

# Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

## Minutes of Commissioners Regular Meeting

January 10, 2024

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

Chairman Rebekah Luther called the meeting to order at 11:01 a.m. in the Kuna City Hall Council Chambers.

Present were Commissioners: Commissioner Rebekah Luther, Randall Feaster, William Edwards and Scott Burn. Also present were Chief T.J. Lawrence, White Peterson Attorney William Gigray, and Officer of Administration-Secretary-Bookkeeper Krystal Hinkle.

### **Agenda Approval:**

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

**Oath of Office:** Sec. Hinkle administered the Oath of Office to Commissioner Luther

### **New Business:**

#### **Annual Election of Officers:**

**Chairman** – Comm. Feaster made a motion electing Rebekah Luther as Chairperson. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Vice Chairman** – Comm. Luther made a motion electing Randall Feaster as Vice Chairman. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Treasurer** – Comm. Feaster made a motion electing Scott Burn as Treasurer. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

**Approval of Minutes:** Comm. Burn moved to approve the Regular Meeting Minutes of December 13, 2023. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

### **Public Hearing – Adoption of Summertime and Davis Annexation:**

Comm. Feaster made a motion to continue the hearing at 11:05 a.m. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Public Input:** None

Staff Report: Chief Lawrence informed the board that he and Sec. Hinkle had a meeting with Springbrook to discuss the draft contract and information about Ada County's findings on the Springbrook development approval. Chief Lawrence is getting additional

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information from the Sheriff's office and Ada Co. Paramedics before we can move forward.

Comm. Burn made a motion to continue the hearing on February 14<sup>th</sup> at 11:00 a.m. at Kuna City Hall.

**Presentations – III-A – Annual Update:** III-A had an emergency and couldn't attend, but will send the Annual Report electronically and if the board has questions, we can reschedule the presentation to a later date.

**Matrix Consulting Group** – Courtney Ramos provided the board with an overview of the Fee Study that was conducted per the board's request. The fee study indicated that our fees are 60% lower than they should. Every year we should be reevaluating our fees to be in line with COLA or local CPI.. The board will need to decide whether to increase their fees in one go around or increase them in increments to get us to where we should be. When the district isn't collecting 100% cost recovery, the taxpayers are subsidizing growth.

Sec. Hinkle indicated that Matrix was great to work with and would like to have them complete our Impact Fee Study in the future.

**Awards** – Sec. Hinkle received her Service Awards for 5 years of Service with the Kuna Rural Fire District.

**Public Input:** None

**Financial Reports Presented by Hinkle:** Comm. Burn moved to accept the financial reports and report of fund investments and to approve the disbursement of funds in the amount of **\$201,874.84** 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:** None

### Staff Reports:

**Chief Report – by T.J. Lawrence:** Chief reported we have 2 Firefighters off work. One is off on Work Comp and the other is off due to a personal injury. Elizabeth with Given's Pursley is checking with their client about the status of the application with Ada Co. for the land for station 2. Station 2 design is still in the works, but nothing can be finalized until the land acquisition is completed. ACHD and the City

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are willing to make some accommodations for access to Station 2.

Dinner at Chief's house with the Commissioners and Admin will be on January 27<sup>th</sup> at 5 p.m.

**Local 4165 - Full Time Firefighter Report:** Matt Graham indicated that food drive was successful. They were able to fill up two apparatus and deliver it to Ross Elementary. Negotiations are done, but the union was frustrated about a working change in the contract last minute. They don't agree with the wording change, but still willing to sign it to move forward.

There was discussion back and forth about the wording change, which was the removal of the EMT-A provision in the employee's first year. After deliberation, the EMT-A requirement will remain in the contract.

Stairclimb in Seattle fundraiser will take place at Latte Da. Six firefighters from Kuna Fire are going this year.

**Attorney Report:** Bybee reported everything is on the agenda.

**Officer of Administration Report by Krystal Hinkle:** The new accounting system is up and going. Small hiccups, but to be expected with a brand new system.

**Administrator of Impact Fees by Krystal Hinkle:** Hinkle reported that the current fund totals \$2,345,002.57 thru November permits.

### **Old Business:**

**State Fire Commissioners Report** – The Assoc. hired a lobbyist this year. The conference will be held the last week of May at the Riverside in Boise.

**Ada County City EMS System (ACCESS) Update** – Comm. Feaster reported an Executive Session on the 25<sup>th</sup> of January.

**Brush Truck 61/62 Alternate Options for Sale** – US Fire Pump declined to take it as a trade towards the purchase of a new engine due to the age of the equipment. We can put it on social media or look at advertising it with Fenton or Brinley Fire. The board asked the Chief to get contracts for advertising it and bring it to the board next month.

### **Annual Appointments-**

**Fire Chief** – Comm. Feaster made a motion appointing T.J. Lawrence as Fire Chief. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

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**Officer of Administration/District Secretary/Bookkeeper** – Comm. Feaster made a motion appointing Krystal Hinkle as Officer of Administration/District Secretary/Bookkeeper. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Attorney** – Comm. Feaster made a motion appointing White Peterson as the district legal counsel. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

### **Commissioners 2024 Committee Appointments –**

**Budget Committee** – Comm. Luther made a motion appointing Scott Burn and Randall Feaster to the Budget Committee. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

**Negotiation Committee** - Comm. Edwards made a motion appointing Rebekah Luther and Randall Feaster to the Negotiation Committee. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

### **Discuss and Consider Resolution Approving the Agreement with Life Safety**

**Inspection Vault for Alarm System Monitoring** – Chief indicated this new system will allow the district to track if commercial properties in our district comply with having their systems inspected annually. Currently, we have no way of knowing and it is a liability to the community and the district. This service is free to the district. The commercial property or its inspector will pay the fee to have it updated in the LIV system.

Comm. Feaster made a motion approving Resolution 2024-01 accepting the Agreement with Life Safety Inspection Vault for Alarm System Monitoring. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving the Agreement with Vector Solutions for the Guardian Employment Performance and Review Platform** – Chief and Asst. Chief have looked at multiple employment review options and found Guardian would best fit their needs.

Comm. Feaster made a motion approving Resolution 2024-02 accepting the Agreement with Vector Solutions for the Guardian Employment Performance and Review Platform. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

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**Discuss and Consider Policy Code Amendment – 7.12.13.1, 7.12.11.1 – Drug and Alcohol** - The policy code change was negotiated with Local 4165 to update the time frame on when an employee would be drug tested after an accident and also that the district is 100% drug and alcohol free.

Comm. Burn made a motion approving Resolution 2024-03 accepting the amendments to 7.12.13.1 and 7.12.11.1 in the policy code. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving the 17<sup>th</sup> Amended and Restated Collective Bargaining Agreement** - Comm. Edwards made a motion approving Resolution 2024-04 accepting the 17<sup>th</sup> Amended and Restated Collective Bargaining Agreement with Local 4165. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Discuss the Reimbursement for employees to obtain their EMT-A** – Comm. Feaster made a motion approving the reimbursement of the entire EMT-A Course cost and their testing. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

Chief will bring forward a policy code amendment to make this clear in the district policy code so there is no ambiguity in the future.

**Authorization for the opening of 2 new savings accounts with LGIP for our Personnel Liability Fund and Apparatus/Equipment Replacement Fund** – Comm. Burn made a motion allowing Sec. Hinkle to open a Personnel Liability Fund and an Apparatus/Equipment Replacement Fund with LGIP. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Authorize the signers on the new Personnel Liability Fund and the Apparatus/Equipment Replacement Fund** – Comm. Feaster made a motion authoring the current board and Krystal Hinkle to be signers on the new accounts. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Authorize the transfer of funds to the new Personnel Liability Fund and Apparatus/Equipment Replacement Fund** – Comm. Feaster made a motion to transfer

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\$650,000.00 into the Personnel Liability Fund and \$107,067.00 in the Apparatus/Equipment Replacement Fund from the First Interstate Checking Account. Comm. Burn seconded the motion, motion passed with a unanimous voice vote.

**Authorize the transfer of Impact Fee Funds to the Impact Fee Savings Fund with LGIP** – Comm. Feaster made a motion approving the transfer of \$1,200,000.00 from the Kuna City Impact Fee Trust into the Impact Fee LGIP Savings. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

**Declaring the vacancy for Subdistrict District 5** – Comm. Burn made a motion declaring Sub District 5 vacant. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Direct Secretary to Publish Notice of Vacancy** – Comm. Burn made a motion directing the secretary to publish a notice of vacancy for Sub District 5 with an action being taken at the board meeting on 2/14/2024. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Commissioner Open Discussion** – Meeting items are due to Krystal a week prior to the board meeting to ensure she has enough time to review it and get it to the attorney if necessary.

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

Meeting adjourned at 1:27 p.m.

Respectfully submitted,

Krystal Hinkle, District Secretary

Rebekah Luther, Chairwoman