

**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

**Secretary's Report:** 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.

**Treasurer's Report:** 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<br>2017 |
|----------|---|------------------------|---------------|
| Date     | Type  | FF                     | Total Hrs.    |
| None     |   |                        |               |
| Date     | Description   | FF                     | Total Hrs.    |
| March 18 | AAR - UPDATES - SOGs REVIEWS                                    | Dawn, John, Karen, Roy | 16            |
| March 22 | MUTUAL AID TO DEARBORN - UTRA<br>HIGH PRESSURE FIRE SUPPRESSION | John, Roy              | 4             |
| Date     | Task  | Member                 | Total Hrs.    |
| March 14 | PARTS AND FLUIDS PICK UP IN GF                                  | Sal                    | 3             |



|                          |  |   |                  |
|--------------------------|--|---|------------------|
| 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                |
|                          |  |   |                  |
| <b>Date</b>              | <b>Description</b>                                 | <b>Member</b>                             | <b>Total Hrs</b> |
| 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                |
|                          |  |   |                  |
| <b>Date</b>              | <b>Description</b>                                 |   |                  |
| March 27                 | TENDER 1621 FOR REPAIR OF FRONT AXIAL SEAL         |   |                  |
| <b>New Address</b>       |  |   |                  |
| <b>Cascade</b>           | NONE   |   |                  |
| <b>Lewis &amp; Clark</b> | 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.

#### 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.

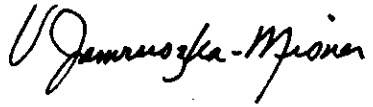
Our 2016-2021 Capital Plan has identified the need for expansion of our cistern, the construction of an additional garage, acquiring a 4-wheel drive pumper truck and improving radio and cellular communications.

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.

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,



DFSA Secretary

**APPROVED**



Chair Dearborn Fire Service Area

**Addendum**

Monthly Transaction Rpt.

| Trans Date  | I/R/O | Amount      | Balance      | Number | Trans Type           | Description  |
|---|-------|-------------|--------------|--------|----------------------|--|
| 03/02/17  | R     | (40,000.00) | \$ 31,176.76 |        | Transfer to checking | WF checking to savings                                   |
| 03/10/17  |       | (88.00)     | \$ 31,088.76 | 1747   | Check                | Reimburse Ellis Wisner for Hi ad for garage construction |
| 03/16/17  | R     | (80.60)     | \$ 31,008.16 |        | auto Payment         | WF Visa Roy Stock - parts for snow plow                  |
| 03/17/17  | I     | (59.98)     | \$ 30,948.18 |        | Auto Payment         | Exede Internet   |
| 03/20/17  | I     | (36.84)     | \$ 30,911.34 |        | Auto Payment         | NW Energy  |
| 03/22/17  | I     | (45.18)     | \$ 30,866.16 |        | Auto Payment         | Century Link Phone                                       |
| 03/27/17  | I     | (3,023.00)  | \$ 27,843.16 |        | Check                | Door Systems of Montana                                  |
| 03/28/17  | I     | (30.00)     | \$ 27,813.16 |        | Check                | Cascade Courier - notification of Board & Fire meetings  |
| 03/29/17  | I     | (954.00)    | \$ 26,859.16 |        | Check                | Dept. of Labor & Industry - permit garage                |
| <b>Outstanding Invoices &amp; Deposits</b>                                |       |             |              |        |                      |  |
| void checks - #1748 & 1744  |       |             |              |        |                      |  |
| check reimburse Roy Stock \$\$277.57 part for snow plow                   |       |             |              |        |                      |  |
| deposit - \$1,087.33 Cascade County - \$100 donation Cascade Womens clubs |       |             |              |        |                      |  |
| WF Visa - \$18.77 auto parts \$27.98 auto parts                           |       |             |              |        |                      |  |
| <b>Savings Account Balance</b>  |       |             |              |        |                      |  |
| Begin Bal   |       | \$          | 9,623.74     |        |                      |  |
| Transfer from Checking  |       | \$          | 40,000.00    |        |                      |  |
| Interest  |       | \$          | 2.46         |        |                      |  |
|   |       | \$          | 49,626.20    |        |                      |  |
| <b>Total Checking &amp; Savings</b>                                       |       | \$          | 76,485.36    |        |                      |  |



DPSA 17-18 Budget

| Revenue Source   | Budget Amt   |  |   |  |  |  |
|--|--------------|--|---|--|--|--|
| Bank Interest  | \$ 25.00     |  |   |  |  |  |
| Donations  | \$ 100.00    |  |   |  |  |  |
| Grant funds  | \$ 100.00    |  |   |  |  |  |
| County Revenues for Fiscal 2017-18   | \$ 50,000.00 |  |   |  |  |  |
| Monthly Totals   | \$ 50,225.00 |  |   |  |  |  |
| Expenses   | Budgeted     |  |   |  |  |  |
| Insurance - Thomas Wood Agency - accident/healthcare   | \$ 2,500.00  |  |   |  |  |  |
| Insurance - Thomas Wood Agency - Property/Casualty   | \$ 3,151.00  |  |   |  |  |  |
| Insurance - Meridian State Fund - Workers Compensation   | \$ 2,500.00  |  |   |  |  |  |
| Excel - "Wall Blue Hammer" convert to OSL July 17  | \$ 720.00    |  |   |  |  |  |
| Telephone - CenturyLink  | \$ 520.00    |  |   |  |  |  |
| Parents' Powers - Northwestern   | \$ 800.00    |  |   |  |  |  |
| Vehicle fuel - Merida Fuel   | \$ 1,500.00  |  |   |  |  |  |
| Prepares - Brent Oil   | \$ 1,200.00  |  |   |  |  |  |
| Buildings and Grounds - property maintenance   | \$ 1,000.00  |  |   |  |  |  |
| Vehicle Maintenance/Upgrades   | \$ 12,000.00 |  |   |  |  |  |
| Printing - Fire Fighters   | \$ 1,200.00  |  |   |  |  |  |
| Customers - Fire Fighters  | \$ 800.00    |  |   |  |  |  |
| Communication Equipment - General  | \$ 3,500.00  |  |   |  |  |  |
| Community Programs - Fire Education for Property Owners  | \$ 1,200.00  |  |   |  |  |  |
| Office Supplies - paper, printer ink   | \$ 500.00    |  |   |  |  |  |
| Manufacturing - Bank Rec. LLC Fire Control   | \$ 400.00    |  |   |  |  |  |
| Station Post/other items   | \$ 400.00    |  |   |  |  |  |
| New Garage building - anticipated principal & interest payments  | \$ 22,000.00 |  |   |  |  |  |
| TOTAL Budget FY2016-17   | \$ 57,000.00 |  |   |  |  |  |
| End of month Cash on Hand  |              |  |   |  |  |  |
| 65,000 line of credit from bank for new garage   | \$ 65,000.00 |  |   |  |  |  |
| *Initial week, credit amount from credit/bank purchased out of this year's budget  |              |  |   |  |  |  |
| *These numbers will not be finalized   |              |  |   |  |  |  |
| *Vehicle maintenance/repairs will include cell phone, heater, backup battery, reverse camera for all vehicles & license string |              |  |   |  |  |  |
| *When stringing will not be purchased until end of FY17-18   |              |  |   |  |  |  |
| *Remaining anticipated revenue for FY16-17 - 45,000  | \$ 45,000.00 | \$ 81,485.56   | Cash on hand + expected revenue to end of fiscal year |  |  |  |
| * 22,000 for garage/foundation out of FY16-17 budget   | \$ 22,000.00 | 25,000 left to spend in this year's budget + \$20,000 for foundation |   |  |  |  |
| * 33,000 left to spend in this year's budget   | \$ 33,000.00 |  |   |  |  |  |
| * 37,485.56 cash on hand at end of 01/16   | \$ 37,485.56 |  |   |  |  |  |
| 5  | 81,385.56    | Cash on hand + expected revenue to end of fiscal year                |   |  |  |  |
| 6  | 1,000.00     | 23,000 left to spend in this year's budget + \$20,000 for foundation |   |  |  |  |
| 7  | 38,485.56    | Anticipated cash on hand beginning FY17-18                           |   |  |  |  |

| DFSA Cistern Project - contractor WaterNet                                   | bid amount   | paid to-date | check | paid to      | date      | sub-total         |
|--|--------------|--------------|-------|--------------|-----------|-------------------|
| Cistern: 10,718 Gallons with additional 6 ft. depth for upright pump         | \$ 13,824.93 | \$ 6,000.00  | #1730 | A Jay        | 17-Nov-16 | x                 |
|  |              | \$ 7,323.00  | #1736 | A Jay        | 02-Jan-17 | x                 |
| Food Grade Sealent Interior  | \$ 2,300.00  | \$ 2,300.00  | #1736 | A Jay        | 02-Jan-17 | \$ 15,623.00<br>x |
| Electrical work: motor starter & Wiring from panel 60 amp breaker for 5 HP m | \$ 1,300.00  | \$ 1,300.00  | #1738 | United Elect | 21-Jan-17 | \$ 1,300.00<br>x  |
| Plumbing: all sch 80 4" pressure pipe  | \$ 3,700.00  | \$ 48.12     | #1729 | Gibney       | 18-Nov-16 |                   |
|  |              | \$ 1,680.00  | #1729 | Gibney       | 21-Oct-16 |                   |
|  |              | \$ 2,070.00  | #1731 | Gibney       | 03-Dec-16 | \$ 3,798.12<br>x  |
| Pump Motor: SHP 230 Bolt 1 PH Franklin                                       | \$ 1,175.00  | \$ 1,175.00  | #1737 | Waternet     | 05-Jan-17 | x                 |
| Control Box Franklin 5 HP 1 PH   | \$ 430.00    | \$ 430.00    | #1732 | Waternet     | 03-Dec-17 | x                 |
| Pump end: Robeco SHHE-1  | \$ 1,175.00  | \$ 1,175.00  | #1732 | Waternet     | 03-Dec-17 | x                 |
| Additional pump control not quoted in bid                                    |              | \$ 450.00    | #1732 | Waternet     | 03-Dec-17 | \$ 3,230.00<br>x  |
| Excavation   | \$ 2,200.00  | \$ 1,000.00  | #1737 | Waternet     | 05-Jan-17 | \$ 1,000.00<br>x  |
| Total bid cost for Cistern Project   | \$ 26,104.93 |              |       |              |           | \$ 24,951.12      |
| Budget remaining   | \$ 1,153.81  |              |       |              |           |                   |



| DFSA New Garage - Project Manager<br>Ellis Misner - backup John<br>Kernaghan |          | bid/budget<br>amount | paid to-date check | paid to         | date      | sub-total -<br>paid to date |
|--|----------|----------------------|--------------------|-----------------|-----------|-----------------------------|
| Preliminary Expenses   |          | \$ 1,500.00          |                    |                 |           |                             |
|  | Permit   |                      | \$ 954.00          | 1751 L&C County | 27-Mar-17 |                             |
|  | News Ad  |                      | \$ 88.00           | 1747 Misner     | 10-Mar-17 |                             |
|  | Electric |                      | \$ 366.00          | 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 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         |                    |                 |           |                             |