

Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

Minutes of Commissioners Regular Meeting

February 14, 2024

APPROVED: _____ **REVISED:** _____ (see revised version)

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

Present were Commissioners: Commissioner Rebekah Luther, Randall Feaster, William Edwards were present. Commissioner Dawn Hale was present after being sworn in under New Business. Also present were Chief T.J. Lawrence, White Peterson Attorney Marc Bybee and Officer of Administration-Secretary-Bookkeeper Krystal Hinkle.

Agenda Approval:

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

Approval of Minutes: Comm. Edwards moved to approve the Regular Meeting Minutes of January 10, 2024. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

Public Hearing – Adoption of Summertime and Davis Annexation:

Chairwoman Luther continued the hearing at 11:03 a.m.

Staff Report: Negotiations are still ongoing and we are at a point to get each parties attorneys involved to finalize the details.

Comm. Feaster made a motion to table the hearing to March 13th at 11:00 am at Kuna City Hall. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

Public Input: None

Financial Reports Presented by Hinkle: Comm. Feaster moved to accept the financial reports and report of fund investments and to approve the disbursement of funds in the amount of **\$520,570.65** for the District for payment of bills and payroll as presented. A disbursement of \$0 for the Community Assistance Fund for payment of bills. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

Purchase Order over \$5,000: None

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Staff Reports:

Chief Report – by T.J. Lawrence: Chief reported we have 2 Firefighters off work. One is off on Work Comp and the other is off due to a personal injury. All but one Captain and the Chief's took a class called Legitimate Leadership. Chief Trumble is currently working on (2) AFG grants. One is for a SCBA refill station (\$85,000) and the other is for a light rescue vehicle (\$350,000). The new Evaluation system is projected to go live before March. The new LIV system will go live by March 1st. An ACCESS Life Saving Award Presentation will be on 2/26 at 1400 hrs at the station. Four of our employees will be presented an award for reaching ROSC within 10 minutes. Elizabeth with Given's Pursley is checking with their client about the status of the application with Ada Co. for the land for station 2. Station 2 design is still in the works, but nothing can be finalized until the land acquisition is completed. BR 62 has been sold to a small department in Kansas. After our fees to Fenton and last minute repairs, we are estimating an income of \$72,708.90

Local 4165 - Full Time Firefighter Report: Matt Graham indicated there is a stair climb fundraiser and 6 firefighters from Kuna will be attending the stair climb in Seattle.

Matt also asked about when the district will approve annual physicals.

Chief Lawrence indicated that the draft policy was given to Matt in the fall of 2023 and Matt didn't agree with the proposal. At the time of that discussion in the fall of 2023, Chief asked Matt to bring forward suggested changes.

Matt didn't remember that and asked for the Chief to provide him with another copy of the proposed policy.

Attorney Report: Bybee reported everything is on the agenda.

Officer of Administration Report by Krystal Hinkle: Hinkle reported everything is on the agenda.

Administrator of Impact Fees by Krystal Hinkle: Hinkle reported that the current fund totals \$2,435,512.14 thru December permits.

Old Business:

State Fire Commissioners Report – Hinkle provided information about the upcoming conference in May and Legislative Updates.

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Ada County City EMS System (ACCESS) Update – Comm. Feaster reported that there are ongoing issues with ESO and an RFI has been sent out to inquire about other software. A resuscitation academy is available to our crews. GEMT is still in a holding pattern. CMS indicates Idaho has a good cost recovery plan that is modeled after Washington, but not acceptable to their standards. Idaho now is among 7 states awaiting CMS approval. When approved, Ada County would receive ½ of the fees and fire agencies would split the other half depending upon call volume. CMS funds will be backdated to January of 2023. A patient safety evaluation program will be rolled out to all ACCESS providers.

New Business:

Sub District No. 5 – Appointment - Legal Notice published in the Meridian Press on 1/19/2024. Dawn Hale was the only applicant who applied for the vacancy.

Comm. Feaster made a motion approving Resolution 2024-05 appointing Dawn Hale to Sub-district 5. Comm. Luther seconded the motion, motion passed with a unanimous voice vote.

Oath of office was administered by the Officer of Administration, Krystal Hinkle.

Discuss and Consider Policy Code Amendment 5.4.3.2– Comm. Feaster made a motion approving Resolution 2024-06 for the amendments to policy code 5.4.3.2, EMS Certifications. Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Policy Code Amendment 1.3.1– Comm. Edwards made a motion approving Resolution 2024-07 for the amendments to policy code 1.3.1, Official Newspaper. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Engagement Letter with Zwygart John and Associates, CPAs, PLLC. - Hinkle indicated that Zwygart John and Associates have been great to work with over the years when conducting our audit. Our fee only went up \$200, which is cheap compared to all other services increased by 15-20%. Commission Edwards made a motion allowing the Chairwoman to sign the engagement letter with Zwygart John and

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Associates to conduct our 2023 Audit. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

Discuss the Formation of an HR Committee – Comm. Burn asked the board to consider an HR Committee and the previous board meeting. Comm. Burn wasn't able to attend this month's meeting to present his thoughts on the formation of the new Committee. Chief Lawrence spoke with Comm. Burn and provided a general idea of the committee. The Committee would help with personnel policies, and committee members would act as liaisons for complaints and setting expectations for reviews. Comm. Edwards made a motion directing the attorney to draft an HR Committee policy. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Budget Hearing for the 2025 Budget – Comm. Feaster made a motion establishing the Budget Hearing for 2025 on August 14, 2024 at 11:00 am at Kuna City Hall.

Comm. Edwards seconded the motion, motion passed with a unanimous voice vote.

Executive Session Board of Commissioners Regular Meeting– The Commissioners, upon a unanimous roll call vote, went into the executive session, pursuant to Idaho Code Section 74-206 (1) (b) to consider the evaluation, dismissal or disciplining, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent and The executive session commenced at 12:01 p.m. In attendance were all the members of the Board of Commissioners, legal counsel Marc Bybee, Chief Lawrence, Asst. Chief Trumble and Sec. Hinkle. Information was exchanged among those in attendance. A motion was made by Commissioner Feaster and seconded by Commissioner Edwards to come out of executive session which motion passed unanimously at 1:28 p.m.

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

Discuss and Consider Light Duty – Chief Lawrence asked the board to consider light duty, as it would benefit the district and the employees. With the district being short staffed on administrative positions, a lot of tasks are not being completed. The individual

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employee that the Chief would like to consider for light duty is a seasoned firefighter that could complete the tasks that are a priority.

Comm. Feaster has concerns about offering light duty to an employee without having a policy in place.

The board discussed the stipulations for the offer to the employee and the same stipulations would need to be in a policy brought to the board in March.

Commissioner Ewards made a motion approving light duty to the employee the Chief indicated with the stipulations below and a policy be drafted to present to the board in March.

1. Exhaust all Vacation, Sick and Comp Time
2. No more than 40 hours per week
3. Light Duty will not last more than 60 days
4. Work will be determined by the Chief
5. Medical Clearance for light duty tasks
6. Provide the employee a current list of tasks
7. The offer is not mandated

Comm. Hale seconded the motion, motion passed with a 3-1 vote, Comm. Feaster voting no.

Commissioner Open Discussion – Firefighter Riley Holmes brought up the physicals with the board, once again. He indicated that he called Dr. Hilvers office and they stated that Krystal Hinkle requested all physicals be stopped.

Krystal told the Board and Riley that is accurate. In the October 2023 board meeting, the board put all physicals on hold until the district and the union can agree on a policy surrounding mandatory physicals.

Riley indicated that the union members didn't know that decision was made.

Krystal informed Riley that Matt Graham was supposed to ask the union members at their monthly meeting, the day after the board meeting, for a list of employee that were signed

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up for physicals and no one else was able to sign up. Matt Graham never sent Krystal a list and Krystal went to the source, Dr. Hilvers.

Krystal also asked if we need a different form of communication if their Union Rep is not conveying information from the board meetings.

Riley indicated it was a one-off situation.

Chairwoman Luther asked Riley to allow Matt Graham to re-review the policy that was given to him and we can discuss it at another date.

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

Meeting adjourned at 1:43 p.m.

Respectfully submitted,

Krystal Hinkle, District Secretary

Rebekah Luther, Chairwoman