

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS REGULAR MEETING  
December 19, 2017 6:00 PM**

**PRESENT:**

Commissioner Arhutick - marhutick@gmail.com  
Commissioner Hauser - gretchensub2mki@frontier.com  
Chief Riske - deputychief@mkifire.com  
Carmen Saranto - admin@mkifire.com

**CALL TO ORDER**

Due to accident from weather conditions, the meeting was called to order at 6:09.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTARY :27**

Terry Montanye thanked Jim King and whoever helped to build the table/chair storage cart.

**APPROVAL OF MINUTES FROM THE PRIOR MEETING (S)**

**Regular Monthly Meeting of October 24, 2017 1:10** COMMISSIONER HAUSER moved to approve the minutes as submitted. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried**

**Regular Monthly Meeting of November 28, 2017 2:24** Since CHAIRMAN MUNDT was not in attendance and COMMISSIONER ARHUTICK did not attend the November 28<sup>th</sup> meeting approval is tabled until next meeting.

**APPROVAL OF BILLS AND FINANCIAL REPORTS**

**CHECK DETAIL 2:40**

COMMISSIONER ARHUTICK asked about the Snakepit/Enaville charge. CHIEF RISKE stated it was for lunch as it was recommended to take the truck up and over the pass a couple times to burn a tank of green diesel. COMMISSIONER ARHUTICK moved to approve the Check Detail Report as submitted.

COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried**

**BALANCE SHEET 4:50**

COMMISSIONER ARHUTICK asked if the increase in vehicles was for the tender and SUV we bought. Carmen stated it was. She also stated the Construction in Progress is for the new tender. Once she gets the final audit report it will go away and become a permanent fixed asset. Carmen will verify the construction in progress numbers and look into what the difference of \$100,000 is. Mary Richter the CPA has asset tracker software that takes into account depreciation in order to make journal entry adjustments. COMMISSIONER ARHUTICK moved to approve the Balance Sheet as submitted. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried**

**PROFIT AND LOSS BUDGET VERSUS ACTUAL 9:01**

COMMISSIONER HAUSER had a lot of questions. It was found that the incorrect report was provided. Carmen will pull the correct report and they will return to this item.

**CHIEF'S REPORT**

- a. **11:40** The banquet was a success. Everyone liked the jackets and he received a lot of good feedback.
- b. **12:35** He and Nancy are working on box cards. Will be the first time in our district to have complete list with rigs and zones. He is coordinating with Jen Keys in Dispatch, to review list as well as KCFR, Worley, and Cda Fire.
- c. **15:10** Working on policies apparatus and equipment use policies. We have SOG's from 2009 but no SOPs. Need to get better guidelines.

- d. **15:41** Met with COMMISSIONER ARHUTICK on exploring possibility of purchasing property to build station. Spoke with Ken Butcher and discussed some of the obstacles of building on our current site. Worley Highway is interested in purchasing our current property. Nancy spoke to Mr. Arrotta referenced old law on fence lines. Nancy stated his concern was how much of his property he was losing. She let him know he is not losing anything that the survey confirmed what KCgov has for property lines. She assisted him in accessing the KC.GOV website to see where the property line runs. COMMISSIONER ARHUTICK stated that fences do not determine property lines, surveys and pins do. Nancy stated she had done some initial research and there is a law out there but is not sure if this situation would apply. There may be legal cause on fences depending on the situation where someone could say that was their property. If Mr. Arrotta takes issue with the survey he would need to get an attorney.
- e. **24:50** Spoke to Kris Costella with the Fire Cache that has surplus supplies and equipment that you can get for free or next to nothing. They have marine grade paint that he is going to put in for to paint the cans. They have some lighting as well.
- f. **26:10** Looking at another option for EMT course in house to be discussed later. Meeting with Chief Maines on FF1 Class to improve training and future classes, FF1 and other courses. If we have more than 10 students the State pays for it.
- g. **27:36** Sign project is almost done. Will finish up in spring. All reflective now. Lots of compliments on how the grounds/station is looking. Lot of people stopping in.
- h. **28:43** 115 call YTD. Two today. Short the 134 from last year.
- i. **29:34** Lighting came in today. Chad will work on installing. Others are installed.
- j. **30:19** Fleet is good. May get rid of trailer. Rescue back in service. Chief rig still needing tires. Found some BF Goodrich tires that may be suitable. Has been asking around with other agencies to see what they are running. ISP runs siped and studded tires. COMMISSIONER ARHUTICK stated Goodyear has a good all season tire. The vehicle has an odd sized tire.

#### **PROFIT AND LOSS BUDGET VERSUS ACTUAL**

**37:07** Corrected report was provided. COMMISSIONER HAUSER asked about Public Relations which was at 97%. CHIEF RISKE stated it was for signage. COMMISSIONER HAUSER asked wages be added to next month agenda. COMMISSIONER HAUSER asked about district supplies at 51%. CHIEF RISKE stated it was for his desk. COMMISSIONER HAUSER asked about 107% on Building R&M. COMMISSIONER ARHUTICK stated there was the doors, and lighting. Carmen stated there was tree removal, stump grinding, generator maintenance, bay lights, signage, surveying, and heating maintenance. Liability insurance was just paid for the year. COMMISSIONER HAUSER clarified Vehicle R&M was at 65% because of the repairs to the vehicle. Fuel is at 53%, which was cut during the budgeting process because it was not used last year. They have been using a vehicle to go to training at Worley Fire. COMMISSIONER HAUSER stated Carmen is now under full-time wages. She requested that wages be added to next month's agenda. She asked if we are paying Chad for EMT studying. COMMISSIONER HAUSER mentioned the cost benefit analysis and spending that kind of money and what kind of guarantees do we have, especially if overtime comes into play. Needs to be added to next meetings agenda. COMMISSIONER ARHUTICK stated in the meantime to suspend studying at work until it is resolved. He also stated he does not have a problem as long as we are not paying him overtime to study. CHIEF RISKE stated what he has to do for the class is very involved especially with the timeline that was established. COMMISSIONER ARHUTICK stated he needs to stay under 106 hours per pay period and use flextime. COMMISSIONER ARHUTICK moved to approve the Profit and Loss Budget as submitted. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried**

#### **OLD BUSINESS**

- a. **New Building Progress 50:00** COMMISSIONER ARHUTICK met with CHIEF RISKE. Worley Highway would like to get our property back. We would need to get 5 acres to build on as we would need a well and septic. He asked Chief to see what possibilities are. He looked at property at Tall Pines and Kidd Island, near the Grange, and properties on the highway. COMMISSIONER ARHUTICK wants to have options. CHIEF RISKE stated Ken Butcher says we would be chasing variance after variance if we remodel our current station. COMMISSIONER HAUSER asked him to find out what the specific regulations are concerning lot coverage, zoning, setbacks, and conditional

use are. COMMISSIONER ARHUTICK stated we would need to find a piece of property first. At some point we are going to have to spend the money. He feels we could get donations from the public to fund it. Need to find the right location and piece of property.

- b. **SCBA's – Grant** 1:03:30 CHIEF RISKE checked with Spirit Lake and their equipment has been taken. He has been speaking to vendors and reps and they don't think we will have any issues obtaining the grant. We are 3 NFPA cycles behind, timing of our situation, being a rural district with volunteers will play into our ability to obtain the grant. Still waiting for grant to open. Hopes to take a grant writing class.
- c. **Policies 206, 207, 208** 1:06:17 COMMISSIONER HAUSER would like to table. CHIEF RISKE would like to get rid of Policy 206A and B and 207 since we now have job descriptions. Tabled discussion.
- d. **Volunteer Firefighter Job Description** 1:08:05 COMMISSIONER ARHUTICK moved to approve the Volunteer Firefighter job description. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried** COMMISSIONER ARHUTICK moved to delete current policy 206A and 206B COMMISSIONER HAUSER 2<sup>nd</sup>: Discussion clarified there was not currently a policy 206A or 206B, only 206. COMMISSIONER ARHUTICK amended his motion to delete policy 206. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried**
- e. **Vacation Policy** 1:17:32 COMMISSIONER ARHUTICK moved to approve the Vacation Policy as submitted. COMMISSIONER HAUSER 2<sup>ND</sup>: **Motion Carried**

## **NEW BUSINESS**

- a. **EMT Class Options** 1:19:33 CHIEF RISKE had sent an email to BOC. He has found another option for an EMT class with Scott and Gretchen Hayes teaching the class. He is the fire warden at IDL and a teaching paramedic as is his wife. Costs \$1000 per person with 100 hours class time on Tues/Thurs. Would be for MKI only. Need minimum of 6 people, 10-12 max. First month would be 1 day/week then go to 2 days/week, hours to be determined. We currently have \$13,000 set aside. Chad will be done with his by then and CHIEF RISKE hopes to test end of January. Needs to coordinate with KCEMSS. CHIEF RISKE would like to get a contract for commitment for those taking the EMT class. It would need to be reviewed by the attorney. COMMISSIONER HAUSER asked if there are any in district volunteers that would be interested. CHIEF RISKE will give in district priority for the class. Terry Montanye stated he stresses commitment/ possible contract during the interview process. COMMISSIONER ARHUTICK moved to allow CHIEF RISKE to get a minimum of 6 and max of 8 recruits for class. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried** COMMISSIONER ARHUTICK asked that Chief Riske get with the attorney to get a commitment letter drafted. COMMISSIONER HAUSER asked if Chad or Devon would need to attend. Chief will have a presence.
- b. **Low Angle Rescue Equipment Purchase** 1:33:23 CHIEF RISKE provided the Board with pricing for the equipment. \$12,000 for 4 times a year use. Would have a specialty unit established to perform these rescues. COMMISSIONER ARHUTICK stated it be put in the budget for the upcoming year.
- c. **Office Space** 1:36:00 CHIEF RISKE would like to move the office back to the station. Currently spend close to \$10,000 a year in rent. He would like to rework the stairs for better utilization of space. There was discussion on various options for reconfiguration; including a wall. COMMISSIONER ARHUTICK asked the Chief to get a quote for putting up a wall with options to heat/cool, cost to transfer phone lines, insulation, and electrical. Nancy stated the Kootenai County Commissioners did not adopt the International Building Code and as of January 1<sup>st</sup> permits are not required except for electrical, plumbing and mechanical. Add to next month agenda.
- d. **Uniform Policy** 1:52:20 COMMISSIONER HAUSER moved to approve the Uniform Policy as submitted. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried** Vote was rescinded COMMISSIONER ARHUTICK moved to amend policy as submitted to remove "non-personalized" from item 7. COMMISSIONER HAUSER 2<sup>ND</sup>: **Motion Carried**
- e. **EMT Job Description** 2:02:18 COMMISSIONER ARHUTICK moved to approve EMT Job description with response time change, D5 from 15 to 20 minutes. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried**. COMMISSIONER HAUSER moved to remove Policy 207. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried** COMMISSIONER ARHUTICK asked if we do a vision test. We need to obtain a test.

- f. **2018 Meeting Calendar 2:14:00** COMMISSIONER ARHUTICK moved to approve Meeting Calendar amended to indicate exceptions. COMMISSIONER HAUSER 2<sup>nd</sup>: **Motion Carried**

**EXECUTIVE SESSION: 2:17:00**

None

**TAKE ACTION ON EXECUTIVE SESSION**

N/A

**PUBLIC INPUT 2:17:12**

Lynette Arhutick, 3477 Azure Waves stated it is a good idea to look at purchasing property to plan for the future.

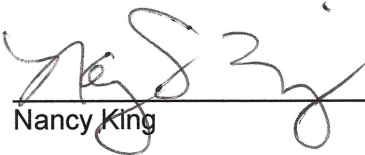
**COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE 2:19:49**

None

**ADJOURNMENT 2:20:05**

COMMISSIONER HAUSER moved to adjourn. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried**  
Meeting adjourned at 8:29 pm.

Respectfully Submitted,

  
\_\_\_\_\_  
Nancy King

Approved,

  
\_\_\_\_\_  
Commissioner Michael Arhutick

Approved,

  
\_\_\_\_\_  
Commissioner Gretchen Hauser