

BOARD OF COMMISSIONERS MINUTES

Kuna Rural Fire District
Special Meeting March 23, 2026

OPEN SPECIAL MEETING

Commissioner Hale called the regular meeting of the Kuna Rural Fire District Board of Commissioners to order on March 23, 2026, at 10:00 AM.

COMMISSIONERS PRESENT

Commissioners present at the meeting included Commissioner Dawn Hale, Commissioner Carrera Atkinson, Commissioner Halie Cavanagh, and Commissioner Rebekah Luther.

Additional individuals present included Attorneys Marc Bybee and Luke Dominiak, Chief TJ Lawrence, Assistant of Administration Kristin DeRoos, and members of the public.

EXECUTIVE SESSION

- Commissioner Luther made a motion and Commissioner Atkinson seconded the motion to enter into executive session pursuant to Idaho Code § 74-206 (1)(b) to evaluate, dismiss, or discipline an employee or hear complaints.

Verbal Roll Call:

Commissioner Dawn Hale – yes

Commissioner Carrera Atkinson – yes

Commissioner Halie Cavanagh – yes

Commissioner Rebekah Luther – yes

Also in attendance were Attorneys, Marc Bybee & Luke Dominiak, Chief TJ Lawrence, and Assistant of Administration Kristin DeRoos

Motion carried; Executive Session began at 10:11 AM

Executive Session ended at 10:20 AM

- Commissioner Hale reported that no action was taken by the Commissioners in Executive Session.

NEW BUSINESS

- **Open Meeting Law Complaint**

- The Board considered whether an Open Meeting Law violation occurred regarding a directive to the Fire Chief about an employee pay raise.
 - Consensus: the initial directive did constitute an Open Meeting Law violation as it was discussed with the Chief outside of open session.
 - Commissioner Atkinson moved to acknowledge that an Open Meeting Law violation occurred when the Board directed the Chief to consider a raise for an employee outside of an open meeting. Commissioner Luther seconded the motion. Motion carried.
- **Declare Violation Void**
 - The Board addressed the need to void the prior directive and reconduct the business in compliance with the Open Meeting Law.
 - Commissioner Hale made a motion to void the directive. Commissioner Luther seconded the motion. Motion carried.
- **Reconduct Business**
 - Commissioner Hale mentioned the raise reflects additional duties performed by the employee during extended period and it was noted that the budget for 2025 was sufficient to cover the pay raise.
 - Commissioner Hale moved to direct the Fire Chief to consider giving the employee, Kristin DeRoos, a pay raise retroactive to 2025, within a salary range of \$60,000 - \$65,000. Commissioner Cavanagh seconded the motion. Motion carried.
- **Executive Assistant Position Job Offer**
 - Commissioner Atkinson moved to approve the salary range for the Executive Assistant position and to authorize the Chief to extend the job offer. Seconded by Commissioner Luther. Motion carried.

ADJOURNMENT

- With no further discussion, the meeting was adjourned. Commissioner Luther made a motion to adjourn, Commissioner Cavanagh seconded the motion. Approved unanimously. Meeting adjourned at 10:38 AM.