

**DFSA Board of Trustees Meeting Minutes
January 5, 2017
Dearborn Fire Service Area Station**

Meeting Called To Order: 10:04 a.m.

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

Members of the Public Present: Laura Sattler, Area Specialist, Rural Development, USDA

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

Treasurer's Report: The December Treasurer's Report was reviewed including the Monthly Transaction Report and the Budget Detail FY 2017. Virginia motioned to accept the December Treasurer's Report as written and Jill seconded the motion. The Board unanimously approved the Transaction Report as written. Ellis moved that we amend the Budget Detail FY to reflect the changes Adrienne recommended. These changes are that we move the \$1800 set aside for a hose drying rack, the \$400 set aside for an eye wash station, the \$500 set aside for the TV mount, coffee pot and DVD player into the amount indicated for the snow plow and to move the \$3000 from the emergency medical equipment into the amount indicated for the cistern. Jill seconded the motion. The Board unanimously approved the amended Budget Detail FY 2017.

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

Chief's Report:

**DVFD
Chief's Report
December 2016**

Events:

- 12/2 Vehicle slide off - 3FF
- 12/5 Vehicle rollover, non-injury – 3FF
- 12/7 Possible Wildland fire, none found – 1FF

Training:

12/17 cancelled					
12/31	1030	Dearborn	Snowplow training	5	John, Roy, Sal, Jerry, Amy

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 not working, called All Seasons Heating to come look at it.
- Grounds – no problems

Information Items:

Sal's hours for the month: 14.5 hrs

General Business:

Review of Progress on Cistern – Roy

The lid has been poured and it has to cure for 12-15 days. There will be dirt left over. Ellis recommended that we keep it here as we may need it when we do the upcoming construction project.

Snow Plow: the primary use of the plow is for clearing the parking lot and landing zone. If it is needed for snow removal and dispatched, it can be used for DFSA response.

We recognize that we received an invitation to the Staff and Command Conference to be held at the Crystal Inn. The Board agreed not to send anyone to attend at this time.

Review of status of Grant Proposal and Loan – Laura Sattler and Ellis

Laura Sattler reviewed specifics regarding the requirements of USDA Loan should we decide to take it. She provided copies of the various forms required and procedures and answered Board members questions. We have been approved for a USDA loan in the amount of \$76,000 at an interest rate of 2.375% over a 30 year period. The loan is allowed to be paid off earlier. The Grant of \$13,000 is currently proposed but has not been approved yet.

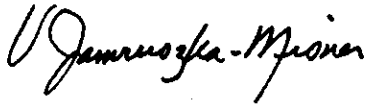
The Board indicated a need for more information regarding current secured and unsecured loan rates through banks. Ellis will collect this information.

An alternative to a framed building will be considered and Roy will collect that information.

In view of the time, compiling questions and concerns that we have regarding our State Farm Insurance Policy was tabled until the March Board meeting. Instead of the March Meeting, we will invite Nicole Marchion to attend the April Board of Trustees Meeting to answer our questions.

Adrienne moved to adjourn this Board of Trustees Meeting and Ellis seconded the motion. The Board unanimously approved to adjourn at 1:03 p.m.

Respectfully Submitted 1/6/2017,



DFSA Secretary

APPROVED



Chair Dearborn Fire Service Area

Addendum

DVPD Budget Detail FY 17

Revenue Source	Budget Amt	Jul	Aug	Sept	Oct	Nov	Dec	YTD Revenue Received
Bank Interest	\$ 27.00	\$ 2.20	\$ 1.20	\$ 1.20	\$ 2.10	\$ 0.40	\$ 0.40	\$ 12.60
Debitors	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Grant Fund	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
County Revenue for Fiscal 2016	\$ 1,125.00	\$ 157.69	\$ 161.61	\$ 161.61	\$ 161.61	\$ 161.61	\$ 161.61	\$ 646.53
Monthly Tuition	\$ -	\$ 107.28	\$ 2,859.96	\$ 3.19	\$ 2.08	\$ 1.48	\$ 30.41	\$ 3,005.40
Expenses	Budgeted	Jul exp	Aug exp	Sept exp	Oct exp			Remaining Expenses
Insurance - Thomas Wood Agency - accident/workers	\$ 2,150.00	\$ (2,150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - Thomas Wood Agency - Property/Casualty	\$ 2,150.00	\$ (2,150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - Montana State Fund - Workers Compensation	\$ 2,150.00	\$ (2,150.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Escrow - Wild Blue Interest	\$ 720.00	\$ (69.86)	\$ (69.86)	\$ (69.86)	\$ (69.86)	\$ (69.86)	\$ (69.86)	\$ 201.12
Telephone - CenturyLink	\$ 600.00	\$ (44.65)	\$ (115.90)	\$ (143.27)	\$ (147.23)	\$ (148.23)	\$ (147.23)	\$ 274.90
Electric Power - NorthWestern	\$ 600.00	\$ (106.74)	\$ (113.50)	\$ (106.42)	\$ (102.30)	\$ (106.12)	\$ (74.48)	\$ 307.25
Vehicle Fuel - Halverson Fuel	\$ 1,200.00	\$ (1,200.00)	\$ (1,200.00)	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00
Property - Irons Oil	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Buildings and Grounds - property maintenance	\$ 1,000.00	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ 1,000.00
Buildings and Grounds - Lawn Drying Back	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Buildings and Grounds - Eye Wash Station	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Buildings & Grounds - TV mount, coffee pot, DVD player	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Buildings and Grounds - lighting	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Vehicle Maintenance/Supplies	\$ 1,000.00	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
New/Replacement Equipment	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Equipment - Snow Plow	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Equipment - Lawn Mower	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
Equipment - wall mount fire extinguishers	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Equipment - cell phone booster	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Equipment - Backup Battery	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
Emergency Medical Equipment	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Custom plumbing & construction project	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Training	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Communication Equipment - General	\$ 2,000.00	\$ (2,000.00)	\$ (600)	\$ -	\$ -	\$ -	\$ -	\$ 1,400.00
Community Programs - Fire Education for Property Owners	\$ 750.00	\$ -	\$ (750.00)	\$ -	\$ -	\$ -	\$ -	\$ 750.00
Office Supplies - paper, printer ink	\$ 100.00	\$ -	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Maintenance - Bank Etc. LLC Fire Council	\$ 500.00	\$ -	\$ -	\$ (500.00)	\$ -	\$ -	\$ -	\$ 500.00
Station Food/Supplies	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ 1,000.00
TOTAL BUDGET FY2016	\$ 75,130.00	\$ 6,478.57	\$ 14,204.81	\$ (1,000.00)	\$ (4,326.16)	\$ (7,316.71)	\$ (5,648.59)	\$ 54,115.30
End of month Cash on Hand		\$ 23,112.19	\$ 71,608.53	\$ 2,400.26	\$ 71,185.01	\$ 8,148.77	\$ 96,708.55	

Monthly Transaction Rpt.

Trans Date	I/R/O	Amount	Balance	Number	Trans Type	Description
12/02/16		\$ (30.00)	\$ 54,246.17	1692	Check	Cascade Courier
12/05/16		\$ (3,230.00)	\$ 50,986.17	1732	Check	Water Net - Cstern Project
12/08/16		\$ (2,070.00)	\$ 48,916.17	1731	Check	Gibney & Sons Purching - parts for cstem
12/13/16	D	\$ 749.18	\$ 49,665.35		Deposit	\$500 donation Dana Ranch \$249.18 refund from State Fund
12/15/16		\$ (407.93)	\$ 49,257.42		Auto Payment	WF Visa Roy Cquest \$30.18, Soders Truck \$2.80/N 40 \$144.95
12/19/16		\$ (74.63)	\$ 49,182.79		Auto Payment	NW Energy
12/19/16		\$ (59.98)	\$ 49,122.81		Auto Payment	Ecede Internet
12/20/16		\$ (45.23)	\$ 49,077.58		Auto Payment	CenturyLink - phone
Outstanding Invoices & Deposits						
I&C Fire Council \$100						
WF Visa Jerry \$218 Home Depot Bldg maintance						
WF Visa Roy Carquest \$9.96, Exxon Wolf Creek \$22.50, Office Max \$54.98						
Deposit \$3,400 Cascade County						
AI Concrete \$9,623 - cstem project						
HCL Equipment \$6,890 - plow						
Jerry Noble Tire \$743 - tires for #1632						
Savings Account Balance						
Begin Bal \$ 9,622.56						
Interest \$ 0.41						
Total Checking & Savings \$ 58,700.55						

APPROVED

Louise Watson

DFSA Chair