

BOARD OF COMMISSIONERS MINUTES

Kuna Rural Fire District
Regular Meeting October 8, 2025

OPEN REGULAR MEETING

Commissioner Hale called the regular meeting of the Kuna Rural Fire District Board of Commissioners to order September 24, 2025, at 10:01 am.

COMMISSIONERS PRESENT

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

Additional individuals present included Attorney Marc Bybee, Chief TJ Lawrence, Administrative Assistant Kristin DeRoos, Assistant Chief James Trumble, and members of the public.

CONSENT AGENDA APPROVAL

Commissioner Atkinson made a motion to approve the Consent Agenda as printed and posted. Seconded by Commissioner Luther. Approved.

- Approval of the Agenda
- Approval of the Special Board Meeting Minutes dated August 26, 2025 and Board Minutes dated September 10, 2025.
- Approval of the Financial Reports including the funds investments, approval of bills, accounts payable, and Impact Fee Account Balances.

PUBLIC INPUT/DISCUSSION

- There was no public input or discussion.

PRESENTATIONS

Core Construction

- Representatives Rich Tyler and Kody Koebensky presented Core Construction's proposal to serve as Owner's Representative for the Fire Station No. 2 project.
- Mr. Tyler noted his 25 years of fire service experience and the company's focus on building safe, health-conscious fire stations for firefighters.
- The firm emphasized collaboration with the Board, Chief Lawrence, the architect, and contractor to ensure details are properly managed.
- Mr. Koebensky discussed their background in constructing fire stations across Idaho, their attention to tax dollar management, and focus on first responder needs.
- They described their proposed scope of services, including change management, pay application review, procurement oversight, and closeout assistance.
- Commissioners asked about project duration and compensation; Core clarified that the listed 34–35 week schedule was flexible and negotiable depending on project progress and closeout timelines.
- They confirmed awareness of the \$50,000 cap for project management services and stated their intent to remain within budget.
- Monthly construction reports were discussed; Core stated they can provide updates as frequently as requested and will maintain close communication with the Board and project team.
- Commissioners noted a preference for more frequent updates, which Core agreed to accommodate.

Paradigm of Idaho

- Johnathon Caradonna, Executive Vice President, presented on behalf of Paradigm of Idaho.
- Paradigm has operated in Idaho for 18 years, completing public, educational, and nonprofit projects, including the Boys and Girls Club of Kuna.
- They emphasized strong communication, transparency, and active coordination among all project participants.
- Reporting structure includes monthly summaries and weekly on-site meetings.
- Their proposal includes full owner's representation services for a lump sum of \$50,000.
- Mr. Caradonna explained the lump sum covers the entire project, with flexibility if construction concludes earlier than expected.
- Paradigm committed to staying with the District through project closeout and warranty walk-throughs.
- Commissioners confirmed the importance of open communication, and Paradigm stated they would ensure consistent updates and coordination with Chief Lawrence and the Board.

Mr. Phil Hale

- Mr. Phil Hale, a retired Kuna resident with 30+ years in construction, presented an individual proposal to serve as Owner's Representative.
- Mr. Hale has extensive experience managing and representing owners on large construction projects, emphasizing value engineering, cost control, and schedule adherence.
- He described his role as overseeing the project on behalf of the owner without interfering in day-to-day operations.
- Mr. Hale noted his commitment to serving the District and community for as long as needed.

STAFF REPORTS

Chief Report, TJ Lawrence

- The District is fully staffed, with the exception of one vacant position currently open for applications.
- The application period for the Firefighter position closes October 15, 2025.
- Interviews scheduled: October 28–30, 2025, for the Entry-Level Firefighter position.
- The City Council approved the annexation and development plan for the property surrounding Station No. 2.
- Leadership training: Three sessions have been completed. Staff feedback has been very positive and the program viewed as rewarding and beneficial.
- Several firefighters completed Advanced Rope Rescue Training.
- A feasibility study meeting is scheduled for October 16, 2025, with Nampa Fire, Kuna Fire, and Tischler Bise to discuss potential district consolidation. Nampa Fire has paid the consulting fee for the study.
- Working on system improvements on the administrative side, setting up checks and balances and standard operating procedures.

LOCAL 4165 REPORT

Ben Sterling, Union Treasurer

- Matt Graham had a baby boy on September 25th.
- Fill the Boot will be October 11th at the Deer Flat and Linder subdivision.
- 5 Firefighters, Capt. Sterling, Firefighter Hemingway, Firefighter Plew, Firefighter Hogan, and Engineer Krainock will be raising donations for ALS for the Stair Climb in Seattle in March
- Thank you to Commissioner Hilpert for the 9-11 t-shirts.

ATTORNEY REPORT

Marc Bybee, Attorney

- Everything that his office worked on this month is on the agenda.
- Old Business – Sent email to the contract provider and has not heard back.

STATE FIRE COMMISSIONERS ASSOCIATION REPORT

Rebekah Luther, Commissioner

- No Update, has not been at meetings this month.

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ACCESS

Carrera Atkinson, Commissioner

- Mark Niemeyer, Boise Fire Chief, gave a presentation on the history of ACCESS, everything they've gone through to create and establish these interagency cooperatives.
- Ada County Paramedics had a 50th anniversary, Chief and Commissioner Atkinson got to have a tour of their facility and see the new ambulances that they're rolling out.
- The meeting is this month and she will bring up the fact that our attorney has been reaching out and hasn't heard back yet.

OLD BUSINESS:

- **Resolution 2025-21 – Mutual Auto Aid Agreement**
 - This agreement is still being reviewed by attorneys.
 - Commissioner Atkinson moved to table the Resolution to the November 12, 2025 Meeting. Seconded by Commissioner Cavanagh. Approved.
- **Resolution 2025-22 – Safety Patient Organization Agreement**
 - Commissioner Luther made a motion to table this Resolution to the November 12, 2025 meeting. Commissioner Cavanagh seconded the motion. Approved.

NEW BUSINESS:

- **Direct Chief Lawrence and Attorney Marc Bybee to enter into a contract with an Owner Representative**
 - The Board reviewed proposals from Core Construction, Paradigm, and Mr. Hale
 - Clarification was made that bids under \$50,000 do not require a formal RFQ process.
 - Discussion on potential conflict of interest; legal counsel confirmed no conflict requiring recusal.
 - Board members agreed both Core and Paradigm were well qualified.
 - Consensus of the Board favored Core Construction due to fire-specific expertise.
 - Commissioner Atkinson makes a Motion to Authorize Chief Lawrence and Attorney Bybee to negotiate and enter into a contract with Core Construction as an Owner's Representative of Station 2, not to exceed \$50,000. Seconded by Commissioner Luther. Motion carried unanimously.
- **Discuss and Consider a request from the City of Kuna regarding Plan Review Fees and Impact Fees being reduced for the new City Council Chambers Project.**
 - Attorney Bybee noted the District lacks a formal policy for waiving permit fees.
 - Consensus to waive only the District's portion of plan review fees while still paying the Fire Marshal's portion.
 - Clarified that impact fees cannot be charged to government entities, so KRFD will not be charging Impact Fees on the City Council Chambers Project.
 - Commissioner Luther made a motion to approve waiving the District's portion of the plan review fees. Commissioner Hilpert seconds the motion. Motion carried unanimously.
- **Discuss and Appoint a New Secretary for the Board of Commissioners**
 - Commissioner Atkinson makes a motion to appoint Darlene Bishop as District Secretary. Commissioner Cavanagh seconds the motion. Approved.
- **Discuss and Update Policy Code Title 7, Chapter 8, Code of Conduct**

- Chief Trumble proposed updates to the Code of Conduct policy, including removing outdated rules and incorporating new guidelines.
 - The board agrees to review the proposed changes and requests a redlined version for further discussion.
 - No action was taken.
- **Resolution 2025-34 to Amend Title 17, Chapter 17 of Kuna Fire District Policy Code Regarding Credit Card Maximum Limits**
 - Commissioner Atkinson made a motion to Amend Title 17, Chapter 17, Section 6. Commissioner Cavanagh seconded the motion. All approved.
 - Resolution was updated to add "Section 6" to Title 17, Chapter 17.
- **Resolution 2025-35 Taking Action to, Adjusting District Credit Card Limit, and Making Changes to Required Emails and Phone Numbers to Link to District Credit Cards.**
 - Remove Krystal Hinkle as the administrator on file.
 - Give Chief the authority to allocate, adjust, reassign limits, and transfer reoccurring charges as needed.
 - Raise the limit from \$15,000 for all accounts to \$25,000.
 - Set up card alerts to go to each cardholders' phone number or office@kunafire.com email address.
 - Commissioner Luther makes a motion to pass Resolution 2025-35 adjusting credit card limit to \$25,000, making changes to required emails and phone numbers. Commissioner Atkinson seconded the motion. All approved.
- **Resolution 2025-36 Modification of the Administrative Assistant Position to Executive Assistant and Reclassifying the Position from Non-Exempt to Exempt.**
 - Directed Kristin DeRoos to get her notary license.
 - Give Attorney Bybee direction to replace the Office of Administration position in Policy with the Executive Assistant position.
 - Commissioner Atkinson made a motion to modify the position of Administrative Assistant to Executive Assistant and reclassify the position from non-exempt to exempt. Commissioner Cavanagh seconded the motion. All approved.

EXECUTIVE SESSION

Commissioner Atkinson made a motion to enter an executive session pursuant to Idaho Code § 74-206(1)

- (b) to consider the evaluation, dismissal or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student,

Verbal Roll Call:

- Commissioner Luther - yes
- Commissioner Cavanagh - yes
- Commissioner Atkinson – yes
- Commissioner Hale – yes
- Commissioner Hilpert – yes

Chief Lawrence was in attendance from 12:33 p.m. to 1:06 p.m.

Commissioner Luther made a motion to come out of executive session. Seconded by Commissioner Hilpert. Approved unanimously.

Executive Session:

- Starting at: 11:49 a.m.
- Ended at: 1:06 p.m.

OPEN SESSION RESUMED -POST EXECUTIVE SESSION BUSINESS

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

COMMISSIONER DISCUSSION

- Discussion regarding the plan for end-of-year and beginning-of-year events. The plan is to have a Kick Off the Year party in January.
- Discussion on a groundbreaking ceremony and hose coupling ceremony for Station 2. Commissioners would like to have both ceremonies.
- Commissioners would like to be made aware of significant events among the staff in order to acknowledge them.
- Commissioners Hale would like to be kept up to date with the information incoming in regarding Station 2.

ADJOURNMENT

Discussions

With no further discussion, the meeting was adjourned. Commissioner Hilpert made a motion to adjourn, Commissioner Luther seconded the motion. Approved unanimously. Meeting adjourned at 1:24 p.m.

The next scheduled regular meeting is scheduled for November 12, 2025

Submitted: Kristin DeRoos