

Kuna Rural Fire District

PO Box 607, Kuna, ID 83634

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

Minutes of Commissioners Regular Meeting

January 13, 2021

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

Chairman Bud Beatty called the meeting to order at 1:00 pm in the meeting room of Kuna Fire Station #1.

Present were Commissioners: Bud Beatty, Mike Smith, Randall Feaster, Greg McPherson and Tim Crawford. 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 agenda as printed and posted. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Approval of Minutes: Comm. Smith moved to approve the Regular Meeting Minutes of December 9, 2020. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Public Input/Special Presentations: Commissioner Beatty thanked the crews for their time volunteering for the Food Drive.

Financial Reports Presented by Hinkle: Comm. Smith moved to accept the financial reports and report of fund investments, and to approve disbursement of funds in the amount of \$229,641.33 for the District for payment of bills and payroll as presented. A disbursement of \$0 for the Association for payment of bills. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Summary of Correspondence: The district received a Christmas card from Mayor Joe Stear, ISFCA letter regarding the Annual Meeting and a letter from Ada. Co. approving the Committee Members for the Impact Fee Advisory Committee.

Staff Reports:

Chief Report – by Phil Roberts: Chief Roberts reported our total call volume is 1778 incidents, 1124 are medically related. Our budget is 82.2% expended for 2020. In 2020 we brought on 3 firefighters, bringing our staffing to 5 per shift. We brought on a Deputy Fire Marshal which has brought value to build a database, the collection of fees and building relationships with our city contacts. A lot of multifamily and alternative subdivisions are being proposed. Tenzinga will be providing one big training to the Captains to see if we will move forward with the program. The first meeting on the remodel will take place on 1/14 at 1:30.

Local 4165 - Full Time Firefighter Report: None

Association Report: None

Attorney Report: Gigray reported that the Chief consulted his office about a waiver form that ACCESS was requesting be signed by employees who chose to get the COVID vaccine.

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Reiterated how important it is for the fire district to respond to all comments regarding developments coming into the city.

PERSI – We were assigned Judge Scott out of Valley County. White Peterson filed a statement of issues and petition. That has been completed and PERSI will file a record of proceeding. We have 14 days to review the documents to make sure nothing is missing.

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 \$1,507,076.33 thru November.

Old Business:

State Fire Commissioners Report: Online training will be coming in the Spring after the Legislative Session.

Ada County City EMS System (ACCESS) Update: There is an Exec. meeting on the 28th of January.

New Business:

Discuss and Consider Resolution Establishing Administrative Salaries and Benefits for 2021: Commissioner Smith made a motion accepting Resolution 2020-35 establishing the Administrative Salaries and Benefits for 2021. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider MOU with Faces of Hope Foundation: Commissioner Smith made a motion accepting Resolution 2020-36 approving the MOU with Faces of Hope. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Christmas Party Date and Funding: Cancelled due to Covid

Consider Authorization to File a Judicial Review of the PERSI Board's Final Order in Case No. 06-19: Commissioner Smith made a motion authorizing our Legal Counsel to move forward with Judicial review on the PERSI matter.

Executive Session Board of Commissioners Regular Meeting of January 13, 2021– The Commissioners, upon a unanimous roll call vote, went into the executive session, pursuant to Idaho Code Section 74-206 (1) (b) and (f) to consider evaluation of and to hear complaints against Fire District officers and employees, 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 1:23 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 matters of the

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executive session. At 1:50 p.m. Krystal Hinkle was in attendance. Information was then exchanged between Krystal Hinkle and the Commissioners regarding the subject matter of the executive session. Krystal Hinkle was then excused from attendance in executive session at 2:19 p.m. Information was then exchanged amount the Commissioners and legal counsel until 2:26 p.m. A motion was made by Commissioner Tim Crawford and seconded by Randal Feaster to recess executive session to be reconvened following the completion of the New Business agenda items in open session. The motion passed unanimously.

Annual Election of Officers:

- Chairman: Comm. Smith moved to elect Comm. Beatty as Chairman. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.
- Vice Chairman: Comm. Smith moved to elect Comm. McPherson as Vice Chairman. Comm. Crawford seconded the motion, motion passed with a unanimous voice vote.
- Treasurer: Comm. Smith moved to elect Comm. Crawford 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 2021. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.
- Officer of Administration/District Secretary/Bookkeeper: Comm. McPherson moved to appoint Krystal Hinkle as the Officer of Administration, District Secretary, and Bookkeeper for 2021. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.
- Attorney: Comm. McPherson moved to re-appoint White Peterson as the District's Attorneys. Comm. Feaster seconded the motion, motion passed with a unanimous voice vote.

Commissioners 2021 Committee Appointments:

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

Impact Fee Appointments:

- Comm. Smith made a motion approving Krystal Hinkle as the Impact Fee Administrator for the City of Kuna, Ada Co. and Canyon Co. Kara Medrano, Kesley Holder, Michael Larson, Jenna Von der ehe (Karl Von der ehe) and David Gronbeck have been appointment as the Joint Impact Fee Advisory Committee members. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

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Schedule Regular Monthly Meetings: Comm. Smith made a motion approving the scheduled monthly Commissioner Meetings to the 2nd Wednesday of each month at 1:00pm for 2021. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider 2021 Budget Revision – Tabled

Discuss and Consider MOU – COVID Sick Leave – The Chief put the MOU language together, but the Union indicated that they had not seen the language.

Due to the FFCRA ending December 31, 2020, the board would like to see some sort of proof showing that the employee has COVID before any covid sick leave is granted. The district is willing to pay for testing to ensure they are safe to come back to work.

Officer of Administration indicated that all full-time employees under III-A received free COVID testing.

The board asked the Union and Chief to come up with better language and bring it back next meeting.

Discuss and Consider Resolution Amending Chp 4 Title 3 – Approved Minutes –

Comm. Smith made a motion approving Resolution 2020-01 amending Chapter 4, Title 3. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Resolution Adding Security System and Records Policy –

Comm. Smith made a motion approving Resolution 2020-02 adding a Security System Policy and modifying the Records Policy. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider MOU – MERP Selection – Comm. Smith made a motion approving the MOU with Local 4165 that approves the selection of the Washington State Council for Fire Fighters Employee Benefit Trust (MERP). Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Resolution Approving the Chairman to sign the Joinder Agreement with the Washington State Council of Fire Fighters Employee Benefit Trust – Comm. Smith made a motion authorizing the Chairman to sign the Joinder Agreement with the Washington State Council of Fire Fighters Employee Benefit Trust for MERP benefits for Local 4165. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

Discuss and Consider Resolution Approving the Chairman to sign the 2021 Agreement with Ultimate Heating and Air – Comm. Smith made a motion authorizing the Chairman to sign the 2021 Agreement with Ultimate Heating and Air. Comm. McPherson seconded the motion, motion passed with a unanimous voice vote.

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2020 Auditor Agreement – Zwygart John & Associates – Smith made a motion authorizing the Chairman to sign the 2021 Agreement with Zwygart John & Associates for Audit Services. McPherson seconded the motion, motion passed with a unanimous voice vote.

Hardship Case 2020-04, 2020-05, 2020-06 - Officer of Administration, Krystal Hinkle provided an update for each Hardship Case. Each were evaluated and approved based of the Hardship grid approved by the Board of Commissioners.

2020-04 – 90% Write Off – Remaining Balance of \$95.67 - Total Write Off - \$861.06

2020-05 – 70% Write Off – Remaining Balance of \$197.53 - Total Write Off - \$460.90

2020-06 – 100% Write Off – Remaining Balance of \$0 - Total Write Off - \$1001.50

Pay Discrepancy Notice – Local 4165 - The Local 4165 is claiming there was a pay discrepancy form 12/20/2020-1/2/2021. Due to the pay periods overlapping years, the union feels the new salary should go into effect the first pay period in the year, even though a majority of the pay period are hours worked in the previous calendar year.

Officer of Administration admitted that her first time performing a new year's payroll in 2020, with the software of Kuna Fire was different than previous software's used. It does not provide the ability to enter two salaries with hours worked. Since timecards were turned in at the last minute, she did not want to delay payroll and gave them the new rate.

However, in 2021 and time under her belt, she has figured out the software and input the first payroll period in 2021 correct.

The board indicated this does not set a precedent, as it was in their benefit, but the last 15 years were performed the way Krystal Hinkle did it in 2021.

The board does not plan on asking the Union to payback the over payment.

Union President – Matt Coffelt understood what the board was stating. He just would like communication when things like that happen and consistency.

Chairman Beatty indicated it was consistent, but a benefit in 2020 for the Union Members and 2021 was correct.

Executive Session Board of Commissioners Regular Meeting of January 13, 2021 Reconvened– The Commissioners, upon a unanimous roll call vote, went into the executive session, pursuant to Idaho Code Section 74-206 (1) (b) and (f) to consider evaluation of and to hear complaints against Fire District officers and employees, 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 was reconvened at 3:07 p.m. and Chief Phil Roberts was in attendance along with all the Commissioners and Wm. F. Gigray, III who continued as secretary of the meeting. Information was exchanged between Chief Roberts and the Commissioners regarding the subject matter of the executive session until 3:45 p.m. when Chief Roberts was

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excused from attendance in executive session. The executive session continued and information was exchanged among the commissioners and legal counsel regarding the subject matter of the executive session until 3:49 p.m. at which time a motion was made by Commissioner Smith and seconded by Commissioner McPherson, to come out of executive session which motion passed unanimously.

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

Agenda Item 12: The Chairman asked for any Commissioners open discussion. There was none offered.

Agenda Item 13: Adjournment: The Chairman entertained a motion to adjourn which was moved and seconded and unanimously passed.

Respectfully submitted,

Krystal Hinkle, District Secretary

M.G. Bud Beatty, Chairman