

**DFSA Meeting Minutes
November 3, 2016
Dearborn Fire Service Area Station**

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

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

Members of the Public Present: Jill Parker

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

Treasurer's Report: The October Treasurer's Report was reviewed including the Monthly Transaction Report (October), the Wells Fargo Bank Statement and the DFVD 2016 Budget as amended. (See attachments for details.)

Ellis moved to accept the October Treasurer's Report and Louise seconded the motion. The October Treasurer's Report was unanimously accepted by the Board.

**DVFD
Chief's Report
October 2016**

Events:

- 10/03 River Rescue – 2FF
- 10/09 Propane leak – 4FF
- 10/23 Control burn – 2FF

Training:

10/15	0900	Dearborn	Winterized vehicles, equipment overview for poss new member	4	Roy, Karen, Amy, 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 – no emergency lights
- 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: 31

New items:

Roy mounted SCBA's on 1631, working on mounting them on 1632.

General Business:

Approval of additional 3 year Term for Treasurer, Adrienne Kernaghan: Ginny made the motion that Adrienne be appointed Treasurer for another 3 year term, Ellis seconded and the motion was passed unanimously by the Board.

Approval of a 3 year Term for Trustee on the DFSA Board, Jill Parker: Ellis made the motion that Jill be appointed Trustee for a 3 year term, Ginny seconded and the motion was passed unanimously by the Board.

Review of Progress on Cistern – Roy and Ellis:

The excavation is done, the foundation has been poured and much of the plumbing is complete. We're waiting to finish the cistern walls, pump and electrical. Our existing well's current pump is 20+ years old and will refill the cistern at only 12 gallons per minute. We may need to consider replacing the pump. A new well pump should refill the cistern at 30 gallons per minute.

Review of status of Grant Proposals – Ellis:

We have completed most of the USDA's requirements including construction quotes for our proposed new garage project, D&B number, SAM registration, CAGE number and incorporation. We appear to be in line for a small grant and an unsecured low interest loan (under 3%) for 25 years, which we can afford at our current level of funding.

Discussion of Information Gained from October 14-16, 2016 Montana Trustees Association Conference – Ginny and Ellis:

Recruiting and Retention:

To help maintain an organized and sustained Recruiting Program, we need to provide "nice toys"

- *Apparatus (e.g. SCBA, etc.)
- *Clothing
- *Safety Program
- *Pay for yearly physicals
- *Funding for exceptional training programs/opportunities
- *Work out facility in Station
- *Provide a Volunteer Coordinator to run errands/get supplies
- *Rewards and Benefits like dinner for troops and supplemental retirement system (457 Plan)
- *Reimburse mileage from home to station
- *Other rewards include camaraderie, helping, learning, excitement
- *Keep brochures in trucks to hand out at scenes

457 Plan:

Merit – Based on Service (training hours, responses)

-30 hours of training + 20 more to qualify

-50% of paged fire calls (if fire fighter can't respond due to day job, create ways for them to

make up for the fire calls

e.g. \$750/person per year (Fire Fighter qualifies or not)

-Fire fighter chooses where to invest it (Goes through SG Long out of Missoula
(wwilson@corvallisfire.com))

Public Bidding Process:

The county has a list of prequalified architects.

- To get Project Bids you must advertise in the paper
- Be suspicious of bids that are 20% below others
- Employ a “Maximum Not to Exceed” clause in case the contractor forgot to add something to the building plan.
- If the project will cost over \$25,000 the Prevailing Wage Law applies
If it will cost over \$50,000 Security Requirements apply (Labor and Material Bonds, MCA 18-2-201)
- Grantors assume we will go 10% over budget

Building Better Relationships Between Chiefs and Trustees:

Board is leadership that provides direction regarding goals, objectives and outcomes. You should have a Vision Statement and act in alignment with it. Every meeting should have constant reference to outcomes. This keeps the board and the chief safer.

Chief is the management providing the method of how we get there

Volunteer Recruitment and Retention:

MSFCA Study found that volunteers tend to be born and raised in MT, most are 40+ years of age (the general assumption that all volunteers need to be 24 and healthy is not true), all occupations are represented

The reasons volunteers volunteer: community service and giving back to the community, want to help others, it's a family tradition (roughly half of the volunteers), want to learn new skills, it's an adrenaline rush, prior job experience

A Fire Department should have print and web-based materials available to communicate needs, benefits, qualifications, etc. Include contact information – especially email addresses. Younger people will use email first – they don't “cold call.” They also tend to look at a website before they call. They want to know what is involved in taking the next steps to volunteer.

Increase your Department's visibility in the community – put up a sign. Use social media – younger people communicate this way.

“A good fire is good for recruiting.” After the fire explain what started it and why it spread. People watch out of interest and sometimes come to talk to fire fighters. Have a brochure to hand them.

To get new volunteers, a “personal ask” is necessary. Few volunteers take the initiative to volunteer and those that do say it was difficult to do (finding the information outlining how to apply, who to call, etc.) If there is no family tradition of how to apply, they don’t feel like they fit in and don’t know the “culture.”

Barriers to volunteering: * Fear of Commitment *Afraid they can’t do the work *Don’t understand that there is a need for volunteers *Perception that the Fire Dept is an exclusive club

Retention: The biggest drawbacks are a variety of issues relating to negative internal politics (Internal politics is the most common reason volunteers leave after serving many years.)

We have to get better at including the younger generation. The possible reason that most volunteers are 40+ years of age maybe that that is who we tend to ask!

We have to make volunteers feel welcome – ESPECIALLY AT FIRST

-Avoid the “error of expertise” phenomena

The expert thinks “I know stuff that you don’t know, therefore I am a teacher

OR

The expert thinks you must be dumb as bricks because he doesn’t realize what he himself really knows. (Acronyms: “It’s an engine not a truck”)

Website that has all of the slides from this presentation: cdri.com/mfta2016

In addition to our By-Laws, we need to outline Policies and Procedures:

There are “Administrative Policies” and “Management Policies.” You have to re-enact Administrative Policies every now and then or someone can say they’re too old and don’t apply.

Example Policy Topic: Fire fighters can only wear their DFSA Shirts while on Department business. They can’t wear it to the bar.

See other examples from West Helena’s Policies

An Aside: If it is allowed, the shirt is considered a “benefit” and is taxable. An appreciation dinner for volunteers is a taxable benefit. (The “Benefit” has been raised from \$300 to \$3000)

Information from Rick Gebhart – Attorney:

Your minutes must be filed with the County Clerk. If you don’t it is considered “official misconduct.” Your financial records (the Treasurer’s Report) must be included in the minutes each month as well as absolutely anything else you discussed at the meeting.

If you have 3+ Trustees at an event (like the Fire Trustees Conference) – Make a Policy regarding what you are going to do: 1. Post notice, 2. Include a statement that no policy will be discussed and 3. On the next agenda/minutes include that we did this and that we didn’t discuss any policy.

Vehicle Accidents:

After every accident that you respond to, you need to call the people and tell them that their Insurance needs to pay the cost of your response ("Fair Collection Credit Act"). The rate is around \$150.)

Firing Volunteers: You should have a Policy Statement on this and a process of how to go about this. Volunteers are employees for certain purposes and they have a right to due process. They have a right to appeal to the Board. The Fire Chief has the right to suspend a volunteer or put him/her on a leave of absence. The Chief can only recommend to the board that the person be dismissed. The Board of Trustees is the only body that can fire someone.

Write a Policy outlining what a capital item is and the amount that is allowed. Capital items depreciate.

Write a Policy regarding what the spending amount will be that will trigger competitive bidding. The State says \$80,000. It is recommended to set the amount lower than that. For example, \$40,000 is a lot of money for Montanans.

The resolution of a Policy is an agenda item: "We resolve to adopt this policy."

Funds in Reserve: These funds must be earmarked for a capital investment consistent with our five year plan. Any excess roll-over needs to be re-appropriated into other categories.

Review of our checking/savings accounts: We were told that we should be drawing on the county bank account. There should be two signatures on each check.

The USDA criteria for bidding projects is different from State criteria.

VFIS Update:

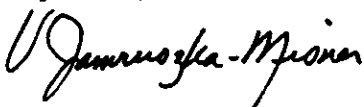
Review of the letter from Chris Hindoi and Hub Insurance (Underwriter for our Montana State Workman's Compensation). We will wait to see who our agent would be from Hub to decide if we will use that agent or go with Chris. Chris said he would be happy to come to talk to us if we have questions. We will invite him to come to our January Trustees Meeting.

2017 Meeting Schedule:

The Board will vote on this at the December Meeting.

Ellis motioned to adjourn the meeting, Louise seconded the motion and the Board unanimously voted to adjourn at 12:10 p.m.

Respectfully Submitted on November 5, 2016,



DFSA Secretary

APPROVED



CHAIR Dearborn Fire Service Area