

**DFSA Meeting Minutes
December 8, 2016
Dearborn Fire Service Area Station**

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

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

Members of the Public Present: None

Secretary's Report: Louise motioned to accept the October Meeting Minutes as written and Jill seconded the motion. The Board unanimously approved the minutes as written.

Treasurer's Report: : The November Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Virginia motioned to accept the November Treasurer's Report and the Budget Detail FY 2017 as written and Jill seconded the motion. The Board unanimously approved the Treasurer's Report as written.

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

Chief's Report:

**DVFD
Chief's Report
November 2016**

Events:

- 11/14 – Wild Land Fire, MA to Cascade Fire for 2 fires – 2FF
- 11/23 – Called to Assist Cascade Sheriff, cancelled at station – 2FF
- 11/24 – Wild Land Fire, MA from WC, DNRC & Cascade Fire – 2FF

Training:

11/19	0900	Dearborn Station	ICS, SCBA refills	4	Roy, Karen, Jordan & 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 – still having light issues
- Tender 1621 – no problems
- 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: 8

New items:

SCBA's installed on both Wild Land engines.

General Business:

Review of Progress on Cistern – Roy

We are thinking about painting on a poly-coat on the cistern to allow for potable water in an emergency. Unfortunately, the temperatures dropped preventing us from getting this done right away. We should be able to get this done in the next 10 days or so when the temperatures rise up again.

Adrienne moved that we add extra funding toward the cistern project to poly-coat the cistern to allow for potable water in an emergency. Virginia seconded the motion and the Board unanimously approved the motion.

Review of status of Grant/Loan Application – Ellis (not in attendance) provided written input for consideration by the Board:

To Date: "We have changed our name officially from Dearborn Volunteer Fire Company to Dearborn Fire Service Area at D&B, the System for Award Management, and the Secretary of State, but our E.I.N. is the same. I think we voted to do this some time ago, but it would be good to vote again so that it is recorded in these minutes."

Adrienne motioned to change our name from the Dearborn Volunteer Fire Company to the Dearborn Fire Service Area on all current official and future documentation. Jill seconded the motion. The Board unanimously approved the name change as indicated.

"The only thing left to change (I think) is the name on the deed to DFSA property. It was recorded as Dearborn Volunteer Fire Company and must be changed. I talked to a friend in the Title business and she needs a copy of the old deed/property description and a copy of the Board's resolution to change the ownership title on the deed. The reason for changing the deed is that the USDA will hold the mortgage on the property and all the names at various agencies must be identical. My friend suggested that the Board pass a resolution with language like 'The Board of the DFSA, having done business as the Dearborn Volunteer Fire Company, officially votes to change the Title Holder name on the Property Deed from DVFC to DFSA' and then include that resolution in these minutes. She can whip up the paperwork and file it with L&C County Clerk and Recorder or I can file it."

Adrienne moved, having done business as the Dearborn Volunteer Fire Company, that we change our name on the property deed from Dearborn Volunteer Fire Company to Dearborn Fire Service Area. Jill seconded the motion and the Board unanimously approved the motion.

“Finally we needed a Board resolution to accept the terms and conditions required by the USDA to secure rural development funding for our proposed fire house construction. This needs to be included in these minutes as well.”

“It looks like we are on track to have the USDA grant/loan combination request approved by the end of the year - then we wait for the money. I won't bore you with the rest; one thing at a time. I hope Roy can locate a copy of our deed and/or property description.” (Roy has since located the property deed and this has been submitted for a name change to the Title Company.)

Adrienne reported that she signed the Operating Budget and Projected Cash Flow document with Laura Sattler of Rural Development, USDA. Laura lowered the amount we expected in interest and donations because we had already paid the architect fee and so our yearly payment will be \$3642 – that is principle and interest annually. The amount is divided in half to be paid semi-annually.

Laura asked for letters of support. We secured these from David Murray, Lewis & Clark County Commissioner and Dave Sammons, President of the Lewis & Clark Fire Council, Dave Hamilton Department of Natural Resources Conservation, Rocky Infanger, Wolf Creek Fire Chief. We need another from a Cascade County Commissioner. Roy will get Jan Weber to submit one for us.

Board Resolution:

The Board of the Dearborn Fire Service Area, having done business as the Dearborn Volunteer Fire Company, officially resolves to change the Title Holder Name on the Property Deed from the “Dearborn Fire Volunteer Fire Company” to the “Dearborn Fire Service Area.”

Adrienne motioned to accept the Resolution to change our Title Holder Name on the Property Deed from the “Dearborn Volunteer Fire Company” to the “Dearborn Fire Service Area.” Jill seconded the motion and the Board unanimously approved the Title Holder Name change and accepted this Resolution.

Board Resolution:

The Board of the Dearborn Fire Service Area resolves to accept the terms and conditions required by the USDA to secure rural development funding for our proposed fire house construction. Ginny motioned to accept this resolution and Adrienne seconded the motion. The Board unanimously approved this Resolution as written.

VSIF Update: Chris Hindoién had left Hub International a few weeks ago. Our current Insurance Representative is Tom Wood. He will continue in this position for the next 3 years, depending upon the status of his health. He was phasing in Chris in to take over our account.

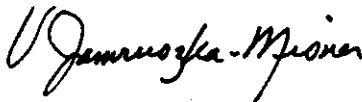
Now, Renee will still work on our account and Nicole Marchion will be our new Account Executive. The Board needs to decide when we would like Nicole to come to one of our meetings to update us on the State Fund. The Board agreed to invite her to come to our Board of Trustees Meeting on March 9, 2016.

Louise suggested that we begin looking into the adoption of policies for our Fire Service Area. We will outline a plan to do this at the January Meeting. We will review sample policies from West Helena to help us outline our own. In addition, and perhaps first, we will outline a Mission Statement and Vision for the DFSA. Ginny will gather information on this process for our consideration at the January Meeting.

Louise suggested some activities for this coming summer. Public Presentations including a general discussion on our fire-fighting equipment and an introduction to CPR will be considered. Perhaps attendees would also be able to sign up for subsequent complete CPR and First Aid Training sessions. The complete CPR Training is 3 ½ hours long and the First Aid Training including CPR takes 2 days. The CPR Training costs \$7 and the First Aid+CPR is \$18. Attendees would earn a certification card.

Adrienne moved to adjourn this Board of Trustees Meeting and Jill seconded the motion. The Board unanimously approved to adjourn at 11:00 a.m.

Respectfully Submitted 12/19/2016,



DFSA Secretary

Monthly Transaction Rpt.

Trans Date	TR/O	Amount	Balance	Number	Trans Type	Description
11/08/16		(46.00)	\$ 61,516.88	1689	Check	Green Oil - fire pit with excavator
11/24/16		(30.00)	\$ 61,486.88	1691	Check	Cascade Courier - Sept. Invoice
11/24/16		(297.40)	\$ 61,189.48	1690	Check	Elis Mosier - MT Fire Trustee Conference
11/25/16		(781.16)	\$ 60,399.50		Auto Payment	WF Visa Jerry - Walmart - station food 68.82 - automatic payment? 19.97
11/27/16		(99.98)	\$ 60,399.52		Auto Payment	WF Visa Roy - Automotive Machine 575.34, 48.23, 28.00 Carquest 10.99, 63.02, Credit 30.21, NAPA 67.74, 18.16
11/27/16		(6,000.00)	\$ 54,399.52		Auto Payment	Edeck - Internet
11/28/16		(48.12)	\$ 54,391.40	1729	Check	A Jay Concrete - dstem
11/22/16		(45.23)	\$ 54,346.17		Auto Payment	Gibney & Sons Plumbing - parts for custom CenturyLink - phone
Outstanding Invoices & Deposits						
12-3 WaterNet 3,230 - ct 1732						
12-3 Gibney & Sons 2,070 - ct 1731						
WF Visa \$200 Fire Safety - \$90.18 Carquest, \$781.16 (credit) Fleet Supply \$2,200 North 40 \$144.55						
11-7 LA C Fire Council \$100.00						
Savings Account Balance						
Begin Bal \$ 9,622.16						
Interest \$ 0.40						
Total Checking & Savings \$ 63,868.73						

APPROVED
Louise Watson

DFSA Chair