

**DFSA Board of Trustees Meeting Agenda**  
**October 10, 2019**  
**Dearborn Fire Service Area Station**  
**10:00 a.m.**

**Meeting Called to Order:** 10:03

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

**Members of the Public Present:**

none

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

**Treasurer's Report:** The September 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 Ron 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:**

**September 2019**

**Events – Total Hours 58**

09/01/2019 Paged to 633 Dearborn River Rd for Generator fire. Ron, Dick, Sharon, Bill, Ned, Lou, Cyros, Brian, Bill W., Barbara and John responded. Total hours 33.

09/05/2019 Paged to provide assistance at I15 southbound rest area at mm240. John responded. Total hours 1.

09/10/2019 Paged to 40 Shadow Lane area for tree fire caused by lightning strike. Fire handled by resident until we arrived. Matt, Brian, Ned, Bill and John responded. Total hours 20.

09/25/2019 Paged to 78 Bald Eagle Drive for smoke sighting in the Marshall Lanes area. Ron responded to 78 Bald Eagle Dr, John searched Marshall lanes for smoke. Homeowner had a baking mishap and smoke was coming out of windows and doors. Smoke alarms were activated, no fire present. Total hours 4.

**Training Total Hours 75 (8 online)**

Barbara Phillips	9
Burton Phillips	0
Cyros Strickland	4
William Weidler	4
Richard Frye	2
Sharon Frye	2
Paul Bechyne	0

Amanda Carroll	0
John Kernaghan	11
Lu Strickland	11
Doug Andrews	0
Shila Andrews	0
Jerry Dobbins	0
Bill Jagers	2
Ned-Louise Jagers	5
Matthew Clark	5
James Panitzke	3
Rebecca Sternhagen-Panitzke	5
Linda Wenzel	2
Jordan Wenzel	2
Brian Trafton	8

**Safety and Training Officer Total Hours 17**

Ron Turigliatto	2
Miscellaneous	15

**Chief's Total Hours 64**

Administrative Hours	51
Vehicle Maintenance	0
Training	11
Fire Councils	2

**Auxiliary Total Hours 21**

Sal Salvatore	15
Kevin Leslie	0
Jennie Leslie	0
Denise Fabiano	4
Al Fabiano	0
Diane Robinson	0
Donnie Wheeler	2
Renae Vandevender	0
Mikaila Vandevender	0
Ron Vandevender	0

**Miscellaneous:**

- No progress on the Cistern in September.
- Structure gear still needed for most FFs. Ginny thinks we were unsuccessful in our grant application. We are going to need to purchase structure gear for ffs next year.
- Chief's Report for August
- Attended board meeting
- Ron still working on cage to prevent theft of fuel.
- Still Working with Cascade County to get additional radios. We have 4 radios at capital communications for repairs.
- Signed up for chief's conference in Fairmont

- 1601 appears to be functioning well after the overhaul of the pumping, foam and water storage systems. We will be removing the skid from 1601 as soon as weather stays below freezing at night to protect the systems from the damage created by cold temperatures. It will be stored in one of the bays until weather permits the reinstallation on 1601. 1601 will continue to be used through the winter for accidents, Mercy Flight landings and miscellaneous command purposes.
- Ordered wildland face masks for some firefighters
- Installed automatic hose reel on 1633
- Met with Mark Pieloch and several of his staff members re a place to locate a garage in the Stickney Creek Area. The location they are recommending is very close to power so it looks like we will have a place to store an engine over the winter. He is recommending a forty dollar per year assessment to each of the landowners to pay for part of the maintenance costs. He owns 70 of the 200 parcels so he will be bearing a significant amount of the costs.
- Provided mitigation reviews for two homeowners on Scenic Valley Lane and submitted one to DNRC for mitigation services. The Fabianos were also submitted for mitigation services.
- Matching funds for wildland gear purchases are available from the Cascade Fire Council up to 582 dollars. I will submit one of previous invoices this year for reimbursement.

### **General Business:**

#### **Building 3 - Ellis**

The sheet rock and taping are completed. The bathroom will be painted next. After that, I will finish installing everything else.

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

#### **AFG Grant FY 2018 – Ginny**

All of the AFG 2018 grants were awarded by the end of September. The Montana recipients were Bozeman, Great Falls, Seeley Lake, Eureka, Lewistown, Columbia Falls, Deerlodge, Bozeman, and Lewistown.

Unless a department turns down their award and we happen to be next in line (not likely), we did not win the 2018 grant.

#### **AFG Grant FY 2019 – Ginny**

We are signed on to the new FEMA Grant Application Website and are waiting for the AFG 2019 application to open. It is estimated that it will open toward the end of October or the first part of November.

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

I contacted Jane Weber regarding the possibility of using Cascade County's W9 for our application for this grant. Jane said that the County never gives out their W9 information although she asked me to send further detailed information to the Cascade Commissioners for them to consider.

I discussed this with John and the fact that funds awarded by this grant are limited to \$500 -

\$2,500. John suggested that this was not enough money to warrant a large time investment. We decided not to pursue this grant. This grant source will be taken off the list of grant possibilities for DFSA.

We will only continue to apply for the Town Pump and FEMA AFG grants.

**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” and Remote Garages – Adrienne**

Property owners in our DFSA are assessed a fire fee if there is a habitable structure on their property. The Cascade County legal staff deemed that the owner’s property is subject to an assessment, whether it is personal or real property. A habitable structure is a classification for one type of benefited structure. DFSA is not precluded from designating different classifications of structures with different rates for special assessment if they are benefited by the FSA.

Adrienne suggested that we pursue changes to include all property improvements as identified by the DOR. The process includes:

- Meet with County Commissioners regarding our plans (including the construction of remote garages)
- Work with Lewis & Clark County to produce a new authorizing resolution
- Check with Cascade Planning to make sure they are not changing codes for our area with the new plan
- Plan a Public Meeting in May to present our plan and inform them of operational initiatives (remote garages)
- Schedule a joint meeting with the Lewis & Clark and Cascade County Commissioners in June to change or not change the current fire assessment process. If approved, send the modified fire fee structure to the two county assessors so they can make the changes to their system
- The revenue based on the modifications would be received in a November – December timeframe.

Adrienne believes these changes will make funding the DFSA more fair for all landowners, although it would not result in much extra revenue for the DFSA.

Ron motioned that DFSA pursue these changes. Ginny seconded the motion. The motion passed unanimously.

**DFSA 2020 Open House and DFSA Volunteers Appreciation BBQ – Denise (via Ginny)**

We did not get a great public turnout for our Open House this year probably due to the fact that we didn’t send out postcards to landowners in the DFSA advertising the event. From now on we will mail out postcards.

Denise is no longer able to coordinate the BBQ component of the Open House. Jennie is also no longer available due to a new job. Don Wheeler volunteered to work as coordinator. Ron and John will solicit donations and pick up the food.

The Public Meeting and BBQ will take place on the last weekend in June. The postcard DFSA sends out will alert landowners to this event as well as the Public Meeting in May.

The "Thank You for Your Service BBQ" for DFSA volunteers will be held in mid-September.

**Old Business:**

**Public Comment:**

none

**Motion to Adjourn:**

Ginny motioned to adjourn the Board Meeting and Dixie seconded the motion. The Board unanimously approved the motion and the meeting was adjourned at 11:20 p.m.

Respectfully Submitted October 10, 2019



DFSA Secretary

**ADDENDUM**

DFSA FY18-19  
Budget Detail

Revenue Sources	Budget Amt	July	August	September	Total year-to-date funds	Budget Amt left
Outstanding credit	\$ ---	\$ 863.67			\$ ---	\$ ---
Bank Interest	\$ 5.00	\$ 0.91	\$ 0.60	\$ 0.48	\$ 1.99	\$ 4.52
Donations	\$ 1,000.00	\$ 723.00	\$ 1,000.00	\$ 565.00	\$ 2,288.00	\$ 1,288.00
Grant funds	\$ 500.00	\$ ---			\$ ---	\$ 500.00
County Revenues for Fiscal 2018--19	\$ 101,200.00	\$ 1,458.13	\$ 11,480.83	\$ 1,440.41	\$ 14,379.37	\$ 86,820.41
Monthly Totals	\$ 102,705.00	\$ 3,045.71	\$ 12,481.43	\$ 2,005.89	\$ 17,533.03	\$ 85,171.97
Expenses	Budgeted	July	August	September	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	--\$ 1,517.15	--\$ 2,150.19	\$ 349.81
Telephone -- CenturyLink	\$ 1,500.00	--\$ 120.03	--\$ 121.08	--\$ 121.08	--\$ 362.19	\$ 1,137.81
Electric Power -- NorthWestern	\$ 700.00	--\$ 52.25	--\$ 66.99	--\$ 60.66	--\$ 179.90	\$ 520.10
Vehicle fuel	\$ 7,000.00	--\$ 2,291.88	--\$ 82.39	--\$ 1,795.67	--\$ 4,169.94	\$ 2,830.06
Buildings and Grounds -- property maintenance	\$ 10,000.00	--\$ 130.88	--\$ 988.35	--\$ 516.52	--\$ 1,635.75	\$ 8,364.25
Vehicle Maintenance/Upgrades	\$ 10,000.00	--\$ 2,425.68	--\$ 11,474.00	--\$ 2,251.43	--\$ 16,151.11	--\$ 6,151.11
Fire fighting equipment	\$ 7,000.00	--\$ 7,462.38	--\$ 992.54	-- 242.19	--\$ 8,697.11	--\$ 1,697.11
Recruitment & Retention	\$ 13,000.00	\$ ---	\$ ---	--\$ 300.00	--\$ 300.00	\$ 12,700.00
Uniforms -- Fire Fighters	\$ 4,000.00	--\$ 4,527.55	--\$ 686.76		--\$ 5,214.31	--\$ 1,214.31
Training	\$ 3,000.00	--\$ 737.00	\$ ---	--\$ 68.00	--\$ 805.00	\$ 2,195.00
Communication Equipment -- General	\$ 7,000.00	\$ ---	\$ ---	--\$ 330.00	--\$ 330.00	\$ 6,670.00
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	---\$ 7,202.70	---\$ 48,347.12	\$ 85,552.88	
End of month Cash on Hand		\$ 33,627.35	\$ 30,963.52	\$ 25,766.71			
*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							

Monthly  
Transaction  
Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 19,380.12			
09/03/19	R	(279.99)	\$ 19,100.13	2171	Check	Reimburse Ron for seal for vehicle parts
09/09/19	R	(37.94)	\$ 19,062.19	2177	Check	Reimburse Sal --- auto parts --- also charged to DFS credit card?
09/09/19	I	(300.00)	\$ 18,762.19	2178	Check	Sal early stipend
09/10/19	I	(267.47)	\$ 18,494.72	2179	Check	MT State Fund --- workman comp
09/10/19	I	(516.52)	\$ 17,978.20	2181	Check	Breen Oil --- propane
09/10/19	I	(1,795.67)	\$ 16,182.53	2182	Check	Breen Oil --- fuel
09/11/19	i	(330.00)	\$ 15,852.53	2180	Check	Capital Communications --- radio repair
09/16/19	D	2,005.41	\$ 17,857.94		Deposit	\$1,440.41 Cascade Co, \$50.00 donation Anderson, \$500 donation Gundersen, cash donation \$15
09/17/19	I	(1,249.68)	\$ 16,608.26	2183	Check	MT State Fund --- workman comp
09/18/19	I	(60.66)	\$ 16,547.60		Auto Payment	NW Energy --- power
09/20/19	I	(121.08)	\$ 16,426.52		Auto Payment	CenturyLink --- phone & internet
09/20/19	I	(2,243.69)	\$ 14,182.83		Auto Payment	WF Visa ---\$1,573.50 trip to WI for 1601 repair, Galls \$242.19 (tourniquet),\$68.00 Shotgun Annie,\$360 Jefferson Fire (foam)
** note ck 2176 posted last month was reimbursement to Ron not Sal for vehicle parts						
<b>Outstanding transactions</b>						
LineGear \$536.55 6 face masks						
Cascade Courier \$135 --- notices May---July						
\$176 & \$157 Shotgun Annie's food for training						
<b>Savings Account Balance</b>						
Begin Bal			\$ 11,583.40			
Interest			\$ 0.48			
<b>Total Savings</b>			<b>\$ 11,583.88</b>			

<b>Total Cash on hand</b>			<b>\$ 25,766.71</b>			