

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS REGULAR MEETING  
April 25, 2017 6:00 PM**

**PRESENT:**

Chairman Mundt - larrysub3mki@aol.com  
Commissioner Arhutick - marhutick@gmail.com  
Commissioner Hauser – gretchensub2mki@frontier.com  
Chief Lackey- chief@mkifire.com  
Deputy Chief Riske - deputychief@mkifire.com  
Admin Asst. Saranto - admin@mkifire.com  
Treasurer Swendig - micameadows@frontier.com

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTARY**

None

**APPROVAL OF MINUTES FROM THE PRIOR MEETING (S) - :20**

**a. Regular Monthly Meeting of February 28, 2017**

Lee Toedter and Mike Carlson were in attendance. Commissioner Pro-Tem Carlson had a one-word correction. Page 17 under commissioner's comments has 'chopper' and it should read 'chaplain'.

Commissioner Hauser moved to approve the minutes as corrected. Commissioner Pro-Tem Carlson 2<sup>nd</sup> the motion: **Motion Carried.**

**b. Regular Monthly Meeting of March 28, 2017**

Chairman Mundt moved to approve the minutes as submitted. Commissioner Arhutick 2<sup>nd</sup> the motion: **Motion Carried.**

**c. Special Meeting April 12, 2017**

Chairman Mundt moved to approve the minutes as submitted. Commissioner Hauser 2<sup>nd</sup> the motion: **Motion Carried.**

**APPROVAL OF BILLS AND FINANCIAL REPORTS - 2:06**

**Bills and Financial Reports for January 2017**

Chairman Mundt made a motion to approve the check detail as submitted. Commissioner Hauser 2<sup>nd</sup> the motion: **Motion Carried**

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

## **CHIEF'S REPORT - 5:48**

1. They had 10 calls: 5 EMS, 4 Motor Vehicle Accidents, 1 Mutual Aid to Worley Fire for a structure fire.
2. They have done 4 final reviews for residences and have started 3 more.
3. He thanked Devon for his work on getting volunteers set up for the Academy.
4. Kootenai County Dispatch is switching to new software that will allow for mass notification based on cell tower and cell phone location rather than registered address.
5. IDL expects to see more wildland fires from lightning strikes this year but not as large.
6. KCEMSS will be increasing their base rate 3% this next year.
7. Chief attended the Idaho Fire Chief Conference. Met a lot of people.
8. St. Maries Fire District has a robust incentive program based on training attended. They provide t-shirts, sweatshirts and hats. They utilize young volunteers and expect 2-3 years of service. Chairman Mundt stated Eastside Fire has a point based incentive program. Chief stated Hauser Fire has random drawings throughout the year for incentive to get people to training. He is looking to see what would work at MKIFD.
9. 2015 Fire Code has been adopted. This will apply to new builds. Will have no impact on projects that have already started. Not a lot of changes.

## **DEPUTY CHIEF'S REPORT - 9:45**

1. Brush trucks have gone through spring/summer oil changes/maintenance.
2. Chief and Deputy Chief's rigs have received servicing. There are some issues that need to be addressed.
3. Monday, April 24<sup>th</sup> several volunteers went to Fire Prevention Day at Winton Elementary. They were able to show eighty 1<sup>st</sup> graders the fire truck and handed out stickers and pencils.
4. Training has been going good. There is a board in the station that shows forecasted training for the next four months and what will be covered. Volunteers and public will be able to see what is going on. 1<sup>st</sup> Wednesday is family meal. They have been doing wildland training. Will be finishing refresher tomorrow night and testing those that have not taken the course.

## **OLD BUSINESS**

### **a. EMT Training - 12:30**

1. Deputy Chief Riske stated Chief Lackey received information on a possible grant from KCEMSS to cover the costs for training. If students don't pass the course they could be on the hook for \$1,000. Chief Lackey stated there are not a lot of specific details available at this time. Deputy Chief Riske will need to follow up with Adam to get more details.
2. Deputy Chief Riske stated Carmen found information on EMS Continuing Education that McNeil and Company offers.
3. Nan Swendig stated they are required to have 42 hours of continuing education every 3 years. She stated she took the American Heart Association Instructor refresher course. There is an EMS instructor with the West Pend Oreille FD that may be a resource to teach. She can get her name if there is an interest.
4. Deputy Chief Riske stated Ben Deon at Worley Fire is almost done with his as well and has offered to help with the continuing education hours.
5. Deputy Chief Riske stated there are different training cycles:  
Jan 1<sup>st</sup> 2017 - June 30<sup>th</sup> 2017  
August 1<sup>st</sup> 2017 – December 31<sup>st</sup> 2017  
January 1<sup>st</sup> 2018 – March 30, 2018  
Nan stated hers expires on March 2018.  
Eligibility is for Idaho Rural EMS Agencies that are at least 50% volunteers.



## NEW BUSINESS

### **Carmen's Resignation / Admin Position Open - 18:00**

1. Chairman Mundt announced Carmen is resigning effective April 27<sup>th</sup>. He stated it was a pleasure working with her and she will be greatly missed and her efforts are greatly appreciated.
2. Commissioner Hauser stated she will be missed terribly, that she has been absolutely wonderful, the glue and she will not be leaving her alone.
3. Commissioner Arhutick stated she will be hard to replace.
4. Nan Swendig stated it will be close to impossible to replace her.
5. Carmen stated she enjoyed working with MKI.

**19:07** Chairman Mundt stated there are a couple items he would like to wait until after Executive Session: Admin Position Open and Deputy Chief Compensation.

Since there is a lot to do tonight, Chairman Mundt made a motion to table Deputy Chief Job Description, Office Space Considerations and Fire Station Laundry – Bathroom Modifications until next meeting. Commissioner Hauser 2<sup>nd</sup> the motion: **Motion Carried**

### **Finalize Office Hours - 20:00**

Chairman Mundt stated at the last meeting the board requested a solution be proposed to ensure the office is open 5 days per week. Chief Lackey has provided a tentative outline.

Commissioner Hauser had put together some information before receiving the outline/calendar. She would like to see both Ray & Devon work 5 days a week. This is in the chief's job description and may be in the Deputy Chiefs job description, 40 hour ++. This will have them both in district, 5 days a week and able to respond quickly. They can still alternate weekends, Saturday & Sunday, on call. This follows the 80/20% on call document. The goal of the district and our #1 concern is to respond, not to provide 3 day weekends off. Devon had no time off for the 3 months he was interim chief and the first month Ray was here and he did not burn out. We hired Devon to be a paid responder as well as the chief, not instead of. Volunteer #'s are down as well as having "very green volunteers" so we need responders in district as much as possible. They are being paid to do this and that is why we hired them. This is one of the reasons we want to put Devon on salary. He will have to work, train and respond as an exempt employee, not being able to receive overtime while working as many hours as required. This is all in the job descriptions and on the expectations list they have both signed. She is sorry if you envisioned something else. We envisioned a working chief/deputy chief.

Commission Hauser moved that they establish office hours 9 to 5, M-F, and alternate every other weekend on call. Commissioner Arhutick 2<sup>nd</sup>

Discussion:

Chief Lackey asked if it was 9-5 or 8-4 and 9-5? He asked if he came in 8-4 and Devon came in 9-5 it would provide an additional hour of coverage to the District. He wants to understand the intent of the letter of the motion

Commissioner Hauser stated the intent is to provide as much coverage as possible. Devon is an additional responder not an instead of responder.

Chief Lackey stated with the expectation that he and Devon are on call for as many hours as expected, having 1 day off every other week makes it easier to deal with the things each of you get to deal with in

the evening such as going shopping with your family, going to the hardware store, getting haircuts and car repaired. With the responsibility of responding in the evenings it cuts down on our ability to perform other functions of life. That was why he was hoping for the alternating Fridays off to compensate for some of that, and make up for the time they spend here on weekends and training and so forth. He's not stating he wants to work 40 hours and that's it, he's not stating he does not want to go on calls, or that Devon does not want to go on calls either. It's a matter of trying to make this workable for all involved.

Commissioner Hauser stated that was not within the agreement that he signed and Devon signed and was not their original intent. Also in regard to getting in the way of life they all have that. She works all day, Carmen works all day, everybody here works all day and still get things done that they have to get done.

Chief Lackey stated it's not the working all day or the 40- 45 to 50 hours he puts in every week. That's not the reason that he requested the alternating Friday. His request was to help make up for the lost weekends where he is on call or going on calls or training or conferences. As far as the agreement that was signed, it doesn't not fall within that either. The agreement that we discussed in executive session, and cannot be discussed here.

Commissioner Hauser stated right now we are not in a position that is why we need them to be here. The math comes out to 73 days out of the year which is every other weekend, which is 52 plus 2 weeks vacation that's another 10 which is 62 which leaves you with another 11 days for sick time or whatever, where you are not required to be here, so there is some leeway there. She does not feel having every other weekend is the answer. It can be worked within the agreement that was made and she feels they both need to be there as much as possible, to cover the district. That is why he was hired, that's why Devon was hired and she has spoken to him about that since day one.

Commissioner Arhutick stated it's probably better that he not comment because he always worked 70 hours week and always got things done after work and also worked a lot of weekends. He stated he was the wrong person to ask on hours.

Motion was made and 2<sup>nd</sup>: **Motion Carried**

#### **EMT License Status - Ray/Devon - 30:40**

Chief Lackey stated he is waiting on the National Registry to give him the ok to test. Once he does that he will be able to get his State EMT license through Idaho. Process takes 3 to 4 months.

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Deputy Chief Riske stated he has to take the refresher course and retest.

#### **Minutes - Revising - 32:33**

Commissioner Hauser moved that minutes be changed to be actual minutes instead of a transcript, that they reflect the subject, the vote, the persons who voted etc. and for each agenda item or subject, there be a time stamp for its place on the recording and refer to the recording for more detail. This was John Cafferty's idea. Chairman Mundt 2<sup>nd</sup>: **Motion Carried**

#### **Fleet - Annual Maintenance Issues - 33:25**

Deputy Chief Riske provided the board with a summary of needed vehicle repairs. There was lengthy discussion on repairs, vehicle usage, frequency of use, positioning of trucks, and options available.

Chairman Mundt moved to make the necessary repairs to 252, 255, 299 as provided by Deputy Chief Riske. Commissioner Arhutick 2<sup>nd</sup>: **Motion Carried**



Commissioner Arhutick moved to return B254 to IDL. Chairman Mundt 2<sup>nd</sup>: **Motion Carried**

**Public Input - 50:25**

Terry Montanye: 2139 Mount Vista Dr. He expressed his appreciation to Carmen and stated she was the finest the department has had. She is highly organized and is a gem. He is sad to see her go and thinks she has been as great asset to the department.

**Executive Session - 51:25**

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

Roll Call: Larry Mundt, Gretchen Hauser, Mike Arhutick

End of Audio file: April 25, 2017-1.MP3

Start of Audio file: April 25, 2017-2.MP3 Audio file 2 - :05

Chairman Mundt moved to end Executive Session Commissioner Arhutick 2<sup>nd</sup>: **Motion Carried**

Roll Call: Larry Mundt, Gretchen Hauser, Mike Arhutick returned from Executive Session at 20:39

**Take Action on Executive Session - :23**

Chairman Mundt moved to have Carmen help us in this stop gap with financials. She will retain access to the LGIP account, process payroll every 2 weeks, do the payroll taxes, quarterly's, pay bills, write checks, prepare financial reports for the BOC meetings, anything financially related and retain personnel files. We anticipate this to take Carmen approximately not to exceed 40 hours per month at \$25/hour. Commissioner Arhutick 2<sup>nd</sup>: **Motion Carried**

Chairman Mundt moved to have Nancy King work approximately 2 hours per day to fill in some of our tasks that will include but not be limited to secretarial, administrative, customer service, receptionist, burn permits, website, Facebook page, prepare for meetings, minutes, archive documents, get mail, open and distribute. We will be paying her \$25/hr. Commissioner Arhutick 2<sup>nd</sup>: **Motion Carried**

Chairman Mundt explained that these actions result in a cost savings. A temp is also an option if the gap is not filled well enough. He does not want to advertise for the position at this time. He would like a little time to go on to see how well it will work. It's going to be exceptionally difficult to fill the position.

Chairman Mundt moved that Carmen retain possession of MKI office keys with access to the office to get MKI work done or grab materials to work from home, the MKI laptop with external hard drive, to enable her to work from home. MKI cell phone to be accessible for questions or immediate needs her MKI credit card because the office and station utilities are charged on it also it's under her social security number. Commissioner Arhutick 2<sup>nd</sup>: **Motion Carried**

Chairman Mundt made a motion with regards to hiring the Deputy Fire Chief. The position reports directly to the MKIFPD BOC. Base salary: \$45,000 will be paid in bi-monthly installments and subject to deductions for taxes and other withholdings as required by law or the policies of MKI Fire District beginning on May1, 2017. Benefits: Employee Medical Insurance and Public Employee Retirement System of Idaho (PERSI) employer and employee contributions to PERSI are determined annually, and

paid in bi-monthly installments. Vacation: See attached Vacation Policy. CAR/Phone/Expenses: Deputy Chief's Command Vehicle (for official use only) and gasoline inclusive in this position as well as cell phone. Normal and reasonable expenses will be reimbursed on a monthly basis per MKI Fire District policy. Your employment with MKIFPD is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. You acknowledge that this offer letter represents the entire agreement between you and MKIFPD and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon MKIFPD. If you are in agreement with the above outline, please sign below. Commissioner Hauser 2<sup>nd</sup>: **Motion Carried**

All parties signed the employment document.

**Commissioners Comments and/or Correspondence - 8:08**

Commissioner Arhutick stated he would miss Carmen a bunch. She stated she would miss them as well.

**Adjournment - 8:25**

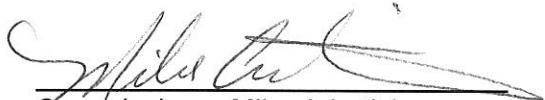
Chairman Mundt moved to adjourn. Commissioner Arhutick 2<sup>nd</sup>: **Motion Carried**

Respectfully Submitted,



Exec. Asst. Carmen Saranto

Approved,



Commissioner Mike Arhutick

Approved,



Commissioner Gretchen Hauser

Approved,



Commissioner Larry Mundt