

# Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

## Minutes of Commissioners Regular Meeting

June 14, 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: Commissioner McPherson, Rebekah Luther, Brandon Carver, and Billy Edwards (via zoom) Also present were Chief T.J. Lawrence, White Peterson Attorney William Gigray, and Officer of Administration-Secretary-Bookkeeper Krystal Hinkle.

### **Agenda Approval:**

Comm. Luther moved to accept the agenda as printed and posted, but asked to move the Executive Session to Item 7. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Approval of Minutes:** Comm. Luther moved to approve the Regular Meeting Minutes of May 10, 2023. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**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 **\$304,479.25** 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

**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) (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. The executive session commenced at 11:03 a.m. In attendance were all the members of the Board of Commissioners, Sec. Krystal Hinkle, legal counsel William Gigray and Jetta Mathews. Krystal Hinkle was appointed as secretary to take the minutes of this executive session. Information was then exchanged among those in attendance. A motion was made by Commissioner Luther and seconded by Commissioner Feaster to come out of executive session, which motion passed unanimously at 11:40 a.m.

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

### Staff Reports:

**Chief Report – by T.J. Lawrence:** Chief Lawrence indicated we have a firefighter out on injury. Fatality wreck in the creek and were thankful for the help from Boise to get the victim out of the water. The district is applying for a FireHouse grant and looking to be the lead on a radio grant. An appointment has been setup with Dennis Dillon to hopefully donate the district a side by side. The Fire Academy is going well and is almost coming to an end. Hope to have the new engine in service by the end of July.

**Local 4165 - Full Time Firefighter Report:** Riley Holmes mentioned the golf tournament being a success. He also asked that the district start negotiations on the 23<sup>rd</sup>. Hinkle indicated that we would need to ask our attorney if he is available to attend before we can make a commitment. Holmes stated the union won't proceed with union negotiations if we bring an attorney, unless they can get an attorney from national.

**Attorney Report:** Gigray reported that SB1114 is beneficial to the district, regarding our advisory committees from Impact Fees. Hinkle will look into it.

**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 \$1,814,370.94 thru May 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 the next Exec. Session is in July.

**Discuss the Purchase or Donation of Land for Station 2 –** Chief indicated that he hasn't heard back from Tim Eck. The next option is to put our needs in the media to see if we can find land for our next station.

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### **New Business:**

#### **Discuss and Consider Hiring a Contractor to Finish Punch List for Station 1**

**Remodel** – Chief stated the EKC isn't responding back to his emails or phone calls. Talked with Dan Goodman with White Peterson and we can go out and find a contractor to complete the work, once we notify EKC. This issue is also causing delays with the billing of the remodel for Station 1 to Ada Co. Paramedics.

Comm. Luther made a motion to hire a contractor to finish the punch list for the Station 1 remodel. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and Consider Resolution Approving the Agreement with Hawley Troxell –**

Comm. Carver made a motion approving Resolution 2023-10, approving the agreement with Hawley Troxell for Bond Counsel. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and Consider Resolution Approving Operating Plan with USDI, BLM Boise**

**District** – Comm. Carver made a motion approving Resolution 2023-11, approving the Operating plan with BLM. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and Consider Resolution Approving Coop. Fire Agreement with USDI,**

**BLM Boise District** - Comm. Carver made a motion approving Resolution 2023-12, approving the agreement with BLM. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and Consider Resolution Approving Amended Agreement with IDOC for**

**Services** - Comm. Carver made a motion approving Resolution 2023-13, approving the agreement with IDOC. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

#### **Discuss and Consider Resolution Approving Agreement with Matrix for User Fee**

**Study** - Comm. Carver made a motion approving Resolution 2023-14, approving the agreement with Matrix once they register as a business in the State of Idaho. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

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**Discuss and Consider Resolution Approving Agreement with Springbrook Holding Company, LLC. – Tabled**

**Discuss and Consider Resolution Approving Policy Code Change – Title 19, Chp 2, Section 4** - Comm. Luther made a motion approving Resolution 2023-15, approving Policy Code Change to Title 19, Chp 2, Section 4. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving Policy Code Change - Title 15, Chp 5** - Comm. Carver made a motion approving Resolution 2023-16, approving Policy Code Change to Title 15, Chp 15. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving Policy Code Change – 15.1B.6.1.2, 15.1C.3, 15.1C.7** - Comm. Luther made a motion approving Resolution 2023-17, approving Policy Code Change to Title 15, Chp 1B and C. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving Policy Code Change - Title 5, Chp 7** - Comm. Feaster made a motion approving Resolution 2023-18, approving Policy Code Change to Title 5, Chp 7. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving the Agreement with EnCompass for Architectural Services for Station 2** - Comm. Carver made a motion approving Resolution 2023-19, approving the agreement with EnCompass for architectural services for station 2. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Approving the Agreement with EnCompass for Engineering Services for Station 2** Comm. Carver made a motion approving Resolution 2023-20, approving the agreement with EnCompass for engineering services for station 2. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

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**Discuss and Consider Resolution Approving MOU with ITD – Car seat Checks -**  
Comm. Luther made a motion approving Resolution 2023-21, approving the agreement with ITF for car seat checks. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider Resolution Accepting the Resignation of Brandon Carver, Subdistrict 4 -**  
Comm. Luther made a motion approving Resolution 2023-22, accepting the resignation of Brandon Carver from Sub District 4. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Direct Secretary to Publish Notice of Vacancy -**  
Comm. Luther made a motion directing the secretary to publish the vacancy in the Kuna Melba News. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider the ACHD Condemnation Packet – Attorney Marc Bybee presented three options to the board to consider.**

1. Take the offer as is.
2. Obtain an appraisal and make a counteroffer.
3. Indicate a willingness to sell the property, but a need to negotiate the contract

Commissioner Carver made a motion to contact ACHD and let them know we are willing to sell the property, but we would need to further negotiate the contract first. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

**Discuss and Consider JPA Acknowledgement with III-A –**  
Hinkle indicated that III-A made a few changes to the JPA and wanted the trustees to be aware of the changes. They are asking that we submit an acknowledgment of the changes. Comm. Luther made a motion approving the JPA Acknowledgement with III-A. Comm. Carver seconded the motion, motion passed with a unanimous voice vote.

**Discuss the Draft Financial Management Policy - Tabled**

**Discuss Hiring a Consultant for a Financial Strategic Plan - Tabled**

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**Discuss and Consider Discount on Ambulance Services before Sending to Collections** – Hinkle indicated to the board that we still had \$62,381.49 of past due ambulance bills from 2021. The district currently has \$68,856.67 from 2019 and \$62,355.07 from 2020 sitting at collections. The district is only allowed to collect on debt for up to 4 years. Our percentage of collections is very low and can be time consuming. Hinkle would like to offer a 75% discount to those that have outstanding bills, in an effort to collect before sending the patient to collections.

Hinkle would also like to revisit collections before the end of the year. We currently pay for a software to enter in payments, and it will cost the district more to maintain than what we are receiving in payments. If we disable to the payment function, we can still use the program for records without paying the annual software fee.

Comm. Feaster made a motion authorizing a 75% discount to outstanding ambulance bills from 2021. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

**Discuss the 2024 Draft Budget** – The board was provided with the 2024 Draft Budget and corresponding documents to review.

**Commissioner Open Discussion** – Comm. Luther indicated growth is slowing down and heard P&Z might ask City Council to put a moratorium on new residential subdivisions. Hinkle indicated this could impact our Impact Fee Collection, but we are anticipating having to ask the public for an additional levy increase to help pay for firefighters when it is time to open/build station 3.

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

Meeting adjourned at 1:48 p.m.

Respectfully submitted,

Krystal Hinkle, District Secretary

Rebekah Luther, Vice Chairman