## DFSA Board of Trustees Meeting Agenda April 6, 2017 Dearborn Fire Service Area Station

Meeting Called To Order: 10:00 a.m.

Attendance: Louise Watson, Roy Stock, Adrienne Kernaghan, Ellis Misner, Jill Parker and

Virginia Jamruszka-Misner

Members of the Public Present: Nicole Machion

<u>Secretary's Report</u>: Ellis motioned to accept the March 9, 2017 Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

<u>Treasurer's Report</u>: The March Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Ellis motioned to accept the March Treasurer's Report as written and Virginia seconded the motion. The Board unanimously approved the Treasurer's Report as written.

Roy and Adrienne put together a conservative draft Budget for 2017-2018 for the Board to review. The final 2017-2018 Budget will be approved at the June Board of Trustees Meeting.

Please see included Treasurer's Reports in the Addendum at the end of these minutes.

## Chief's Report:

# Chief's Report March 2017

			March 2017
of the same			
Date	Туре	FF	Total Hrs.
None			
An all and a second			: :
Date	Description	FF	Total Hrs.
March 18	AAR - UPDATES - SOGs REVIEWS	Dawn, John, Karen, Roy	16
March 22	MUTUAL AID TO DEARBORN - UTRA HIGH PRESSURE FIRE SUPPRESSION	John, Roy	4
ija er ejirke			
Date	Task	Member	Total Hrs.
March 14	PARTS AND FLUIDS PICK UP IN GF	Sal	3

3306785 B: M52 P: 9109 MIN 06/16/2017 10:36 AM Pages; 1 of 9 Fees: 0.00 Paulette DeHart Clerk & Recorder, Lewis & Clark MT

March 16	INSPECTION OF TENDER 1621 - AXIAL LEAK FOUND	Sal	4
March 18	AAR - UPDATES - SOGs REVIEWS	Sal, Cindy	8
March 21	REPAIR TENDER 1621 WORK LIGHT	Sal, Roy	2
March 27	TRANSPORT TENDER 1621 FOR REPAIRS/ FMS GREAT FALLS		3
Miles III — ed - Have gan Ka			
Date	Description	Member	Total Hrs
March 9	BOARD MEETING	Louise, Ginny, Adrienne, Ellis, Jill, Roy	15
March 20	CASCADE FIRE COUNCIL	John, Roy	6
March 27	TRANSPORT TENDER 1621 FOR REPAIRS/ FMS GREAT FALLS	Roy	3
March 28	REMOVE PLOW FROM BRUSH 1632	John, Roy, Karen	9
Date	Description		
March 27	TENDER 1621 FOR REPAIR OF FRONT AXIAL SEAL		
New Address			
Cascade	NONE		
Lewis & Clark	NONE		

Board Members and Fire Fighters will keep track of the number of volunteer hours spent on DFSA business and submit that information to Roy at the end of each month.

# **General Business:**

Addition of Auxiliary Fire Fighter – Dawn Allee Dawn has agreed to rejoin the DFSA as an auxiliary member.

At 10:30 a.m. Nicole Machion conducted a Question and Answer Session regarding our Workmen's Comp Insurance Policy. Nicole is an insurance broker for HUB International out of Missoula. The DFSA is with HUB for our workmen's comp but not with our VFIS coverage.

The DFSA has not compared insurance prices for 5 years. Nicole will price an insurance package for us with the Fire Pack company for comparison to our current insurance through VFIS.

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Review of Progress on Cistern - Roy and Jill

The interior of the Cistern needs to be inspected and one more wired connection needs to be made. After that, we can fill the cistern and begin using it.

#### Garage Project – Ellis

The Building Permit is in and excavation was started today for the concrete slab. Plumbing apparatus will be put in the concrete forming. A wire will accompany the plumbing apparatus so it can be located again in the future if needed. We should have a slab by the end of next week.

Louise will contact our insurance company to inform them that a 40 x 40, 2-bay garage is being built. The estimated cost will be \$90,000.

#### Roy and Adrienne – DFSA Q&A

There are over 675 homes and businesses in our DFSA that are largely owned by seasonal property owners (approximately 78%). The Missouri River Canyon can expect to have more commercial buildings providing recreation, food services, rental homes and motel/hotel facilities.

The DFSA is wholly financed by fire service fees assessed to property owners at \$75 per structure on those properties. DFSA receives approximately \$54,000 yearly in fire fees.

Since 2003, the highest number of fire fighters for the DFSA numbered 23. In 2016-2017, our fire fighters only number 8 people on the roster. The number of events to which our fire fighters have responded have been between 33 to 49 yearly since 2012. Now with only 3 volunteers living in our fire service area, each volunteer is spending more time attempting to keep up with the workload. Fewer people are working harder and longer. The DFSA is chronically understaffed and volunteers are hard to find. The number of available fire fighters has not kept up with the growth in the number of calls.

Without local volunteers we will be left with no local emergency service. We need to develop a long term solution. Our goals include recruiting, retaining and building our firefighting staff, improve our area's ISO rating, address response time and capability to respond to structure fires and provide home owners with fire prevention, mitigation and safety information. To meet our goals, increased revenue will be needed. Fire Fee calculation methods employed by other departments were reviewed.

Our 2016-2021 Capital Plan has identified the need for expansion of our cistern, the construction of an additional garage, acquiring a 4-wheel drive pumper truck and improving radio and cellular communications.

Ellis moved to pursue increasing the fire fee to \$200 per structure. Adrienne seconded the motion. The Board unanimously approved the motion.

Adrienne will compile a Power Point presentation to review with both the Lewis and Clark and Cascade County commissioners. A Public Meeting will be held and then the commissions would hold meetings to vote on the proposed fee schedule.

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Ellis moved to adjourn this Board of Trustees Meeting Virginia seconded the motion. The Board unanimously approved to adjourn at 12:55 p.m.

Respectfully Submitted April 6, 2017,

DESA Secretary

Chair Dearborn Fire Service Area

APPROVED
Louis Owatson

# <u>Addendum</u>

Trans Date		Amount	Balance	MOUNDER	Irans type	Cescription
			\$ 71,176.76			
03/02/17	70	(40,000.00) \$			Transfer to checking	Transfer to checking   WF checking to savings
03/10/17	-	(88.00) \$		1747	1747 Check	Reimburse Ellis Misner for HI ad for garage construction
03/16/17	20	(80.60)			auto Payment	WF Visa Roy Stock - parts for snow plow
03/17/17	-	\$ (86.65)				Exede Internet
03/20/17	-	(36.84) \$				NW Energy
03/22/17	-	(45.18)			Auto Payment	Century Link Phone
03/27/17	-	(3,023.00) \$	\$ 27,843.16		Check	ontana
03/28/17		(30.00) \$			Check	Cascade Courier - notification of Board & Fire meetings
03/29/17	-	(954.00)			Check	Dept. of Labor & Industry - permit garage
Outstanding invoices & Deposits	oices 8	, Deposits				
void checks - #1748 & 1744	748 & 1	744				
check reimburse	Roy St	ock \$\$277.57 p	check reimburse Roy Stock \$\$277.57 part for snow plow			
deposit - \$1,087	.33 Cas	cade County - \$	deposit - \$1,087.33 Cascade County - \$100 donation Cascade Womens clubs	ade Womens	clubs	
WF Visa - \$18.77 auto parts \$27.98 auto parts	7 auto p	iarts \$27.98 aut	o parts			
Savings Account Balance	t Balanı	ë				
Begin Bal			\$ 9,623.74			
Transfer from Checking	hecking		\$ 40,000.00			
Interest			\$ 2.46			
			\$ 49,626.20			
-						
Total Checking & Savings	& Savin	88	\$ 76,485.36			

fonthly Transaction Rpt

Revenue Sources	Budgel Amt	jul	Sny	Sept	Oct	Nav	Dec	Jan	÷	Mar	YID Revenue
											Received
Bank Interest	\$ 25.00	\$ 3.29	\$ 3.29	s 3.19	\$ 2.08	5 0.40	11:0 \$	5 0.40	S 0.37	\$ 2.46	64'27 \$
Donations	5 100:00	5	\$ -				5 500,00	S 100.00	ъ		CAD/CAS9
Grant funds	00000	\$ .	\$						•		,
County Revenues for Fiscal 2016-17	\$ 54,000.00	\$ 157.99	\$ 5,483.63					\$ 29,925,00	5 14,217.24		\$ 49,783.84
Monthly Totals		82.191 \$	\$ 5,486.90	\$ 3.19	\$ 2.08	S U.SI	\$ 500.41	\$ 30,025.40	\$ 14,217.61	5 2.46	5 50,399.73
	, <sub>e</sub> e 'y										
Expenses	Budgeled	Jul exp	Aug exp	Sept exp	Octexp						Remaining Expenses
hisurance - Thomas Wood Agency - accident/sickness	\$ 2,359 00	S (2,359,00)									
Insurance -Thomas Wood Agency - Property/Casually	\$ 3,151.00	\$ (3,208.00)						1			\$ (57.00)
Insurance - Montana State Fund - Workers Compensation	\$ 2,500.00		\$ (957.56)	<u> </u>	\$ (346.27)	J	\$ 249.18				\$ 1,445.35
Except - Wild Blue Interpet	\$ 720.00	\$ (59.98)	\$ (59.98)	\$ (59,98)	\$ (59,98)	5 (54.98)	\$ (39.98)	\$ (54.98)	\$ (59.98)	\$ (59.98)	\$ 190.18
Telephone - CenturyLink	\$ 450.00	\$ (34.65)	\$ (45.90)	\$ (45.27)	) \$ (45.23)	) \$ (45.23)	\$ (45,23)	\$ (45.18)	\$ (45.18)	\$ (45.18)	5 242.95
Electric Power - North Western	\$ 600.00	5 (36.74)	5 (34.39)	) \$ (56.47)	5 (42.40)	) \$ (48.12)	\$ (74.63)	\$ (205.32)	\$ (122.49)	5 (36.84)	\$ (57.40)
Vehicle fuel - Helena Fuel	.\$ 3,500.00		\$ (1,357.80)	j							\$ 2,142.20
Propane - Breen Oil	\$ 3,500.00					\$ (46,00)		5 (774,00)			\$ 2,680.00
Buildings and Grounds - property maint & snow plow	\$ 8,500.00				\$ (1,032,43)	51		\$ (7.108.00)	\$ (7.108.00) \$ (1.188.49)		\$ (26.628)
Vehicle Maintenance/Opgrades	\$ 10,000,00		5 (1,665.32)			\$ (7K1.16)	\$ (407.93)	5 (32.46)		\$ (50.60)	\$ 2,032,53
New/Replacement Equipment	\$ 1,000.00		5 (147,00)	)[							\$ 00.038
Equipment - Lawn Mower	\$ 2,000.00										00:6007: \$
Equipment - wall mount fire extinguishers	\$ 600.00										8 600.000
Equipment - cell Phone Booster	\$ 300.00							•			8 001106
Equipment - hackup beepers	\$ 500.00										\$ 500.00
Cistem plumbing & construction project	\$ 25,000,00				8 (1,680,00)	30:000/9) s (t	(00:00€'1) \$ (00:259'01) \$ (00:00€'5) \$ (00:000'9) \$	\$ (10,623.00)	\$ (1.300.00)		00.26 \$
Paining:	\$ 1,000.00					5 (237.40)	-3				\$ 762.60
Uniforms - Fire Fighters	\$ 1,500.00										embrest \$
Communication Equipment - General	\$ 2,000,00	\$ (370.00)	\$ (8,00)								5 L622.00
Community Programs - Fire Education for Property Owners	30,036					(00.1)E) \$	(DOTOR) *		\$ (60.00)	\$ (30.00)	\$ 850,00
Office Supplies - paper, printer ink	001X0E \$		\$ (18.89)	9	5 (19.39)	٤		(867 <u>5</u> ) S			\$ 29614
Miscellaneous - Bank Fee, L&C Fire Council	\$ 500.00			5 (3.00)	9			\$ (100.00)			\$ 397.00
Station Frood/Beverages	eeruogit 🕏			\$ (33.76)	3	5 (68.82)	٤				\$ 54712
New Garage building -	\$ 95,000.00								\$ (366.18)	\$ (4,65,00)	\$ 80,569.00
											en
TOTAL Budget FY2016-17	80,051,731 \$	\$ (6,078.37	(6,078.37) S (4,294.84)	3 (198.46)	8 (3,226.36	\$ (3,226.30) \$ (7,316.71) \$	5 (5,668.59	(5,668.59) \$ (19,002.92)		\$ 13,140.14) \$ (4,317.60)	\$ 103,886.05
و من الله الله الله الله الله الله الله الل											
End of month Cash on Hand		5 73,412.49	5 74,604.55	\$ 74,409.26		5 71,185.04 5 63,568.73	\$ 58,700.55	5 69,723,03	\$ 80,600.50	\$ 76,485.36	
· Partition of the state of the											
** \$65,000 line of credit from bank for rers owner.								_			

DVFD Budget Detail FY 17

Revenue Sources	Budget Amt						
Sanà Interest	35.00						
Dotwitions	00:001 \$					;	
Grant hands	30701 \$						
County Revenues for Frical 2017-18	\$ 54,000.00	1	1				$\perp$
Monthly Totals	\$ 56,225.00						$\perp$
Expenses	Budgeted						
Insurance - Thomas Wood Agency - accident/skinness	1389.0U						$\rfloor$
Insurance - Thomas Wood Agency - Property/Cassasity	3015178 \$						
Instructe - Montana State Fund - Workers Compensation	\$ 2,300.00		1				
Exceed - Wild Blue Internet' convent to OSL July 17	\$ 72.00						
Telophone - Century Link	A 25.55 S				-		
Electric Purves - NorthWesletts	00.008 \$						$\perp$
Vehicle fuel - Helena Fuel	000055 \$						
:	00 00SE 8						
Buildings and Carounds - property maintance	account •						
Vehice Maintenance/Upgrades	00'00'01 \$						
	_						
	\$ 500 PC						
Communication Equipment - General	9000E						
Community Programs - Fire Education for Property Owners	30.30č,t \$						
Office Supplies - paper, printer ink	90 con; \$						
Miscellaneous - Bank Fee, LifeC Five Council	600 OBS						
	de COF						
New Catage building - anherpased principle & interest payment	3000cm \$						
TOTAL Budget FY2016-17	\$ 57,800.00						
							ł
End of month Cash on Hand							
"" \$65,000 line of credit from bank for new garage	\$ 45,800.00						
** whiled sock, trail mount fire extinguishers purchased out of this year's bedget	ear's bedget						
"Total mearer will not be purchased			-				
"metasie meantenneringpudes shell autude cell phone bounte, backup beepern reverse cameras for all policies &			*· **				
cheson striping will not be purchased until end of FYT-18		\$ 81,485,36	cash on ha	and + expect	ed revenue	81,485.36   cash on hand + expected revenue to end of ligeral year	
"remaining anticipated revinue for FY16-17-55,000?				to spend in	this year's l	23000 left to spend in this year's hudget + \$20,000 for foundation	
** 520,000 for garage formination out of EY16-17 budget		\$ 38,485.36					
" \$13,000 left to spend in this year's budget							
**576,685.36 cash on head at mid of 03-16							
WESN'TH S	rank on hond o	cash on hand a expected revenue to and of facal year					
\$ 13,000.10	23000 left to spi	13,000.00 22000 left to speed in this year a budget + \$20,000 for foundation	dation				
\$ 245.5K	anix spared cas	38,645 Mr. Januscipated cash on Joseph beginning PY17-18					

	hid amount	hid amount naid to-date check	check	paid to	date	sub-total
DFSA Cistern Project - contractor WaterNet	BIR BIRGOIN	00.00				
the desired of the death for more	ht numn \$ 13.824.93					
Cistern: 10,718 Gallons With additional off: Geptings of Bire Paris		\$ 6,000.00 #1730		A Jay	17-Nov-16	
		\$ 7,323.00 #1736		A Jay	02-Jan-17	
	\$ 2,300.00	-	#1736	A Jay	02-Jan-17	02-Jan-17 \$ 15,623.00
Food Grade Sealent litterior	- 1					
O amo	hreaker for 5 HP m \$ 1.300.00	) \$ 1,300.00 #1738	#1738	United Elect	21-Jan-17 \$	\$ 1,300.00
Electrical work; motor statter or withing from paner to with a con-	- 1	_				
	\$ 3.700.00	5				
Plumbing: all sch 80 4 pressure pipe	ı	\$ 48.12	#1729	Gibney	18-Nov-16	
		\$ 1,680.00 #1729	#1729	Gibney	21-Oct-16	
		\$ 2,070.00	#1731	Gibney	03-Dec-16	\$ 3,798.12
De la	\$ 1,175.00	0				
Fully Motor Str 250 box 11 11 12 12 12 12 12 12 12 12 12 12 12	1	\$ 1,175.00	#1737	Waternet	05-Jan-17	
Control Box Crapting C HO 1 PH	\$ 430.00	0				
CONTROL		\$ 430.00	#1732	Waternet	03-Dec-17	
Disposal Bobboo SHUT-1	\$ 1,175.00	Ō				
Folia did nombro anno		\$ 1,175.00	#1732	Waternet	03-Dec-17	·T
Additional numb control not quoted in bid		\$ 450.00	#1732	Waternet	03-Dec-17	\$ 3,230.00
Transfer to the second						
Cycavation	\$ 2,200.00	00 \$ 1,000.00	#1737	Waternet	05-Jan-17 S	\$ 1,000.00
Table Lid and for City on Droing	\$ 26,104.93	99				\$ 24,951.12
Budget remaining	\$ 1,153.81	81				
Danger Charles			_			

DFSA New Garage - Project Manager Ellis Misner - backup John		bid/budget					sub-total -
Kernaghan		amount	paid to-date check		paid to	date	paid to date
Preliminary Expenses		\$ 1,500.00					
	Permit		\$ 954.00	1751	1751 L&C County	27-Mar-17	
	News Ad		\$ 88.00	1747	1747 Misner	10-Mar-17	
	Electric		\$ 366.00	1746	1746 NW Energy	17-Feb-17	\$ 1,408.00
Foundation - George Bonser		\$ 16,000.00					
Framing & Exterior - Pat Laabs		\$ 51,000.00					
Garage Doors - Door Sys of MT		\$ 6,046.00					
			\$ 3,023.00	1749	1749 Door Sys	22-Mar-17	\$ 3,023.00
Electrical Work - United Electric		\$ 4,420.00					
Insulation Pro Build		\$ 6,644.00					
Wrap up - paint, sheet rock		\$ 5,000.00					
Total bid/budget cost for Garage		\$ 90,610.00					\$ 4,431.00
Budget remaining		\$ 86,179.00					