

# Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

## Minutes of Commissioners Regular Meeting and Public Hearings March 14, 2018

**APPROVED: \_04/11/18\_ 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 were present at the meeting. Also present were Fire Chief Perry Palmer, Officer of Administration-Secretary-Bookkeeper Robin Ward and White Peterson Attorney William Gigray.

### **Agenda Approval:**

Comm. Smith moved to accept the First Amended Agenda as presented and posted on March 13, 2018. Original Agenda had been posted on March 12<sup>th</sup> and then was later amended and re-posted on March 13<sup>th</sup>. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

**Approval of Minutes:** Comm. Smith moved to approve the Regular Meeting Minutes of February 14, and the Special Meeting Minutes of February 21, 2018, as presented. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

### **Public Hearing – Capital Improvement Plan:**

Comm. Crawford moved to open the public hearing to consider adopting the Kuna Rural Fire District Impact Fee Study and Capital Improvement Plan. Comm. Smith seconded the motion, motion passed with a unanimous voice vote. Public Hearing was opened at 7:02 p.m.

### **Staff Reports:**

- Robin Ward reported that the notice of the public hearing was published in the Kuna Melba News on February 21, 2018, per Idaho Code.
- Robin Ward also presented a copy of the Impact Fee Study and Capital Improvement Plan.

Public Input: None

**Closing of Hearing:** Comm. Engelhardt-Vogel moved to close the public hearing. Comm. Smith seconded the motion, motion passed with a unanimous voice vote. Public Hearing closed at 7:03 p.m.

Comm. Smith moved to adopt Resolution 2018-04, Adopting the Capital Improvement Plan. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

### **Public Hearing – Adopting District Impact Fees:**

Comm. Smith moved to open the public hearing to consider adopting the Kuna Rural Fire District Impact Fees. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote. Public Hearing was opened at 7:04 p.m.

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### Staff Reports:

- Robin Ward reported that the notice of the public hearing was published in the Kuna Melba News on February 28<sup>th</sup> and March 7, 2018, per Idaho Code.
- Robin Ward also presented the following proposed Impact Fees for consideration:
  - New Residential (per unit) \$701
  - New Non-Residential (per square foot) \$0.35

Public Input: None

Closing of Hearing: Comm. Smith moved to close the public hearing. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote. Public Hearing closed at 7:06 p.m.

Comm. Smith moved to adopt Resolution 2018-05, Adopting the Impact Fees and Amending the Kuna Rural Fire District Fee Schedule. Comm. Humphrey seconded the motion, motion passed with a unanimous voice vote.

**Public Input/Special Presentations:** Anne Wescott from Galena Consulting reported that she has a meeting scheduled with Ada County Commissioner Tibbs to discuss implementation of Impact Fees within the County.

**Financial Reports Provided by Ward were Presented:** Comm. Engelhardt-Vogel moved to accept the financial reports and report of fund investments, and to approve disbursement of funds in the amount of \$171,753.59 for the District for payment of bills and payroll as presented and approval of \$0 for the Association for payment of bills. Comm. Humphrey seconded the motion. The motion passed with a unanimous voice vote.

**Purchase Order:** Robin Ward presented a purchase order for Apex Integrated Security Solutions for a station security system as planned during the 2018 Budgeting process. Chief Palmer provided additional information regarding the system.

Comm. Smith moved to approved the purchase order for Apex Integrated Security Solutions in the amount of \$12,112.97. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

**Summary of Ambulance Calls and Request for Write Off:** Robin Ward presented the annual report of ambulance billing and collections and requested that the District write off the remaining balances of bad debt for 2014 and 2015 transports. Ward also explained that any accounts currently included in that balance that are at collections, attempts to collect will continue.

Comm. Smith moved to write off the 2014 and 2015 remaining balances of up to \$120,069.36 of accounts that are considered bad debt. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

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### Staff Reports:

**Chief Report – Perry Palmer:** Chief Palmer reported on the following:

- New extractor is installed and working.
- Have been re-arranging some of the equipment on the apparatus.

**Local 4165 - Full Time Firefighter Report:** President Dan Ziem nothing new to report.

**Association Report:** Nothing new to report.

**Attorney Report by Gigray:** Gigray provided an update of current items being worked on and provided a recap summary of the step by step process and information to implement impact fees. He also provided an update on multiple legislative bills currently in progress, some of which will impact open meeting law, tax exemptions for veterans, and bond elections. All other items are on the agenda.

**Officer of Administration Report by Robin Ward:** Ward reported that the 2017 Audit has been scheduled for May 16<sup>th</sup>.

### Committee Reports:

- Negotiations Committee – Chairman Beatty reported that the first meeting is scheduled for March 21<sup>st</sup> at 10:00 a.m.

### Old Business:

**State Fire Commissioners Report:** Comm. Beatty reported on legislative bills they had worked on, three out of five that they presented have passed.

**Ada County City EMS System (ACCESS) Update:** Nothing new at this time.

**Impact Fees:** Attorney Gigray provided the City of Kuna/Kuna Rural Fire District Intergovernmental Agreement to Collect and Expend Development Impact Fees for Fire District Systems Improvements and a Resolution adding Impact Fee Policies to the District Policy Code.

Comm. Smith moved to adopt Resolution 2018-06, Approving and Authorizing the Chairman and Secretary to Execute the City of Kuna/Kuna Rural Fire District Intergovernmental Agreement to Collect and Expend Development Impact Fees. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

Comm. Smith moved to adopt Resolution 2018-07, Amending the District Policy Code by Including the City of Kuna Fire District Impact Fee Ordinance and the Intergovernmental Agreement between the Fire District and the City of Kuna, and adding Title 27 Fire District Impact Fee policies. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

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**Station 2 – Cloverdale Road Property Purchase:** Chief Palmer reported that Cloverdale Turf Farm is currently working on getting the survey completed and they will get back to us with the purchase information.

### **New Business:**

**Surplus Property:** Robin Ward presented a resolution for consideration to surplus the Samsung front load washer and Crosley dryer, both combined value of less than \$300.00.

Comm. Engelhardt-Vogel moved to adopt Resolution 2018-08, Authorizing the Disposition of the Personal Property listed with a value of less than \$300.00. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

**Schedule Budget Hearing for the 2019 Budget:** Comm. Engelhardt-Vogel moved to schedule the 2019 Budget Hearing for August 8, 2018, at 7:00 p.m. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

**Ambulance Hardship Cases:** Robin Ward presented the following three cases to be considered for write off due to hardship per the District's hardship policy.

- Case 18-01: A balance remaining of \$749.25 that qualifies for an 80% write off of \$599.40
- Case 18-02: A balance remaining of \$430.00 that qualifies for an 80% write off of \$344.00
- Case 18-03: A balance remaining of \$844.83 that qualifies for a 100% write off.

Comm. Smith moved to authorize the write off of the hardship cases as recommended, 80% of case 2018-01, 80% of case 2018-02 and 100% of case 2018-03. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

**Ada County HIPAA Business Services Agreement:** Attorney Gigray relayed Attorney Punkoney's comments on the Business Services Agreement that was presented by Ada County to enter into to allow access to Kuna's ESO patient reporting system.

Robin Ward provided additional comment that this agreement was necessary to allow the ACCESS JPA QA/QI positions held by Ada County EMS employees to access and review Kuna's patient chart information for quality assurance and quality improvement reviews. The only Ada County employees that will be given access to the system will be the two that currently hold those positions. If any concerns arise, Kuna has the ability to disallow access to that system.

Comm. Smith moved to authorize the Chairman to sign the Ada County EMS and Kuna Rural Fire District Business Associate Agreement. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

**Mill Levy Override Election:** Chief Palmer provided a proposed mill levy override plan and requested that the override be presented on the May 2018 ballot. A copy of the proposal is

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attached. Comm. Engelhardt-Vogel agreed this needs to be considered but expressed her concerns with trying to move to quickly and not having enough time for the Budget Committee to analyze the proposal and to take the District statistics and budget history into consideration to make this decision. Chairman Beatty also voiced his concerns with trying to move to fast and possibly not being prepared which could cause the levy increase to fail. Chairman Beatty also provided information from a consultant that had done a presentation on how to successfully pass a levy and/or bond measures at the 2016 Idaho Fire Commissioner Conference. According to that information it normally takes 8 to 12 months to prepare for a successful override. The Chairman and Commissioners thanked Chief Palmer for his efforts on the proposal and agreed that this something the District needs to consider for possibly the November of 2018 or May of 2019 elections. This will allow us to be better prepared with accurate data to provide to the public. Comm. Engelhardt-Vogel recommended that the Budget Committee work on completing the 2019 Budget and a Five Year Plan, once those are complete, then form a Levy Override Committee that encompasses the Budget Committee, Board Members, full time members, part time members and possibly members of the public that could present a detailed levy override proposal.

**Executive Session of the Board of Commissioners:** Comm. Smith moved to convene into Executive Session under Idaho Code 74-206 (1) (b), and to have Robin Ward and Attorney Gigray remain in the session. Comm. Engelhardt-Vogel seconded the motion, a roll call vote was taken and passed unanimously. Commissioners convened into Executive Session at 8:46 p.m.

Information was exchanged that related to the purposes stated for the Executive Session.

Comm. Smith moved to come out of Executive Session. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote. The regular meeting was reconvened at 9:44 p.m.

Chairman Beatty resumed the regular meeting and announced that information was received and no action was taken during the Executive Session.

**Open Discussion Items:** None

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

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

Robin Ward, District Secretary

M.G. Bud Beatty, Chairman