

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
September 26, 2017 6:00 PM**

PRESENT:

Chairman Mundt - larrysub3mki@aol.com
Commissioner Arhutick - marhutick@gmail.com
Commissioner Hauser – gretchensub2mki@frontier.com
Deputy Chief Riske - deputychief@mkifire.com
Carmen Saranto - admin@mkifire.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE :14

PUBLIC COMMENTARY :35

None

APPROVAL OF MINUTES FROM THE PRIOR MEETING (S) :40

Regular Monthly Meeting of August 22, 2017 CHAIRMAN MUNDT moved to approve the minutes as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried.**

APPROVAL OF BILLS AND FINANCIAL REPORTS

CHECK DETAIL 1:45

COMMISSIONER ARHUTICK asked about the 9/25 VISA charge to NI Blue Print classed as Utilities. Carmen stated it was in the wrong category. DEPUTY CHIEF RISKE stated it was for decals and signage and should be coded public relations. He also asked about the payment to Worley FPD for a bale of Excelsior; Burn Can Training. DEPUTY CHIEF RISKE stated it was for the fire training MKI conducted at their facility. It is material used to ignite a fire. CHAIRMAN MUNDT moved to approve the Check Detail Report as submitted. COMMISSIONER ARHUTICK 2nd: **Motion Carried**

PROFIT AND LOSS BUDGET VERSUS ACTUAL 8:55

COMMISSIONER ARHUTICK clarified that most of \$68,000 would be in carryover. CHAIRMAN MUNDT moved to approve the Profit and Loss Budget Versus Actual as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

BALANCE SHEET 11:40

CHAIRMAN MUNDT moved to approve the Balance Sheet as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

DEPUTY CHIEF'S REPORT 13:45

- a. Chad is now on board and has been a big help. He is in charge of Fleet and Assets. He has acquired additional shelving and has been organizing supplies at the station.
- b. The Fair was a huge success. 222 was on display and was a big attraction. Received 3 volunteer applications.
- c. Ironman was a challenging day. Volunteers were amazing and worked through a lot of difficult situations. He has recommended to the CdA Chiefs that Putnam be closed for future events and traffic be diverted to Tall Pines to reduce traffic issues.

- d. He, Chad and Dawson worked the Chilco recycle center fire. It was a five-day fire. He worked as the Safety Officer and worked with command. They all gained a lot of good hands on experience. A front-end loader rolled. Chad and Dawson ran the tender and dumped 40 loads of water. 4pm until 6am. Dried up four water systems. Saved a high voltage line. Laid 3-4000 feet of 5" hose.
- e. MKI has had eight calls in the past month including Chilco.
- f. Has been spending down the EMSS budget to within \$400. Purchased Stethoscopes, pull sock, monitors, testing strips, two ADD trainers with two extra sets of pads. CHAIRMAN MUNDT asked about Harborview request for ADD. DEPUTY CHIEF RISKE stated they could not come up with a pedestal to install. It is up to them to resolve.
- g. We are now in MODERATE fire danger due to decreased temperature and humidity. He had some concerns, as things are still very dry. Scott, Mica Fire Warden, assured him that it was not a concern. Back to issuing burn permits.
- h. Kootenai County Fire District Independent Contractor Agreement needs to be updated. Allows MKI to be Code Enforcer and collect \$45 for inspections.
- i. Chili Cook-off/Open house is October 7th. Flyers are available. They will be raising money for breast cancer awareness.
- j. PERSI Request. Provided the Board with information on PERSI and the impact of contracted versus part time employees.
- k. Oct 4th Western States will be surfacing and Oct 9th they will be doing the water pump. We will be without generator power for those two days. Computers may be shut down as well. Cost is split with WHD.
- l. He has a call out with the insurance company concerning bonding of the Treasurer.
- m. Tomorrow night 6:00 to 7:00 they will be providing flu shot to volunteers at the station.
- n. Fire Fighter I class starts November 21st at Worley. There are 10 from MKI enrolled and 4 from Worley. Only cost to MKI is fuel to get to and from MKI.
- o. Received a thank you card from the Bixbys.
- p. Received \$1500 from full Ironman. Previously received \$1000 from the half. He is still trying to get reimbursed for meals.

OLD BUSINESS

- a. **39:50 New Building** – Discussion. DEPUTY CHIEF RISKE updated the Board. KEC will be moving the line from stake to stake. The Board questioned if they were considering the possible location of the building when they bury the lines. DEPUTY CHIEF RISKE stated he spoke to Casey and told him why we needed the lines moved was because of the building. Nancy stated the package submitted had drawing of the proposed building and lines. They need \$10,000+ to move forward. Need to ensure lines are not under the new building as well as impact on drain field. Chad spoke to Jason Peppin at Panhandle Health concerning the Septic. Jason could not provide MKI with anything in writing, as there is currently no application. He is the AHJ (Authority Having Jurisdiction) and did assure Chad that when the original permit was drawn up for MKI and WHD it was much larger than what was required. Between the larger system than what was necessary and the type of usage we would be adding: kitchen, additional bath with shower, and sleeping quarters will not dramatically affect the amount of water we are putting into the sewer system and that the current system would be sufficient and not require expansion. DEPUTY CHIEF RISKE stated Ken Butcher is looking into Kootenai County exemptions for the size of our footprint and will work on drawing something up. He also obtained another quote for concrete and they would be able to do a 6" pour for \$12,000. CHAIRMAN MUNDT mentioned a new system for prefab installation.
- b. **51:48 Land Survey of MKI Property** – Discuss/Review/Approve. DEPUTY CHIEF RISKE has contacted H2 Land Survey. 3 of the 4 corners are recorded and they are working on the remainder as well as the property that was given to MKI from WHD. COMMISSIONER ARHUTICK stated the KEC application requires submission of a Warranty Deed with the application. DEPUTY CHIEF RISKE stated H2 had found all of the original deeding and he is trying to track down the portion WHD deeded to us. COMMISSIONER ARHUTICK asked if we

had anything in writing. CHAIRMAN MUNDT stated there was a formal agreement but he did not think it was ever recorded with the county. It will cost \$1500 to complete the survey. CHAIRMAN MUNDT also asked what is WHD position on our building and their plans to widen Kidd Island. Josh is aware of the issue.

- c. **56:29 SCBA's – Grant.** DEPUTY CHIEF RISKE stated there are workshops for the grant and chances of receiving a grant increase if you attend. He is watching for dates to open for our region and he would like to attend. The board agreed it would be beneficial for him to attend. Spirit Lake is getting rid of some of their low-pressure systems, as is another agency. They are only four years old. He is waiting on more information.

NEW BUSINESS

- a. **1:00:05 KCEMSS Security/Privacy Policies** – Discuss/Review/Approve. CHAIRMAN MUNDT stated if we want to do EMS, we need to sign it, no need to discuss. Also no need to have our attorney look at it as they would not accept any revisions from MKI. CHAIRMAN MUNDT moved to approve the KCEMSS Security/Privacy Policies. COMMISSIONER ARHUICK 2ND: **Motion Carried.**
- b. **1:01:24 KCEMSS HIPPA Bus. Assoc. Agreement** - Discuss/Review/Approve Budget. COMMISSIONER ARHUICK moved to approve the KCEMSS HIPPA Bus. Assoc. Agreement. CHAIRMAN MUNDT 2ND: **Motion Carried.**
- c. **1:02:06 Commissioner as Treasurer** – Discussion.

COMMISSIONER HAUSER stated she and Carmen had been discussing her being made Treasurer and Carmen had concerns about it affecting our audit because of the checks & balances and oversight of the district overlapping. COMMISSIONER HAUSER provided a detailed accounting of her discussions with both John Cafferty and Kris Mayhew concerning this matter.

She spoke to John Cafferty. He said because we are a small district there would be some overlap. He said to be sure to report ALL expenditures at the BOC meetings. He suggested I speak to the auditor and ask how we get a finding of “no findings”.

COMMISSIONER HAUSER spoke to Kris Mayhew, auditor with Magnuson & McHugh. He assured her our situation is pretty common. Quite often the appointed treasurer is a commissioner and that Nan's arrangement was quite unique. He emphasized that all was OK as long as there is oversight and checks & balances in place like the ones we have. She also spoke to him concerning having a backup to be able to perform Carmen's duties in her absence. He said that it is not only OK, it is important to have a contingency plan like that. From an audit perspective this is not a problem, it is more of an internal issue and would have no impact on our audit.

COMMISSIONER HAUSER also asked how we get a finding of no finding or as he called it, a Clean Audit Opinion. He told her this is not a complicated area especially due to the size and nature of our fire district. “Have good considerations from governance” with emphasis on working together. She told him Carmen, Devon and the commissioners do work well together. He was also happy to hear that she and Carmen not only work well together but that they communicate all the time. He did say he thought we were headed in a good direction as a district, she assumed from an audit perspective. He said he is an independent auditor for our financial system. An Audit “Opines” or gives an opinion on the financial statement. With government audits there is another component where they look at internal controls. The real risk would be if there were a Balance Sheet or a Profit & Loss document that is wildly wrong. Then you would have a problem. He said stated it is our job, as commissioners, to decide what the procedures are and where the checks and balances should be. Any “practical or prudent concern” can be handled with oversight and having that system of

internal controls, checks and balances in place. Like many others, we have limited resources but we can compensate with oversight. Oversight such as is a board member looking at Carmen's work or Carmen looking at the Treasures work or timesheets – who's signing off on the timesheets? Look at it objectively. Where are the controls? Is there an area where problems can happen and if so what controls can be used. Visit your segregation of duties. Revise to compensate if necessary and follow them. She and Carmen have been working on the policies and they are next on the agenda.

1:30:40 COMMISSIONER HAUSER forgot to mention bonding of the treasurer when this item was up for discussion and requested the Board return to it. The Statute says use a Bond but Glen Potter said it was not necessary. She spoke to John Cafferty and he said everyone uses insurance for their treasurer in lieu of a bond. Need a \$10,000 minimum coverage. DEPUTY CHIEF RISKE stated he is waiting to confirm with Glen Potter the amount of our coverage and he expects an answer tomorrow. She also questioned if the names are registered with the county? Carmen has notified the County Auditors office.

- d. **1:07:25 Policy #205 Contractual Treasurer** – Discuss/Review/Approve. A proposed policy was provided to the Board. COMMISSIONER HAUSER stated Cafferty had looked at them and the duties should be specific to the position not the person performing them. They will be adding two signature lines on the checks so it is more obvious. The “independent 3rd party” language is inaccurate and needs to be removed. CHAIRMAN MUNDT moved to adopt Policy #205 Contractual Treasurer as revised. COMMISSIONER HAUSER 2ND: **Motion Carried.**
- e. **1:10:48 Policy #216 Financial Segregation of Duties and Timelines** – Discuss/Review/Approve. A proposed policy was provided to the Board. Recommended change to add to admin assistant duties “helps prepare the budget”. CHAIRMAN MUNDT moved to adopt Policy #216 Financial Segregation of Duties and Timelines as modified. COMMISSIONER ARHUTICK 2ND: **Motion Carried.**
- f. **1:18:58 Removal of Trees on MKI Property** – Discuss/Review/Approve. DEPUTY CHIEF RISKE is proposing to remove six trees on the west side of the building. Three in the corner will remain. He plans to move the containers on the south side to the west with at least 3' walkway between the wall and container. Also one of the trees is stressed and poses a hazard. He would like to have the trees felled and have volunteers get saw time limbing the trees and cutting for firewood for the community. WHD has a chipper they can use and let community come get chips. There was discussion on the amount of chips that will be generated and a better way to dispose of. Clint Hull will haul the logs for saw logs. He has a quote of \$750 to take the 6 trees down. Stump removal runs at least \$65 per stump. There was discussion on cost to dispose and/or recycle chips. Possibly send email through Grange email to notify community to come get firewood. CHAIRMAN MUNDT moved to approve no more than \$3000 for the removal of the trees, stumps and clean up. COMMISSIONER ARHUICK 2ND: **Motion Carried.**
- g. **1:34:55 2016 - 2017 Fiscal Year End Budget Line Item Adjustments** The Board needs to reconcile last years budget anticipated to actual. Revised budget needs to be published prior to October 4th with a Budget Hearing held during the next regular BOC meeting in October. COMMISSION HAUSER and Carmen will work on it and provide it to the BOC.
- h. **1:38:50 2004 Dodge Durango SUV** - Discuss/Review/Approve. KCFR has a 2004 Dodge Durango with 174,000 miles they are getting rid of. It has been well maintained and would need a water pump and decaling. MKI just needs to make an offer. Value is \$2900. COMMISSIONER ARHUTICK moved to make an offer of \$2500 for the vehicle. CHAIRMAN MUNDT 2nd. **Motion Carried.**

EXECUTIVE SESSION: **1:42:25** COMMISSIONER MUNDT moved to go into Executive Session for: Discussion of personnel Pursuant to the Provisions of Idaho Code 74-206, subsection (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. COMMISSIONER HAUSER 2nd. **Motion Carried.**

COMMISSIONER MUNDT called for roll call vote:

Commissioner Mundt:	Yes
Commissioner Hauser:	Yes
Commissioner Arhutick:	Yes

Entered Executive Section at 7:42

End of Audio file: Sept 26, 2017-1.MP3
Devon Entered Executive Session at 7:47
Returned from Executive Session at 8:10
Start of Audio file: Sept 26, 2017-2.MP3

:04 CHAIRMAN MUNDT moved to return from Executive Session. COMMISSIONER ARHUTICK 2nd.
Motion Carried.

COMMISSIONER MUNDT called for roll call vote:

Commissioner Mundt:	Yes
Commissioner Hauser:	Yes
Commissioner Arhutick:	Yes

TAKE ACTION ON EXECUTIVE SESSION :21

None

PUBLIC INPUT :24

None

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE :29

COMMISSIONER ARHUTICK stated he would not be at the November BOC meeting. His first alternate will be going with him to Las Vegas for basketball game. He will see if Mike Carlson is available.

CHAIRMAN MUNDT will be here for Chili Cook-off, as he will be celebrating his 40th wedding anniversary.

ADJOURNMENT 1:28

CHAIRMAN MUNDT moved to adjourn. COMMISSIONER ARHUTICK 2nd: **Motion Carried.**
Meeting adjourned at 8:11 pm.

Respectfully Submitted,

Approved,


Nancy King


Commissioner Gretchen Hauser

Approved,

Approved,


Commissioner Mike Arhutick


Commissioner Larry Mundt