

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING**

May 23, 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
Treasurer Swendig - micameadows@frontier.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE :01

Chairman Mundt made a motion to amend the agenda to include Office Air in Old Business as it had been discussed in the past. Commissioner Hauser 2nd the motion: **Motion Carried.**

PUBLIC COMMENTARY :35

None

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

a. Regular Monthly Meeting of April 25, 2017

Chairman Mundt moved to approve the minutes as submitted. Commissioner Arhutick 2nd the motion.
Motion Carried.

b. Special Meeting of April 28, 2017 □

Chairman Mundt moved to approve the minutes as submitted. Commissioner Arhutick 2nd the motion.
Motion Carried.

c. Special Meeting May 3, 2017

Chairman Mundt moved to approve the minutes as submitted. Commissioner Hauser 2nd the motion.
Motion Carried. Chairman Mundt made note that the Board accepted Ray Lackey's resignation at the meeting.

APPROVAL OF BILLS AND FINANCIAL REPORTS 2:12

Bills and Financial Reports for May 2017

Check Detail:

Commissioner Arhutick questioned the KCFR charge on 5/19/2017 for Annual Maintenance and Oil Change for \$803.56. Deputy Chief Riske clarified there were additional repairs for gaskets, oil pan, etc. included in that charge. Commissioner Arhutick questioned Populus Services for propane valve shut off. Deputy Chief Riske stated the propane valve was shut off and the 3 units had to be bled. Was suggested to tag the valve to ensure the valve is not accidentally turned off in the future.

6:50

Chairman Mundt moved to approve the check detail as submitted. Commissioner Hauser 2nd the motion.
Motion Carried

Profit & Loss Budget versus Actual and Balance Sheet:

9:37

Chairman Mundt made a motion to approve the Profit & Loss Budget versus Actual, and Balance Sheet Reports as submitted. Commissioner Hauser 2nd the motion. **Motion Carried.**

DEPUTY CHIEF'S REPORT 10:13

- a. Deputy Riske stated it was a busy month. Not in calls but in other areas. Only 4 calls this month.
- b. Burning is closed, busy issuing permits.
- c. Brush truck has water in it and ready for the season. Pumps are working and will be doing training on drafting Wednesday.
- d. EVOT training has been completed by all volunteers.
- e. Conducting driving course starting tomorrow for 2-3 weeks.
- f. Attended Ironman meeting. Course information. Need to provide a roster and vehicle staffing to Coeur d'Alene Fire. MKI will be doing the full and half Ironman as in the past. Deputy Chief Riske is writing a Community Action grant for reimbursement. Commissioner Hauser asked as to payment based on the Fee Schedule. Coeur d'Alene Fire receives money from Ironman and disperses it through a Community Action Grant for a specific district need, not for manning the event. There was discussion on why we do it. The district received \$1500 last year and \$1000 the year prior. Last year there were 6-7 calls separate from Ironman. Helps to have equipment staged for emergencies that may arise due to the challenges Ironman poses for the district. Deputy Riske stated the volunteers enjoy it.
- g. 23:00 Jurisdiction/MKI Progress report. Deputy Chief Riske stated the report came from OEM. It addresses issues and concerns we have throughout the district. He sent it back to Sandy stating what we had and hadn't done. We have not built a boat dock/house, fire station, replaced outdated equipment, or conducted an active shooter exercise. He hopes to complete a camp walk-through before 1 June. Chief Riske wants to get an active shooter exercise accomplished at Lutherhaven.
- h. Active 911 App for Phone/tablet. \$12 per year per device. Provides more info on calls. Pager versus phone versus what is actually said. Currently missing critical info. Currently call is Pre announced, page it on pagers, then pages on phones. Info is often incomplete. A recent call the owner has stated they are not to enter property without law enforcement accompany does not show up. MKI does not have the Mobile Data Terminals other departments have. This would be in lieu of MDT's. Chairman Mundt move to approve purchase of Active 911 subscription. Commissioner Hauser 2nd the motion. **Motion Carried.**

OLD BUSINESS 30:00

- a. **Deputy Chief Job Description** Tabled
- b. **EMT Training** – Chief stated request has been submitted and awaiting approval.
- c. **Office Air** – Had been previously discussed. Air quality is an issue due to Worley Highway maintenance shop and office ventilation being tied together. There is no fresh air intake. Discussed placing a portable air-conditioning/heating window unit in the office that could be removed and used for future MKIFPD purposes. The board needs to provide a healthy environment for its employees. The office rental contract is up at the end of the year. Chairman Mundt moved to approve up to \$2000 to solve the air quality issue. Commissioner Arhutick 2nd the motion. **Motion Carried.**

NEW BUSINESS 38:20

a. Additional Truck Bays / Office Considerations

Deputy Riske discussed a 60'x80'x16' addition to the station to provide much needed shelter for apparatus. He has spoken with Steel Structures. Taking consideration of setbacks and easements, the property has enough room. Must be 25' from road, 15' from the fence, and 25' from road coming in. We do not own from the 2nd crack on the pad out (east). There was \$150,000 earmarked for something at the south end of the district. There are no volunteers in that area and better use would be to build here. There has been almost \$10,000 in vehicle repairs the past three years; much due to the extreme hot and cold on hoses, valves, etc. The pole building would run approximately \$66,000 with 4-5" slab. Heating would be an additional \$10,000. Commissioner Arhutick stated he felt a 5-6" reinforced slab would be more appropriate in looking to the future to handle the trucks loaded with

water. Deputy Chief Riske stated a 5" slab would be an additional \$24,000. Commissioner Hauser stated utilizing the community for the labor intensive prep work. According to notes from former chief Lackey there is no concern with Panhandle Health for the septic. Chairman Mundt requested a CAD drawing of the proposal of what it would look like and something in writing from the county on what is required to get this done as well as check with our attorney to make sure we are in compliance with requirements.. Deputy Riske stated bid law says if you get three bids you have to take the lowest. If you open for 30 days you pick who you want. Take 6 weeks to build. Would be able to move office back to station. It could be done in phases as well.

b. **New Fire Chief & Office Assistant 52:00** tabled until after Executive Session.

d. **Yard Care Equipment & Maintenance**

Deputy Chief Riske stated he wants to improve the grounds of the department. Commissioner Arhutick moved to approve up to \$500 for lawn maintenance items. Commissioner Hauser 2nd the motion. **Motion Carried.**

PUBLIC INPUT 56:15

Lynette Arhutick, 3477 Azure Waves. Stated she is sure the reason Ironman goes with the grant is so they can write it off on their taxes as a donation, rather than having to pay bills for the actual costs. If the volunteers like doing it great, but in the future we should be able to say no. We have hard costs that have to be covered and it is not up to them to say what we have to do when we are volunteering.

EXECUTIVE SESSION 57:08

Chairman Mundt moved to go into Executive Session to discuss 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 Arhutick 2nd. **Motion Carried**

Chairman Mundt called for roll call vote:

ROLL CALL VOTE:	
Commissioner Mundt:	Yes
Commissioner Hauser:	Yes
Commissioner Arhutick:	Yes

Entered Executive Session at 6:57 P.M.

End of Audio file: May 23, 2017-1.MP3

Start of Audio file: May 23, 2017-2.MP3

Audio file 2

:15

Chairman Mundt moved to end the Executive Session at 7:56 P.M. Commissioner Arhutick 2nd the motion.

Motion Carried

COMMISSIONER MUNDT called for roll call vote:

ROLL CALL VOTE:	
Commissioner Mundt:	Yes
Commissioner Hauser:	Yes
Commissioner Arhutick:	Yes

TAKE ACTION ON EXECUTIVE SESSION :35

Commissioner Arhutick moved that our contractual treasurer complete additional work as requested by the Board or Admin Assistant at \$25/hour. Commissioner Hauser 2nd. Discussion: Commissioner Hauser requested clarification. Commissioner Arhutick stated she is to do any work other than what's in her assigned contract that is requested by the Board or Admin Assistant at \$25 per hour. **Motion Carried**

New Fire Chief & Office Assistant (tabled from New Business until after Executive Session) 1:53

Chairman Mundt stated there was discussion on getting another person to help Deputy Chief Riske. He requested Deputy Chief Riske come up with 3 internal recommendations for interview to help as an assistant as well as a lieutenant or something. Someone that can take calls as well as respond. Chairman Mundt would like to find out from the attorney if it has to be advertised. Chairman Mundt does not want to advertise for a new chief or admin at this time. The public would be better served if we had another person that was a responder rather than someone that takes notes and hands it off to someone else to do the job. There were only 4 calls last month, that leaves a lot of time where someone could be doing admin jobs and here to go on calls if need be. It better serves the public.

Estelle Duggan wanted to understand how Devon can function without an admin assistant.

Chairman Mundt stated Devon is the Deputy Fire Chief, Nancy is temporarily helping 2 hours a day, 5 days a week. His phone number is posted so if he is not in office people can get a hold of him. Carmen is doing the financials which is the biggest and most important and it is working well. He would rather hire a responder that can serve the admin function as well. Public would be better served. When the phone rings someone needs to take action, rather than passing it on to someone to take action.

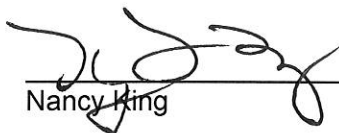
COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

None

ADJOURNMENT 6:09

Chairman Mundt moved to adjourn. Commissioner Arhutick 2nd: **Motion Carried**
Meeting adjourned at 8:02 pm.

Respectfully Submitted,



Nancy King

Approved,



Commissioner Mike Arhutick

Approved,



Commissioner Gretchen Hauser

Approved,



Commissioner Larry Mundt