

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
December 20, 2016 6:00 PM**

PRESENT:

Commissioner Mundt - larrysub3mki@aol.com
Commissioner Arhutick - marhutick@gmail.com
Randy Opp for Commissioner Hauser
Chief Riske - chief@mkifire.com
Treasurer Swendig – treasurer@mkifire.com
Exec. Asst. Saranto - admin@mkifire.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

COMMISSIONER MUNDT moved to amend the agenda. We need to swear in Randy Opp. COMMISSIONER ARHUTICK: Does it have to be on the agenda? COMMISSIONER MUNDT: Yes. COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried**

COMMISSIONER MUNDT performed the oath of office for Randy Opp Temporary Interim Successor for Commissioner Hauser for Sub-District 2.

PUBLIC COMMENTARY

None

APPROVAL OF MINUTES FROM THE PRIOR MEETING (S)

a. Regular Monthly Meeting of November 22, 2016

COMMISSIONER MUNDT moved to approve the minutes, COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried.**

b. Special Meetings of December 6, 7th and 8th, 2016

COMMISSIONER MUNDT moved to approve the Special Meeting minutes for Dec 6th, 7th and 8th, COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried.**

TREASURER'S REPORT

Check Detail Report:

COMMISSIONER MUNDT made a motion to move 9 g. Excess Fire Fighter clothing to 5.a. and move bills and financial reports for December 2016 to 5. B. since it is relevant to paying the bills. COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried**

CHIEF RISKE: This happened quite a few months ago. Jason ordered custom gear for 10 firefighters with MKI Fire on the back of them. What happened was the original 10 sets of turnouts we ordered were shipped to a different department and they gave them to their volunteers. Unifire loaned us 10 sets of turnouts until they could ship us the 10 sets we ordered with the understanding that we would return the ones they loaned us. There was no tracking on who received the loaner ones and Carmen was only able to find/return seven coats and five pants. The pants were \$710 apiece and the coats were \$1,175. COMMISSIONER ARHUTICK: So probably \$3,800 for the jackets and \$3,500 for the pants. COMMISSIONER ARHUTICK: This all started when? I never approved any bill to spend that kind of money. COMMISSIONER MUNDT: It's been 12 months? Are you telling me they ordered this a year ago? TREASURER SWENDIG: The invoice date is 12/16/16 which can't be correct. COMMISSIONER ARHUTICK: I'm trying to wrap my mind around how we spent almost \$20,000 without board approval. EXEC. ASST. SARANTO: You would have to ask Jason that. COMMISSIONER ARHUTICK: If he was here I would fire him right now honestly he would be gone. CHIEF RISKE: I 100% agree with you. COMMISSIONER ARHUTICK:

This is a capital expense. COMMISSIONER MUNDT: I think what happened is he came in and said I need to buy turnout for some people and that's as far as it went. That was his announcement and I do recall that and I assumed it would be followed up with an invoice and an amount and this is what we're going to do. EXEC. ASST. SARANTO: His argument on that would be each set was less than \$2,000 so he would not need board approval. COMMISSIONER MUNDT: We need to revise the policy to reflect that if you make individual purchases for a mass amount that's approved by the board. My first question is how we find this equipment that's worth about \$7,500 that we have to return or we're going to be paying for. It's from a different manufacturer we should be able to get the volunteers in here and find the missing gear. CHIEF RISKE: I'm going to play devil's advocate on that if you pull that gear from five guys then you're going to have to buy gear for those guys. COMMISSIONER ARHUTICK: What about all this gear upstairs? None of this will fit any of those people? If we find a volunteer with a set that needs to be returned then let's trade him with the turnouts that we have. Some of our turnouts upstairs are past 10 years old. CHIEF RISKE: I will try my hardest to get back those three sets. COMMISSIONER MUNDT: Am I to understand that this was ordered twice? EXEC. ASST. SARANTO: It was ordered and our shipment went to somebody else. COMMISSIONER MUNDT: Even though it has our name on them? EXEC. ASST. SARANTO: My guess is that it didn't have our name on them; they went to another department and were given out to their volunteers. Then Unifire discovered they had shipped them to the wrong address. So Unifire gave us a loaner 10 to use until they could manufacture the 10 that we ordered. When we received the shipment it had MKI Fire on it. COMMISSIONER ARHUTICK: This is a huge fiasco I guess now you're on the right track. I think you're doing a great job trying to find the loaners that we could possibly return. I guess as a Commissioner I am going to be expected to possibly cough up another \$7,500 in the future to pay for gear that we possibly own but there's a chance we may never see again. None of this went with Mr. Blubaum did it? CHIEF RISKE: He said as he left that he came here with his turnouts and helmet. I have no idea. COMMISSIONER MUNDT: It's beginning to look like we're a Fire Cache. Part of my concern and the reason I asked for it a year ago is the cost benefit analysis I was afraid we were buying a bunch of clothing for people that were here for a little while and then they're not. Devon you did an inventory how much of that gear is out of date? COMMISSIONER ARHUTICK: What is the expiration date 10 years? Between now and the next meeting I would think you need to take the entire out of date inventory out. CHIEF RISKE: I didn't want to pull anything out until I knew. So the turnout jackets 8 will come off the list. COMMISSIONER ARHUTICK: I think the best thing for us to do right now is to let Devon finish his inventory and try to find the loaners. I thank you for the work you've done Devon on this; you are making this a little bit easier to swallow. None of this is your fault. CHIEF RISKE: Here's my thing, I think we should have never purchased 10 sets of gear for 10 new guys. You don't get new gear until you have proven yourself. We have outfitted 10 new guys with gear and I haven't seen them. To me it was a misappropriation of funds. COMMISSIONER MUNDT: The reality here is our entire inventory isn't even here; we gave it to people that aren't producing and so our inventory is going to grow substantially. It would be great if they would actually do what they agreed to do. The reason I brought this forward was to make sure that we did not order 20 sets. CHIEF RISKE: No we did not. COMMISSIONER MUNDT: So it's just 10 sets and then we had the loaners that we have to find and return. COMMISSIONER ARHUTICK: So this is going to be a huge project for you and Chief Lackey when he gets here. COMMISSIONER MUNDT: How much extra did we pay for the embroidery and what purpose does it serve? Is there some benefit to have our names on to them? TREASURER SWENDIG: It doesn't break out the embroidery cost. COMMISSIONER MUNDT: Our employee committed us to it and now we don't have a choice but to pay the bill. COMMISSIONER ARHUTICK: Your correct our employee that we authorized to do certain things; we're stuck with the decisions.

LYNETTE ARHUTICK: Do you have the original order invoice that you sent in? EXEC. ASST. SARANTO: We don't do that. LYNETTE ARHUTICK: My thought was it would say on their specifically if it was supposed to be embroidered or not. COMMISSIONER ARHUTICK: We don't have ordering forms? There's no written paperwork that goes to these companies when we order something. TREASURER SWENDIG: We use to have purchase orders. COMMISSIONER ARHUTICK: You might see if you can find some for future use. In my mind when you're spending that kind of money there should be something in writing. RANDY OPP: You can let them know we'll pay the bill when they produce that order. COMMISSIONER ARHUTICK: If they cannot produce an invoice for the originals I'm pretty sure they won't be able to produce an invoice for the loaners. If we don't have the invoice within the next 30 days.... Go ahead with the process of finding the loaners; if we find them we'll send them back and if we don't we'll wait for Unifire to come ask for them.

COMMISSIONER ARHUTICK made a motion to pay the bills, COMMISSIONER MUNDT 2nd the motion: **Motion Carried.**

Profit and Loss Budget vs. Actual:

COMMISSIONER MUNDT moved to approve the Profit and Loss Budget vs. Actual as submitted, COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried.**

Balance Sheet:

COMMISSIONER MUNDT: We took two draws from LGIP? EXEC. ASST. SARANTO: Correct. COMMISSIONER MUNDT: And that's reflected here? EXEC. ASST. SARANTO: One is and the other one was just done today. COMMISSIONER ARHUTICK: Under Liabilities & Equity 2010 Deferred Tax Revenue is those overdue and not paid by taxpayers? TREASURER SWENDIG: Deferred tax revenue is mostly an accounting number that is carried forward. COMMISSIONER MUNDT: What are we referring to for 1300 Construction in Process? EXEC. ASST. SARANTO: That's tender 262; because it is not finished it's considered construction in process. Once it's in service it will become an asset.

COMMISSIONER MUNDT made a motion to approve the Balance Sheet as submitted, COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried.**

CHIEF'S REPORT

CHIEF RISKE: This last month we've had quite a few medical calls and mutually responses. We've been into town twice to backfill stations for Coeur d Alene. We've been working this month on five-minute drills; we will be continuing it in January. It's basically the first five minutes of the fire, jobs and responsibilities. I've been working to get the SCBA's cataloged and what truck there on. I've been working with the volunteers to make sure that all their gear's cataloged. COMMISSIONER MUNDT: What is the deadline on the SCB a grant? CHIEF RISKE: I don't know. I haven't been able to get into it yet. It's one of the things I have talked with Ray about. COMMISSIONER MUNDT: What about participation? CHIEF RISKE: It is really low; I would urge that the policies have some kind of attendance requirement. COMMISSIONER ARHUTICK: That's more a responsibility of the chief. Does that need to be a policy? CHIEF RISKE: I don't know. COMMISSIONER MUNDT: So how many people actually have gear? CHIEF RISKE: Everybody has gear. COMMISSIONER MUNDT: So approximately 30. CHIEF RISKE: I have been working on the cost benefit analysis for you I just wanted to wait till the year end.

COMMISSIONER ARHUTICK: I have been more focused on finding a new chief but after the first of the year we'll get started on the policy review committee. CHIEF RISKE: If you need help with that I'll be available.

COMMISSIONER ARHUTICK: Have you given any thought to putting placards in the trucks? CHIEF RISKE: We are. What we have been doing is each time we do an evolution we discussed what went well and what didn't and make a list. When we're done we'll laminate them and put them in the appropriate seats on the trucks.

COMMISSIONER ARHUTICK: While we're on the chief's report you sent us an email that the antenna is down; would you tell us more. CHIEF RISKE: The antenna at Mica Peak is down. I received an email this morning from Bob Kesson saying the Mica tower was down. We are the ones that are going to be most affected by that as well as Eastside Fire. They have a temporary fix for right now. As soon as I found out about it I group texted everybody.

OLD BUSINESS

a. Tender 262

CHIEF RISKE: It's currently down a Big Country getting the radio installed and more lighting. The cab is 24 Volt and everything else is 12 Volt; so they're trying to get a conversion for it. It's getting a backup alarm put on it also. After that it will go to Les Schwab's to get the tires checked out so that the treads match. I haven't done the tire chains just because if we have to get new tires I didn't want to have the wrong chains. COMMISSIONER MUNDT: The issue with the age of the tires is this in NFPA? Or is this an Idaho DOT? CHIEF RISKE: It's the Idaho State Statue for emergency vehicles. COMMISSIONER MUNDT: I'd like to see the paperwork on that. RANDY OPP: Did we get the step for the rail? CHIEF RISKE: Not yet because it's been gone.

b. Extrication Equipment

CHIEF RISKE: I'd like to table it. Tyler did not give me the information I asked for. I did talk over the cutting power that they quoted for the bigger set of cutters. There has not been anything it cannot cut yet and that's due to the high-pressure. The cutting powers way better off with high-pressure than low-pressure. That's why a lot of departments are switching to it, plus you can run more than one tool the same time without having to flip between two different lines. He thinks that he can also save us some money in reels by converting our stuff to high-pressure. I'd like to table that. To be honest with you that item is just for your information for the future, because I think that at some point it is important for us to go to it. COMMISSIONER MUNDT: It looks to me like a good grant

prospect, that's how we got it to begin with. It's a lot of money and we do have one. It's different when you have nothing. My whole point is if we're going to spend this kind of money how much better is it? Because that's all you're buying, is the better, because you have something it's not like you have nothing. I'm ready to move to tablets.

c. Tablets for C201 and R281

CHIEF RISKE: I gave you a little print out. I did more research other than just the Rugged X Slate R12's. Those were almost \$2,700 for just the tablet and then you have to add Spillman which is an annual fee. Spillman is what we actually get our dispatches through they give us an up-to-date what the call is, the location of the call, how to get to that call, kind of like a built in GPS all-in-one. But to run it you have to have a Wi-Fi hotspot that we can get through Verizon. I also looked at the Microsoft tablet. The one thing I didn't include in those is the case and it's running about \$80. This is another one of those items it would be nice to have and maybe this is something we can go over with Ray when he gets here. It's another one of those for your information things for in the future. The way that the county has gone is if the medic unit goes in route or an engine goes in route they don't call out on the radio they simply type it into the computer. So as a responder at Mica Kidd Island we don't know exactly what we're getting. So it becomes a little bit of a communication issue. That's not to say we can't call them and ask what medic unit and if they've gone in route yet. Also for a medical call you can get more up-to-date information on the patient as you're going there. COMMISSIONER MUNDT: We're still going to act as first responders. Basically we're going to find a patient get them stabilized and then direct the information we have. We're going to help the medic or whoever is coming in; we're not going to transport anyways. CHIEF RISKE: The one cool thing with having it and it would take some legality off the district I think is them being able to sign the refusal saying we came up to them. COMMISSIONER MUNDT: But we've had forms before. CHIEF RISKE: We have the forms. COMMISSIONER MUNDT: That's what we had to do before and then 10 minutes later "no I feel fine", and then 10 minutes later he's sitting on the ground and saying "I think I want to be transported", oh we've already turned the transport around because you signed this, but yeah I will get them turned around again. CHIEF RISKE: We have to try to figure out with Kootenai County EMS how we're going to put that in. One thing I learned this last week is we are not getting a tablet from them like Jason previous said. That will not be something they will do for us they don't feel that expense is justified for the amount of calls we run. COMMISSIONER MUNDT: I see on here lease is that an annual lease? EXEC. ASST. SARANTO: That's leasing the hotspot. COMMISSIONER MUNDT: It was on our wish list when I was running EMS calls. CHIEF RISKE: They would be nice but can I justify it with the amount of calls we run? COMMISSIONER ARHUTICK: Why don't we just wait until Mr. Lackey gets here we'll look at this, we'll table this again. On this piece of paper you've got hotspot lease, so you can buy it for \$200. CHIEF RISKE: Yes, you can buy it for \$200 COMMISSIONER ARHUTICK: So you own it outright you're not leasing it, so in two years you own it, the third year you're not paying. COMMISSIONER MUNDT: You were talking about counties aging tablets out; they're going to trade for something else because there getting old. CHIEF RISKE: They're going to another one probably something like R12 Slate rugged tablet as well. COMMISSIONER MUNDT: So how long did they use what they have? CHIEF RISKE: They've had those tablets for several years. They were talking about it at the BLS meeting, I think they were almost an eight year tablet with software updates; they lasted quite a while. The new tablets they're doing can do more. You can load more programs on them that are more helpful for reporting. COMMISSIONER MUNDT: The real question for me is how long could we expect to use it, we're going to spend X dollars, is this a four year investment and then we're going to need to upgrade to something else? Because that has to factor into your thought process. It's not a 10 year - 20 year thing, it's a 4 or 5 year thing. That changes your attitude about what this is going to cost per year. CHIEF RISKE: We had the same conversation Carmen and I earlier anymore you buy a computer and it's out of date the next day. I don't know how long Kootenai County EMS plans on using the tablets. I know they are going to spend quite a bit of money on them. That's why they are being courted by quite a few companies, starting in the middle of January. They're getting four or five different flavors of tablets. COMMISSIONER ARHUTICK: If you get a chance you might ask them what they feel their life expectancy for this purchase is going to be. COMMISSIONER MUNDT: How many failed because somebody dropped it or whatever. That's all I have, anybody have anything else? COMMISSIONER OPP: I'm curious how end of life their products will be. If they'll have a couple years of life left, at our service-level, when they surplus theirs out. COMMISSIONER MUNDT: Another thought.

EXECUTIVE SESSION (a.)

COMMISSIONER MUNDT moved to go into executive session to discuss personnel Pursuant to the Provisions of Idaho Code 74-206, subsection (1) (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, COMMISSIONER OPP: Do them all at once? COMMISSIONER MUNDT: We can't, we have to do them one at a time we have to go in and out and vote on everyone, COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Entered Executive Session at 6:59 P.M.

COMMISSIONER MUNDT moved to end the Executive Session at 7:24 P.M. COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

COMMISSIONER MUNDT moved to promote Devon Riske to Deputy Chief, paying \$18 an hour, 25 to 30 hours admin maximum. The reason I'm making that specific is the most valuable portion of your task will be responding and I don't want you to have any confusion that you've reached your admin maximum so you can't respond. That's not our intention; we recognize that it has to be flexible. This will include your personal health-insurance, vehicle 299, and a phone. And the one thing that I would like to include is I expect a weekly report. EXEC. ASST. SARANTO: U299 and fuel? COMMISSIONER MUNDT: Yes and fuel for business use. COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for discussion. COMMISSIONER MUNDT: The reason we're talking about the vehicle is the concern is it can't be used for transporting your family because they're not on the insurance. It's for business use.

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

EXECUTIVE SESSION (b.)

COMMISSIONER 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. Specifically to do an evaluation of Carmen, COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Entered Executive Session at 7:27 P.M.

COMMISSIONER MUNDT moved to end the Executive Session at 8:09 P.M. COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

COMMISSIONER MUNDT moved to raise Carmen's salary from \$17 to \$20. COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for discussion. When we made the change from a stipend on the insurance to group insurance that reduced Carmen's salary by \$1.08 an hour; part of this raise is to get that back. And in effect she will be making a \$1.92 more an hour than she was previously. She's done a stellar performance for us. We did ratings and evaluation and all I can say is I value her very much and I want her to continue. COMMISSIONER ARHUTICK: I second a lot of those and interestingly enough Commissioner Mundt and I compared our evaluations and we were almost identical. Those are two independent evaluations. I agree with Commissioner Mundt that she does deserve a raise. And this raise does not put her at the upper end of what's being paid at other departments. It's kind of toward the bottom third. The highest-paid executive assistant that I found around here was \$27. COMMISSIONER MUNDT: But they have a lot larger budgets than we have, and I want to do what we can do and I know what we can afford. This will be effective immediately.

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

EXECUTIVE SESSION (c.)

COMMISSIONER ARHUTICK moved to go into executive session to discuss Real Property Pursuant to the Provisions of Idaho Code 74-206, subsection (1) (c) to consider the acquisition of real property which is not owned by a public agency. COMMISSIONER MUNDT 2nd the motion:

COMMISSIONER ARHUTICK called for roll call vote:

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

Entered Executive Session at 8:12 P.M.

COMMISSIONER ARHUTICK moved to end the Executive Session at 8:26 P.M. COMMISSIONER OPP 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

COMMISSIONER ARHUTICK: No action to be taken on that session.

NEW BUSINESS

a. Deputy Chief

COMMISSIONER MUNDT: I think we've done that. Devon has been very valuable to us in this transition. He did put his name in to be considered for chief; ultimately that was not successful. This is an issue I brought up with several people prior. I see it as a weakness in our planning when you have one person that you're totally dependent on. It makes that person indispensable and I don't think we should ever be in that position. We should always have options. The chief can never take a vacation. Consequently I think the citizens will benefit, the volunteers will benefit and it will be a benefit to the chief that we didn't even discuss with him because we hadn't acted on it. It's something I've wanted to do, I just needed a path. COMMISSIONER ARHUTICK: I just want to second everything you said. One thing it will do is it will make vacation time much easier for the chief because we will have a person to fill in while he's gone. We will have a qualified person present. COMMISSIONER MUNDT: You can't predict when someone is going to get ill or injured.

b. Admin. Asst. Annual Review & Evaluation

COMMISSIONER MUNDT: We've done that too. I think Carmen is doing a great job. I think it's been really difficult for her in this transition. I appreciate her willing to sit on the board to review the candidates. That's an extra task that apart from all your other duties we're asking her to do. I think it's really valuable. I think you have an insight the rest of us may not have, and ultimately you're going to be working with the person more than anyone, so I really value your opinion there. EXEC. ASST. SARANTO: I really appreciate being included.

c. Vacation Policy Clarification

COMMISSIONER ARHUTICK: When we did this, my whole intent with this vacation policy was to get everything onto our fiscal year. And that's why basically on the 0 to 1 year, I have no vacation. I did not properly explain this. It's so that the first year you're here it's the first fiscal year that you worked for the department and therefore you get no vacation. The second fiscal year you get 80 hours. What I intended was if you started in March or April or May or January or September that's fiscal year one. You get no vacation. The problem with trying to run them on a calendar year or your employment year; the longer it goes the more convoluted. So if everybody just starts with nothing the first fiscal year and it goes forward from there, everybody's always on the same page. That was my intent. COMMISSIONER MUNDT: I did understand it that way; I may not have expressed it.

COMMISSIONER ARHUTICK moved to amend the employee vacation policy on the 0 to 1 year where it says none, in parentheses behind that add: all new hire start in first fiscal year regardless of hired date. COMMISSIONER MUNDT 2nd the motion:

COMMISSIONER ARHUTICK called for discussion. Is it clear now what I was trying to do? NAN SWENDIG: Just to clarify from my head. The new chief is the prime example. COMMISSIONER ARHUTICK: He will get no vacation until next year. NAN SWENDIG: Until October 1st. COMMISSIONER ARHUTICK: Right, unless the board approves some time, but the policy is zero. NAN SWENDIG: Even if you got hired in August? COMMISSIONER ARHUTICK: If you got hired in August you get two weeks in a month or two months whatever it is. It's kind of convoluted and a lot of people won't agree with it. NAN SWENDIG: For simplicity in bookkeeping and for auditing purposes I know the auditors are going to be happy with it. COMMISSIONER ARHUTICK: That's the only reason I tried to do it that way. As it is nothing's going to be affected right now. NAN SWENDIG: And you have three people to qualify for vacation so it's not like it's going to happen over and over and over again this is for our 3 admin people. COMMISSIONER ARHUTICK: Correct. NAN SWENDIG: So I don't see it as a huge deal. COMMISSIONER OPP: Two comments on that. In going through the minutes it sounds like there was quite a discussion that I missed. Seems like it might be fairer to say for 6 months no vacation and then give 20-40 hours. Going 10 months as a new chief sounds fairly harsh; I can't imagine that he'd be real happy to hear that he just accepted a position with no vacation for 10 months. COMMISSIONER ARHUTICK: Actually he's already aware of it. EXEC. ASST. SARANTO: He wasn't very happy with it. COMMISSIONER ARHUTICK: As a board we can give him 20 or 40 hours after six months. That's something we can look at. I'm just trying to get the three employees we have on one page for bookkeeping purposes. COMMISSIONER OPP: And I appreciate that. COMMISSIONER ARHUTICK: And then as the policy board goes on we can look at this and readdress it again. But that's my motion. COMMISSIONER OPP: My other comment was there was some discussion in the minutes knowing that employees sometimes don't take their vacation prorated through the year and wait until the last minute when we are in fire season. Do we want to say there could be two months of carryover beyond October 1? COMMISSIONER ARHUTICK: No. There will be no carryover. COMMISSIONER OPP: You would like them to take it in September. COMMISSIONER MUNDT: It creates a debt to the district if it goes past the fiscal year. NAN SWENDIG: It's a payroll liability. COMMISSIONER ARHUTICK: If they have two weeks and you get into next year and you have two weeks of vacation, a lot of people like to take Christmas and holidays. These are prepaid. Once you're in the second fiscal year you already accrued 80 hours of vacation. They're yours to use. So use them earlier in the year. That's the way I look at it. I originally didn't want to give that much in the first two years. I didn't want to give 80 hours, which mine was a lot different but this is what Commissioner Hauser wanted. COMMISSIONER MUNDT: It's also what I wanted. COMMISSIONER ARHUTICK: This is theirs. COMMISSIONER ARHUTICK: You got anymore? COMMISSIONER OPP: No, those were my two concerns.

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

d. Moving Expenses - Fire Chief

COMMISSIONER MUNDT moved to provide \$1,000 moving expense for the Fire Chief. I'd like to, and we've done this previously, COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for discussion

COMMISSIONER ARHUTICK: Is that going to be enough? We did \$1,000 10 years ago or 12 whatever it was. Is \$1,000 going to be enough to hire a moving van? COMMISSIONER MUNDT: I haven't looked into it. The reality is to me it's a token. I don't intend to attempt to pay all of his expenses. If you have something else in mind you can make your motion. COMMISSIONER ARHUTICK: Well I was thinking \$1,500. COMMISSIONER OPP: If you want a paid move it's going to run about \$10,000. So how far is he moving from? COMMISSIONER MUNDT: Colorado. COMMISSIONER ARHUTICK: Or should we try for \$2,000? I was thinking if he's going to rent a U-Haul /Ryder truck they might cost \$1,500 to \$2,000 I'm guessing. I was just trying to cover the truck expense, that's what we did the last time. He told us it was going to cost this much money to rent the truck and that's what we did, but I know rental fees have gone up a lot since then. COMMISSIONER MUNDT: I haven't looked into it. I'll rescind my motion if you have another one to make. COMMISSIONER ARHUTICK: I'd actually like to go to \$2,000 in my discussion. I think that's a fair amount. COMMISSIONER OPP: Up to \$2,000, make him aware that you expect it could be less?

COMMISSIONER ARHUTICK moved to offset his moving expenses up to \$2,000 and if it comes in at \$1,500 and he says we owe him \$1,500 we pay him \$1,500, COMMISSIONER OPP 2nd the motion:

COMMISSIONER MUNDT called for discussion.

COMMISSIONER OPP: I think putting our best foot forward with him is important. COMMISSIONER ARHUTICK: I think it is too. I'm already dinging him over on vacation. COMMISSIONER OPP: Yes you are. COMMISSIONER ARHUTICK: I'd like to give him a little carrot.

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

e. Record Retention Policy

COMMISSIONER ARHUTICK: This was actually Carmen's so we are going to let our admin assistant chair this one. EXEC. ASST. SARANTO: And due to the very full agenda and other items, I'd like to table it until next meeting.

f. Budget Line Item Adjustment

COMMISSIONER ARHUTICK made a motion to move \$15,000 from 6850 Capital Expenditure line item in the budget to 6960 Salary line item in the budget, COMMISSIONER MUNDT 2nd the motion: **Motion carried.**

g. Excess Firefighter Clothing

COMMISSIONER MUNDT: We have gone through excess firefighting clothing already.

h. MKI Inventory

COMMISSIONER MUNDT: The question I have is what you've been doing is looking at what you can physically put your hands on but my concern is where things are with people that have come and gone. What I'm wondering if we should be doing is looking at this more forensically. Over a time period we purchased this much stuff okay can we identify where it is, at least in a manner that's plus or minus 10% would probably be acceptable. CHIEF RISKE: Carmen has created a form, it's something that I asked for because we do need to track where our gear is and who has what gear. We've been filling out the form and then adding it to their employment file. So if somebody has this, this, this, and this it's all recorded with serial numbers and condition of items. We had a volunteer that decided not to be here anymore and he came back and I checked all the serial numbers to make sure everything matched, then he signed it and I signed it. That's what we are doing. That's the process we're

going through. COMMISSIONER MUNDT: As well as compare to purchase records? We purchased the stuff right. CHIEF RISKE: Yes. COMMISSIONER ARHUTICK: But do we have purchase records? COMMISSIONER MUNDT: We bought it and we've approved it and paid for it here. COMMISSIONER ARHUTICK: But the invoice doesn't really specify what was there does it. EXEC. ASST. SARANTO: Or who it went to. COMMISSIONER ARHUTICK: Just because we have an invoice from XYZ uniform company does that actually say we got 30 shirts or is it a flat amount? CHIEF RISKE: The one we just got from Unifire listed 10 of this and none of the serial numbers. So that would be hard for me to go back and say out of this batch from this invoice this is what we paid. COMMISSIONER MUNDT: It has more to do with over a period of time we bought 10 or 35 widgets. If I was Ray coming in I would insist that there was some sort of... because he's going to inherit somebody else's history and so we should do the best we can to give that a blank piece of paper rather than not. This is our golden opportunity to make this transition so he isn't forced to accept the responsibility of previous administration. You follow what I'm saying and why I'm going here? I think this is really important for him. CHIEF RISKE: I'll show you what I've started. Per volunteer I have roughly what training costs have been, what in the last year what their turnouts have been, that's just for a year so it's going to be awfully high because I don't have their life span. That would be the next thing I would have to do is go in and add for each one of them is their start date and stuff like that. But I can show you tonight what I've got going. It breaks it down in how many calls they've been on per month, all that kind of stuff so I can have it for each rig what rolls each month. I'm getting there. COMMISSIONER MUNDT: We're talking about two different things here. Because what you're talking about is cost-benefit analysis. And that's not what I'm talking about. What I'm talking about is MKI physical inventory that was purchased over a period of time that we still should be able to show that we possess it or how it was surplus. CHIEF RISKE: Ok. COMMISSIONER OPP: Radios, breathing apparatus some of the things that can disappear easily. EXEC. ASST. SARANTO: And we're trying to get that. We have done radio inventory; verified all the serial numbers. COMMISSIONER MUNDT: I would encourage you to talk to Ray. Why I'm bringing up the question and what would give him comfort on how to... in coming in here because ultimately what happens is we discover something like we did tonight and now we are screwing around with dates. The reality is that we can show we spent tax payer money on this stuff we ought to be able to show what happened to it. You follow my logic here? CHIEF RISKE: So you want to know what is actually here and what's actually out. COMMISSIONER MUNDT: So long as we can verify that it actually exists. It isn't going to be perfect I recognize that. EXEC. ASST. SARANTO: Record keeping on that end was a little.... COMMISSIONER MUNDT: It's a perfect opportunity to fix the problem. EXEC. ASST. SARANTO: And that's what we're trying to do. COMMISSIONER MUNDT: Recordkeeping was so poor then; this is an opportunity to fix that. EXEC. ASST. SARANTO: And that's how Devon and I have approached it, this is a good time to square things away. We've made forms and we're updating information. There are a lot of files that need to be updated that we are trying to get squared away before Ray's on board. CHIEF RISKE: We're trying to create a system. There wasn't a system before. You're just wanting to know what the cost was and do we actually have it or not? COMMISSIONER MUNDT: That's the simplest thing because people come and go and things get trashed. If somebody went into a fire their turnouts got ruined because of whatever. EXEC. ASST. SARANTO: So we document it and take it out of inventory. That's what we're creating a check in/out system so that you know what happened to it or where it went. COMMISSIONER MUNDT: If you're a cashier and you're going on shift they give you your till and you count it because this is what you were given. Essentially that's kind of what we're doing with Ray here so I'm trying to create something. EXEC. ASST. SARANTO: So that's what we did with the equipment. We created a form with all the serial numbers and sizes and everything and when we issue it they sign, Devon signs, or the chief signs, and when they bring it back, we check it all back in. COMMISSIONER ARHUTICK: You can sign? CHIEF RISKE: Either Carmen or I. We're trying to do it so that either Carmen or I are the two that are going to. There needs to be some accountability. I just don't want someone going up there anymore. EXEC. ASST. SARANTO: In the past it was just open if you needed something you went and got it.

CHIEF RISKE: We blew through the budget line item adjustment. I'm afraid because we didn't finish the tender in the last fiscal year budget cycle we didn't allocate any money in this budget cycle to finish the tender. COMMISSIONER MUNDT: I don't have a budget sheet in front of me but isn't there some other line adjustments that we can make. COMMISSIONER ARHUTICK: There are. There was \$195,600 I think, in that line and we just took \$15,000 out of it, but that's for Capital Expenditures, which that falls under. If we need to move money we can do that. We're not amending the budget we're just moving. CHIEF RISKE: We just wanted to make sure... because we had a budget last year we just wanted to kind of stick in the budget. Unless we have to get all new tires I'm not anticipating a ton more to spend on the tender. COMMISSIONER ARHUTICK: If the tires and that... does that come out of minor equipment? The account we blew all the money out of. CHIEF RISKE: It was. COMMISSIONER ARHUTICK: We'll if we need to move money we can cross that bridge when it comes. That's easy. CHIEF RISKE: We've been discussing this. COMMISSIONER ARHUTICK: If you have to get new tires I'd like the code dates on them three months or less please. CHIEF RISKE: Yes. NAN SWENDIG: New tires would probably go under fleet 6018. CHIEF RISKE: And that's a \$10,000 bill if we have to get new tires. COMMISSIONER ARHUTICK: I'm not spending 10 grand on year old tires. I realize that the former chief bought old tires.

PUBLIC INPUT

NANCY KING: I just want to say that, if I'm understanding you correctly that the vacation policy that's just been approved I think is inappropriate. My experience that for someone to have been on the job one month and is eligible for whatever the amount of leave was that was approved versus someone that just because of timing of hiring has to wait 12 months before they are eligible to get leave is inappropriate. In my work life it's always been a thing of you accrue it as you progress through the year based on the hours that you work you accrue X amount of leave. The amount of leave that you're able to accrue it is based on your time with a particular agency. The first year you're eligible for X number of hours of leave, when you hit a three-year mark you're eligible for a higher rate of vacation time. I just think it's inappropriate as approved. COMMISSIONER MUNDT: We can adjust it if in fact we get to the point where...I'm hoping we don't have to hire any more people. NAN SWENDIG: And that's something that can always be discussed at the time of hire. How often are we going to hire someone in September with the fiscal year starts in October? COMMISSIONER MUNDT: It's worthy of discussion at the time. COMMISSIONER OPP: It will be reviewed by the policy committee. COMMISSIONER ARHUTICK: It's a hard policy. I'm not happy with the way it's written at all. Part of our problem is our bookkeeping and not the carryover. It's really easy to do what you suggest if you carry stuff over; it's a piece of cake. NANCY KING: It doesn't have to have carryover just have to use it. COMMISSIONER ARHUTICK: But then you also said in your statement that that you have to accrue it as you're there so that means if you get 80 hours in a year, you don't get the 80 hours you don't even get the 40 hours until you've worked half a year is that what you said? NANCY KING: No basically, ok for the first year of employment I think NIC you got, I don't remember what the exact numbers were, but you get a week of vacation for the first year you're accrual rate equates out to say a week for the year. For the first month you may accrue a half a day. Come the second month you build your leave up to a day. The third month you've got a day and half, so that by the end of the first year you've got four days or whatever it comes out. COMMISSIONER ARHUTICK: Write it up and we work on this in the policy committee. NANCY KING: You can always put in the stipulation that there is no carryover; it has to be used. COMMISSIONER ARHUTICK: This whole vacation/sick time is a work in progress. You got my opinion on sick time. I don't believe in it. All government agencies do but I don't personally. I think it's a waste of taxpayers' money. It's like maternity leave I don't believe in that either.

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

None

MOTION TO ADJOURN

COMMISSIONER MUNDT moved to adjourn the meeting, COMMISSIONER ARHUTICK 2nd the motion: **Motion carried 8:54 P.M.**


Respectfully Submitted,


Exec. Asst. Saranto

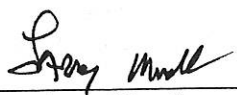
Approved,


Commissioner Mike Arhutick

Approved,


Commissioner Randy Opp

Approved,


Commissioner Larry Mundt