

**KUNA RURAL FIRE DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA**

DECEMBER 10, 2025

DATE	TIME	LOCATION
DECEMBER 10, 2025	10:00 AM	Kuna City Hall Council Chambers 741 W 4 th St Kuna, ID 83634

ACTION ITEM NOTATION INFORMATION: Any agenda item requiring a vote by the Board of Commissioners is designated with "Action Item" in the left column of this Meeting Agenda. The inclusion of "Action Item" indicates that a vote may be taken but does not mandate a vote on that item. The "Action Item" designation applies to all matters listed under the same agenda number.

1.	OPEN REGULAR MEETING
2.	ROLL CALL
3.	<p>CONSENT AGENDA</p> <p>All items listed under the Consent Agenda are considered routine and will be acted upon with one motion by the Board of Commissioners. There will be no separate discussion on these items unless requested by a member of the Board, the Fire Chief, or the District Attorney. If an item is removed from the Consent Agenda, it will be placed on the Regular Agenda under New Business or as otherwise directed by the Board.</p> <p>Items for Approval:</p> <ul style="list-style-type: none"> • Approval of Board Meeting Agenda Notice Postings Report – Secretary <ul style="list-style-type: none"> • Review and approve the Secretary’s report on agenda notice postings, confirming that proper notice was provided on the District’s website in accordance with legal requirements. • Procedure for Amending the Agenda <ul style="list-style-type: none"> • In the event the Board needs to take final action on an emergency matter not listed on the posted agenda, the following procedure must be followed: <ul style="list-style-type: none"> ▪ A motion must be made explaining why the item was not reasonably anticipated, including specific facts describing the emergency. ▪ The motion and its justification must be recorded in the official meeting minutes. ▪ Note: An <i>emergency</i> is defined as a situation involving injury or damage to persons or property, immediate financial loss, or a significant likelihood of such injury, damage, or loss—where following standard notice procedures would be impractical or could increase risk. • Approval of Board Meeting Minutes <ul style="list-style-type: none"> • Review and approve the minutes from the previous meeting(s). <ul style="list-style-type: none"> ▪ Approval of November 12, 2025 Regular Meeting Minutes • Approval of the Financial Report and Board Approval of Bills <ul style="list-style-type: none"> • The Board will review and approve the financial report as presented, including: <ul style="list-style-type: none"> ▪ Approval of bills and accounts payable ▪ Confirmation of ordinary and necessary expenditures made during the month ▪ Authorization for the continued investment of certified funds as recommended by the Treasurer

Action Item

4.	<p>PUBLIC INPUT</p> <p>This time is set aside for members of the public to address the Board of Commissioners on matters of concern or interest within the jurisdiction of the Fire District. Comments are limited to [3–5] minutes per speaker unless otherwise approved by the Board. No action will be taken on items raised during Public Input unless such items are properly noticed on the agenda for action.</p>
5.	<p>PRESENTATIONS</p> <ul style="list-style-type: none"> • III-A Annual Report – Susan Lasuen
6.	<p>OFFICER REPORTS</p> <p>Chief Level Officer Report</p> <ul style="list-style-type: none"> • Kuna Fire Chief, TJ Lawrence <p>Local 4165 report</p> <ul style="list-style-type: none"> • Open discussion time for Local 4165 Firefighters <p>Attorney Report</p> <ul style="list-style-type: none"> • Marc Bybee <p>State Fire Commissioners Association Report/Update</p> <ul style="list-style-type: none"> • Rebekah Luther, Commissioner <p>Ada County-City EMS System (“ACCESS”) Update</p> <ul style="list-style-type: none"> • Carrera Atkinson, Commissioner
<p>7.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Action Items</div>	<p>OLD BUSINESS</p> <ul style="list-style-type: none"> • Resolution 2025-21 – Mutual Auto Aid Agreement <ul style="list-style-type: none"> ○ Discuss the Mutual Auto Aid Agreement ○ Suggested Motion: <i>I move to table Resolution 2025-21 from the agenda pending attorney approval of changes to the agreement.</i>
<p>8.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Action Items</div>	<p>NEW BUSINESS</p> <ul style="list-style-type: none"> • Resolution 2025-41 Amending Appendix 7.13.5, to Include “Kidney Cancer” <ul style="list-style-type: none"> ○ Discussion and possible approval of Resolution 2025-41 • Resolution 2025-42 Renewal of Agreement with Eagle Mountain Human Resources, LLC <ul style="list-style-type: none"> ○ Discussion and possible approval of Resolution 2025-42 • Resolution 2025-43 Amending Kuna Rural Fire District Policy Code Regarding Check Signing <ul style="list-style-type: none"> ○ Discussion and possible approval of Resolution 2025-43 • Resolution 2025-47 Authorizing Legal Services Agreement <ul style="list-style-type: none"> ○ Discussion and possible approval of Resolution 2025-47 • Reimbursement for Palisades/Eaton Fire <ul style="list-style-type: none"> ○ Discussion regarding reimbursement for Palisades/Eaton Fire and Invoice received for Administrative fees associated with billing done by Sand Hollow Fire district. Possibly direct Chief Lawrence how to apply funds and approve payment of invoice • Discussion Regarding HIPAA Search Warrant Forms and Information <ul style="list-style-type: none"> ○ Discussion regarding adding these forms and processed to Kuna Rural Fire District Policy Code

	<ul style="list-style-type: none"> • Discussion Regarding Expenditure for new SCBAs <ul style="list-style-type: none"> ○ Discussion regarding purchasing all SCBA units in this Fiscal Year and possible approval or expense • Discussion Regarding Amended Budget <ul style="list-style-type: none"> ○ Discussion regarding FY25 Amended Budget and Set a Date for Public Hearing
<p>9.</p> <p>Action Items</p>	<p>EXECUTIVE SESSION</p> <p>Suggested Motion: Move that we enter into executive session pursuant to Idaho Code § 74-206(1)(b) To consider evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public-school student.</p> <p>ACCEPTABLE REASONS FOR EXECUTIVE SESSION Executive sessions, during which the public is excluded, are permitted only for the purposes outlined in Idaho Code § 74-206 and must follow the procedures stated therein. The motion to enter an executive session must identify the specific statutory subsection that authorizes the session, followed by a roll call vote recorded in the meeting minutes. A two-thirds (2/3) majority vote of the governing body is required for authorization. Changing the subject within the executive session to a topic not stated in the motion or unauthorized by law is prohibited.</p> <p>Idaho Code § 74-206(1) Permissible Reasons:</p> <ul style="list-style-type: none"> • (a) To consider hiring a public officer or employee. • (b) To evaluate, dismiss, or discipline an employee or hear complaints. • (c) To acquire an interest in real property not owned by a public agency. • (d) To consider exempt records. • (e) To discuss trade or commerce negotiations. • (f) To communicate with legal counsel regarding litigation. • (g) By the commission of pardons and parole. • (h) By the juvenile corrections custody review board. • (i) To discuss risk management or insurance claims. • (j) To consider labor contract matters per § 74-206A(1)(a) and (b). <p>The action item includes the motion to enter an executive session, identification of the statutory authorization, and attendees outside of the Board. A roll call vote will be conducted to resume the regular session after the executive session. No final action or decision will be made during the executive session.</p>
<p>10.</p>	<p>POST EXECUTIVE SESSION BUSINESS: Discuss any necessary business or follow-up actions resulting from the executive session. No final actions or decisions will have been made during the executive session itself, so any actions to be taken must occur during the public portion of the meeting.</p>
<p>11.</p>	<p>COMMISSIONER OPEN DISCUSSION This time is reserved for the Board of Commissioners to share general updates, comments, or future agenda suggestions. No action will be taken, and no decisions will be made during this portion of the meeting.</p>

12.

Action
Item

ADJOURNMENT

Motion to adjourn the meeting.

Kuna Rural Fire District, Secretary: Darlene Bishop

Location Agenda Posted: Kuna Fire Station 150 W Boise St. Kuna, ID 83634

Date/Time Agenda Posted: Friday, December 5, 2025 before 10:00 a.m.

BOARD OF COMMISSIONERS MINUTES

Kuna Rural Fire District
Regular Meeting November 12, 2025

OPEN REGULAR MEETING

Commissioner Hale called the regular meeting of the Kuna Rural Fire District Board of Commissioners to order November 12, 2025, at 10:03 am.

COMMISSIONERS PRESENT

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

Additional individuals present included Attorney Marc Bybee, Chief TJ Lawrence, Assistant Chief James Trumble, Executive Assistant Darlene Bishop 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 Board Minutes dated October 8, 2025.
- Approval of the Financial Reports including the fund investments, approval of bills, accounts payable, and Impact Fee Account Balances.

PUBLIC INPUT/DISCUSSION

- There was no public input or discussion.

PRESENTATIONS

Chief Kirk Carpenter, Nampa Fire Protection District

- Chief Carpenter is bringing his perspective as the Fire Chief for Nampa Fire Protection District as well as the President of the Idaho Fire Chiefs Association regarding a potential consolidation of Nampa Fire District and Kuna Rural Fire District
- HB389, passed by the Idaho Legislature in 2020 restricted special taxing districts in the growth of their budgets. The main problem is the limits on property tax collection, which impacts fast growing areas hard.
- During legislation in 2024, the law was changed to allow special taxing districts to occur.
- Nampa Fire Protection District and Kuna Rural Fire District determined it would be a good time to look into the feasibility of consolidation.
- If a consolidation were to happen, budgets for both fire districts would be looked at, levy rates would be compared, and a new levy rate would be determined for both districts.
- Kuna faces a challenge of not being able to capture the funds coming in from the rapid growth due to the cap on property tax collection. Nampa has the capacity to gain any taxes that would be above Kuna Fire's cap.
- Nampa Fire Protection District had previously looked at the feasibility of consolidating with Caldwell Fire. It was determined that it was not feasible due to their low levy rate.
- Union contracts and wages of both districts are very similar.
- Nampa Fire would benefit from the opportunity for growth, Kuna is growing at a much faster rate than Nampa.
- Consolidation would allow Nampa Fire to add staff, both administrative and line personnel such as Battalion

Chiefs, which would benefit both districts. Nampa Fire already has a Human Resources department and training division, adding staff from Kuna Rural Fire District would enhance the staffing already in place.

- Nampa Fire District would be able to staff Kuna Fire's station 3 within the first year of it being built.
- Logistics are not being looked at currently. That would happen once it is determined that the consolidation of the 2 districts is economically feasible.
- Dispatch is an area that would need to be worked out if the consolidation happens, currently Nampa Fire Protection District is dispatched by Canyon County and Kuna Rural Fire District is covered by Ada County Dispatch.
- Union contracts would have to be looked at, they would need to align.
- Once the study comes back, if it is feasible to consider consolidation, it would most likely take a full year for the Commissions to work together on the details of the consolidation. The realistic timeline to complete the consolidation would be 2 years.
- Tischler Bice is conducting the feasibility study, using a lot of the information from the CIP preparation. The preliminary study should be completed by the end of the year. That is when it would be given to both Board of Commissioners for additional questions.
- To move forward with a consolidation, there would need to be extensive community engagement.

STAFF REPORTS

Chief Report, TJ Lawrence

- Firefighter Tucker Graham has been hired; his first shift will be November 16th. His pinning ceremony will be at 10:00 that morning.
- Mike Mossel has been promoted to Engineer. His first shift and pinning ceremony will be November 17th.
- Staff is planning for the New Year Kick Off, details will be provided soon.
- The District is working with the Boys & Girls club to help in some capacity for their Christmas plans. The Community fund may be used to assist in this effort, we will look at Policy and bring it back to the Board in December if that's a possibility.
- Attending a Lead the Scene event on November 20th. Mark Weaver is the presenter and covers topics on handling scenes such as social media and public information sharing.
- Working on updating the Kuna Rural Fire District website to be ADA compliant. Most of the content already is compliant, it is our uploaded documents such as meeting packets and minutes that need to be converted.
- Currently 1 Captain is out recovering from surgery. He should be back on light duty in a few weeks. A second Captain is having surgery in early December. He will also be out approximately 6 weeks before he starts light duty. We are using step up captains to cover the shifts as needed.

LOCAL 4165 REPORT

Ben Sterling, Union Treasurer

- No updates at this time.

ATTORNEY REPORT

Marc Bybee, Attorney

- Working through the Resolutions to update verbiage in Policy Code regarding Chief and Officer of Administration. The draft is done, Marc needs to review further.
- Hoping to get something out soon regarding the Patient Safety Organization Agreement.
- Drafting a memo on 1st Amendment. Government agencies are having citizens show up recording employees, asking questions trying to get reactions.
- Marc has not had an opportunity to review the SOG regarding conduct.
- Reviewed the ACHD agreement, has some comments, which he will share during that discussion during the

new business.

- Bill Gigray is working through the pending annexation request.

STATE FIRE COMMISSIONERS' ASSOCIATION REPORT

Rebekah Luther, Commissioner

- Conference registration information should be available soon.

ACCESS

Carrera Atkinson, Commissioner

- The Joint Powers Agreement is being reviewed. Will put together a special operations team review the entire agreement. Ada County will file an intent to continue.
- Voted in new chairpersons for committee. Rod Beck is the Chair and Robert Simison is the Vice Chair.

OLD BUSINESS:

- **Resolution 2025-21 – Mutual Auto Aid Agreement**
 - Attorney Bybee recommended that this item be removed from future agendas.
 - Commissioner Hale stated that is to be removed.
- **Resolution 2025-22 – Safety Patient Organization Agreement**
 - Commissioner Atkinson made a motion to table this Resolution to the December 10, 2025 meeting. Commissioner Cavanagh seconded the motion. Approved unanimously.

NEW BUSINESS:

- **SOG-101, Visitor**
 - Attorney Bybee has not had a chance to review this policy.
 - Commissioner Hale requested that the term "family" be defined.
 - Commissioners inquired to why this was being brought forward as an SOG.
 - Chief Lawrence stated the reason was to try new processes prior to adding them to the Policy Code. He informed the Board that this policy has been discussed with the crews.
 - After extensive discussion, the Board requested that this SOG be turned into a Policy Code amendment.
 - Commissioner Atkinson made a motion to have this brought back in form of a Resolution for an amendment to Kuna Rural Fire District Policy Code.
 - Commissioner Luther seconds the motion. Motion carries unanimously.
- **Resolution 2025-37, Renewal of Vector Solutions Public Sector Software Service Agreement**
 - Commissioner Atkinson made a motion to approve Resolution 2025-37.
 - Commissioner Luther second the motion. Motion carries unanimously.
- **Resolution 2025-38, Amending Public Records Request Form**
 - Attorney Bybee clarifies the need for the new Public Records Request form is to implement the new policy regarding out of state requests. The timeline for an out of state request is 21 days as opposed to 3 days for an in-state request.
 - Commissioner Atkinson made a motion to approve Resolution 2025-38.
 - Commissioner Cavanagh seconds the motion. Motion carries unanimously.
- **Agreement with Ada County Highway District for Waiver of Costs and Fees**
 - Attorney Bybee stated his concern regarding section 2, which states "During the term of this agreement, neither party shall be obligated to pay to the other any fees, charges, or any other types of expenditures (each of the foregoing defined herein as a "Fee") for any services, activities,

unimproved rights-of-way, other unimproved real property, regardless of the provision and/or transfer to the other of such services, activities, rights-of-way, or other real property, except as otherwise agreed in writing and signed by both parties.” He spoke to ACHD purchasing a right-of-way from Kuna Rural Fire District for property at Station 1 for the expansion of Linder Rd. He stated that since the District owns 2 other properties, there is the chance that ACHD may take a portion of the property for future developments and the District would not get payment for that.

- After much discussion, Commissioner Atkinson made a motion to approve the Agreement with Ada County Highway District.
- Commissioner Hale seconded the motion. Motion carries.

- **Discussion Amending Title 7, Chapter 8, Kuna Rural Fire District Policy Code Regarding Conduct**

- Commissioners had several questions regarding specific wording in the policy.
- Assistant Chief Trumble stated that he will take their comments and incorporate them into the Policy Code amendment, which will be brought to the Board at the December 10th meeting.

- **Discussion Regarding Telephone and Internet Upgrade Options**

- Chief Lawrence explained the need for these upgrades, which were recommended by our IT provider.
- The Board agreed to having these upgrades made.

EXECUTIVE SESSION

- Commissioner Atkinson made a motion, Commissioner Cavanagh seconded the motion, to enter an executive session pursuant to Idaho Code § 74-206(1) (b) to consider the evaluation, dismissal or disciplining 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

Also in attendance was Attorney Bybee.

Chief Lawrence was in attendance from 12:26 p.m. to 1:25 p.m.

Chief Lawrence returned to Executive session at 2:27 p.m.

Executive Session:

- Starting at: 12:26 p.m.
- Ended at: 2:53 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

ADJOURNMENT

Discussions

With no further discussion, the meeting was adjourned. Commissioner Atkinson made a motion to adjourn, Commissioner Luther seconded the motion. Approved unanimously. Meeting adjourned at 2:55 p.m.

The next scheduled regular meeting is scheduled for December 10, 2025

Submitted: Darlene Bishop

DRAFT

**Kuna Rural Fire District
Financial Report
By Darlene Bishop
December 3, 2025**

1. Reports
 - 2025 Budget Position
 - i. Current YTD
 - Check Register

2. Current month expenditures

Request motion to: Authorize the disbursement of checks presented in the amount of **\$151,807.12**.

Community Fund: Authorize the disbursement of \$0 from the Community Fund.

3. **Impact Fee Account** Balance Thru November \$6,399,917.82.

If you have any questions, please let me know.

Thank you,

Darlene Bishop, Executive Assistant

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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001 Operating Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balance

308 91 00 001 Estimated Beginning Balance - M&O	0.00	1,239,466.62	(1,239,466.62)	0.0%
308 Beginning Balance	0.00	1,239,466.62	(1,239,466.62)	0.0%

380 Non-revenues

389 90 00 000 Custodial Activities - Holding And Clearing Account Transactions - Depreciation, Amortization, Other	0.00	(247.26)	247.26	100.0%
389 91 00 000 Suspense for Reclassification	0.00	0.00	0.00	100.0%
380 Non-revenues	0.00	(247.26)	247.26	100.0%

397 Interfund Transfers

397 00 00 000 Transfer Out General Fund	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%

410 Interest Income

341 00 00 000 410 · Interest (income)	124,500.00	366,515.28	(242,015.28)	0.0%
361 11 11 001 Interest -Bank Accounts	0.00	0.00	0.00	100.0%
361 11 15 001 ·Pool Account Interest	0.00	0.00	0.00	100.0%
410 Interest Income	124,500.00	366,515.28	(242,015.28)	0.0%

420 Misc. Income

340 00 00 000 405 · Ambulance Income Fees	0.00	2,866.23	(2,866.23)	0.0%
340 20 00 000 402 · Ambulance CC Fees	0.00	0.00	0.00	100.0%
342 00 00 000 420 · Miscellaneous Income	373,234.00	131,954.96	241,279.04	64.6%
342 10 00 000 421 · Daycare	800.00	200.00	600.00	75.0%
342 20 00 000 422 · Fees for Services	85,000.00	601,582.77	(516,582.77)	0.0%
342 30 00 000 423 · Training - Classes	0.00	0.00	0.00	100.0%
342 40 00 000 424 · Sale of Surplus Property	0.00	0.00	0.00	100.0%
342 50 00 000 425 · Grant Monies	0.00	0.00	0.00	100.0%
342 60 00 000 426 Misc. CC Fees	0.00	0.00	0.00	100.0%
342 70 00 000 427 Replacement Schedule	740,349.00	0.00	740,349.00	100.0%
342 90 00 000 419 · Deployment	0.00	295,086.88	(295,086.88)	0.0%
420 Misc. Income	1,199,383.00	1,031,690.84	167,692.16	14.0%

440 Operating Income - Levy/Bond

344 00 00 000 440 · Operating Income (Levied Taxes)	0.00	0.00	0.00	100.0%
344 10 00 000 441 · Replacement - Ag &Pers Property	18,151.00	8,126.91	10,024.09	55.2%
344 20 00 000 442 · Ada County Tax Levy	4,105,552.36	4,139,722.27	(34,169.91)	0.0%
344 30 00 000 443 · Public Utility	19,964.00	0.00	19,964.00	100.0%
344 50 00 000 445 · Interest for Ada County	3,532.66	66,487.58	(62,954.92)	0.0%
345 00 00 000 450 · Canyon County Tax Levy	193,140.28	178,093.17	15,047.11	7.8%
345 10 00 000 451 · Interest for Canyon Co.	688.70	535.93	152.77	22.2%
440 Operating Income - Levy/Bond	4,341,029.00	4,392,965.86	(51,936.86)	0.0%

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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001 Operating Fund

01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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450 Interfund Transfers - Impact Fee to General

397 50 00 000 Interfund transfer from Impact Fees to General	0.00	0.00	0.00	100.0%
450 Interfund Transfers - Impact Fee to General	0.00	0.00	0.00	100.0%

460 Sales Tax Income

346 00 00 000 460 · Sales Tax County Income	0.00	0.00	0.00	100.0%
346 10 00 000 461 · Ada Co. Sales Tax	165,406.64	158,459.94	6,946.70	4.2%
346 20 00 000 462 · Canyon Co. Sales Tax	12,926.36	13,681.30	(754.94)	0.0%
460 Sales Tax Income	178,333.00	172,141.24	6,191.76	3.5%

480 Community Assistance

381 00 00 000 810 · Community Assistance	0.00	505.00	(505.00)	0.0%
381 20 00 000 812 · Community Assistance Expense	0.00	0.00	0.00	100.0%
480 Community Assistance	0.00	505.00	(505.00)	0.0%

Fund Revenues:	5,843,245.00	7,203,037.58	(1,359,792.58)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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500 Medical Supplies

550 00 00 000 505 · Medical Supplies	1,200.00	2,344.30	(1,144.30)	0.0%
551 00 00 000 510 · Medical Supplies	0.00	354.14	(354.14)	0.0%
500 Medical Supplies	1,200.00	2,698.44	(1,498.44)	0.0%

520 Apparatus and Equipment

552 00 00 000 520 · Apparatus & Equipment Maint.	26,201.00	256.98	25,944.02	99.0%
552 10 00 000 521 · Equipment/Vehicles	0.00	16,276.96	(16,276.96)	0.0%
552 10 10 000 521-1 · BR61 - 2023 Brush Truck	0.00	1,109.82	(1,109.82)	0.0%
552 10 20 000 521-2 · KF9660 BR62 2003 Brush Truck	0.00	652.08	(652.08)	0.0%
552 10 30 000 521-3 · KF6551 COMM 2012 Ford Explorer	0.00	0.00	0.00	100.0%
552 10 60 000 521-4 · KF4834 COMM 2011 Ford F150	0.00	297.39	(297.39)	0.0%
552 10 70 000 521-7 · KF5391 2015 Pierce Engine	0.00	4,938.22	(4,938.22)	0.0%
552 10 80 000 521-8 · KF0575 1993 Pierce Engine	0.00	380.00	(380.00)	0.0%
552 10 90 000 521-9 · KF2689 WT61 2017 Kenworth	0.00	594.20	(594.20)	0.0%
552 11 00 000 521-10 · KF1827 COMM 2018 GMC 1500	0.00	908.34	(908.34)	0.0%
552 11 10 000 521 - 11 2024 Pierce Engine	0.00	2,984.61	(2,984.61)	0.0%
552 50 00 000 525 · Fuel lube and Oil	28,400.00	17,912.82	10,487.18	36.9%
553 00 00 000 530 · Maintenance Equipment General	16,600.00	4,989.96	11,610.04	69.9%
553 50 00 000 535 · Radio Maintenance	0.00	0.00	0.00	100.0%
554 00 00 000 540 · Tires and Tubes	0.00	3,390.92	(3,390.92)	0.0%
520 Apparatus and Equipment	71,201.00	54,692.30	16,508.70	23.2%

550 Capital Outlay

550 40 00 000 504 · Ambulance Membership Expenses	0.00	0.00	0.00	100.0%
550 60 00 000 506 · Ambulance Eq Expense	0.00	0.00	0.00	100.0%

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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001 Operating Fund

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
550 Capital Outlay				
555 00 00 000	550 · Capital Outlay (new app and eq)	1,805,022.00	1,027,920.72	777,101.28 43.1%
555 10 00 000	551 · Boots/Turnouts/Wildland Gear	18,525.00	7,569.21	10,955.79 59.1%
555 30 00 000	553 · New Equipment/Furnishings	0.00	53,552.31	(53,552.31) 0.0%
555 40 00 000	554 · Station 1 Remodel	0.00	0.00	0.00 100.0%
555 50 00 000	555 Station 2	0.00	129,242.00	(129,242.00) 0.0%
550 Capital Outlay		1,823,547.00	1,218,284.24	605,262.76 33.2%
551 Ambulance				
551 10 00 000	511 · Ambulance Licenses	0.00	0.00	0.00 100.0%
551 50 00 000	515 · Billing Related Expenses	0.00	0.00	0.00 100.0%
551 60 00 000	516 · Office Supplies Amb	0.00	0.00	0.00 100.0%
551 70 00 000	505 · Ambulance:517 · Postage	0.00	0.00	0.00 100.0%
551 Ambulance		0.00	0.00	0.00 100.0%
552 Vehicle Maint. - Lube/Fuel				
552 11 20 000	521-12 2024 Command Trailer	0.00	0.00	0.00 100.0%
552 11 30 000	521- 13 2024 Rescue Squad	0.00	0.00	0.00 100.0%
552 Vehicle Maint. - Lube/Fuel		0.00	0.00	0.00 100.0%
560 Contingency - Misc. Expense				
556 00 00 000	560 · Contingency Fund /misc. expense	0.00	6,031.46	(6,031.46) 0.0%
556 10 00 000	561 · Bank Service Charge	0.00	330.60	(330.60) 0.0%
556 30 00 000	563 · Overdraft fees	0.00	0.00	0.00 100.0%
556 40 00 000	564 · Fire Prevention	0.00	0.00	0.00 100.0%
556 50 00 000	565 · Misc. purchases	0.00	14.54	(14.54) 0.0%
556 60 00 000	566 · Penalties and Interest	0.00	0.00	0.00 100.0%
556 70 00 000	567 · Publications	0.00	884.04	(884.04) 0.0%
556 80 00 000	568 · Wire fee	0.00	70.00	(70.00) 0.0%
556 90 00 000	569 Saving Transfer	70,054.00	0.00	70,054.00 100.0%
560 Contingency - Misc. Expense		70,054.00	7,330.64	62,723.36 89.5%
563 Office Expense - Impact Fee Collection Fee				
563 90 00 000	Admin Fees - Impact Fees	5,500.00	4,542.00	958.00 17.4%
563 Office Expense - Impact Fee Collection Fee		5,500.00	4,542.00	958.00 17.4%
568 Professional Services				
568 10 00 000	682 - Plan Review Contractor	63,750.00	124,094.49	(60,344.49) 0.0%
568 Professional Services		63,750.00	124,094.49	(60,344.49) 0.0%
580 Dispatcing Expense				
558 00 00 000	580 · Dispatching	31,000.00	22,618.50	8,381.50 27.0%
558 10 00 000	581 · Dispatching	0.00	8,629.52	(8,629.52) 0.0%
558 20 00 000	582 · Mapping	0.00	0.00	0.00 100.0%
588 30 00 000	Prior Year Corrections	0.00	0.00	0.00 100.0%

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

Page: 4

001 Operating Fund 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
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580 Dispatcing Expense

580 Dispatcing Expense	31,000.00	31,248.02	(248.02)	0.0%
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590 Payroll Expense

559 00 00 000	590 · Payroll Expenses (wages/benef)	2,724,199.00	985.06	2,723,213.94	100.0%
559 10 00 000	591 · Insurance- Work Compensation	130,641.00	127,818.00	2,823.00	2.2%
559 10 10 000	590 · Payroll Expenses Chief/Assistant Chief	0.00	300,267.78	(300,267.78)	0.0%
559 10 11 000	590 Payroll Expenses Admin/Assistant	0.00	125,928.83	(125,928.83)	0.0%
559 10 12 000	590 Payroll Expenses Commissioners	0.00	0.00	0.00	100.0%
559 10 20 000	591 - Admin Worker's Comp	0.00	0.00	0.00	100.0%
559 10 21 000	593 - Admin Employer PERSI	0.00	86,347.27	(86,347.27)	0.0%
559 10 22 000	594 - Admin Employer Expenses (SS/med)	0.00	10,908.09	(10,908.09)	0.0%
559 10 23 000	595 - Health Insurance	510,196.00	447,335.36	62,860.64	12.3%
559 10 24 000	598 - MERP	30,900.00	0.00	30,900.00	100.0%
559 20 00 000	592 · Commissioner Salary	0.00	0.00	0.00	100.0%
559 20 10 000	590 · Payroll - REG Suppression - EMS	0.00	1,484,762.38	(1,484,762.38)	0.0%
559 20 11 000	590 Payroll OT - Callback/HO	0.00	203,400.62	(203,400.62)	0.0%
559 20 12 000	590 Payroll OT - Training	0.00	18,272.64	(18,272.64)	0.0%
559 20 13 000	590 Payroll - FLSA	0.00	12,753.18	(12,753.18)	0.0%
559 20 14 000	590 Payroll Mobilization	0.00	5,302.39	(5,302.39)	0.0%
559 20 20 000	591 - Supp/EMS Worker's Comp	0.00	0.00	0.00	100.0%
559 20 21 000	593 - Supp/EMS Employer PERSI	0.00	346,742.03	(346,742.03)	0.0%
559 20 22 000	594 - Supp/EMS Medicare	0.00	28,111.45	(28,111.45)	0.0%
559 20 23 000	595 - Supp/EMS Health Insurance	0.00	25,125.00	(25,125.00)	0.0%
559 20 24 000	598 - Supp/EMS MERP	0.00	0.00	0.00	100.0%
559 30 00 000	593 · Company Persi	0.00	(398.51)	398.51	100.0%
559 40 00 000	594 · Employer Expenses (SS/med)	0.00	8,423.98	(8,423.98)	0.0%
559 50 00 000	595 · Health Insurance	0.00	39,506.00	(39,506.00)	0.0%
559 60 00 000	596 · Gross Payroll Wage Expense	0.00	0.00	0.00	100.0%
559 80 00 000	598 · MERP	0.00	0.00	0.00	100.0%
560 10 00 000	601 · Unemployment - DOL	0.00	0.00	0.00	100.0%
590 Payroll Expense		3,395,936.00	3,271,591.55	124,344.45	3.7%

597 Interfund Transfer

597 51 00 000	Transfer to Apparatus Replacement Fund 110	0.00	0.00	0.00	100.0%
597 52 00 000	Transfer to Personnel Liability Fund 120	0.00	0.00	0.00	100.0%
597 53 00 000	Transfer to Emergency Fund	0.00	0.00	0.00	100.0%
597 Interfund Transfer		0.00	0.00	0.00	100.0%

599 Payroll Clearing

589 99 99 000	Payroll Clearing	0.00	(13,410.51)	13,410.51	100.0%
599 Payroll Clearing		0.00	(13,410.51)	13,410.51	100.0%

600 Insurance Expense

560 00 00 000	600 · Insurance	0.00	406.06	(406.06)	0.0%
560 20 00 000	602 · Dist. Bond	0.00	0.00	0.00	100.0%
560 50 00 000	605 · Insurance (Liability Veh & Bldgs)	30,000.00	21,394.00	8,606.00	28.7%

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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001 Operating Fund

01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
600 Insurance Expense				
600 Insurance Expense	30,000.00	21,800.06	8,199.94	27.3%
610 Station Maint. Expense				
561 00 00 000 610 · Maintenance	0.00	0.00	0.00	100.0%
561 10 00 000 611 · Housekeeping Supplies	6,297.00	1,705.49	4,591.51	72.9%
561 20 00 000 612 · Maintenance-Station #1	19,950.00	31,080.14	(11,130.14)	0.0%
561 40 00 000 614 · Maintenance-Station #2	0.00	0.00	0.00	100.0%
561 50 00 000 615 · Structure & Grounds	0.00	0.00	0.00	100.0%
610 Station Maint. Expense	26,247.00	32,785.63	(6,538.63)	0.0%
630 Office Expense				
563 00 00 000 630 · Office Expenses	19,750.00	864.07	18,885.93	95.6%
563 10 00 000 631 · Post Office Box	0.00	360.00	(360.00)	0.0%
563 20 00 000 632 · Finance charge	0.00	0.00	0.00	100.0%
563 30 00 000 633 · General Office	0.00	105.56	(105.56)	0.0%
563 40 00 000 634 · Office Equipment	0.00	2,348.79	(2,348.79)	0.0%
563 50 00 000 635 · Office Supplies	0.00	3,919.34	(3,919.34)	0.0%
563 60 00 000 636 · Postage	0.00	181.26	(181.26)	0.0%
630 Office Expense	19,750.00	7,779.02	11,970.98	60.6%
640 Personnel Expense				
564 00 00 000 640 · Personnel	0.00	0.00	0.00	100.0%
564 10 00 000 641 · Clothing, Uniforms	27,000.00	10,077.35	16,922.65	62.7%
564 50 00 000 650 · Meals/ hosting & business	6,500.00	2,024.75	4,475.25	68.9%
565 50 00 000 655 · Other clothing	0.00	0.00	0.00	100.0%
566 00 00 000 660 · Physical Exams & Backgroud Chec	18,260.00	16,556.00	1,704.00	9.3%
640 Personnel Expense	51,760.00	28,658.10	23,101.90	44.6%
680 Professional Services Expense				
568 00 00 000 680 · Profess. Serv, Members,Online	30,830.00	37,815.47	(6,985.47)	0.0%
568 20 00 000 682 · Professional Services	0.00	17,617.99	(17,617.99)	0.0%
568 21 00 000 682-1 · ACCESS JPA - Expenses	0.00	0.00	0.00	100.0%
568 30 00 000 683 · Legal	80,000.00	66,910.07	13,089.93	16.4%
568 40 00 000 684 · Accounting	12,000.00	11,000.00	1,000.00	8.3%
568 50 00 000 685 · Bookkeeping	0.00	5,487.50	(5,487.50)	0.0%
568 70 00 000 687 · Public Notice newspapers	0.00	0.00	0.00	100.0%
568 80 00 000 688 · Online Software - Cloud	25,590.00	22,739.60	2,850.40	11.1%
568 81 00 000 681 · Membership & Subscriptions	0.00	10,394.26	(10,394.26)	0.0%
568 82 00 000 682 · Impact Fee Collection Fee	0.00	1,074.00	(1,074.00)	0.0%
680 Professional Services Expense	148,420.00	173,038.89	(24,618.89)	0.0%
690 Supplies - Disposable Expense				
569 00 00 000 690 · Supplies - Fire Disposable	13,050.00	771.46	12,278.54	94.1%
569 10 00 000 691 · Fire Fighting Supply	0.00	5,397.63	(5,397.63)	0.0%
569 20 00 000 692 · Rehab Supply	0.00	283.72	(283.72)	0.0%

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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001 Operating Fund 01/01/2025 To: 12/31/2025

Expenditures	Amt Budgeted	Expenditures	Remaining	
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690 Supplies - Disposable Expense

569 30 00 000	693 · Misc Supplies	0.00	2,816.39	(2,816.39)	0.0%
690 Supplies - Disposable Expense		13,050.00	9,269.20	3,780.80	29.0%

700 Training Expense

570 00 00 000	700 · Training	53,080.00	24,881.33	28,198.67	53.1%
570 10 00 000	701 · Empl Training (EMS)	0.00	4,357.83	(4,357.83)	0.0%
570 20 00 000	702 · Empl Training (Fire)	0.00	7,911.19	(7,911.19)	0.0%
700 Training Expense		53,080.00	37,150.35	15,929.65	30.0%

715 Utilities Expense

571 50 00 000	715 · Utilities	38,750.00	1,374.24	37,375.76	96.5%
571 70 00 000	717 · Utilities Station #1	0.00	29,948.04	(29,948.04)	0.0%
571 80 00 000	718 · Utilities Station #2	0.00	126.83	(126.83)	0.0%
715 Utilities Expense		38,750.00	31,449.11	7,300.89	18.8%

745 Impact Fees Expense

574 50 00 000	745 · Impact Fees Expense	0.00	0.00	0.00	100.0%
745 Impact Fees Expense		0.00	0.00	0.00	100.0%

790 Bond 2023

590 00 00 000	790 · Bond 2023	0.00	470,500.00	(470,500.00)	0.0%
790 Bond 2023		0.00	470,500.00	(470,500.00)	0.0%

Fund Expenditures:	5,843,245.00	5,513,501.53	329,743.47	5.6%
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Fund Excess/(Deficit):	0.00	1,689,536.05
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2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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100 Impact Fee Fund 01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balance

308 51 00 100 Estimated Beginning Balance - Impact	0.00	4,389,489.66	(4,389,489.66)	0.0%
308 Beginning Balance	0.00	4,389,489.66	(4,389,489.66)	0.0%

340 Impact Fees

345 50 10 430 Kuna City Impact Fees	0.00	1,845,815.21	(1,845,815.21)	0.0%
345 50 10 435 Canyon County Impact Fees	0.00	0.00	0.00	100.0%
345 50 10 440 Ada County Impact Fees	0.00	55,714.18	(55,714.18)	0.0%
340 Impact Fees	0.00	1,901,529.39	(1,901,529.39)	0.0%

410 Interest Income

361 11 00 100 Investment Interest - Impact Fee	0.00	100,930.50	(100,930.50)	0.0%
410 Interest Income	0.00	100,930.50	(100,930.50)	0.0%

Fund Revenues:	0.00	6,391,949.55	(6,391,949.55)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfer

597 50 00 000 Interfund transfer of Impact fees to general Fund	0.00	0.00	0.00	100.0%
597 Interfund Transfer	0.00	0.00	0.00	100.0%

Fund Expenditures:	0.00	0.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	6,391,949.55		
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2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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110 Apparatus Replacement Fund 01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
Revenues				
308 Beginning Balance				
308 41 00 110 Estimated Beginning Balance - App	0.00	3,147,040.48	(3,147,040.48)	0.0%
308 Beginning Balance	0.00	3,147,040.48	(3,147,040.48)	0.0%
397 Interfund Transfers				
397 00 00 110 Transfer in From General Fund 001	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
410 Interest Income				
361 11 00 110 Investment Interest	0.00	0.00	0.00	100.0%
410 Interest Income	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	3,147,040.48	(3,147,040.48)	0.0%
Expenditures				
999 Ending Balance				
508 41 00 110 Ending Balance	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	0.00	0.00	100.0%
Fund Excess/(Deficit):	0.00	3,147,040.48		

2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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120 Personnel Liability Fund 01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balance

308 41 00 120 Estimated Beginning Balance - Pers	0.00	778,661.00	(778,661.00)	0.0%
308 Beginning Balance	0.00	778,661.00	(778,661.00)	0.0%

360 Other Revenues

361 11 00 120 Investment Interest	0.00	0.00	0.00	100.0%
360 Other Revenues	0.00	0.00	0.00	100.0%

397 Interfund Transfers

397 00 00 120 Transfer in from General Fund 001	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%

Fund Revenues:	0.00	778,661.00	(778,661.00)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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999 Ending Balance

508 41 00 120 Ending Balance	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%

Fund Expenditures:	0.00	0.00	0.00	100.0%
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Fund Excess/(Deficit):	0.00	778,661.00		
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2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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130 Emergency Fund 01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balance

308 91 00 130 Estimated Beginning Balance - Emergency	0.00	250,000.00	(250,000.00)	0.0%
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308 Beginning Balance	0.00	250,000.00	(250,000.00)	0.0%
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397 Interfund Transfers

397 00 00 130 Transfer in General Fund	0.00	0.00	0.00	100.0%
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397 Interfund Transfers	0.00	0.00	0.00	100.0%
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Fund Revenues:	0.00	250,000.00	(250,000.00)	0.0%
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Fund Excess/(Deficit):	0.00	250,000.00		
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2025 BUDGET POSITION

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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200 Station 2 Bond Fund

01/01/2025 To: 12/31/2025

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balance

308 31 00 200 Estimated Beginning Balance - Bond	0.00	6,369,313.27	(6,369,313.27)	0.0%
308 Beginning Balance	0.00	6,369,313.27	(6,369,313.27)	0.0%

410 Interest Income

361 11 00 200 Interest Earned - Bond	0.00	50,054.72	(50,054.72)	0.0%
410 Interest Income	0.00	50,054.72	(50,054.72)	0.0%

Fund Revenues:	0.00	6,419,367.99	(6,419,367.99)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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594 Capital Expense

594 22 63 200 Station 2 Building Construction	0.00	13,076.60	(13,076.60)	0.0%
594 22 64 200 Station 2 Equipment and Apparatus Expense	0.00	0.00	0.00	100.0%
594 Capital Expense	0.00	13,076.60	(13,076.60)	0.0%

Fund Expenditures:	0.00	13,076.60	(13,076.60)	0.0%
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Fund Excess/(Deficit):	0.00	6,406,291.39		
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2025 BUDGET POSITION TOTALS

Kuna Rural Fire District

Time: 15:31:00 Date: 12/04/2025

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Operating Fund	5,843,245.00	7,203,037.58	0.0%	5,843,245.00	5,513,501.53	6%
100 Impact Fee Fund	0.00	6,391,949.55	0.0%	0.00	0.00	100%
110 Apparatus Replacement Fund	0.00	3,147,040.48	0.0%	0.00	0.00	100%
120 Personnel Liability Fund	0.00	778,661.00	0.0%	0.00	0.00	100%
130 Emergency Fund	0.00	250,000.00	0.0%	0.00	0.00	100%
200 Station 2 Bond Fund	0.00	6,419,367.99	0.0%	0.00	13,076.60	0%
	5,843,245.00	24,190,056.60	0.0%	5,843,245.00	5,526,578.13	5.4%

CHECK REGISTER

Kuna Rural Fire District

Time: 16:51:30 Date: 12/03/2025

11/13/2025 To: 12/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1635	12/01/2025	Claims	106	EFT	Intermountain Gas Co.	253.91	Gas Nov 2025 Station 1
1686	12/03/2025	Claims	106	EFT	Eagle Mountain HR, LLC		Payment not due until January
1575	11/13/2025	Claims	106	32243	Haletek, LLC	3,771.00	6 Teams Certified Phones; Wireless Access Point Replacements (3)
1576	11/13/2025	Claims	106	32244	Verizon Wireless	115.47	Cell Phones Oct 2025
1682	12/03/2025	Claims	106	32246	AT&T Mobility	204.66	Captains Phones NOV 2025
1683	12/03/2025	Claims	106	32247	Boise-Kuna Irrigation District	143.16	District/Spring Assessment Station 1 & Station 2
1684	12/03/2025	Claims	106	32248	DataTel	297.56	Station Phones Nov 2025
1685	12/03/2025	Claims	106	32249	Datec, Inc.	774.00	Pedestal Mount for RES 62
1687	12/03/2025	Claims	106	32251	Fire Code Consultants Northwest	10,468.41	November Plan Review Fees
1688	12/03/2025	Claims	106	32252	First Interstate Bank	2,185.81	CC - Bishop - NOV2025 - 2719; CC-Trumble Nov 2025 4380; CC-DeRoos Nov 2025 6613; CC-Lawrence Nov 2025 3865
1689	12/03/2025	Claims	106	32253	Fuelman	1,464.10	Fuel Nov 2025
1690	12/03/2025	Claims	106	32254	Haletek, LLC	1,500.00	IT Support Nov 2025
1691	12/03/2025	Claims	106	32255	Idaho Independent Intergovernmental Auth	44,743.00	Health Insurance December 2025
1692	12/03/2025	Claims	106	32256	Kuna, City of	626.54	Water, Sewer, Trash NOV 2025
1693	12/03/2025	Claims	106	32257	Thomas J Lawrence	46.25	Lunch with Fire Marshal Bongiorno
1694	12/03/2025	Claims	106	32258	Modern Networks	416.23	7 in 1 5G Dome Ext Cable
1695	12/03/2025	Claims	106	32259	MES Municipal Emergency SVCS	3,990.63	Uniforms - Graham; Uniforms - Graham; Uniforms - T. Graham; T-Shirt Order
1696	12/03/2025	Claims	106	32260	One America	406.06	DEC 2025 Life Insurance
1697	12/03/2025	Claims	106	32261	Paper Jam Printing & Promo	83.32	Business Cards-Bishop
1698	12/03/2025	Claims	106	32262	Scott Hedrick Construction	71,250.00	Station #2 Contract Payment #1
1699	12/03/2025	Claims	106	32263	Shadow Trackers	59.00	Background Check - T. Graham
1700	12/03/2025	Claims	106	32264	Target Solutions	2,288.10	Renewal of Target Solutions Contract - 2026
1701	12/03/2025	Claims	106	32265	Tischler Bise, Inc.	2,100.00	CIP & Impact Fee Study
1702	12/03/2025	Claims	106	32266	Ultimate Heating & Air Conditioning	375.00	Annual Maintenance Contract Payment #1
1703	12/03/2025	Claims	106	32267	Verizon Wireless	115.44	Cell Phones Nov 2025
1704	12/03/2025	Claims	106	32268	White Peterson	3,344.22	Personnel Matters; Administrative Matters; Agreements; Meeting Attendance/Retainer Matters; Policy Code Amendments; Annexations; Impact Fee Matters; Union Negotiations
1705	12/03/2025	Claims	106	32269	Wienhoff Drug Testing	100.00	Annual Consortium Fee
1706	12/03/2025	Claims	106	32270	Johnathan P Wilson	685.25	Reimbursement for IFSTS Manual and Inspector 1 Test
001 Operating Fund						151,807.12	
						151,807.12	Claims: 151,807.12

CHECK REGISTER

Kuna Rural Fire District

Time: 16:51:30 Date: 12/03/2025

11/13/2025 To: 12/31/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Chairperson: _____ Date: _____

Treasurer: _____ Date: _____

**KUNA RURAL FIRE DISTRICT
ADA AND CANYON COUNTIES, STATE OF IDAHO
RESOLUTION NO 2025-41**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KUNA RURAL FIRE DISTRICT:

- **Providing Certain Findings; and**
- **by the addition of “Kidney Cancer”;** and
- **Amending Appendix 7.13.5 to include “Kidney Cancer”;** and
- **Directing the Secretary and Attorney;** and
- **Establishing an Effective Date.**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Kuna Rural Fire District:

Section 1: Findings:

- 1.1** The Kuna Rural Fire district (“Fire District”) is an Idaho fire district organized, existing and operating by virtue of Chapter 14 of Title 31 Idaho Code.
- 1.2** The Board of Commissioners as the governing board of this Fire District has discretionary power to manage and conduct the business and affairs of the District.
- 1.3** The Board of Commissioners finds that it is necessary to update the Kuna Rural Fire District Policy Code to be in compliance with Idaho Code, Title 72, Chapter 7, Section 72-438

Section 2: Amendment to Chapter 13 of Title 7 Kuna Rural Fire District Policy Code:

- 2.1** That Chapter 13 of Title 7 Kuna Rural Fire District Policy Code be amended by the addition hereto of a new “disease” to read as follows:

7.13.2 The standards and conditions of an Initial Employment Medical Screening - examination (the “Exam” as used in this Chapter) shall include screening for detection of any of the following diseases (the “Diseases” as used in this Chapter) to wit:

- Brain Cancer
- Bladder Cancer
- Kidney Cancer
- Colorectal Cancer
- Non-Hodgkin’s Lymphoma
- Mesothelioma
- Testicular Cancer with no evidence of anabolic steroids or human growth hormone use

- Breast Cancer without a breast cancer 1 or breast cancer 2 genetic predisposition to breast cancer
- Esophageal Cancer
- Multiple Myeloma

2.2 Updating Appendix 7.13.5 to include “kidney cancer”. See the attached Updated Appendix 7.13.5 attached hereto.

Section 3: Directing the District Secretary and Attorney

3.1 The District Secretary is directed to file this Resolution forthwith in the official records of this Fire District; and

3.2 The District Attorney is hereby directed to include the changes in the Kuna Rural Fire District Policy Code herein enacted and provide to the District Secretary a clean, final, and republished version of the Kuna Rural Fire District Policy Code as in herein adopted in both paper and electronic versions; and

3.3 The District Secretary is herein directed to provide an electronic or paper copy of the Kuna Rural Fire District Policy Code to the Commissioners and Chief and any personnel of this Fire District who request it and to make said Policy Code available to all personnel.

Section 4. Effective Date

4.1 This Resolution shall be in full force and effect following its passage and approval.

PASSED BY THE BOARD OF COMMISSIONERS of the Kuna Rural Fire District, state of Idaho, this 10th day of December, 2025.

Rebekah Luther, Commissioner, Subdistrict No. 1

Carrera Atkinson, Commissioner, Subdistrict No.2

Robert Hilpert, Commissioner, Subdistrict No. 3

Halie Cavanagh, Commissioner, Subdistrict No. 4

Dawn Hale, Commissioner, Subdistrict No. 5

ATTEST:

Darlene Bishop, Secretary



KUNA RURAL FIRE DISTRICT

*150 W Boise Street
Kuna ID 83634
Phone: 208-922-1144
Fax: 208-922-1135*

WRITTEN NOTICE OF COMPLETION OF INITIAL EMPLOYMENT MEDICAL SCREENING EXAMINATION FOR DISEASE

Title 7 Chapter 13 Kuna Rural Fire District Policy Code

This written Notice to the Officer of Administration for inclusion in my personal file is to document that I have completed an Initial Employment Medical Screening Examination for the following diseases:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Brain Cancer • Bladder Cancer • Colorectal Cancer • Leukemia • Kidney Cancer • Testicular cancer with no evidence of anabolic steroids or human growth hormone use • Breast Cancer without a breast cancer 1 or breast cancer 2 genetic predisposition to breast cancer | <ul style="list-style-type: none"> • Non-Hodgkin’s Lymphoma • Mesothelioma • Esophageal Cancer • Multiple Myeloma |
|---|---|

Date of the Exam: _____

Physician’s name: _____ [Print]

Physician’s contact information: _____

Physician verification signature: _____

Location of exam results: _____

Dated this _____ day of _____, 20____

By: _____
Firefighter

**KUNA RURAL FIRE DISTRICT
ADA AND CANYON COUNTIES, STATE OF IDAHO
RESOLUTION NO 2025-42**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KUNA RURAL FIRE DISTRICT:

- **Providing Certain Findings; and**
- **Authorizing the Fire Chief to execute a renewal of Agreement (Exhibits A and B and Addendum I thereto) (the “Agreement”) with Eagle Mountain HR, LLC; and**
- **Directing the Secretary and Attorney; and**
- **Establishing an Effective Date.**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Kuna Rural Fire District:

Section 1: Findings:

- 1.1** The Kuna Rural Fire district (“Fire District”) is an Idaho fire district organized, existing and operating by virtue of Chapter 14 of Title 31 Idaho Code.
- 1.2** Eagle Mountain HR, LLC (“EMHR”) is a limited liability company of the State of Idaho.
- 1.3** EMHR offers human resource services that can be used to provide support for the District’s human resources matters.
- 1.4** The Fire Chief has identified EMHR as qualified and capable of supporting the District’s human resources needs, and has requested and recommended that the District enter renew the agreement where EMHR will continue to provide services.
- 1.5** It is in the best interest of the Fire District to renew services of EMHR to provide human resources support for the District.

Section 2: Authority

- 2.1** The Chairman is hereby authorized to execute the renewal of the Agreement with EMHR, attached hereto, as an agent of the Fire District, subject to terms and conditions stated therein, and to execute all ancillary documents, if any are required, in order to facilitate the Fire District’s performance of its obligation under the Agreement.

Section 3: Directing the District Secretary

- 3.1** The District Secretary is directed to file this Resolution forthwith in the official records of this Fire District, with an executed copy of the Agreement attached, and to deliver a copy of the executed Resolution, and the executed Agreement, to a representative of EMHR and to the Fire District’s legal counsel.

Section 4. Effective Date

4.1 This Resolution shall be in full force and effect following its passage and approval.

PASSED BY THE BOARD OF COMMISSIONERS of the Kuna Rural Fire District, state of Idaho, this 10th day of December, 2025.

Rebekah Luther, Commissioner, Subdistrict No. 1

Carrera Atkinson, Commissioner, Subdistrict No.2

Robert Hilpert, Commissioner, Subdistrict No. 3

Halie Cavanagh, Commissioner, Subdistrict No. 4

Dawn Hale, Commissioner, Subdistrict No. 5

ATTEST:

Darlene Bishop, Secretary

**KUNA RURAL FIRE DISTRICT
ADA AND CANYON COUNTIES, STATE OF IDAHO
RESOLUTION NO 2025-43**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KUNA RURAL FIRE DISTRICT:

- **Providing Certain Findings; and**
- **Amending Kuna Rural Fire District Policy Code; and**
- **Directing the Secretary and Attorney; and**
- **Establishing an Effective Date.**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Kuna Rural Fire District:

Section 1: Findings:

- 1.1** The Kuna Rural Fire district (“Fire District”) is an Idaho fire district organized, existing and operating by virtue of Chapter 14 of Title 31 Idaho Code.
- 1.2** The Board of Commissioners as the governing board of this Fire District has discretionary power to manage and conduct the business and affairs of the District.
- 1.3** The Board of Commissioners finds that it is necessary to update the Chapter 4 of Title 4 of the Kuna Rural Fire District Policy Code to allow for District checks to be signed by any two previously authorized check signers, instead of requiring the District Treasurer to always be one of the two signers.

Section 2: Amendment to Section 4.4.2.1 of the Kuna Rural Fire District Policy Code.

- 2.1** That section 4.4.2.1 of the Rural Fire District Policy Code be amended to read as follows:

4.4.2.1 Be in charge and custody of and be responsible for all funds of the District and oversee all funds drawn only upon voucher and by check bearing the signatures of two authorized check signers who have been bonded.

Section 3: Directing the District Secretary and Attorney

- 3.1** That Chapter 4 of title 4 Kuna Rural Fire District Policy Code be amended as follows:

Secretary is directed to file this Resolution forthwith in the official records of this Fire District; ad

- 3.2** The District Attorney is hereby directed to include the changes in the Kuna Rural Fire District Policy Code herein enacted and provide to the District Secretary a

clean, final, and republished version of the Kuna Rural Fire District Policy Code as in herein adopted in both paper and electronic versions; and

- 3.3** The District Secretary is herein directed to provide an electronic or paper copy of the Kuna Rural Fire District Policy Code to the Commissioners and Chief and any personnel of this Fire District who request it and to make said Policy Code available to all personnel.

Section 4. Effective Date

- 4.1** This Resolution shall be in full force and effect following its passage and approval.

PASSED BY THE BOARD OF COMMISSIONERS of the Kuna Rural Fire District, state of Idaho, this 10th day of December, 2025.

Rebekah Luther, Commissioner, Subdistrict No. 1

Carrera Atkinson, Commissioner, Subdistrict No.2

Robert Hilpert, Commissioner, Subdistrict No. 3

Halie Cavanagh, Commissioner, Subdistrict No. 4

Dawn Hale, Commissioner, Subdistrict No. 5

ATTEST:

Darlene Bishop, Secretary

**KUNA RURAL FIRE DISTRICT
ADA AND CANYON COUNTIES, STATE OF IDAHO
RESOLUTION No. 2025-47**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KUNA RURAL FIRE DISTRICT:

- **Providing Certain Findings; and**
- **Authorizing the Chairman to execute the *2026 Addendum to the Agreement for Fire District Legal Services* (“Agreement”); and**
- **Directing the Fire District Secretary; and**
- **Establishing an Effective Date.**

BE IT RESOLVED by the Board of Commissioners of the Kuna Rural Fire District in Ada and Canyon Counties, state of Idaho:

SECTION 1. Findings:

- 1.1** The Kuna Rural Fire District (“Fire District”) is an Idaho fire district organized, existing, and operating by virtue of Chapter 14 of Title 31 Idaho Code.
- 1.2** White, Peterson, Gigray & Nichols, P.A. (White Peterson) is a professional service corporation organized in the state of Idaho.
- 1.3** White Peterson has served as legal counsel to Fire District Board of Commissioners for several years, and has proposed to update its legal services agreement through an addendum with the Fire District.
- 1.4** It is in the best interest of the Fire District to execute the Agreement referenced in Exhibit A in order to continue to retain White Peterson as legal counsel according to the terms set forth in the Agreement.

SECTION 2. Authority

- 2.1** The Chairman is hereby authorized to execute the Agreement with White Peterson, attached hereto, as an agent of the Fire District, subject to the terms and conditions stated therein, and to execute all ancillary documents, if any are required, in order to facilitate the Fire District’s performance of its obligations under the Agreement.

SECTION 3. Directing the Fire District Secretary

- 3.1** The Secretary is hereby directed to file this Resolution forthwith in the official records of this Fire District, with an executed copy of the Agreement attached, and to deliver a copy of this executed Resolution, and the executed Agreement, to a representative of White Peterson.

SECTION 4. Effective Date

4.1 This Resolution shall be in full force and effect after its passage and approval.

PASSED BY THE BOARD OF COMMISSIONERS of the Kuna Rural Fire District, Ada and Canyon Counties, state of Idaho, this 10th day of December, 2025.

Rebekah Luther, Commissioner, Subdistrict No. 1

Carrera Atkinson, Commissioner, Subdistrict No.2

Robert Hilpert, Commissioner, Subdistrict No. 3

Hallie Cavanaugh, Commissioner, Subdistrict No. 4

Dawn Hale, Chair/Commissioner, Subdistrict No. 5

ATTEST:

Darlene Bishop, District Secretary

il\W:\Work\K\Kuna Rural Fire District 19786\Resolutions\2025\2025.12.01 - Res. auth. signature for Legal Services Agreement.docx

EXHIBIT A

FY26 Extension of Agreement for Fire District Legal Services

2026 ADDENDUM TO THE AGREEMENT FOR FIRE DISTRICT LEGAL SERVICES

This 2026 Addendum to the Agreement for Fire District Legal Services (“Addendum”) is made by and between the KUNA RURAL FIRE DISTRICT, a fire district of the state of Idaho organized and existing by virtue of the laws of the state of Idaho, and WHITE PETERSON GIGRAY & NICHOLS, P.A., an Idaho professional association.

RECITALS

- 1. The District and White Peterson entered the Agreement on August 9th, 2023 for the term of January 1, 2024 through December 31, 2024.
- 2. The Agreement is subject to annual automatic one-year extensions under Article 8, and has been extended in prior years pursuant to such provision.
- 3. Section 10.14 of the Agreement requires that any amendments to the Agreement be executed in writing.
- 4. The District and White Peterson mutually desire amend the Agreement as set forth in this Addendum.

AMENDMENTS TO AGREEMENT

- 1. **Amendments to Section 4.1:** The Regular Meeting Attendance Legal Services retainer is increased to the rate of \$700 per month.
- 2. **Amendment to Section 4.2:** The hourly rates set forth in Section 4.2 of the Agreement are amended as set forth in the tables below:

NON-LITIGATION RELATED LEGAL SERVICES

	<i>\$ Per Hour Rate</i>
Attorney Rate	\$220.00
Legal Assistant Rate	\$120.00

LITIGATION AND LITIGATION RELATED LEGAL SERVICES

	<i>\$ Per Hour Rate</i>
Attorney Rate	\$230.00
Legal Assistant Rate	\$130.00

- 3. **Annual Increase:** The hourly rates set forth in the tables above shall be subject to the 3% annual increase described in Section 4.3 of the Agreement. Provided, the first such annual increase following entry of this Addendum will occur on January 1, 2027.

4. Effective Date: This Addendum shall be effective on the last date signed by either Party, or January 1, 2026, whichever is later.

KUNA RURAL FIRE DISTRICT

By: _____

Dawn Hale, Board Chair

Date: _____

ATTEST:

Darlene Bishop, Secretary

**WHITE, PETERSON, GIGRAY, &
NICHOLS, P.A.**

By: Marc J. Bybee, Vice-President

Date: _____

SAND HOLLOW FIRE DISTRICT
5239 BLACK CANYON EXIT ROAD
CALDWELL, ID 83607

96-505/1232
50547
CHECK ARMOR

11/18/2025

PAY TO THE ORDER OF Kuna Rural Fire Department \$ ****274,374.96**

Two Hundred Seventy-Four Thousand Three Hundred Seventy-Four and 96/100***** DOLLARS

Kuna Rural Fire Department
PO Box 607
Kuna, Idaho 83634


AUTHORIZED SIGNATURE

MP

MEMO

⑈024787⑈ ⑆123205054⑆ 7001060702⑈

SAND HOLLOW FIRE DISTRICT

24787

Kuna Rural Fire Department				11/18/2025		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
11/13/2025	Bill	IOEM Jan2025 Reimb	274,374.96	274,374.96		274,374.96
				Check Amount		274,374.96

Columbia Bank

274,374.96

**Emergency Management Assistance Compact (EMAC) Intrastate Reimbursement
Summary Form R-2**

Event:
Requesting State/Province: Resource
Provider:

Date Submitted:



Palisades/Eaton IOEM January 2025

CA
Idaho
Kuna Fire

Resource Provider / Vendor Number:

State Mission Number:

EMAC Mission Number:

Copies of all source documentation to support expenses in this claim are attached (please select):

Personnel Costs						
Total Regular Hours	\$	-	Total Regular Fringe	\$	-	
Total Overtime Hours	\$	113,475.50	Total Overtime Fringe	\$	29,121.64	
Total Backfill Hours	\$	25,033.10	Total Backfill Fringe	\$	7,274.62	
Total Holiday Pay Hours	\$	-	Total Holiday Pay Fringe	\$	-	
Total Compensatory Hours	\$	-	Total Compensatory Fringe	\$	-	
				Total Personnel Costs	\$ 174,904.86	
Travel Costs						
Meals: Per Diem	\$	1,718.00	Meals: Receipt	\$	-	
Air Travel	\$	-	Airfare Baggage and Fees	\$	-	
Lodging	\$	544.32	Parking/Tolls	\$	1,145.57	
POV/GOV/Rental	\$	-	POV/GOV/Mileage and Fuel	\$	-	
				Total Travel Costs	\$ 3,407.89	
Equipment Costs						
Equipment by Rate	\$	93,375.00	Equipment	\$	2,687.21	
				Repair/Replacement	\$	96,062.21
				Total Equipment Costs	\$ 98,749.42	
Commodity Costs						
				Total Commodity	\$ -	
				Total Commodity Costs	\$ -	
Other Costs						
Other by Rate	\$	-	Other by Quantity	\$	-	
				Total Other Costs	\$ -	
				Total Donated	\$ -	
Comments						

REIMBURSEMENT PACKAGE CERTIFICATION

By signing below, you the authorized official of the Resource Provider, certifies that the totals for each category/claim represents the actual costs expended in performance of the Certified and Authorized By:

Print Name [Signature] Title Fire chief Date June 12, 2025

Memorandum

*Attorney/Client Privileged Information
to the Commissioners for their information
only. This memorandum should not be shared
or disseminated with other individuals.*

To: Kuna Rural Fire District Board of Commissioners and Administrative Staff

From: William F. Gigray



Date: November 27, 2025

Re: Disclosure of Protected Health Information (PHI) under HIPAA and Idaho Law

BACKGROUND

Recently a fire district, which provides ambulance transport and EMS services I represent, was served with a search warrant issued by the magistrate court, seeking the delivery of specific patient records for purposes of a criminal investigation related to and aggravated DUI, Idaho Code § 18-8006. This incident drew attention to the fact that it is important for the administrative staff of the Fire District to have protocols in place to enable the District to complete with an executed search warrant without violating the HIPAA Privacy Laws and Rules.

AUTHORITY FOR DISCLOSURE

Disclosure of the requested information was made pursuant to:

- 45 C.F.R. § 164.512(f)(1)(ii)(A) – HIPAA Privacy Rule, permitting disclosure to law enforcement in compliance with a valid court-issued warrant or subpoena.
- Idaho Code § 39-1392b, authorizing disclosure of EMS and medical records when “required by law.”

RECORDS DISCLOSED

Copy of Search Warrant / Court Order retained

Identity of law enforcement officer(s): _____

Date/time of execution: _____

Records disclosed: [List each record type: e.g., Patient Care Report, Transfer of Care Report, Photographs, etc.]

Method of disclosure: Physical delivery Secure digital copy On-site inspection only

VERIFICATION AND DOCUMENTATION

- Officer identification verified (name, badge number, agency).
- Disclosure limited to minimum necessary PHI.
- No unrelated records reviewed or copied.
- Disclosure logged in the District’s HIPAA disclosure log (45 C.F.R. § 164.528).
- Copies of warrant, inventory, and correspondence filed in Confidential Legal Records file.

District Witness/Officer: _____ Date: _____

Law Enforcement Officer: _____ Date: _____

HIPAA Privacy Officer Review: _____ Date: _____

Memorandum

*Attorney/Client Privileged Information
to the Commissioners for their information only.
This memorandum should not be shared or
disseminated with other individuals.*

To: Kuna Rural Fire District Board of Commissioners and Administrative Staff

From: William F. Gigray



Date: November 27, 2025

Re: HIPAA Regulations

1. HIPAA Privacy Rule Overview

HIPAA’s **Privacy Rule** (45 C.F.R. Parts 160 and 164, Subparts A and E) restricts the use and disclosure of *protected health information* (PHI) by covered entities such as the Fire District’s ambulance and EMS operations.

Patient care records — including run reports, transfer of care reports, and other listed items — are considered **PHI** because they contain identifiable medical information.

2. Disclosure Permitted Under 45 C.F.R. §164.512(f)

The Privacy Rule expressly allows a covered entity to disclose PHI **for law enforcement purposes** under specific conditions.

The relevant provision here is:

45 C.F.R. §164.512(f)(1)(ii)(A) – A covered entity may disclose PHI in compliance with and as limited by the relevant requirements of:

“A **court order or court-issued warrant**, or a subpoena or summons issued by a judicial officer.”

A search warrant issued by a judge or magistrate qualifies as such a court order. Therefore, HIPAA permits disclosure of the specified PHI to law enforcement officers executing the warrant, provided the disclosure is limited to the scope authorized in the warrant.

3. Minimum Necessary Standard

Even though a search warrant authorizes disclosure, the Fire District must comply with the “minimum necessary” rule (45 C.F.R. §164.502(b)) — meaning:

- Only information expressly described in the warrant may be provided.
- No other patient records or unrelated PHI should be disclosed.

4. Verification and Documentation Requirements

Before producing any records, the District should:

- **Verify the authority and identity** of the requesting officer (45 C.F.R. §164.514(h)).
- **Retain a copy** of the search warrant, any correspondence, and an inventory of records disclosed.
- **Document the disclosure** in its HIPAA disclosure log as required by 45 C.F.R. §164.528.

5. If the Warrant Was Not Executed

Since you note that the Sheriff’s Office **did not search or seize any records**, no PHI has yet been disclosed.

However:

- The District should **not independently release** the requested records without execution of the warrant or an additional valid legal process (such as a subpoena, court order, or patient authorization).
- If officers later seek voluntary production without court execution, the District must require either:
 - A **new search warrant or court order**, or
 - A **HIPAA-compliant patient authorization** (45 C.F.R. §164.508).

6. Potential Intersection with Idaho Law

Idaho Code §39-1392b (and related provisions on confidentiality of medical records and EMS reports) reinforce that **EMS patient care records are confidential** except as otherwise required by law — which includes lawful judicial process such as a search warrant.

Thus, compliance with the warrant under HIPAA §164.512(f) is also consistent with Idaho confidentiality statutes.

7. Recommended Immediate Steps

1. **Secure and segregate** the specified records so they cannot be inadvertently altered or disclosed.
2. **Notify the District's HIPAA Privacy Officer** or compliance designee.
3. **Consult counsel** (which you are doing) to:
 - Verify the warrant's validity and scope.
 - Prepare a **release log and disclosure memorandum** documenting the legal basis for disclosure.
4. **Do not produce** any records unless and until:
 - Law enforcement re-presents the warrant for execution, or
 - The District receives an alternative lawful order or patient authorization.

8. Summary

- HIPAA **permits** disclosure of PHI to law enforcement **pursuant to a valid search warrant**.
- Disclosure must be **limited to what the warrant specifies and documented**.
- If the warrant has not been executed, **no PHI should be released** without further legal authority.



Kuna Rural Fire District

150 W Boise Street
P.O. Box 607
Kuna ID 83634
Phone: 208-922-1144

[Insert Date]

To: [Name and Title of Law Enforcement Officer]

[Agency Name]

[Agency Address]

Re: Response to [Search Warrant / Court Order / Subpoena] – Patient Records

Dear [Officer/Deputy/Detective _____]:

This letter acknowledges receipt of your [describe instrument, e.g., Search Warrant signed by Judge _____ dated _____] served on the Kuna Fire Protection District (“District”) on _____.

Pursuant to the authority of that warrant and consistent with applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. § 164.512(f)(1)(ii)(A), and Idaho Code § 39-1392b, the District has produced the specific patient care records identified therein.

The District’s disclosure is limited solely to the records of:

- Patient Name(s): _____
- Date(s) of Service: _____
- Patient Name(s): _____
- Date(s) of Service: _____
- Records Disclosed: [List record categories: e.g., Patient Care Report, Transfer of Care Report, Operative Report, etc.]

No additional patient information or unrelated records have been released. Copies of this correspondence and supporting documentation will be retained in the District’s confidential legal records file for compliance and audit purposes.

[NAME]

[DATE]

Page 2

If further documentation is required, please contact the District's legal counsel, William F. Gigray III, White Peterson Gigray & Nichols, P.A., at 208-466-9272 or wfg@whitepeterson.com

Respectfully,

[Name], Fire Chief / Administrative Officer
Kuna Rural Fire District

Cc: William F. Gigray III, Legal Counsel

Encl: District HIPAA Privacy Officer

District File – Confidential Legal Records



Kuna Rural Fire District
150 W Boise Street
P.O. Box 607
Kuna ID 83634
Phone: 208-922-1144

HIPAA & SEARCH WARRANT RESPONSE CHECKLIST (Fillable Form)

Purpose

To guide District personnel in responding lawfully and compliantly to a search warrant requesting patient records under HIPAA and Idaho law.

1. When a Search Warrant Is Presented

Verify Identity & Authority

- Officer Name: _____
- Badge/ID #: _____
- Agency: _____
- Warrant Signed By (Judge/Magistrate): _____
- Warrant Date: _____
- Time Presented: _____
- District Representative/Witness: _____
- Initials: _____

Secure the Records

- Named patient records located.
- Records segregated and labeled “Law Enforcement Hold – Search Warrant.”
- Access restricted to authorized personnel only.

2. HIPAA Authorization for Disclosure

HIPAA permits disclosure of protected health information (PHI) in compliance with a valid court-issued warrant (45 C.F.R. § 164.512(f)(1)(ii)(A)).

- Confirm only the information specifically described in the warrant will be disclosed.
- Confirm no unrelated patient records are accessible or visible.

3. Minimum Necessary Rule

- Disclosure limited strictly to PHI described in the warrant.
- No unrelated data, emails, or communications disclosed.

4. Documentation Requirements

- Copy of the search warrant retained.
- Copy of any inventory of seized or copied items retained.
- Disclosure Log Entry #: _____
- Date/Time Disclosure Completed: _____

Officer Signature: _____

District Witness Signature: _____

5. If Officers Do Not Execute the Warrant

- No records released.
- Note: “No execution occurred; no records released.”
- Legal counsel notified.
- Copy of unexecuted warrant filed in Confidential Legal Records file.

6. Idaho Confidentiality Rules

Under Idaho Code § 39-1392b, EMS and medical records are confidential. Disclosure is lawful only when required by law, such as under a valid search warrant or court order.

7. Legal Notes – What Counts as “Execution” of the Warrant

A search warrant is executed only when a deputy:

- Presents the original or certified warrant;
- Conducts the search of the described premises or records; and
- Seizes or copies the items listed in the warrant.

Merely showing or delivering the warrant does not constitute execution. If no search or seizure occurs, the District is under no obligation to release any PHI.

8. After the Encounter

- HIPAA Privacy Officer notified: _____
- Legal Counsel notified: _____
- All documents filed in Confidential Legal Records file.
- Confidentiality maintained.

Key Principle

Do not release any patient information without a valid, executed warrant or other lawful order. HIPAA and Idaho law both permit disclosure only as required by judicial process and only to the extent authorized.

Dated the ___ day of _____, 20__

Signed: _____
Kuna Rural Fire District Responding Officer

il/W:\Work\K\Kuna Rural Fire District 19786\Search Warrant Response\KRFD HIPAA Search Warrant Checklist.docx