

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
July 28, 2015 6:00 PM**

PRESENT:

Chairman Mundt
Commissioner Smith
Commissioner Lindsay
Chief Blubaum
Treasurer Swendig
Admin Asst. Saranto

CALL TO ORDER

Chairman Mundt called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTARY

Jim Wilson; Chief's compensation, has he done what you have asked him to? Has he submitted the reports you have requested? Has he had a formal evaluation? If he has done these things and is doing what is asked then he deserves a raise.

MINUTES OF PREVIOUS MEETING

Commissioner Lindsay moved to approve the minutes from June 23, 2015 meeting. Chairman Mundt 2nd the motion: **Motion carried**

EXECUTIVE SESSION

Chairman Mundt moved to go into Executive session to discuss personnel per Idaho Code 67-2345 (1) (B), Commissioner Smith 2nd the motion.

Roll call vote:

Chairman Mundt: Aye
Commissioner Lindsay: Nay
Commissioner Smith: Aye

Commissioner adjourned to Executive session at 6:07 p.m.

Chairman Mundt moved to end the Executive session and return to the regular session, Commissioner Lindsay 2nd the motion:

Roll call vote:

Chairman Mundt: Aye
Commissioner Lindsay: Aye
Commissioner Smith: Aye

Commissioners returned to regular session at 6:50 p.m.

TREASURER'S REPORT

Mrs. Swendig provided bills and financial reports. Commissioner Smith moved to pay the bills, Commissioner Lindsay 2nd the motion: Chairman Mundt Nay; he felt he could not do his due diligence for the District since he has not received weekly reports from the Chief. **Motion Carried**

Commissioner Lindsay moved to approve the Profit & Loss Budget vs. Actual and the Balance Sheet, Chairman Mundt 2nd the motion: **Motion Carried**

CHIEF'S REPORT

Chief Blubaum presented a four page Chief's report to the Commissioners.

We have 3 applicants that we will be interviewing.

Calls for Service: We have responded to 27 calls for service since our last BOC meeting. We responded to 6 medical, 4 illegal burns, 4 mutual aid requests from Worley Fire, 3 MVC, 2 citizen assists, 2 alarm activations, 1 smoke check, 1 utility problem, 1 standby, one 1 vehicle fire, one 1 WUI Taskforce activation, and 1 wildland fire.

Ironman: Ironman happened during the hottest day of the year. The air temperature was recorded at 105° in multiple locations along the bike course with temperatures soaring up to 158° on the asphalt. We staffed three aid stations with E221, E222, T260, R281, U201 and U299 at strategic places along the course.

BLS/QRU Agency Meeting: New EMS protocols; an app will be made available to our responders this month which will give them mobile access to the protocols. We also discussed the new ambulances and the stocking procedures, which will be in service within the next couple of weeks.

State EMS Inspection: We had our State EMS inspection and credentialed all of our EMS providers. We received high praise from the inspector as our equipment was easily findable, complete for non-transports, and none of it was expired.

Building Permits: We have received 6 residential and 1 commercial building permit, all were approved.

MKI Annual Budget: I am in the process of working up a draft budget. Again with the diligence of Mrs. Saranto, I have solid numbers to finally work off of. I am proposing a special meeting/budget workshop for August 11th at 1300 to go over the proposed budget with the Commissioners.

Facilities/Apparatus: Station has new lighting out front. This should equate to future savings on power.

We received the new brush truck back from Ford. It has been decaled and its new call sign will be B255. It is outfitted with equipment and has responded to several calls already.

B250 had an inside dual tire that was out of service and has been replaced, U299 had the distributor cap and spark plug wires replaced, tuned up, and serviced. I recommend that any future repairs in excess of \$500 be the breaking point to replace this vehicle, E221 has a leak from the tank to the pump hose line.

We have received our draft audit; we have a few journal entries to make before closing 2014. Talked to Worley Highway District about leasing office space; let's pursue it.

OLD BUSINESS

- 1) Fleet: We need to have pump and roll capabilities. Possibly fitting one of our brush trucks with a bumper nozzle. Chief Blubaum, Larry Mundt and Devon Riske will form a committee to put together a tender truck. T261's hubs are leaking oil real bad. Commissioner Lindsay is opposed to putting money into a truck we do not own.
- 2) Support Services/Recruit Volunteers: Terry Montanye and Chief Blubaum have come up with a list of duties/guidelines that could be done by volunteers. Volunteer's wanted flyer will be going out the first part of August. Bill Turner will put something on the Grange reader board and a banner will go up at the station; put in Nickels worth.
- 3) MKIFPD Statistics: Chief presented a worksheet of MKIFIRE statistics/call history; we will also e-mail it to the Commissioners.
- 4) Chief's Compensation: Chief presented his self-evaluation along with a worksheet of other Chief's salaries. Commissioner Lindsay stated according to policy #203 the Chief has done a lot in fire protection/fiscal responsibility for the Fire District. So he deserves a raise... If not now when? Commissioner Lindsay requested this be put on next month's agenda under old business with executive session.
- 5) Policies for Segregation of Duties/Monthly Timeline/Backdated Checks; Chief would like to put this on next month's agenda, we have a couple of questions on timeline to ask Mary.
- 6) Emergency Response Plan: The commissioners were emailed various plans; Commissioners requested more time to review.

NEW BUSINESS

- 1) Compensating volunteers: Commissioner Lindsay would like the volunteers to get paid for reimbursable events like Ironman. Chief Blubaum stated compensating volunteers for hours worked may make them employees. Chief Blubaum presented the Commissioners documentation with regards to FLSA, Social Security, and IRS; recommended they review them. Commissioner Smith suggested gift certificates.
- 2) Chief Report's monthly v.s. weekly: Chairman Mundt is requesting weekly reports. Commissioner Lindsay moved to have Chief do monthly reports, and Commissioner Smith 2nd the motion. Chairman Mundt Nay. Review in October. **Motion carried**
- 3) Adoption of Kootenai County All Hazard Plan: Needs to be adopted via Resolution.
- 4) IDL MOU: this covers trucks 251, 261 and 254; Chief Blubaum is uncomfortable signing the contract that states we will provide adequate maintenance and housing. Commissioner Lindsay moved to return IDL trucks 251, 261 and keep 254; Commissioner Smith 2nd the motion; Chairman Mundt Nay. **Motion Carried**

PUBLIC INPUT

James King: questioning the fire chief's salaries, was there benefits included? He thinks the value of structures is irrelevant, people are where the value is. He would like to see the population instead of assessed values.

Gretchen Houser: Communication is the key to success, Chairman Mundt and Chief Blubaum need to start communicating. If important things come up Chief needs to email the Commissioners.

Martha Cook: Agrees that all the commissioners need to be informed. Maybe Chief could do a weekly draft of his monthly report to the commissioners. She was also concerned about a 14 home subdivision that's going in with one road in and one road out. County has approved roads.

Sherry Mundt: wanted to thank all the MKI responders that helped her Mother when she fell. They were very wonderful with her mother while she was in pain. (Doug Weniger, Devon Riske and Jerry Green)

Randy Opp: has some concerns about the interview questions we are asking new volunteers. Wanted to encourage us to change some of our questions.

Terry Montanye: Why is the question "why do you want to be a career firefighter" offensive? I believe that volunteering is a career. Commissioner Lindsay would like to see the questions, he believes they might need some finessing to attract volunteers.

Jim Wilson: support services what are the jobs and their responsibilities. Job descriptions would be nice to see. Ultimately the Commissioners are in charge of the Fire District.

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

None

MOTION TO ADJOURN

Chairman Mundt moved to adjourn the meeting, Commissioner Lindsay 2nd the motion. **Motion carried 09:08 P.M.**

Respectfully Submitted,




Administrative Assistant Saranto

Approved,



Chairman Larry Mundt

Approved,



Commissioner J. Kelso Lindsay

Approved,

Commissioner Jim Smith

July 28, 2015

Personnel:

- We have taken in three applications for prospective volunteers. The interview committee will meet with them next week. All three come with varying ranges of experience from FFII to EMT. We have also handed out several applications.
- Mrs. Saranto continues to impress. It has taken some time but she has gotten QuickBooks up and running smooth and has established auto payments of utilities to forgo late fees. She is also working with different vendors to streamline the billing process and to ensure we are tax exempt. She has been working on a flyer, scheduling the annual picnic, organized personnel files and developing inventory lists, organized apparatus files, developing and creating electronic files in preparation of the 2015 Audit. Carmen and I spent a half day in Spirit Lake receiving training on the finer points of our Fire Programs software. She will soon be starting the process of loading mountains of data into this program. She is a true gem of an Admin Assistant and is by far the most competent Administrative Assistant this organization has had in the past five plus years. It is a true pleasure working with her.

Training:

- Since our last BOC meeting we have conducted American Heart Association (AHA) CPR recertification, Ironman debrief and 4th of July, Driver/District Familiarization, Pressure Tested hose, and debriefed the Wildman Lane fire.
- Mr. Heglie, Mr. Lindsay, and Mr. Mastin drove to South Boundary Fire in Naples, ID to retake the written portion of their FFI exam.

Calls for Service:

We have responded to twenty six (27) calls for service since our last BOC meeting. We responded to six (6) medical, four (4) illegal burns, four (4) mutual aid requests from Worley Fire, three (3) MVC, two (2) citizen assists, two (2) alarm activations, one (1) smoke check, one (1) utility problem, one (1) standby, one (1) vehicle fire, one (1) WUI Taskforce activation, and one (1) wildland fire. Year to date totals are currently unavailable as we have to yet calculate Ironman into the mix.

Notables were the following:

Standby for the Cape Horn Fire in Bayview. We had resources available but were never asked to assist. There was a significant breakdown in communications between incident command and dispatch.

We were activated as part of the Kootenai County Wildland Urban Interface Taskforce to respond to a major incident between Spokane and Spokane Valley. Fortunately, the fire was controlled quickly and we only made it to staging.

We responded to a wildland fire on Wildman Lane. This fire was quickly contained to 0.71 acres. After several days of mop-up and investigation, we have determined this fire to be human caused and intentionally set. This fire is currently under investigation.

Kootenai County Arson Taskforce

After twenty hours of investigative work, collecting evidence, research, compiling documents, and discussing findings with the Sheriff's Office, I spent half a day with the Arson Taskforce comparing similarities to the fires in the Dalton Gardens area. It appears there are several strong links to our fire on Wildman Lane to the Dalton area. This case is under investigation and the Sheriff's Office is following up on several leads for us. I will be working closely with the taskforce and sharing information which hopefully will lead to a conviction. As a notable point, intentionally setting fire to property is considered a felony in Idaho.

IRONMAN

Ironman happened during the hottest day of the year. The air temperature was recorded at 105° in multiple locations along the bike course with temperatures soaring up to 158° on the asphalt. We were overwhelmed for approximately two and a half hours. The number of athletes our responders looked at and treated was untold, but estimates are in the two hundred fifty to three hundred (250-300) range. We staffed three aid stations with E221, E222, T260, R281, U201 and U299 at strategic places along the course. This deployment model worked well as we had a medical call in district during the beginning phase of the race.

4th of July

The guys worked up a staffing plan for the 4th of July celebrations that take within district. Typically multiple residence display illegal aerial fireworks with the real potential of starting a fire. We caught a break this year and only assisted Worley fire with two mutual aid requests.

Cape Horn Fire

Significant problems arose from the Cape Horn Fire. Multiple agencies within Kootenai County were not dispatched. I met with a group of chiefs at Norther Lakes Fire for a day to discuss multiple possibilities to fix dispatch in the near future. We developed a box card model as an immediate fix to the ensure agencies receive all the resources available within Kootenai County upon request. We have also developed a model to identify and receive resources from the five most northern counties when an event appears to be uncontrolled and a potential disaster declaration occurs. We also discussed the impact to an agency when a disaster is declared and cost share goes into effect. Currently, Timberlake is looking to be on the hook for 600k to 800k for extinguishment costs.

North Idaho Fire Chiefs:

The NIFCA had two meetings this month. The first was a strategic planning session. We focused on the cost/benefits to the membership. Several changes to the structure of the organization will be proposed

at the August meeting which will include resources for individual agencies with regards to recruitment, retention, grants, and SOP's.

The second meeting was held in Post Falls and much of the discussion was on the current wildland season, a presentation from the Incident Commander of the Cape Horn Fire, and how OEM can effectively help defray the costs and assist during a disaster.

Kootenai County Fire Chiefs Meeting:

Needless to say, the Cape Horn fire was still a topic for discussion at the County Chiefs Meeting. Representatives from KC Sheriffs, Dispatch, IDL, USFS, and OEM. There was a heated discussion about agency responsibilities. Further meetings are being scheduled to iron out the many breakdowns. The chiefs are working from our end to shore up communications and dispatching issues.

KCEMSS Budget:

KCEMSS has gone through the stages of their budget process and has presented their budget at a public hearing to the County Commissioners in July. We will be receiving no reductions in our annual stipend. Anticipated funding will be \$7000.00. The process that that was implemented in 2014 is working well for the BLS agencies. Chief Way anticipates using a similar model for the ALS agencies next year which more than likely free up capital to put into equipment for all agencies.

BLS/QRU Agency Meeting:

We discussed the many new EMS protocols at the BLS/QRU meeting. An app will be made available to our responders this month which will give them mobile access to the protocols. We also discussed the new ambulances and the stocking procedures, which will be in service within the next couple of weeks. We are being directed to develop a stocking protocol for our QRU. Chief Way has announced there will be changes forthcoming to the way Idaho EMS handles grants. This should help smaller agencies such as ours.

State EMS Inspection:

We had our State EMS inspection and credentialed all of our EMS providers. We received high praise from the inspector as our equipment was easily findable, complete for non-transport, and none of it was expired. Our credentialing application was complete and all the questions/boxes were correctly checked. Typically an inspection takes several hours to complete; this one was done in twenty five minutes. This may be due to our success from last year and the great job our folks are doing keeping apparatus stocked and checked.

Life Safety Inspections:

I have inspected Camp Swayolakan and Camp Cross for life safety violations. Both will be working diligently to bring some safety concerns into compliance. I am scheduled to inspect Lutherhaven next week. We continue to work with the camps to fine-tune their emergency operations plans. We have also place burn restrictions on all camps and are working with staff members to develop future mitigation projects.

Building Permits:

We have received six (6) residential and one (1) commercial building permit, all were approved. I visited all the sites and spent approximately ten hours on the commercial review and several hours with Community Development on the commercial project. I have also met with two different architects/engineers on the residential side for several hours this month. We have completed inspections and final signatures of five (5) existing residential permits and a final sign off of a 13R sprinkler system. We have also receive notice of a new major subdivision intentions to move forward. This site was inspected and comments sent to Community Development.

MKI Annual Budget:

I am in the process of working up a draft budget. Again with the diligence of Mrs. Saranto, I have solid numbers to finally work off of. I am proposing a special meeting/budget workshop for August 11th at 1300 to go over the proposed budget with the Commissioners. This will afford me enough time to make changes before our public hearing on August 25th.

Facilities/Apparatus:

- You may notice as you drive by that the station has some new lighting out front. We have been without adequate illumination for a while and finally got an electrician out here to install LED light over the bays and place them on a photo cell. This should equate to future savings on power.
- We received the new brush truck back from Ford. It appears they did an extensive rebuild of the motor under warranty. We completely replaced all the hoses to the tank and pump, replaced ball valves, rewired the hose reel, retooled shelving, removed the tower lights, and installed a primer pump so it can draft. It has been decaled and its new call sign will be B255. It is outfitted with equipment and has responded to several calls already.
- B250 had an inside dual tire that was out of service and has been replaced.
- U299 was running horrible. We took it to Reliable Auto and had the distributor cap and spark plug wires replaces, tuned up, and serviced. It is now running ok. I recommend that any future repairs in excess of \$500 be the breaking point to replace this vehicle.
- E221 has a leak from the tank to the pump in a hose line. We are in the process of repairing it and have a temporary fix in place.