

DFSA Board of Trustees Meeting Minutes
February 11, 2020
Dearborn Fire Service Area Station
10:00 a.m.

Meeting Called to Order: 10:04

Attendance: Ellis Misner, Adrienne Kernaghan and Virginia Jamruszka-Misner

Members of the Public Present: Dave Wallace, Kim Wallace and Roy Stock

Dave Wallace Introduction:

Roy Stock suggested that Dave Wallace would be a great member of the DFSA Board. He is here to experience a Board Meeting firsthand.

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

Treasurer's Report: The December and January Treasurer's Reports were reviewed including the Monthly Transaction Reports and the DFSA Budget Details FY 2019 and FY 2020. Ellis motioned to accept the December and January Treasurer's Reports as written and Ginny seconded the motion. The Board unanimously approved the Treasurer's Reports as presented.

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

Chief's Report:

The Chief will prepare a report for the Months January and February to be presented at the March Board of Trustees Meeting scheduled for March 5, 2020.

General Business:

Building 3 Bathroom Use – Ellis

Adrienne will talk with John and Ron about how the Bathroom in Building 3 will be used. The consideration is whether it will be used routinely or whether it will be used only when DFSA has a large group to accommodate. The underlying reason for this consideration is that the bathroom does not have a drain field but rather has a waster water storage system that needs to be pumped.

Retiring Board Members - Ellis

Three Board members will likely be retiring at the end of May 2020.

Grant Writing and Grant Opportunities:

AFG Grant FY 2019 – Ginny

In view of the shortage of manpower during this grant application window, we have decided to forgo completing an application for this grant.

AFG Grant FY 2020 – Ginny

This grant will likely open in the Fall of 2020. The DFSA Board will determine whether or not we will complete an application at that time.

Town Pump Charitable Community Grant – Ginny

DFSA will submit an application for this grant in March to help us purchase a Multi Gas Detector. John and Ron are getting vendor quotes for this apparatus.

Andy Creek Mitigation Status – John

No new progress on this project.

Old Business:

DFSA will want to contact the Stickney Creek resident Mark Pieloch regarding the possible building of a remote garage in that area. If DFSA moves ahead with this proposal, an easement memorandum of understanding and other important aspects of this project will have to be finalized.

Public Comment:

Dave Wallace discussed what his possible participation on the Board of Directors might look like. He is open to be considered for the Treasurer's Seat on the Board beginning in June.

Motion to Adjourn:

Adrienne motioned to adjourn the Board Meeting and Ginny seconded the motion. The Board unanimously approved the motion and the meeting was adjourned at 11:50 p.m.

Respectfully Submitted February 12, 2020



DFSA Secretary

ADDENDUM

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 7,396.15			
12/22/19	D	208.46	\$ 7,604.61		Deposit	208.46 Kernaghan reimbursement for erroneous charge to vet
12/02/19	I	(113.88)	\$ 7,490.73	2190	Check	Reimburse Kernaghans for food purchased at Costco for Fall picnic
12/17/19	D	60,282.50	\$ 67,773.23		Deposit	Cascade County - fire fee
12/18/19	I	(77.03)	\$ 67,696.20		Auto Payment	NW Energy - power
12/18/19	I	(943.34)	\$ 66,752.86	2193	Check	Breen Oil Propane
12/20/19	I	(496.00)	\$ 66,256.86	2191	Check	406 Fire Training
12/20/19	I	(121.40)	\$ 66,135.46		Auto Payment	CenturyLink phone & internet
12/20/19	I	(100.00)	\$ 66,035.46	2192	Check	Lewis & Clark Fire Council
12/20/19	I	(500.00)	\$ 65,535.46	2195	Check	Cyros Strickland - stipend
12/24/19	I	(250.00)	\$ 65,285.46	2203	Check	Rebecca Sternhagon-Panitzke - stipend
12/27/19	I	(250.00)	\$ 65,035.46	2202	Check	Matt Clark - stipend
12/20/19	I	(300.00)	\$ 64,735.46	2207	Check	EttOre Salvatore - stipend
Outstanding transactions						
ck 2194 \$500 Barbara Phillips - lost check will need to cancel & reissue						
ck 2196 \$500 Dick Frye - stipend						
ck 2197 \$500 Sharon Frye - stipend						
ck 2198 \$500 Lu Strickland - stipend						
ck 2199 void check						
ck 2200 \$292 Ned Jagers - stipend						
ck 2201 \$292 Bill Jagers - stipend						
ck 2204 \$250 Linda Wendzel - stipend						
ck 2205 void check						
ck 2206 \$292 Brian Trafton - stipend						
ck 2208 \$77 - reimburse Brian Trafton for purchase of shirts & hats						
ck 2209 \$471 - 406 Training						
Savings Account Balance						
Begin Bal			\$ 11,584.85			
Interest			\$ 0.49			
Total Savings			\$ 11,585.34			
Total Cash on hand			\$ 76,320.80			

DFSA FY18-19 Budget Detail

Revenue Sources	Budget Amt	July	August	September	October	November	December	Total year-to-date funds	Budget Amt left
Outstanding credit	\$ -	\$ 863.67					\$ 208.46	\$ -	\$ -
Bank Interest	\$ 5.00	\$ 0.91	\$ 0.60	\$ 0.48	\$ 0.49	\$ 0.48	\$ 0.49	\$ 3.45	\$ 1.55
Donations	\$ 1,000.00	\$ 723.00	\$ 1,000.00	\$ 565.00	\$ 30.00	\$ -		\$ 2,318.00	-\$ 1,318.00
Grant funds	\$ 500.00	\$ -			\$ -	\$ 582.35		\$ 582.35	-\$ 82.35
County Revenues for Fiscal 2018-19	\$ 101,200.00	\$ 1,458.13	\$11,480.83	\$ 1,440.41	\$ 541.17	\$ 2,780.66	\$60,282.50	\$ 77,983.70	\$ 23,216.30
Monthly Totals	\$ 102,705.00	\$ 3,045.71	\$12,481.43	\$ 2,005.89	\$ 571.66	\$ 3,363.49	\$60,491.45	\$ 81,959.63	\$ 20,745.37
Expenses	Budgeted	July	August	September	October	November	December	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		\$ 336.91	\$ -	-\$ 1,813.28	\$ 686.72
Telephone - CenturyLink	\$ 1,500.00	-\$ 120.03	-\$ 121.08	-\$ 121.08	-\$ 121.14	-\$ 121.40	-\$ 121.40	-\$ 726.13	\$ 773.87
Electric Power - NorthWestern	\$ 700.00	-\$ 52.25	-\$ 66.99	-\$ 60.66	-\$ 57.26	-\$ 72.70	-\$ 77.03	-\$ 386.89	\$ 313.11
Vehicle fuel	\$ 7,000.00	-\$ 2,291.88	-\$ 82.39	-\$ 1,795.67		-\$ 1,412.33	\$ -	-\$ 5,582.27	\$ 1,417.73
Buildings and Grounds - property maintenance	\$ 10,000.00	-\$ 130.88	-\$ 988.35	-\$ 516.52	-\$ 5,609.60	-\$ 138.83	-\$ 943.34	-\$ 8,327.52	\$ 1,672.48
Vehicle Maintenance/Upgrades	\$ 10,000.00	-\$ 2,425.68	-\$11,474.00	-\$ 2,251.43	-\$ 424.40	-\$ 309.35	\$ -	-\$ 16,884.86	-\$ 6,884.86
Fire fighting equipment	\$ 7,000.00	-\$ 7,462.38	-\$ 992.54	- 242.19	- 244.67	- 170.00	-	-\$ 9,111.78	-\$ 2,111.78
Recruitment & Retention	\$ 13,000.00	\$ -	\$ -	-\$ 300.00			-\$ 1,300.00	-\$ 1,600.00	\$ 11,400.00
Uniforms - Fire Fighters	\$ 4,000.00	-\$ 4,527.55	-\$ 686.76		-\$ 998.82	-\$ 394.95	\$ -	-\$ 6,608.08	-\$ 2,608.08
Training	\$ 3,000.00	-\$ 737.00	\$ -	-\$ 68.00	-\$ 389.52	-\$ 330.52	-\$ 496.00	-\$ 2,021.04	\$ 978.96
Communication Equipment - General	\$ 7,000.00	\$ -	\$ -	-\$ 330.00		-\$ 80.00	\$ -	-\$ 410.00	\$ 6,590.00
Community Programs - Fire Education for Property Owners	\$ 3,000.00	\$ -	\$ -		-\$ 165.00			-\$ 165.00	\$ 2,835.00
Office Supplies - paper, printer ink	\$ 400.00	\$ -	\$ -				\$ -	\$ -	\$ 400.00
Miscellaneous - Bank Fee, L&C Fire Council	\$ 600.00	-\$ 250.00	-\$ 38.35		-\$ 1.30		-\$ 100.00	-\$ 389.65	\$ 210.35
Station Food/Beverages	\$ 1,500.00	-\$ 87.51	-\$ 61.76			-\$ 15.98	-\$ 113.88	-\$ 279.13	\$ 1,220.87
Dearborn Garage	\$ 35,000.00	\$ -	\$ -				\$ -	\$ -	\$ 35,000.00
Reserve	\$ 20,000.00	\$ -	\$ -				\$ -	\$ -	\$ 20,000.00
TOTAL Budget FY2016-17	\$ 133,900.00	-\$ 25,999.16	-\$15,145.26	-\$ 7,202.70	-\$ 8,011.71	-\$ 2,709.15	-\$ 3,151.65	-\$ 65,371.28	\$ 68,528.72
End of month Cash on Hand		\$ 33,627.35	\$30,963.52	\$25,766.71	\$18,326.66	\$18,981.00	\$76,320.80		
<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>									

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
			\$ 64,735.46			
01/03/20	D	150.00	\$ 64,885.46		Deposit	\$150 donation from Wright
01/06/20	I	(77.00)	\$ 64,808.46	2208	Check	Brian Trafton for purchase of DFSA shirts & hats
01/06/20	I	(292.00)	\$ 64,516.46	2206	Check	stipend Brian Trafton
01/13/20	I	(471.00)	\$ 64,045.46	2209	Check	406 Fire Training
01/16/20	D	15,507.40	\$ 79,552.86		Deposit	Fire Fee
01/21/20	I	(352.22)	\$ 79,200.64	2210	Check	Reimburse Ron 235 1601 & 117.22 food for station
01/21/20	I	(78.85)	\$ 79,121.79		Auto Payment	NW Energy - power
01/21/20	I	(121.05)	\$ 79,000.74		Auto Payment	CenturyLink - phone & internet
01/21/20	I	(1,234.00)	\$ 77,766.74	2218	Check	Hi-Ball Trucking - transport salvage fire equipment
01/28/20	I	(500.00)	\$ 77,266.74	2194	Check	\$500 stipend Barbara Phillips
Outstanding transactions						
ck 2196 \$500 Dick Frye - stipend						
ck 2197 \$500 Sharon Frye - stipend						
ck 2198 \$500 Lu Strickland - stipend						
ck 2199 void check						
ck 2200 \$292 Ned Jagers - stipend						
ck 2201 \$292 Bill Jagers - stipend						
ck 2204 \$250 Linda Wendzel - stipend						
ck 2205 void check						
ck 2213 \$1,152.55 Breen Oil Diesel						
ck 2212 \$807.13 Breen Oil Propane						
ck 2211 \$686.00 406 Fire Training						
Savings Account Balance						
Begin Bal			\$ 11,585.34			
Interest			\$ 0.49			
Total Savings			\$ 11,585.83			
Total Cash on hand			\$ 88,852.57			

DFSA FY18-19 Budget
Detail

Revenue Sources	Budget Amt	July	August	September	October	November	December	January	Total year-to-date funds	Budget Amt left
Outstanding credit	\$ -	\$ 863.67					\$ 208.46		\$ -	\$ -
Bank Interest	\$ 5.00	\$ 0.91	\$ 0.60	\$ 0.48	\$ 0.49	\$ 0.48	\$ 0.49	\$ 0.49	\$ 3.94	\$ 1.06
Donations	\$ 1,000.00	\$ 723.00	\$ 1,000.00	\$ 565.00	\$ 30.00	\$ -		\$ 150.00	\$ 2,468.00	-\$ 1,468.00
Grant funds	\$ 500.00	\$ -			\$ -	\$ 582.35			\$ 582.35	-\$ 82.35
County Revenues for Fiscal 2018-19	\$ 101,200.00	\$ 1,458.13	\$11,480.83	\$ 1,440.41	\$ 541.17	\$ 2,780.66	\$60,282.50	\$15,507.40	\$ 93,491.10	\$ 7,708.90
Monthly Totals	\$ 102,705.00	\$ 3,045.71	\$12,481.43	\$ 2,005.89	\$ 571.66	\$ 3,363.49	\$60,491.45	\$15,657.89	\$ 97,617.52	\$ 5,087.48
Expenses	Budgeted	July	August	September	October	November	December	January	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		\$ 336.91	\$ -		-\$ 1,813.28	\$ 686.72
Telephone - CenturyLink	\$ 1,500.00	-\$ 120.03	-\$ 121.08	-\$ 121.08	-\$ 121.14	-\$ 121.40	-\$ 121.40	-\$ 121.05	-\$ 847.18	\$ 652.82
Electric Power - NorthWestern	\$ 700.00	-\$ 52.25	-\$ 66.99	-\$ 60.66	-\$ 57.26	-\$ 72.70	-\$ 77.03	-\$ 78.85	-\$ 465.74	\$ 234.26
Vehicle fuel	\$ 7,000.00	-\$ 2,291.88	-\$ 82.39	-\$ 1,795.67		-\$ 1,412.33	\$ -		-\$ 5,582.27	\$ 1,417.73
Buildings and Grounds - property maintenance	\$ 10,000.00	-\$ 130.88	-\$ 988.35	-\$ 516.52	-\$ 5,609.60	-\$ 138.83	-\$ 943.34		-\$ 8,327.52	\$ 1,672.48
Vehicle Maintenance/Upgrades	\$ 10,000.00	-\$ 2,425.68	-\$11,474.00	-\$ 2,251.43	-\$ 424.40	-\$ 309.35	\$ -	-\$ 235.00	-\$ 17,119.86	-\$ 7,119.86
Fire fighting equipment	\$ 7,000.00	-\$ 7,462.38	-\$ 992.54	- 242.19	- 244.67	- 170.00	-	- 1,234.00	-\$ 10,345.78	-\$ 3,345.78
Recruitment & Retention	\$ 13,000.00	\$ -	\$ -	-\$ 300.00			-\$ 1,300.00	-\$ 792.00	-\$ 2,392.00	\$ 10,608.00
Uniforms - Fire Fighters	\$ 4,000.00	-\$ 4,527.55	-\$ 686.76		-\$ 998.82	-\$ 394.95	\$ -	-\$ 77.00	-\$ 6,685.08	-\$ 2,685.08
Training	\$ 3,000.00	-\$ 737.00	\$ -	-\$ 68.00	-\$ 389.52	-\$ 330.52	-\$ 496.00	-\$ 471.00	-\$ 2,492.04	\$ 507.96
Communication Equipment - General	\$ 7,000.00	\$ -	\$ -	-\$ 330.00		-\$ 80.00	\$ -		-\$ 410.00	\$ 6,590.00
Community Programs - Fire Education for Property Owners	\$ 3,000.00	\$ -	\$ -		-\$ 165.00				-\$ 165.00	\$ 2,835.00
Office Supplies - paper, printer ink	\$ 400.00	\$ -	\$ -				\$ -		\$ -	\$ 400.00
Miscellaneous - Bank Fee, L&C Fire Council	\$ 600.00	-\$ 250.00	-\$ 38.35		-\$ 1.30		-\$ 100.00		-\$ 389.65	\$ 210.35
Station Food/Beverages	\$ 1,500.00	-\$ 87.51	-\$ 61.76			-\$ 15.98	-\$ 113.88	-\$ 117.22	-\$ 396.35	\$ 1,103.65
Dearborn Garage	\$ 35,000.00	\$ -	\$ -				\$ -		\$ -	\$ 35,000.00
Reserve	\$ 20,000.00	\$ -	\$ -				\$ -		\$ -	\$ 20,000.00
TOTAL Budget FY2016-17	\$ 133,900.00	-\$ 25,999.16	-\$15,145.26	-\$ 7,202.70	-\$ 8,011.71	-\$ 2,709.15	-\$ 3,151.65	-\$ 3,126.12	-\$ 71,623.52	\$ 62,276.48
End of month Cash on Hand		\$ 33,627.35	\$30,963.52	\$25,766.71	\$18,326.66	\$18,981.00	\$76,320.80	\$88,852.57		
<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>										