

Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

Minutes of Commissioners Regular Meeting

January 8, 2020

APPROVED: _____ **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, Mike Smith, Tim Crawford and Hal Harris. Also present were Fire Chief Phil Roberts, White Peterson Attorney William Gigray, and Officer of Administration-Secretary-Bookkeeper Krystal Hinkle.

Agenda Approval:

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

Oath of Office: Oath of office was conducted for M.G. Bud Beatty Jr. and Gregory McPherson

Approval of Minutes: Comm. Smith moved to approve the Regular Meeting Minutes of December 11, 2019. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

Comm. Smith made a motion to approve the destruction of the audio recordings from the Regular Meeting Minutes of December 11, 2019. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.

Public Input/Special Presentations:

Financial Reports Presented by Hinkle: Comm. Crawford moved to accept the financial reports and report of fund investments, and to approve disbursement of funds in the amount of \$248,611.43 for the District for payment of bills and payroll as presented. A disbursement of \$0 for the Association for payment of bills. Comm. Harris seconded the motion, motion passed with a unanimous voice vote.

Summary of Correspondence: The district received a thank you card and candy from White Peterson.

Staff Reports:

Chief Report – by Phil Roberts: Chief Roberts reported in 2018, the district ran 1597 calls and in 2019, the district ran 1754 calls. We interviewed 16 candidates over two days and have reduced it down to 9 candidates to move forward with the physical agility testing on the 18th of January. Our SCBA cylinder bottles are up for their 5-year static testing. We have 40 bottles at \$35.00 apiece. Sprinkler plan review letter was approved by the City of Kuna and will move forward with Ada County. Working with VFIS to get training completed on Harassment through Target Solutions. Our new AED's came in and are in service. Turnouts are delayed due to a lack of fabric. School district provided the department with a house to train on. It is located on Kuna Rd. and Strobel.

Local 4165 - Full Time Firefighter Report: Joe Link reported that Matt Coffelt will be the new Union President and TJ will stay on as the Vice President.

Association Report: No one in attendance

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Attorney Report by Gigray: Attorney Gigray reported that the City of Kuna needs to approve the new CIP now that Ada Co. has moved forward. Canyon Co. Planning and Zoning Commission is moving forward with a hearing on Feb 20th at 6:30pm. Zack Wesley did indicate small changes might need to take place for administrative purposes. Records policy changes are still under review by Krystal.

Officer of Administration Report by Krystal Hinkle: Hinkle reported the destruction of records as the custodian of records. All of the records listed below have been scanned.

2015 Payroll

2017 Payables

Incident Reports

Ambulance Rosters

2018 Ambulance Payments

2006-2016 Previous Employment Files

2005-2010 Minor Reports

2017 Minor Reports

Administrator of Impact Fees by Krystal Hinkle: Hinkle reported that the current fund totals \$770,317.47 thru November.

Committee Reports:

Levy Override Election Committee – Chief Roberts is building the agenda to break it down in segments. Hoping to keep the meeting to 2 hours and twice per week.

Old Business:

State Fire Commissioners Report: The legislative session has started. We will be monitoring closely with anticipated language changes for taxes that would impact us negatively.

Ada County City EMS System (ACCESS) Update: No Update

Station 2 Property: Moved to after the Executive Session

Lexipol: The account rep. indicated we have training hours and the Chief asked Krystal to talk with them about what that entails. We should have a final decision if we are moving forward and cancelling next month.

Executive Session of the Board of Commissioners: The Commissioners, upon a unanimous roll call vote, went into the Executive Session, pursuant to Idaho Code Section 74-206 (1) (b) (c) and (f) to consider evaluation of Fire District officers and employees, and to consider acquiring an interest in real property not owned by the Fire District and to communicate with legal counsel for the Fire District to discuss the legal ramifications of and legal options for pending litigation. The executive session commenced at 7:30 p.m. In attendance were all the members of the Board of Commissioners and legal counsel Wm. F. Gigray, III. Wm. F. Gigray, III was appointed as secretary to take the minutes of this executive session. Information was then exchanged among the Commissioners in attendance and Wm. F. Gigray, III regarding the subject matter of the executive session. At 8:26 p.m. Chief Roberts was invited and was in attendance which was

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followed by Krystal Hinkle being invited and who was in attendance at 8:40 p.m. each of which provided information to the commissioners on the subjects of the executive session. At 9:10 p.m. a motion was then made by Commissioner Hal Harris and seconded by Commissioner Gregory McPherson, to come out of executive session which motion passed unanimously at 9:10 p.m.

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

New Business:

Station 2 Property: Attorney Gigray indicated the option agreement is extended to October 1, 2020. With more discussion needed, it can be tabled until necessary.

Comm. Smith made a motion to table Station 2 Property for another meeting. Comm. Crawford seconded the motion, motion passed with unanimous voice vote.

The board gave Attorney Gigray permission to speak with Terry Cook about the process and the Chief would be in touch to setup a meeting.

Annual Election of Officers:

- Chairman: Comm. Smith moved to elect Comm. Beatty as Chairman. Comm. Harris seconded the motion, motion passed with a unanimous voice vote.
- Vice Chairman: Comm. Smith moved to elect Comm. McPherson. Comm. Harris seconded the motion, motion passed with a unanimous voice vote.
- Treasurer: Comm. Harris moved to elect Comm. Smith as the Treasurer. Comm. McPherson seconded the motion, motion passed with unanimous voice vote.

Annual Appointments:

- Fire Chief: Comm. Smith moved to appoint Phil Roberts as Fire Chief for 2020. Comm. Harris seconded the motion, motion passed with a unanimous voice vote.
- Officer of Administration/District Secretary/Bookkeeper: Comm. Smith moved to appoint Krystal Hinkle as the Officer of Administration, District Secretary, and Bookkeeper for 2020. Comm. Harris seconded the motion, motion passed with a unanimous voice vote.
- Attorney: Comm. Harris moved to re-appoint White Peterson as the District's Attorneys. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Commissioners 2020 Committee Appointments:

- Budget Committee – Comm. Harris moved to appoint Comm. Smith and Comm. Crawford. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.
- Negotiations Committee – Comm. Harris moved to appoint and Comm. Beatty and Comm. Crawford. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.
- Impact Fee Committee – Comm. Smith moved to appoint Kara Medrano, Kesley Holder, Michael Larson, Jenna Von der ehe (Karl Von der ehe) and David Gronbeck.

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

Schedule Regular Monthly Meetings: Comm. Harris moved to move the regular scheduled monthly Commissioner Meetings to the 2nd Wednesday of each month at 1:00pm for 2020.

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

Discuss and Consider Resolution for Destruction of Records: Commissioner Smith made a motion to approve Resolution 2020-01 for the destruction of the Ambulance Payment Records form 2009-2011 and the Work Comp Files for Past Employee. Comm. Smith seconded the motion, motion passed with unanimous voice vote.

Discuss and Consider Resolution Approving the Addition of Chp. 3 to Title 16 – Public Integrity in Election Act - Comm. Smith made a motion to approve Resolution 2020-02 that adds Chapter 3 into Title 16 providing compliance with the Public Integrity in Elections Act. Comm. Crawford seconded the motion, motion passed with unanimous voice vote.

Discuss and Consider Resolution Establishing a Joint Dev. Impact Fee Advisory Committee with Canyon Co. and KRFD - Comm. Smith made a motion to approve Resolution 2020-03 establishing a Joint Development Impact Fee Advisory Committee with Canyon County and KRFD. Comm. McPherson seconded the motion, motion passed with unanimous voice vote.

Authorize Dist. Sec. to Publish Combined Notice of a Public Hearing for Approval of the Amended CIP and New Dev. Impact Fees for Canyon County - Comm. Smith made a motion to approve the Dist. Sec. to publish the combined notice. Comm. Harris seconded the motion, motion passed with unanimous voice vote.

Discuss and Consider 2020 Pay and Benefits –

Fire Chief – Comm. Smith made a motion to approve a 5% increase starting Jan. 1, 2020 and will be revisited in April 2020. After the end of his 1st year of employment, vacation will change to 6 hours bi-weekly and sick leave will change to 4.62 bi-weekly. Officer of Administration will have a 5% increase starting Jan. 1, 2020 and their effective date for vacation and sick leave will be represented as 1/1/2019. Admin. Dianna Bartlome will receive a 2.6% increase as of Jan. 1, 2020. Billing Specialist Shannon Bice will receive a 5% increase and 5 days of vacation as of Jan. 1, 2020. Comm. Harris seconded the motion, motion passed with unanimous voice vote.

Commissioner Open Discussion – Comm. Smith asked about cross training the administrative staff and providing job descriptions for the Admin and Billing Specialist. Hinkle indicated that they are working on job descriptions and they should be finalized by March or April.

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

Meeting adjourned at 9:43 p.m.

Respectfully submitted,

Krystal Hinkle, District Secretary

M.G. Bud Beatty, Chairman