

# Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

## Minutes of Commissioners Regular Meeting

January 9, 2019

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

Chairman Bud Beatty called the meeting to order at 7:00 pm in the meeting room of Kuna Fire Station #1.

Present were Commissioners: Bud Beatty, Debi Engelhardt-Vogel, Mike Smith, Tim Crawford and Bob Humphrey. Also present were Fire Chief Perry Palmer, White Peterson Attorney William Gigray, and Officer of Administration-Secretary-Bookkeeper Krystal Hinkle.

### **Agenda Approval:**

Comm. Engelhardt-Vogel moved to accept the agenda as presented and posted. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

**Approval of Minutes:** Comm. Smith moved to approve the Regular Meeting Minutes of December 12, 2018, as presented. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

**Public Input/Special Presentations:** No public input.

**Financial Reports Presented by Hinkle:** Comm. Engelhardt-Vogel moved to accept the financial reports and report of fund investments, and to approve disbursement of funds in the amount of \$150,529.29 for the District for payment of bills and payroll as presented and approval of \$590.72 for the Association for payment of bills. Comm. Smith seconded the motion. The motion passed with a unanimous voice vote.

### **Staff Reports:**

**Chief Report – by Perry Palmer:** Chief Palmer reported the floor in the front lobby was redone, the stove was replaced and tables and chairs were on order. With the new budget cycle, IT items will start to be purchased.

**Local 4165 - Full Time Firefighter Report:** Nothing to report.

**Association Report:** Ben Sterling was present and reported that elections will take place tomorrow.

### **Attorney Report by Gigray:**

**Officer of Administration Report by Krystal Hinkle:** Hinkle reported that all items currently being worked on are on the agenda.

**Administrator of Impact Fees by Krystal Hinkle:** Hinkle reported that the current fund totals \$239,823.30 thru November.

### **Committee Reports –**

Levy Override Election Committee – Meets every Tuesday at 9am at the fire station. The brochure was looked over and the committee felt we should go for the same levy amount. Chief

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Palmer reported the JUB Engineering approached the Chief about offering their services to help with the levy. Chief Palmer provided JUB with our outline and JUB plans on attending the next meeting with a proposal of things we might be able to do different this time around.

### **Old Business:**

**State Fire Commissioners Report:** Krystal Hinkle reported the association is offering an AD&D policy to its member districts. The policy would cover each employee/volunteer for \$25,000.00 24/7 coverage and \$50,000.00 for line of duty with a premium of only \$30 a year per employee/volunteer.

**Ada County City EMS System (ACCESS) Update:** Comm. Beatty reported they will be meeting next Thursday.

**Station 2 Property:** Chief Palmer reported that it was taken to City Council and it was approved for the lot split. Those documents were given to the owners and they will record it with the county. Once the owners go through the proper steps, we can then tender the remaining funds to purchase the property. Attorney William Gigray recommended that we should file for a recommendation for a zone change to public. Chief Palmer stated once the recording happens, he will get it on the agenda with the city and get the zoning changed.

**Lexipol Online Policy Code:** Chief Palmer truly feels this would bring a cohesiveness with the other fire district in the treasure valley. The board requested a firm price, a sample policy, a plan on how the implementation will work so it doesn't sit there and money was wasted and information on how to divide out operations vs board approved policies for the February BOC meeting.

Chief Palmer will get the index so the board can see the 160+ policies.

**Ada County Annual Dispatch Agreement** –There was a discrepancy with charged calls that needed to be amended. Chief will have a revised invoice and an updated agreement at the February BOC meeting.

**Joint Powers Agreement – Star Fire Protection District, District Administrator Services** – Comm. Crawford made a motion to approve resolution 2019-01 for the Interagency Contract for Administrative Services only with Star Fire Protection District and that Krystal Hinkle will be the administrator of the impact fees. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

**Consider Resolution to adopt Intergovernmental Agreement with Ada Co. – Impact Fees** – Tabled until February due to lack of communication from Ada County.

Attorney Gigray reported that he has been in contact with Anne Wescott to see if she can setup a meeting with the Ada County Commissioners. Bud Beatty mentioned that there is an ACCESS meeting next week and he and the Chief will bring it up to hopefully move the process along.

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### **Consider Resolution to amend fee schedule – Impact Fees –**

Comm. Smith made a motion to approve resolution 2019-02 that would amend the fee schedule by the addition of Development Impact Fees, direction for Secretary and Treasurer and the effective date. Comm. Humphrey seconded the motion, motion passed with a unanimous voice vote.

### **New Business:**

#### **Consider Resolution to approve the amendment to Section 1 of Chapter 3 Title 20 –**

Comm. Smith made a motion to approve resolution 2019-03 that would designate the Fire District Development Impact Fee Capital Trust Fund and Impact Fee records as permanently and indefinitely retained records and directs the secretary and attorney to establish an effective date. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and approve resolution Subrecipient/Beneficiary Grant Agreement –**

Comm. Smith made a motion to approve resolution 2019-04 that would authorize the Chairman to sign the Subrecipient/Beneficiary Agreement with Ada County for proper equipment for hostile situations or active shooters. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and approve resolution for an agreement with First Data Merchant Services –**

The administrative staff has been approached by many customers about being able to pay with a card. Shannon has contacted many companies and First Data Merchant Services has the best rates for our customers.

Comm. Smith made a motion to approve resolution 2019-05 that would authorize the Chairman to sign an agreement with First Data Merchant Services to accept credit card payments for ambulance billing. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

#### **Station Lighting Proposals –**

Chief Palmer reported that we don't have the final figures so far. We have budgeted \$20,000.00 for the lighting upgrade and without the incentives included is \$10,800.00 but confident we will be under \$10,000.00 after everything is said and done. Idaho Power gave us an estimated savings of \$3500.00 annually once the upgrade is complete.

Comm. Smith said he had this completed at his place of business and the process was easy and didn't cost him anything. Chief Palmer will get the contacts name from Comm. Smith and have additional information in February.

#### **Ambulance Hardship Cases –**

Krystal Hinkle presented Hardship Case #19-01 and #19-02. Case #19-01 met the qualifications for a 100% write off of the remaining balance of \$250.00. Case #19-02 met the qualifications for a 60% write off of \$495.48, with a balance of \$330.32.

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Comm. Smith moved to authorize the write off of case #19-01 in the amount of \$250.00 and case #19-02 in the amount of \$495.48. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

### Annual Election of Officers:

- Chairman: Comm. Engelhardt-Vogel moved to elect Comm. Beatty as Chairman. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.
- Vice Chairman: Comm. Engelhardt-Vogel moved to elect Comm. Smith as Vice Chairman. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.
- Treasurer: Comm. Smith moved to elect Comm. Engelhardt-Vogel as the Treasurer. Comm. Crawford seconded the motion, motion passed with unanimous voice vote.

### Annual Appointments:

- Fire Chief: Comm. Engelhardt-Vogel moved to re-appoint Perry Palmer as Fire Chief. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.
- Officer of Administration/District Secretary/Bookkeeper: Comm. Engelhardt-Vogel moved to appoint Krystal Hinkle as the Officer of Administration, District Secretary, and Bookkeeper. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.
- Attorney: Comm. Engelhardt-Vogel moved to re-appoint White Peterson as the District's Attorneys. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

### Commissioners 2018 Committee Appointments:

- Budget Committee – Comm. Engelhardt-Vogel and Comm. Smith
- Negotiations Committee – Comm. Beatty and Comm. Crawford

**Schedule Regular Monthly Meetings:** Comm. Crawford moved to continue the regular scheduled monthly Commissioner Meetings on the 2<sup>nd</sup> Wednesday of each month for 2018. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

**Executive Session of the Board of Commissioners:** Comm. Engelhardt-Vogel moved to convene into Executive Session under Idaho Code 74-206 (1) (a) and (b). Comm. Crawford seconded the motion, a roll call vote was taken and passed unanimously.

The Commissioners, upon a unanimous roll call vote, went into the Executive Session, pursuant to Idaho Code Section 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need and (b) to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. The executive session commenced at 8:07 p.m. In attendance, initially, were all the members of the Board of

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Commissioners and legal counsel Wm. F. Gigray, III. Wm. F. Gigray, III was appointed as secretary to take the minutes of this executive session. Information was then exchanged among the Commissioners and Wm. F. Gigray, III. At 8:17 p.m. Krystal Hinkle was invited to the executive session and she exchanged information with the Commissioners regarding the matters for which the executive session was called. Then at 8:26 p.m. Krystal Hinkle was excused and the Commissioners exchanged information among themselves regarding matters for which the executive session was called. Then at 8:39 p.m. Chief Perry Palmer was invited to the executive session and he exchanged information with the Commissioners regarding matters for which the executive session was called. A motion was then made by Commissioner Debi Engelhardt-Vogel and seconded by Commissioner Bob Humphrey, to come out of executive session which motion passed unanimously at 8:55 p.m.

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

Comm. Smith moved to amend the agenda by adding Staff Salary Increases as a new item due to information that was received during the Executive Session. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

### **Amending the Agenda –**

Comm. Smith moved to amend the agenda to add the AD&D policy with the Idaho State Fire Commissioners' Association as an action item due to an emergency that would create financial loss for the district due to lack of time and notice. Comm. Humphrey seconded the motion, motion passed with a unanimous voice vote.

### **AD&D –**

The AD&D policy will run February 1, 2019 through January 31, 2020. The fee is \$30 per employee/volunteer.

Comm. Smith made a motion to purchase the AD&D policy for all employees, volunteers and Commissioners of the Kuna Rural Fire District through the Idaho State Fire Commissioners' Association. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

Comm. Engelhardt-Vogel moved to adjourn the meeting, Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Krystal Hinkle, District Secretary

M.G. Bud Beatty, Chairman