

**DFSA Meeting Minutes  
Board of Trustees  
December 3, 2015 @ 10AM  
Dearborn Fire Service Area Station**

**Attendance:** Louise Watson, Adrienne Kernaghan, Roy Stock, Virginia Jamruszka-Misner

**Members of the Public Present:** Dawn Allee (Fire Fighter)

**Public Comment:** none

**Secretary's Report:** Adrienne motioned to accept the Minutes as written, Louise seconded and it was passed unanimously by the Board.

**Treasurer's Report:** Ginny motioned to accept the October Treasurer's Report, Louise seconded and it was passed unanimously by the Board. Ginny motioned to accept the November Treasurer's Report, Louise seconded and it was passed unanimously by the Board. Adrienne reviewed the State Annual Report. Ginny motioned to accept the State Annual Report, Louise seconded and it was passed unanimously by the Board.

**DVFD  
Chief's Report  
November 2015**

**Events:**

- **11/13 Medical LZ- 3FF**
- **11/25 Medical Vehicle Accident- 1FF**
- **11/29 Vehicle Accident Non-injury- 3FF**

**Training:**

11/21	0900	Dearborn Station	CPR certification	5	Karen, Roy, Jordan, Dawn, Amy, Sal, Jerry
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**Station County Fire Councils:**

- L&C – Nothing to report.
- Cascade – Nothing to report.

**Trucks, Buildings and Grounds:**

- Command 1601 – no problems
- Pumper 1611 – no problems
- Tender 1621 – Still in Shop, we will likely get it back by next week.
- Brush 1631 – no problems
- Brush 1632 – no problems
- ATV – no problems
- Building A – no problems



- Building B – no problems
- Grounds – no problems

**Information Items:**

Sal's hours for the month: 7.5

**New items:** None

**General Business**

Interstate Access through the Rest Area Status Update: Ellis said there is nothing new to report.

Surveillance Camera and "No Parking" signs at the Station: No parking signs are on order and will be posted when they arrive. The Cameras are here. We have to get power to each camera on the 2 buildings. Dawn suggested that the Command Vehicle be equipped with a video camera. Video would be used for training and would also provide increased liability protection and fire investigation. Jerry will look into the options for a dash board camera and it will be discussed at the next meeting of the Fire Fighters.

Consideration of the installation of a "drop box" attached to the station so people can leave donations, mail and other items. We discussed either a lock box attached to the building or installation of a letter slot in the door. Roy will look into the logistics of this.

2016 Board of Trustees Meeting Dates: Louise will email the final dates to Board Members and hand out a copy of the final list at the January Board Meeting.

Adrienne Kernaghan attended the Montana Fire Trustee Conference on October 2-3, 2015 at Fairmont Hot Springs, MT. She reports: Here are the notes from the Fire Trustee conference that I thought were pertinent to report. It was a good conference with the focus on board responsibilities ... recommend it highly ... I met quite a few folks from other FSAs and districts ... I would guess we represented one of the smaller areas at the conference ... many of those attending had both paid & volunteer staff .. and much bigger budgets than ours... I was the only representative from Cascade County that I was aware of ... several at the conference commented that our little FSA had hard working firefighters who were knowledgeable & responsive...

Many areas reported difficulty getting public recognition because the areas had a large transient population ... much like ours ... there was some discussion (off agenda) about the danger of scope creep and needing to set response and capability expectations with residents who are used to urban fire departments ...

We may want to sign up for extra insurance with workman's comp ... there was a presentation that involved that aspect ... I'll bring the materials to the next board meeting ... Louise is right ... we need to understand more fully what we are covered for & what our liabilities are ... including the board ... some horror stories were told about individual board members being held individually responsible for board decisions ...

Tom Woods will be contacted to have him come discuss insurance issues with us at either the April 7<sup>th</sup> or, if he is not available, at the March 3<sup>rd</sup>.

Notes:

Legal Discussions – *their take*

- *Board Responsibilities* – policy making body of the FSA, appoint a Fire Chief to implement those policies, any member of the public can raise an issue – board should take issues under advisement
- *Responsibilities of the Chairperson* – advise the Fire Chief (FC), ask tough questions, act when necessary, collaborate with FC to establish expectations, processes & decision rules, effectively communicates & facilitates
- *Responsibilities of the FC* – build relationship with Board, communicates openly, proactively & transparently, fully commits to an independent board, balances strong points of view with an open mind & flexibility, recognizes the power of complementary skills on the board – in charge of agency personnel & training
- *Titles* – need to have a chair & vice-chair rather than a president & vice president
- *Minutes* – all minutes have to be submitted to county *we already knew this*
- *Uniforms* – we have to provide a 1099 if firefighters wear uniform off duty
- *Mutual Aid Agreements* – should be filed & in writing
- *Email decisions* – not allowed because public is not allowed input
- *MT Right to Know* – as an entity DFSA has no right to privacy (*including tax ID number*), need to notify public 48 hours before a meeting, all meetings open to public, meeting of 3 or more member of board has to be noticed *I think given the size of our community we have this is not realistic* –
- *Agendas & processes* – we are under no mandate to use Robert's Rules of Order – a more simplified process was recommended

Financial Discussions – *their take* – *question of how much control we need*

- *Stipends* – will require reporting – *if we pursue this we'll need to investigate further*
- *Internal Controls* – 2 signers on checks, segregation of duties (e.g. signing checks vs. developing financial reports)
- *Purchasing* – buy off state contract, RFP's for projects over \$50,000? Small projects 3 bids? *Keep in files*
- *Credit Card* – low limit, some heated discussion regarding gas credit cards with the state, *e.g. how much control do we need?*
- *Revenues received* – check to make sure no other FSA or district is getting the fire fees due to us
- *Monthly financial reports* – board establishes budget, reports all monthly transactions, review expense reimbursements, require payments from invoices only, reconcile bank statements

By-Laws Revisions in view of information gained from the Montana Fire Trustee Conference: Ellis will revise the By-Laws according to these recommendations and will submit them to the Board for review.

Ginny motioned to adjourn the meeting at 11:20 and Louise seconded and it was passed unanimously by the Board.

Respectfully Submitted on December 3, 2015



Virginia Jamruszka-Misner  
DFSA Secretary

**APPROVED**



DFSA Chair Date: 1/14/16