – Adrienne**

Adrienne reports that there is no new information regarding this project.

#### **Review of Draft of Citation Policy regarding fires started by one neighbor that progresses to another neighbor's property – John**

John suggested that this policy be titled "Uncontrolled Burn Procedure."

The policy will reflect the following:

With or without a burn permit and with or without the activation of the burn permit, if a resident starts a fire on his/her property and the fire does not leave their property, DFSA will not ask the Sheriff's Department to issue a citation.

With or without a burn permit and with or without the activation of the burn permit, if a resident starts a fire on his/her property and the fire leaves their property, DFSA will contact the Sheriff's Department to issue a citation.

Adrienne made a motion to approve the Policy and Dixie seconded the motion. The motion was passed unanimously by the Board.

**Legal Representation for Firefighters –**

The Board discussed legal representation for any firefighters that may need it due to actions while on the job. Ellis made a motion to hire legal representation for any firefighters that may need it due to actions while on the job and Dixie seconded the motion. The motion was passed unanimously by the Board.

**Old Business:**

**Resources for physicals for firefighters – John**

John talked with the DES coordinator, Ron Scott. He said that the paid firefighting staff is allowed an annual county-funded physical, but there is no such provision for volunteer firefighting staff at this time.

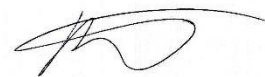
**Public Comment:**

"I think everything is going very well" with the fire dept.

**Motion to Adjourn:**

Ginny motioned to adjourn the Board Meeting and Adrienne seconded the motion. The Board unanimously approved the motion and the meeting was adjourned at 11:05 p.m.

Respectfully Submitted September 6, 2019



DFSA Chair

DFSA Secretary

**ADDENDUM**

Monthly  
Transaction  
Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 12,044.55			
08/05/19	R	(201.00)	\$ 11,843.55	2168	Check	Reimburse Ron for seal for fuel tanks
08/07/19	D	1,000.00	\$ 12,843.55		Deposit	Cash from donations ---
08/09/19	T	10,000.00	\$ 22,843.55		Transfer from savings	Transfer from savings \$10,000 to pay for 1601 repairs
08/09/19	I	(291.81)	\$ 22,551.74	2169	Check	North Ridge Fire --- wildland pants
08/12/19	I	(633.04)	\$ 21,918.70	2173	Check	MT State Fund
08/15/19	I	(31.00)	\$ 21,887.70		Auto Payment	Stop payment fee
08/19/19	i	(66.99)	\$ 21,820.71		Auto Payment	NW Energy -- power
08/19/19	I	(10,824.00)	\$ 10,996.71	2174	check	HMA Fire --- repair & retrofit 1601 ---
08/20/19	I	(121.08)	\$ 10,875.63		Auto Payment	CenturyLink --- phone & internet
08/20/19	I	(1,835.65)	\$ 9,039.98		Auto Payment	WF Visa John --- MDS \$55 part for unleaded fuel tank pump, \$59.91 Dash Med gloves, \$61.76 Costco food for station, \$32 Mt Lock --- keys, \$82.39 Conoco gas, \$17.99 EIG medical equip, \$394.95 Capital Sports boots, \$230.30 MES Nozzles, Credit transaction --- return fencing \$45.98 & \$817.69 reflected in last months checking balance
08/21/19	D	11,480.83	\$ 20,520.81		Deposit	Cascade & L&C County fire fee
08/21/19	R	(7.35)	\$ 20,513.46	2162	Check	North Ridge Fire parts for 1633
08/26/19	R	(483.34)	\$ 20,030.12	2176	Check	Reimburse Ron \$45.49 vehicle parts, \$37.85 fire equip, \$400 Hanney fire hose reel
08/26/19	R	(650.00)	\$ 19,380.12	2170	Check	Reimburse Ron \$650 decals etc. for 1633
<b>Outstanding transactions</b>						
\$35 credit balance reimbursed to us .. Jerry's WF card						
\$250 --- Capital Communications service & install radio 1633						
\$242.99 --- Galls --- 10 tourniquets						
\$37.94 reimburse Sal --- garage equipment						
\$176 & \$157 Shotgun Annie's food for training						
\$\$279.99 reimburse Ron \$39.99 tire pressure NAPA, \$240 Al Chaffee Tire --- 1601						
Reimburse Adrienne \$35.00 purchase new maps from Cascade Co						
\$58.00 Shotgun Annie's --- food for training						
ck 2172 --- stop payment applied						
\$1,400 John's trip to Wisconsin --- repair 1601 --- missing 1 receipt ok to pay?						
<b>Savings Account Balance</b>						
Begin Bal			\$ 21,582.80			
transfer to savings			\$ (10,000.00)			

Interest		\$ 0.60			
<b>Total Savings</b>		<b>\$ 11,583.40</b>			
<b>Total Cash on hand</b>		<b>\$ 30,963.52</b>			

DFSA FY18-19 Budget Detail

Revenue Sources	Budget Amt	July	August	Total year-to-date funds	Budget Amt left
Outstanding credit	\$ ---	\$ 863.67		\$ ---	\$ ---
Bank Interest	\$ 5.00	\$ 0.91	\$ 0.60	\$ 1.51	\$ 4.40
Donations	\$ 1,000.00	\$ 723.00	\$ 1,000.00	\$ 1,723.00	\$ ---
Grant funds	\$ 500.00	\$ ---		\$ ---	\$ 500.00
County Revenues for Fiscal 2018---19	\$ 101,200.00	\$ 1,458.13	\$ 11,480.83	\$ 12,938.96	\$ 89,719.17
Monthly Totals	\$ 102,705.00	\$ 3,045.71	\$ 12,481.43	\$ 15,527.14	\$ 87,177.86
Expenses	Budgeted	July	August	To---date total	Bud amt remaining
Insurance --- Thomas Wood Agency --- accident/sickness	\$ 2,500.00	--\$ 2,470.00	\$ ---	--\$ 2,470.00	\$ 30.00
Insurance --- Thomas Wood Agency --- Property/Casualty	\$ 5,200.00	--\$ 5,444.00	\$ ---	--\$ 5,444.00	--\$ 244.00
Insurance --- Montana State Fund --- Workers Compensation	\$ 2,500.00	\$ ---	--\$ 633.04	--\$ 633.04	\$ 1,866.96
Telephone --- CenturyLink	\$ 1,500.00	--\$ 120.03	--\$ 121.08	--\$ 241.11	\$ 1,258.89
Electric Power --- NorthWestern	\$ 700.00	--\$ 52.25	--\$ 66.99	--\$ 119.24	\$ 580.76
Vehicle fuel	\$ 7,000.00	--\$ 2,291.88	--\$ 82.39	--\$ 2,374.27	\$ 4,625.73
Buildings and Grounds --- property maintenance	\$ 10,000.00	--\$ 130.88	--\$ 988.35	--\$ 1,119.23	\$ 8,880.77
Vehicle Maintenance/Upgrades	\$ 10,000.00	--\$ 2,425.68	--\$ 11,474.00	--\$ 13,899.68	--\$ 3,899.68
Fire fighting equipment	\$ 7,000.00	--\$ 7,462.38	--\$ 992.54	--\$ 8,454.92	--\$ 1,454.92
Recruitment & Retention	\$ 13,000.00	\$ ---	\$ ---	\$ ---	\$ 13,000.00
Uniforms --- Fire Fighters	\$ 4,000.00	--\$ 4,527.55	--\$ 686.76	--\$ 5,214.31	--\$ 1,214.31
Training	\$ 3,000.00	--\$ 737.00	\$ ---	--\$ 737.00	\$ 2,263.00
Communication Equipment --- General	\$ 7,000.00	\$ ---	\$ ---	\$ ---	\$ 7,000.00
Community Programs --- Fire Education for Property Owners	\$ 3,000.00	\$ ---	\$ ---	\$ ---	\$ 3,000.00
Office Supplies --- paper, printer ink	\$ 400.00	\$ ---	\$ ---	\$ ---	\$ 400.00

Miscellaneous -- Bank Fee, L&C Fire Council	\$ 600.00	--\$ 250.00	--\$ 38.35	--\$ 288.35	\$ 311.65	
Station Food/Beverages	\$ 1,500.00	--\$ 87.51	--\$ 61.76	--\$ 149.27	\$ 1,350.73	
Dearborn Garage	\$ 35,000.00	\$ ---	\$ ---	\$ ---	\$ 35,000.00	
Reserve	\$ 20,000.00	\$ ---	\$ ---	\$ ---	\$ 20,000.00	
<b>TOTAL Budget FY2016--17</b>	<b>\$ 133,900.00</b>	--\$ 25,999.16	--\$ 15,145.26	--\$ 25,999.16	\$ 92,755.58	
End of month Cash on Hand		\$ 33,627.35	\$ 30,963.52			
<i>*July 2019 bank balance prematurely reflected credit of \$863.67 --- this was reversed in August with charge of \$901.35 --- building line item in August corrected</i>						