

**DFSA Board of Trustees Meeting Minutes
February 9, 2017
Dearborn Fire Service Area Station**

Meeting Called To Order: 10:02 a.m.

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

Members of the Public Present: None

Secretary's Report: Adrienne motioned to accept the January 5, 2017 and January 18, 2017 Meeting Minutes as written and Ellis seconded the motion. The Board unanimously approved the minutes as written.

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

The Board agreed to move \$50,000 into the reserve fund.

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

Chief's Report:

**DVFD
Chief's Report
January 2017**

Events:

- No Events.

Training:

| | | | | | |
|------|------|------------|------------------------------------|---|--|
| 1/18 | 1900 | Wolf Creek | Supplemental. Energy turn offs | 2 | Roy, Karen |
| 1/21 | 0900 | Dearborn | Snow Plow, ICS | 4 | Roy, Karen, Jordan, Heather, Amy, Cindy, Jerry |
| 1/22 | 1030 | Wolf Creek | Ice Rescue | 5 | Roy, Karen |
| 1/23 | 1830 | Cascade | Mercy Flight landing zone training | 2 | Roy, Karen, Jerry, Amy, Cindy, John |



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 – no problems
- Brush 1631 – no problems
- Brush 1632 – no problems
- ATV – no problems
- Building A – no problems
- Building B – Heater is working, needed to be cleaned.
- Grounds – no problems

Information Items:

Sal's hours for the month: 7 hrs

New items:

General Business:

Review of Progress on Cistern – Roy
No change since our last meeting due to the weather.

Review of Progress on New Garage -- Ellis
It is a good idea for us to dissolve our nonprofit status since we are not continuing to pursue the USDA grant/loan.

We are approved for a \$65,000 secured loan through First Security Bank in Fairfield.

We ran an ad in the Independent Record out of Helena for bids on the new garage and the project is listed on the Great Falls Building Exchange website out of Great Falls.

Adrienne moved to adjourn this Board of Trustees Meeting and Jill seconded the motion. The Board unanimously approved to adjourn at 11:01 p.m.

Respectfully Submitted February 9, 2017,



DFSA Secretary

APPROVED



Chair Dearborn Fire Service Area

Addendum

Monthly Transaction Rpt.

| Trans Date | I/R/O | Amount | Balance | Number | Trans Type | Description |
|--|-------|------------|--------------|--------|--------------|---|
| 01/03/17 | D | 3,450.00 | \$ 49,077.58 | | Deposit | Cascade Co Fire Fee |
| 01/03/17 | I | (9,623.00) | \$ 42,904.58 | 1736 | Check | All Concrete - Cstem Project |
| 01/05/17 | I | (1,000.00) | \$ 41,904.58 | 1737 | Check | WaterNet - Cstem Project |
| 01/06/17 | I | (6,890.00) | \$ 35,014.58 | 1734 | Check | HCL Trucking Equipment - snow plow |
| 01/09/17 | I | (100.00) | \$ 34,914.58 | 1733 | Check | L&C Fire Council |
| 01/17/17 | D | 26,575.00 | \$ 61,489.58 | | Deposit | \$100 donation Hinebaugh - \$26,475 Cascade Co Fire Tax |
| 01/17/17 | I | (59.98) | \$ 61,429.60 | | Auto Payment | Exede Internet |
| 01/17/17 | I | (87.44) | \$ 61,342.16 | | Auto Payment | WF CC Roy - \$9.96 ATV repair \$22.50 ATV maint \$54.98 ink for printer |
| 01/18/17 | I | (205.32) | \$ 60,918.84 | | Auto Payment | NW Energy |
| 01/20/17 | I | (45.18) | \$ 60,873.66 | | Auto Payment | Century Link Phone |
| 01/30/17 | I | (774.00) | \$ 60,099.66 | 1741 | Check | Breen Oil Propane |
| Outstanding Invoices & Deposits | | | | | | |
| ck # 1739 - \$30 Cascade Courier - meeting notification | | | | | | |
| ck# 1742 - \$212.50 All Season Heating & Repair - furnace | | | | | | |
| ck# 1738 - \$1,300 United Electric - Cstem Project | | | | | | |
| L&C fire fee - \$8314.41 | | | | | | |
| ck# 1743 - \$195.00 Breen Oil - repair | | | | | | |
| WF CC Roy - \$743.00 new equipment for snow plow \$535.99 CarQuest antifreeze & oil transfer \$50,000 from checking to savings | | | | | | |
| Savings Account Balance | | | | | | |
| Begin Bal \$ 9,622.97 | | | | | | |
| Interest \$ 0.40 | | | | | | |
| Total Checking & Savings \$ 69,723.03 | | | | | | |

| DESA 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 | |
| | | \$ 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 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 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 x |
| Pump Motor: 5HP 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: Robco 5HHE-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 x |
| Excavation | \$ 2,200.00 | \$ 1,000.00 | #1737 | Waternet | 05-Jan-17 | \$ 1,000.00 x |
| Total bid cost for Cistern Project | \$ 26,104.93 | | | | | \$ 24,951.12 |
| Budget remaining | \$ 1,153.81 | | | | | |

DVFD Budget Detail FY 17

| Revenue Sources | Budget Amt | Jul | Aug | Sept | Oct | Nov | Dec | Jan | YTD Revenue Received |
|---|--------------|---------------|---------------|--------------|---------------|---------------|---------------|----------------|----------------------|
| Bank Interest | \$ 23.00 | \$ 3.29 | \$ 3.20 | \$ 3.19 | \$ 2.08 | \$ 0.40 | \$ 0.41 | \$ 0.40 | \$ 13.06 |
| Donations | \$ 100.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100.00 | \$ 613.06 |
| Grant funds | \$ 100.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 100.00 | \$ 600.00 |
| County Revenues for Fiscal 2016 | \$ 51,000.00 | \$ 157.99 | \$ 5,483.61 | \$ - | \$ - | \$ - | \$ - | \$ 29,925.00 | \$ 35,566.60 |
| Monthly Totals | | \$ 161.28 | \$ 5,486.90 | \$ 3.19 | \$ 2.08 | \$ 0.40 | \$ 500.41 | \$ 30,025.40 | \$ 36,179.66 |
| Expenses | Budgeted | Jul exp | Aug exp | Sept exp | Oct exp | | | | Remaining Expenses |
| Insurance - Thomas Wood Agency - accident/sickness | \$ 2,359.00 | \$ (2,359.00) | | | | | | | \$ (57.00) |
| Insurance - Thomas Wood Agency - Property/Casualty | \$ 3,151.00 | \$ (3,208.00) | | | | | | | \$ 1,445.35 |
| Insurance - Montana State Fund - Workers Compensation | \$ 2,900.00 | \$ (9,998) | \$ (9,998) | \$ (9,998) | \$ (9,998) | \$ (9,998) | \$ (9,998) | \$ (9,998) | \$ 300.14 |
| Exceed - Wild Blue Internet | \$ 720.00 | \$ (44.65) | \$ (59.98) | \$ (46.27) | \$ (45.23) | \$ (45.23) | \$ (45.23) | \$ (45.18) | \$ 333.37 |
| Telephone - CenturyLink | \$ 650.00 | \$ (76.71) | \$ (34.59) | \$ (56.47) | \$ (32.40) | \$ (48.12) | \$ (74.63) | \$ (205.32) | \$ 161.93 |
| Electric Power - NorthWestern | \$ 600.00 | \$ - | \$ (1,357.80) | | | | | | \$ 2,142.30 |
| Vehicle fuel - Helena Fuel | \$ 3,500.00 | \$ 3,500.00 | | | | | | | \$ 2,680.00 |
| Propane - Breen Oil | \$ 3,500.00 | \$ 8,340.00 | | | | | | | \$ 359.57 |
| Buildings and Grounds - property maint & snow plow | \$ 8,340.00 | | | | \$ (1,072.43) | | | | \$ 7,267.57 |
| Vehicle Maintenance/repairs | \$ 10,000.00 | | \$ (1,665.33) | | | | | | \$ 7,134.67 |
| New/Replacement Equipment | \$ 1,000.00 | | \$ (147.00) | | | | | | \$ 853.00 |
| Equipment - Lawn Mower | \$ 2,000.00 | | | | | | | | \$ 2,000.00 |
| Equipment - wall mount fire extinguishers | \$ 600.00 | | | | | | | | \$ 600.00 |
| Equipment - cell Phone Booster | \$ 300.00 | | | | | | | | \$ 300.00 |
| Equipment - backup beepers | \$ 500.00 | | | | | | | | \$ 500.00 |
| Eastern Plumbing & construction project | \$ 25,000.00 | | | | \$ (1,680.00) | | | | \$ 1,397.00 |
| Training | \$ 1,500.00 | | | | | \$ (237.40) | | | \$ 762.60 |
| Uniforms - Fire Fighters | \$ 1,500.00 | | | | | | | | \$ 1,500.00 |
| Communication Equipment - General | \$ 2,000.00 | \$ (370.00) | \$ (8.00) | | | | | | \$ 1,622.00 |
| Community Programs - Fire Education for Property Owners | \$ 990.00 | | | | | | | | \$ 990.00 |
| Office Supplies - paper, printer ink | \$ 300.00 | | \$ (18.89) | | | | | | \$ 281.11 |
| Miscellaneous - Bank Fee, L&C Fire Council | \$ 500.00 | | | \$ (3.00) | | | | | \$ 497.00 |
| Station Food/Beverages | \$ 1,000.00 | | | \$ (33.76) | | | | | \$ 966.24 |
| TOTAL Budget FY2016-17 | \$ 72,130.00 | \$ (6,078.57) | \$ (4,294.84) | \$ (198.48) | \$ (3,226.30) | \$ (7,216.71) | \$ (5,668.59) | \$ (19,002.92) | \$ 26,343.79 |
| End of month Cash on Hand | | \$ 73,412.49 | \$ 74,694.55 | \$ 74,409.26 | \$ 71,185.04 | \$ 63,968.73 | \$ 58,700.55 | \$ 69,723.03 | |