

DFSA Board of Trustees Meeting Minutes
February 4, 2019
Dearborn Fire Service Area Station
10:00 a.m.

Meeting Called to Order: 10:03 a.m.

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

Members of the Public Present: None

Secretary's Report: Ellis pointed out a typo in the minutes.

Adrienne motioned to accept the November and December 2018 Board Meeting Minutes as written and Ron seconded the motion. The Board unanimously approved the minutes as written.

Treasurer's Report: The January Treasurer's Reports were reviewed including the Monthly Transaction Reports and the DFSA Budget Details FY 2018. Ron motioned to accept the November 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:

January, 2019

Events – Total Hours 17

- 1/2/2019 Paged out to I15 mm 240 to provide scene protection for single vehicle accident. Roy responded. Total hours 2.
- 1/3/2019 Paged to I15 mm 242 Northbound for vehicle off the highway. Vehicle was on its side in the median when we arrived on scene. Operator fell asleep. Single vehicle, single occupant, no injuries. Roy, Karen and John responded. Total Hours 6.
- 1/25/2019 Paged out to I15 mm 242 Northbound for a vehicle that slid off the road. Vehicle was gone by the time we arrived on scene. A second accident occurred as we were returning to station on I15 Southbound near mm 241. Vehicle was in the median in deep snow. We pulled the vehicle out of the median. Roy, Karen and John responded. Total Hours 6.
- 1/29/2019 Paged out to I15 mm 238 Northbound for vehicle rollover. Roy and Karen responded as EMTs, John for scene protection. Patient was not injured and was moved north of scene in patrol car. Highway patrol released us as soon as we got to the scene to prevent accidents involving us. Total Hours 3.

Training Total Hours 28

Roy Stock	4
Karen Stock	4
Barbara Philips	6
Burton Philips	0
Cyros Strickland	4
William Weidler	0
Richard Frye	0
Sharon Frye	0
Paul Bechyne	0
Amanda Carroll	0
John Kernaghan	4
Lu Strickland	6
Doug Andrews	0
Shila Andrews	0
Jerry Dobbins	0

Safety and Training Officer Total Hours 0

Ron Turigliatto	0
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Chief's Total Hours 131

Administrative Hours	119
Vehicle Maintenance	0
Training	4
Fire Councils	8

Auxiliary Total Hours 21

Sal Salvatore	21
Kevin Leslie	0
Jennie Leslie	0
Denise Fabiano	0
Diane Robinson	0

Miscellaneous:

- The problem with the float was not addressed in January. While the cistern now appears to be holding water, the float is still not working. We will wait until spring thaw to address this.

- Some structure gear still needed for each FF. Waiting for grant notification.
- We will need to replace some of the truck racks to support smaller SCBA bottles.
- Chief's Report for December
- Board Meeting
- Some progress on SOGs and SOPs.
- All vehicle radios were checked by Joe Payne. New antenna put on 1601.
- Inventoried equipment on Wildland trucks and redistributed equipment. Equipment is now consistent on 1631 and 1632. We still have some items to purchase for 1633. DNRC has given us some tools for 1633 at no charge.
- Worked with a vendor on online fire training to determine value for Dearborn ffs. Training looks promising. This can be used by our ffs for \$45 per year per ff and a one-time \$200 setup charge. More to follow.
- Work with Joe Payne to get light and siren quote for 1633.
- Got 6 radios from sheriff's department. One is bad. Joe Payne is trying to get a replacement. All 6 radios need a new battery. Cost will be around \$750 dollars. Got clips for radios. Got new radios programmed for ff numbers.
- Electronically submitted quarterly report to Montana State Fund.
- Worked with several vendors to get some of the equipment needed for 1633.

General Business:

Grant Writing and Grant Opportunities:

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.

As of Friday, February 01, 2019, there was still no determination of award status.

Firehouse Subs Public Safety Foundation Grant – Ginny

We will be applying for this grant in May of 2019.

John will one official vendor quote that is dated up to 6 months after the May 23rd deadline and Adrienne will provide the required financial reports at the April Board Meeting.

Norwest Farm Credit Services Rural community Grant Program - Ginny

This grant looks to address challenges and opportunities in rural communities and provides grants to non-profit organizations. The grants fund improving building facilities, purchasing necessary equipment and fund capital improvements that enhance a community's infrastructure, viability or prosperity. Awards range from \$500 to \$5000.

I had discussions with Heidi Whitman from NFCS and, even though we are a government entity, she encouraged us to apply. Heidi suggested that we stress the fact that DFSA staff are completely volunteer. We will apply for this grant by the June 1st deadline.

DFSA Fire Suppression Strategy

John checked with Barbara on this. There may be limits placed by the Landowners Association on breaking properties down to a small part for DFSA to build a remote garage to house a wildland truck. John will contact the Association to get further information.

Building 3 – Ellis

Ellis is gathering plumbing parts, sink and a sink base. There is an issue regarding the shower drain location that does not allow us to install a prefab shower floor. Ellis said it would be least expensive to tile the floor of the shower.

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. Until we get a des coordinator

Bare Land/Structure Fire Fee – Adrienne

Adrienne discussed the rationale for changing the DFSA resolution from “habitable” to “benefitting” structures.

There are inconsistencies in the Legal/Montana State Code:

- Montana State Code 7-33-2404 section:

- o (1) “In the resolution creating the fire service area and by resolution is necessary after creation of the fire service area, the board of county commissioners shall establish a schedule of rates to be charged to owners of structures and owners of undeveloped land that are **benefited** by the services offered by the fire service area.”

§ Our authorizing resolutions specify that fire fees be assessed only to “**habitable**” structures.

- o (2a) “The rates for structures must be applied on a **fair and equal basis** to all classes of structures benefited by the fire service area.”

§ Because of the ambiguous definition of “habitable” structures our fire fee assessment is not applied fairly and equally.

Adrienne identified the following information for Lewis & Clark County:

- 434 Total # of parcels in DFSA... we are resolving data inconsistencies that affect 210 L&C parcels
- 65% (281 parcels) do not pay a fire fee –
- 11% (50) parcels with buildings do not pay a fire fee
- 11 parcels have mobile homes – all of them pay \$90

In Cascade County she found:

- 1181 Total # of parcels in DFSA
- 55% (650 parcels) do not pay a fire fee
- 6% (70) parcels that don't pay a fire fee have buildings on them

- 26 of these parcels do not pay property tax based on these capital improvements – not caught by state assessor?
- 18 parcels have mobile homes – 16 pay \$90 2 pay \$165 yearly fire fees

DFSA Fire Incidents:

- during the past 2 years there have been 29 fire-related incidents in DFSA (not including mutual aid responses) 12 of these incidents were to addresses in our fire service area that do not pay a fire fee but contain structures of one kind or another
- Examples:
 - o 253 Overlook – did not pay ANY property tax – mobile home surrounded by a variety of sheds
 - o 4374 Craig Frontage Rd. uncontrolled burn
 - o 145 Big Pine – 5th wheel burned along with 18 adjacent acres
 - o 253 Paul Creek Ln – illegal burn – mobile home & shed
 - o 146 Pioneer Ln – uncontrolled “controlled” burn – owner left property - shed

Adrienne concluded:

- DFSA requests that the Lewis & Clark & Cascade County Commissioners change our authority for assessment to meet the language specified in the current Montana State Code 7-33-2404 (1). This would not affect property owners currently paying a fire fee and the current tiered fire fee structure would remain the same. However, the fire fee assessment structure would be extended to the taxable value of properties that contain any kind of structure (i.e. property improvement).
- For the purpose of fire fee assessment recreational vehicles would be considered “structures” and DFSA fire fee assessed on the taxable value of the property it is located on (since these are considered personal property).
- We would reserve the right to assess a fire fee to properties that we determine have structures on them even if the Montana Department of Revenue has not “found” those property improvements.

Adrienne said that we are ready to meet with the county commissioners since we now have the data to support our request. Adrienne will set up a meeting between the county commissioners and John, Ellis and Adrienne to discuss her findings and recommendations.

New Truck (1633) – John

The light bar isn’t installed yet. New tools to outfit the truck are on order and everything at substantial cost has been covered. 1633 needs a siren and might need a new battery.

New Truck Paint Job – Ellis

We found an Automotive Program at City College, Montana State University Billings. This Program painted a fire truck last year. Steve Wodererich, the head of the department, is very interested in painting the truck as a project for his class.

Steve Wodererich explained that one year his program focuses on Automotive Collision Repair and the next year the focus moves to Automotive Under and Top Coats. The Automotive Under and Top Coats classes will resume in September and continue through December.

He explained that the work wouldn’t be done all at once (like at a body shop) but would be completed over the course of the number of classes that it would take to complete the job.

Ellis took photos of the truck and will email them to Steve so he can give us an estimate for the cost of materials. If the estimate reflects a substantial savings as compared to the estimate that Ron got from a body shop, we suggest that we go with City College.

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. We have no new information as yet. Ron suggested that we check to see if there are sources in Helena. Ginny will contact Denise to see if she can extend her search to Helena.

John has a contact associated with St. Peter's Hospital and he will ask him about it.

Public Comment: None

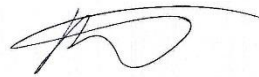
Motion to Adjourn:

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

Respectfully Submitted February 4, 2019



DFSA Secretary



DFSA Chair

ADDENDUM

Monthly
Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 38,836.98			
01/03/19	T	(20,000.00)	\$ 18,836.98		Transfer to Savings	Transfer \$20,000 to DFSA savings account
01/04/19	I	(300.00)	\$ 18,536.98	2090	Check	Stipend Ettore Salvatore
01/07/19	I	(166.67)	\$ 18,370.31	2084	Check	Stipend Burt Phillips
01/07/19	I	(500.00)	\$ 17,870.31	2092	Check	Stipend Barbara Phillips
01/07/19	I	(7,719.91)	\$ 10,150.40	2027	Check	1st Bank of Montana --- repay loan for used wildland vehicle
01/07/19	I	(500.00)	\$ 9,650.40	2086	Check	Stipend Roy Stock
01/07/19	I	(500.00)	\$ 9,150.40	2085	Check	Stipend Karen Stock
01/10/19	D	10,947.64	\$ 20,098.04		Deposit	Fire Fee Revenue from Cascade County
01/10/19	I	(924.00)	\$ 19,174.04	2094	Check	Breen Oil --- Propane
01/11/19	I	(100.00)	\$ 19,074.04	2121	Check	L&C Fire Council
01/14/19	I	(1,500.00)	\$ 17,574.04	2096	Check	Rex Olson Trucking --- deliver mowers
01/18/19	I	(49.35)	\$ 17,524.69		Auto payment	NW Energy --- power
01/22/19	I	(120.26)	\$ 17,404.43		Auto payment	Centurylink --- phone & internet
01/22/19	I	(991.96)	\$ 16,412.47		Auto payment	WF Visa --- John --- Office Max 119.95 clip boards, Bison Ford 364.78 1601 fix cooling system, Active 911 \$141, Mt gov online workman's comp 366.23
01/23/19	I	(692.48)	\$ 15,719.99	2122	Check	Reimburse Ellis for expenditures installing the washer
01/23/19	I	(1,950.00)	\$ 13,769.99	2123	Check	Al Chaffee Tires --- replace tires on 1633
01/23/19	I	(90.00)	\$ 13,679.99	2095	Check	Cascade Courier --- publish board meeting notices
Outstanding Invoices & Deposits						
ck 2124 ---\$55 dues MT St Volunteer Firefighters Assoc						
CQ \$316.56 Vehicle batteries						
John Deere \$285.80 batteries for mowers						
Visa --- Roy --- ck for \$972.45 to be mailed to DFSA ---						
Central Lock \$24 keys made						
Home Depot --- \$104.68 outfit 1633						
O---Reilly Auto \$149.99 battery charger						
Lowe's --- \$19.98 Jumper cable for 1633						
Mountain Stihl \$885 chain saw for 1633						
Amazon ---\$59.94 Rescue equipment						
Shotgun Annie --- \$65 food for training class						
Tool Source Direct \$260.69 Chimney Fire Suppressant x15						
Savings Account Balance						
Begin Bal			\$ 1,586.59			

Transfer from Checking	\$	20,000.00			
Interest	\$	0.86			
Service fee	\$	(10.00)			
Total Savings	\$	21,577.45			
Total Cash on hand	\$	35,257.44			

DFSA FY18-19 Budget Detail

Revenue Sources	Budget Amt	Jul	Aug	Sep	Oct	Nov	Dec	Jan	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	\$ 1.53
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	\$ 577.50	\$ 39,252.50	\$ 10,947.64	\$ 56,491.22
Monthly Totals	\$ 115,625.00	\$ 1,091.02	\$ 576.06	\$ 3,662.15	\$ 1,336.16	\$ 577.56	\$ 39,252.57	\$ 10,948.50	\$ 57,444.02
Expenses	Budgeted	Jul exp	Aug exp	Sep exp	Oct exp	Nov exp	Dec exp	Jan 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	\$ 658.01
Electric Power --- NorthWestern	\$ 1,000.00	--\$ 47.97	--\$ 52.64	--\$ 44.22	--\$ 53.30	--\$ 56.53	--\$ 54.84	--\$ 49.35	\$ 641.15
Vehicle fuel	\$ 5,000.00		--\$ 1,353.00		\$ 30.27	--\$ 2,254.66			\$ 1,422.61
Propane --- Breen Oil	\$ 3,500.00		--\$ 502.89					--\$ 924.00	\$ 2,073.11
Buildings and Grounds ---- property maintenance	\$ 15,000.00	--\$ 608.00	--\$ 1,504.42					--\$ 692.48	\$ 12,195.10
Vehicle Maintenance/Upgrades	\$ 10,000.00	--\$ 86.40	--\$ 181.07	--\$ 351.72	--\$ 234.06	--\$ 43.99	--\$ 36.63	--\$ 1,984.73	\$ 7,081.40
Fire fighting equipment	\$ 10,000.00		--\$ 53.00				--\$ 344.98		\$ 9,602.02
Recruitment & Retention	\$ 4,000.00	--\$ 337.98			--\$ 300.00		--\$ 1,750.00	--\$ 1,966.67	--\$ 354.65
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		--\$	\$ 2,221.19
Communication Equipment --- General	\$ 6,000.00	--\$ 1,020.80		--\$ 548.61	\$ 52.17			\$141.00	\$ 4,482.76
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	\$ 104.00
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	\$ 25,330.09
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	--\$ 3,314.92	--\$ 2,733.42	--\$ 16,114.63	\$ 96,840.64
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	