

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, 2018

APPROVED: __XX__ 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, White Peterson Attorney William Gigray, and Officer of Administration-Secretary-Bookkeeper Robin Ward.

Agenda Approval:

Comm. Crawford 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 13, 2017, as presented. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

Public Input/Special Presentations: No public input.

Swearing in of Commissioners: Officer of Administration Robin Ward swore in Commissioners Mike Smith, Tim Crawford, and Bob Humphrey. Each recited the "Oath of Office".

Financial Reports Presented by Ward: Comm. Engelhardt-Vogel moved to accept the financial reports and report of fund investments, and to approve disbursement of funds in the amount of \$206,706.22 for the District for payment of bills and payroll as presented and approval of \$872.58 for the Association for payment of bills. Comm. Smith seconded the motion. The motion passed with a unanimous voice vote.

Purchase Order: Comm. Engelhardt-Vogel moved to approved a purchase order for a Speed Queen Washer Extractor for the amount of \$8,690.00 as presented by the Chief. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.

Staff Reports:

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

- Station 2 – In the process of getting everything moved out, will have it completely cleaned out within a couple weeks.
- California Fires: Crews were dispatched on December 7th and returned December 23rd. Ward is currently working on the reimbursement request to submit for payment.

Local 4165 - Full Time Firefighter Report: TJ Lawrence was present and had nothing to report.

Association Report: Ben Sterling was present and had nothing new to report. The Commissioners made positive comments on the Christmas Banquet.

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Attorney Report by Gigray: Gigray provided an update of current items being worked on and that are also covered on the agenda.

- Sale of Station 2 – complete
- District Name Change – provided resolution to clarify reason and to return to the original name that has currently been in use.
- Chief Niemeyer contacted him in regards to Idaho Fire Chief Association doing joint purchasing for multiple departments. He advised him that they would have to be a non-profit in order to do that, which they are not.
- Provided a written report on Impact Fees.

Officer of Administration Report by Robin Ward: Ward reported that all items currently being worked on are on the agenda. She also reported that she would be on vacation the week of the February meeting.

Committee Reports – None

Old Business:

State Fire Commissioners Report: Comm. Beatty reported that he and Krystal Hinkle (ISFCA) had met with Attorney Gigray to go over possible proposed legislative changes. Krystal also reported that any proposed bills need to be submitted as soon as possible.

Ada County City EMS System (ACCESS) Update: Currently working on Medical Supervision Plan. Executive Committee is scheduled to meet this month.

Impact Fees: Galena Consulting plans to present the report to the City of Kuna on January 16th.

District Name Change: Attorney Gigray provided a Resolution that explains the reasoning for the need to clarify the official name of the District. Due to information discovered during the sale of Station 2, the District was renamed Kuna Rural Fire Protection District. The original name and current DBA is Kuna Rural Fire District.

Comm. Smith moved to adopt Resolution 2018-01 Adopting a Proposal to Clarify and Change the Name of the Fire District to be Kuna Rural Fire District and to Schedule a Public Hearing for February 14, 2018, 7:00 p.m. Comm. Engelhardt- Vogel seconded the motion, motion passed with a unanimous voice vote.

New Business:

Surplus Property: Chief Palmer recommended to surplus the following:

- Water Tender 61, 1998 International Model 4900. Chief reported that he had two outside assessments that estimate the tender to be valued up to \$40,000.
- KM64 – Ambulance, 2001 F350 Ford Wheeled Coach, estimated value \$10,000-\$15,000

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Comm. Smith moved to adopt Resolution 2018-02 Declaring the 1998 International Water Tender and the 2001 F350 Ambulance as surplus and to authorize the sale. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

Millington Zwygart Letter of Engagement for the 2017 Audit: Ward provided an engagement letter from Millington Zwygart for consideration.

Comm. Smith moved to authorize the Chairman to sign the letter of engagement with Millington Zwygart to perform the 2017 audit. 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. Beatty 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. Smith moved to re-appoint Perry Palmer as Fire Chief. Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.
- Officer of Administration/District Secretary/Bookkeeper: Comm. Engelhardt-Vogel moved to re-appoint Robin Ward as the Officer of Administration, District Secretary, and Bookkeeper. Comm. Smith seconded the motion, motion passed with a unanimous voice vote.
- Attorney: Comm. Beatty 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. Smith moved to continue the regular scheduled monthly Commissioner Meetings on the 2nd Wednesday of each month for 2018. Comm. Engelhardt-Vogel 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) (b) and (c), and to have Chief Palmer, Officer of Administration Robin Ward, and Attorney Gigray remain in the session.

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Comm. Crawford seconded the motion, a roll call vote was taken and passed unanimously. Commissioners convened into Executive Session at 7:45 p.m.

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

Comm. Crawford 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 8:00 p.m.

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

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.

Staff Salaries: Comm. Smith moved to approve the following increases:

- Fire Chief Annual Salary – 4%
- Assistant Chief Annual Salary – 6%
- Part Time Administrative Support Staff hourly rate by 5%
- Part Time/Paid on Call Staff – base hourly wage by 5%

Comm. Engelhardt-Vogel seconded the motion, motion passed with a unanimous voice vote.

Open Discussion Items: Comm. Beatty suggested he meet with the Chief, Kuna City Mayor and possibly planning and zoning to discuss the possibilities of obtaining property in a desirable location for a fire station. All agreed.

Commissioners directed Robin Ward get with First Interstate and have them prepare any necessary paperwork to add Comm. Crawford as the fourth signer on the District accounts.

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

Meeting adjourned at 8:04 p.m.

Respectfully submitted,

Robin Ward, District Secretary

M.G. Bud Beatty, Chairman