

# Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

Phone (208) 922-1144 Fax (208) 922-1135

## Minutes of Commissioners Regular Meeting

May 10, 2023

**APPROVED:** \_\_\_\_\_ **REVISED:** \_\_\_\_\_ (see revised version)

Vice Chairman Rebekah Luther called the meeting to order at 11:00 am in the Kuna City Hall Council Chambers.

Present were Commissioners: Rebekah Luther, Brandon Carver, Billy Edwards and Randall Feaster. Commissioner McPherson was absent. Also present were Chief T.J. Lawrence, White Peterson Attorney Marc Bybee, and Officer of Administration-Secretary-Bookkeeper Krystal Hinkle.

### **Agenda Approval:**

Comm. Edwards moved to accept the agenda as printed and posted. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Approval of Minutes:** Comm. Carver moved to approve the Regular Meeting Minutes of April 12, 2023 and Special Meeting Minutes of April 28, 2023. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

### **Public Hearing – Petition of Annexation for Hopkins**

**Open Hearing:** Comm. Edwards made a motion to open the annexation hearing for Hopkins at 11:02am. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Staff Report:** Hinkle stated the legal notice was published in the Kuna Melba News on April 26, 2023.

**Public Input/Discussion:** The applicant, Angela Hopkins, located at 5322 W. Kuna More Rd, Kuna stated they purchased the property a year ago. The property had a home on it and they remodeled it. They also built an additional home on the property. The City of Kuna had issued new addresses, so there are conflicting addresses on the application vs the Assessors Information. When going through the process with the City, they were informed they weren't in the fire districts boundaries, so they applied for the annexation.

Comm. Carver made a motion to accept the exhibits on the exhibit list. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

Comm. Edwards made a motion to close the hearing at 11:08am. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

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Comm. Edwards made a motion to approve the annexation with Hopkins with a condition that the applicant provides a sufficient survey map upon approval. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

Comm. Edwards made a motion directing the attorney to prepare the findings, facts, conclusion of law and order for the next board meeting. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**PRESENTATION** – Jim Nelson with D.A. Davidson provided a presentation to the board of Commissioners about how the bond process works and the tight schedule we are under.

**Financial Reports Presented by Hinkle:** Comm. Carver moved to accept the financial reports and report of fund investments and to approve the disbursement of funds in the amount of **\$227,259.89** for the District for payment of bills and payroll as presented. A disbursement of \$0 for the Community Assistance Fund for payment of bills. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

**Purchase Order over \$5,000:** Hinkle was tasked by the board to find a company who would conduct a Fee Study for the district.

After talking with a couple of companies, Hinkle asked the board to approve \$15,000 towards a fee study.

Comm. Edwards made a motion to approve PO 2023-01 for \$15,000 to have a fee study conducted. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Summary of Correspondence:** The district received a large packet of documents from ACHD. ACHD is looking to acquire a portion of our property at 150 W. Boise St., for their improvement project on Linder. Hinkle will send the packet to Marc Bybee to review.

### Staff Reports:

**Chief Report – by T.J. Lawrence:** Chief Lawrence indicated we have a firefighter out on injury for about 6 weeks. The injury was not on the job. Our new engine is at Hughes in Boise getting a final check. The 2 new brush trucks are hoping to arrive in July. The crews were on a critical incident at Swan Falls for a suicide. We were thankful to Boise for providing the district with mutual aid to get to the victim. EKC has

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yet to complete the punch list and would like to seek legal advice on how to get the work completed from a different contractor.

**Local 4165 - Full Time Firefighter Report:** President Graham mentioned the golf tournament is June 2<sup>nd</sup>, Fire Ops with Billy Edwards went well, and they hope to initiate negotiations next month.

**Attorney Report:** Bybee reported that White Peterson has been working on Meta/Fees and a Wellness policy. Meta hasn't provided the documents they stated they would for comparisons.

**Officer of Administration Report by Krystal Hinkle:** Hinkle reported everything is on the agenda.

**Administrator of Impact Fees by Krystal Hinkle:** Hinkle reported that the current fund totals \$1,663,616.49 thru March permits.

### **Old Business:**

**State Fire Commissioners Report:** Hinkle reported the association plans on monthly online trainings starting this summer and a survey about future benefits and needs will be going out this summer as well.

**Ada County City EMS System (ACCESS) Update:** Comm. Feaster reported on the 2024 ACCESS Budget. Hinkle asked why the medical director payment for Kuna is the same amount as Eagle and Star/Middleton when they have more calls and stations. Comm. Feaster will look into the reasoning and report back at the next board meeting. The Narcan discussion will take place in July.

**Discuss and Consider Exit Interview Process** – Attorney Bybee didn't get a chance to work on this item and will have it next month.

### **New Business:**

Discuss the Purchase or Donation of Land for Station 2 – Comm. Edwards, Chief and Asst. Chief worked on identifying other options and locations for the next station south of the tracks. Comm. McPherson reached out to contracts he knew that might be willing to donate or sell acreage to the district. The City of Kuna has property, but the Chief doesn't like the location due to it being so close to the tracks.

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**Discuss and Consider Credit Card Limits for Chief, Asst. Chief, Office of Admin and Admin. Asst.**– When purchasing items, the employees are being denied because their names are not present on the cards. The Officer of admin. would like to the board to set limits for each person and have their names on each card to avoid denial.

Firefighter Ben Sterling asked the board to approve allowing the engines to carry a card to purchase food when out on long calls.

Hinkle indicated that each firefighter would have to be willing to sign our credit card use form and they wouldn't in the past.

Comm. Edwards made a motion approving a credit limit for the Fire Chief at \$5,000, Asst Chief at \$2,500, the Officer of Administration at \$5,000 and the Admin Assistant at \$2,500. Each Engine will have a card with a limit of \$500 that will be located in the Narc Box for security. Each employee will have to sign the credit card authorization form before the cards can be issued. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Minimum Savings to be added into Policy Code** – The board would like to have the Budget Committee make a recommendation of what the policy should state.

**Discuss and Consider Hiring New Bond Counsel – Hawley Troxell –**

Our previous bond counsel sold their practice after helping us draft the bond resolution. We still need bond counsel in order to move forward with the marketing of our bond. Hawley Troxell was highly recommended and can start working on our documents immediately. This is important, as we have a very small window to get this completed. Their fees will come out of the sale of the bond and not out of our Operating Budget.

Comm. Carver made a motion to move forward with obtaining an agreement for bond counsel with Hawley Troxell. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

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**Discuss and Consider Hiring 3<sup>rd</sup> Party for Plan Review and Inspection Study** – Sec. Hinkle and Chief Lawrence don't have the ability to conduct an internal study for our plan reviews and inspections. It would be in the best interest to hire an outside firm to produce the study, so there is no internal bias.

**Discuss and Consider Approving Operating Plan with BLM:** Tabled

**Discuss and Consider Approving Coop. Fire Agreement with BLM:** Tabled

**Discuss and Consider Approving Amended Agreement with IDOC:** Tabled

**Executive Session Board of Commissioners Regular Meeting**– The Commissioners, upon a unanimous roll call vote, went into the executive session, pursuant to Idaho Code Section 74-206 (1) (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student. The executive session commenced at 1:40 p.m. In attendance were all the members of the Board of Commissioners, Sec. Krystal Hinkle and legal counsel Marc Bybee. Krystal Hinkle was appointed as secretary to take the minutes of this executive session. Information was then exchanged among the those in attendance. A motion was made by Commissioner Edwards and seconded by Commissioner Feaster to come out of executive session, which motion passed unanimously at 2:12 p.m.

**Open session resumed** and Vice Chairman Luther reported that information was received in relation to the announced purpose for going into executive session and no action was taken by the Commissioners.

**Commissioner Open Discussion** – Kuna Days is coming up and the district should have a booth. Chief asked about moving forward with an RFQ vs an RFP for architectural services. Star has a set of plans that would be close to our needs. The Chief would like to talk with the architect who produced the plans and see what the cost would be for their services. If the cost and plans fit our needs, he will bring the information to the board next month. If not, the attorney, Chief and Comm. Edwards will work on a set of requirements for the RFQ.

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**Minutes of Commissioners Regular Meeting**

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Commissioner Edwards moved to adjourn the meeting. Commissioner Feaster seconded the motion, motion passed with a unanimous voice vote.

Meeting adjourned at 2:30 p.m.

Respectfully submitted,

Krystal Hinkle, District Secretary

Rebekah Luther, Vice Chairman