

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
November 22, 2016 6:00 PM**

PRESENT:

Commissioner Mundt - larrysub3mki@aol.com
Commissioner Arhutick - marhutick@gmail.com
Commissioner Hauser – gretchensub2mki@frontier.com
Chief Riske - chief@mkifire.com
Treasurer Swendig – treasurer@mkifire.com
Dist. Sec. Saranto - admin@mkifire.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTARY

None

APPROVAL OF MINUTES FROM THE PRIOR MEETING (S)

a. Regular Monthly Meeting of October 25, 2016

COMMISSIONER MUNDT: I have only one thing that I intended to talk to Carmen about that I didn't get done. On Page 4, towards the bottom, what I said was we are in a unique position to have two 4-wheel drive engines, in fact that should say "a 4-wheel drive engine", we don't have two 4-wheel drive engines. That's all I have. DIST SEC SARANTO: Ok, I'll make that change. COMMISSIONER MUNDT: Sorry I didn't call you sooner.

COMMISSIONER HAUSER: I didn't see anything. Anything I did see I already sent.

COMMISSIONER MUNDT moved to approve the minutes with the correction noted, COMMISSIONER HAUSER 2nd the motion: **Motion Carried.**

b. Special Meeting of November 7, 2016

COMMISSIONER HAUSER: Did you change the one I sent you? DIST SEC SARANTO: Yes. COMMISSIONER HAUSER: This is ours? COMMISSIONER MUNDT: It's not currently on this page but on page 3 of 4, close to the bottom, from Nancy King it says we need to make sure we're getting our bang for our buck instead of are. TREASURER SWENDIG: Maybe just a bang for our buck? COMMISSIONER HAUSER: It's probably the software that did that.

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

c. Special Meeting of November 14, 2016

COMMISSIONER HAUSER moved to approve the minutes, COMMISSIONER ARHUTICK 2nd the motion: COMMISSIONER MUNDT abstained, as he was not there. **Motion Carried.**

d. Special Meeting of November 21, 2016

COMMISSIONER HAUSER moved to approve the minutes, COMMISSIONER ARHUTICK 2nd the motion: COMMISSIONER MUNDT abstained, as he was not there. **Motion Carried.**

TREASURER'S REPORT

Check Detail Report:

COMMISSIONER HAUSER: I just had a question. On the Verizon bill the Chief's cell phone upgrade. Was that just for the phone? DIST SEC SARANTO: Yes, that was a down payment and then you can spread the rest of it out at \$20 a month until it's paid for. The phone was close to \$670.00. COMMISSIONER HAUSER: Got to take care of them. COMMISSIONER MUNDT: Any questions regarding the check detail?

COMMISSIONER MUNDT made a motion to pay the bills, COMMISSIONER ARHUTICK 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: Have there been any transfers? DIST SEC SARANTO: No, you should be getting e-mails now; but there haven't been any. Jason did a transfer just before he left to cover just in case it took us a little bit to get things setup. COMMISSIONER HAUSER: You got the e-mail saying you were hooked up? COMMISSIONER MUNDT: I think I did.

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

CHIEF'S REPORT

CHIEF RISKE: Carmen and I have been working really hard to get the office organized; working on files for past and ongoing permits. We've been working on getting the Christmas party together. That kind of jumped up on us. We thought maybe we could have it in January but that isn't going to work so we're doing it on December 3rd. It's phantom car vs. deer season; we were toned out 3 different times for car vs. deer to find no car and no deer. They are traveling across the highway so that is one thing to look out for right now. Had a couple of car accidents; other than that it's been a pretty mellow month for us. We finally have all our fire programs updated and now we're moving forward. We've got a good little system. Our next project is we're tackling the upstairs here. COMMISSIONER MUNDT: Did I hear you correctly all our recordkeeping is updated? CHIEF RISKE: Yes. All of that's current. Carmen and I have a good little system now as to where we want files and how we're going to handle stuff moving forward. I have yet to use the new portal for the permits; we just got a variance in so I'll be working on that. So we'll get to use the cool new portal for the county to set up for information. COMMISSIONER HAUSER: I have a question, last month in the Chief's report you said one of the things Jason will finish up was the possibility of billing those folks for the time pertaining to the unattended, illegal, machine, slash pile on Presley. He was supposed to finish that out, did he and was there a fine? CHIEF RISKE: No to both. It didn't get done before he left. I could talk to him if you like. COMMISSIONER HAUSER: No, I was just curious because it was in the minutes saying he was going to do it. I thought they should have been fined. CHIEF RISKE: I did put a thank you letter from Dannenbrink's in the stuff I handed out.

COMMISSIONER MUNDT: I know we've got you on pretty limited hours; how's that working out for you? CHIEF RISKE: It's good I wanted to get a ton of that handled and finished so that we could have some breathing room and be able to do other things; so I pushed hard to get it done. It's been a learning curve for me too so there's been a little bit of that as well. Carmen has my chair loaded with whatever she needs me to do and when I get there we tackle it. I wouldn't do as well as I am without her.

OLD BUSINESS

a. Tender 262

CHIEF RISKE: We had the tender decaled today with our logo and a couple markings. They started the chevron pattern on the front and the rear of the tank; we're not quite happy with it yet. We're still looking at putting the American flag on the tank. We'll have them come out and finish that. I did get pricing on chains for you so we can chain up the tender. Les Schwab is pretty expensive for the singles and triples. Six Robblee's Inc. has a better price. I'm now working on getting the tender to town one trip; it's been a little bit of a logistical thing. Plan to hit

Les Schwab and then over to Big Country. I'm still trying to figure out who is best to do the electrical work for the gauges inside the cab. I talked to other people who I thought could do it in the first place; they're saying they're not the best. If you have any suggestions on who could do it. COMMISSIONER MUNDT: I don't, I do my own. GREG MILLS: Barrett, that's all he does and he's really good, and not that expensive. I'll call Gary Minke and get his number for you. That's all this guy does is trailer hitches and rewire trucks. CHIEF RISKE: It's like a maze in there with all the military wiring. My fear of taking it to Caterpillar is they are \$160 an hour. COMMISSIONER MUNDT: Big issue is you need the book. If you have the book it's easy to do. It's no different than my Freightliner, they're approximately the same year, I could share my book with you but they're not the same model. CHIEF RISKE: I looked at the tires on the tender and they're about two years away from being out of date. Les Schwab recommended we replace them but that was up to our discretion; being an emergency responding vehicle. They are pretty spendy; about \$581.00 a tire. COMMISSIONER MUNDT: We do have two years until they are technically up? CHIEF RISKE: We do. When it goes into Les Schwab to get the tires rotated and get the trends matching they are going to look at the tires to make sure there are no cracks where it's sat for a while and sank the tread in. They will look at that again. COMMISSIONER ARHUTICK: I'm going to make a suggestion next time we purchase tires from Les Schwab, because they're dated; we make them supply tires that are three months or less old. The last ones were 11 months old when they put them on, and that's not acceptable to me. COMMISSIONER MUNDT: We ran into that when we changed tires on the engine. They had tires for us and they were over-year-old when they were going to put them on. Isn't this defeating the purpose? COMMISSIONER ARHUTICK: Have them order them in new even if we have to wait. I will not accept a set of tires that old again. I will not pay for them. CHIEF RISKE: I will make sure that we have those up-to-date. That's it for the tender right now. COMMISSIONER MUNDT: While we are on the issue of chains, I have to buy a lot of chains, and I have really good luck with the internet. To chain up one of my big wheel tractors it was \$1,000 cheaper with free delivery and they didn't wear out any faster.

COMMISSIONER MUNDT moved to approve Six Robblee's \$108.21 (single) \$288.13 (triples) unless you can find something else, COMMISSIONER ARHUTICK 2nd the motion: **Motion Carried**

COMMISSIONER MUNDT: I did talk to Mike briefly and we had a suggestion with regards to that roller. If we had a fold-down step that would fold into the ladder. You couldn't go up the ladder until you folded the step down and the step would cover the rollers. I think that would eliminate his concern where someone might step on a roller and fall and it wouldn't interfere with the roller system and you couldn't actually get up there until you folded it down. CHIEF RISKE: Chad Mastin has offered to help with the steps. COMMISSIONER MUNDT: I could do it too but I'm just too busy, if I volunteer for it, it's going to be delayed and we need to do it if we can. CHIEF RISKE: It's one of those things; I'm worried about the March deadline we have. That's something we can do before spring. COMMISSIONER MUNDT: Northwest Machine or Allied Weldery could make something for you. I didn't know if there was a grab bar you wanted on the side. CHIEF RISKE: We can just order that from Freightliner since it's just a bolt on.

b. Comp Time Policy

COMMISSIONER HAUSER: We had a discussion about this once before and were kind of sidetracked. Per the Fair Labor Standard Act if we want to have the option to give comp time instead of overtime we have to have a comp time policy by December 1, 2016. I have policies from Worley Fire, and Northern Lakes Fire. They are exactly the same except for the part marked in blue on the Northern Lakes Fire policy.

COMMISSIONER HAUSER move we adopt the same comp time policy as Worley Fire District's policy except for the part that is crossed off and highlighted in green which refers to collective-bargaining which we do not have, as the MKI policy to be in compliance with FLSA rules by December 1.

Discussion:

COMMISSIONER MUNDT: What's the by December 1? COMMISSIONER HAUSER: It's a Law. This is what I talked about when I brought it up a couple months ago when Jason was here. If we do not have a comp time policy, there is no comp time, there's only overtime pay. This way gives us an option. It also includes flextime. Someone can take comp time which is 1 ½ times the hourly rate or they can take overtime which is also 1 ½ times the hourly rate. But at the same time it includes flextime; if you stay within the 40 hours. If you work 10 hours one day, you can come in two hours late the next time as long as you stay in that 40 hours per week, and all of those are included in that. COMMISSIONER MUNDT: If we do nothing this evening then it will be overtime until we approved this. I'd like to take this home and read this since it's the first time I've got my hands on it. I don't want to read this right here. Is there a reason we can't table this? COMMISSIONER HAUSER: We should do it by December 1st by law and that's why I brought it up a long time ago, at least three or four months ago.

COMMISSIONER MUNDT: Did you give us this then? COMMISSIONER HAUSER: I'm not sure about that, I think I did. You know where I found this out from? It was from Lisa at Worley Fire; she sent me this. She was the one that told me about it. I had called Lisa for something else and she mentioned she had asked Carmen to go to a class about this and Carmen was told she could not go. I asked her to send the information because I wanted to be in compliance and I asked Cafferty about it way back then and he knew what I was talking about. COMMISSIONER MUNDT: Carmen since this mostly affects you and it does affect Devon at the moment, do you have an opinion? DIST SEC SARANTO: I like having the option; most of the time I take the overtime. COMMISSIONER MUNDT: It's saying here in cases where flex-time is not practical or applicable, nonexempt, non-suppression personnel are not authorized to work overtime without written authorization from the Fire Chief or his/her designee prior to the performance of any work; in a way that precludes it if we approve this. COMMISSIONER HAUSER: And we can also amend my motion and cross it off. COMMISSIONER ARHUTICK: Where did you read that Larry? COMMISSIONER MUNDT: Number 4. COMMISSIONER ARHUTICK: Let's just scratch number 4.

COMMISSIONER HAUSER: Sure I'll amend my motion scratching number 4, although my motion hasn't been seconded yet, COMMISSIONER MUNDT 2nd the motion so we can have discussion.

Discussion:

COMMISSIONER ARHUTICK: All of this would be tracked by our Administrative Assistant? COMMISSIONER HAUSER: Yes. COMMISSIONER ARHUTICK: I don't see a problem with it. According to this law we have to do it anyway. COMMISSIONER HAUSER: On the other side if you flip it over there is some more information. I tried to find out as much as I could. COMMISSIONER MUNDT: The one thing it doesn't talk about is carryover. COMMISSIONER ARHUTICK: It can't be used; after 480 hours in one year, then it automatically turns into overtime. COMMISSIONER MUNDT: My only concern is that it's used within the year instead of carried over and creating a debt to the district. If we're going to do it, then use it. COMMISSIONER ARHUTICK: The purpose of it is if she works 10 hours on an eight hour shift, she has two extra hours, another day during that week she leaves two hours early. COMMISSIONER MUNDT: Providing that she does, but if in fact the next week is as busy; that's how you accumulate. If you don't use it up and suddenly you're getting to the end of the year and you won't be available to use at all because you've got so much comp time coming. That's my only concern with it. Do you want to give us a report monthly if there is a balance? How do we know otherwise? DIST SEC SARANTO: You might want to put in there to be used by the end of the fiscal year, no carryover. COMMISSIONER MUNDT: That resolves my concern. COMMISSIONER ARHUTICK: The problem with that is if you've accumulated 300 hours and you haven't used it, that's all time and a half. That's time and a half of 300 hours that you threw away. I have a problem with that. COMMISSIONER HAUSER: I thought it did say somewhere in here about using it within a certain time period. DIST SEC SARANTO: I won't personally be doing that but you should have something in there. COMMISSIONER MUNDT: Part of the reason I'm asking this is a friend of ours in California ran into this and it ended up being a big issue and people were being sued just because it wasn't written correctly in the policy. COMMISSIONER ARHUTICK: It's in section e. on the second page. If they don't get to use it all they will be paid 1 ½ times the hourly rate. TREASURER SWENDIG: I have another client; their policy says any comp time needs to be used within 30 days of accrual. If it's not used within 30 days of accrual it's paid out. It's a month at a time. COMMISSIONER MUNDT: That's 8.a district policy is that no more than 20 hours of approved comp time may be accumulated in any 30 day period in the event.... Now we're going back to 480 hours. COMMISSIONER ARHUTICK: Right there we can insert a line that says if not used in 30 days will be paid at 1 ½ times compensatory rate. TREASURER SWENDIG: If you don't use it within 30 days it's paid out at 1 ½ times the hourly rate. COMMISSIONER MUNDT: That resolves my concerns; any other comments? NANCY KING: You are maxing out at 480 hours of comp time which is accruing 12 weeks a year? COMMISSIONER ARHUTICK: No we just stopped that right there we put a line in that says 20 hours has to be used within 30 days. NANCY KING: Ok, so that 480 are gone then? COMMISSIONER ARHUTICK: That 480 can be scratched. COMMISSIONER HAUSER: No, it can't, it's a law. 480 is in emergency response service, any other it's 240 because there can often be a lot of overtime in emergency response services. It's a law, 29 US codes 03a. CHIEF RISKE: I think it's different for a salaried employee. COMMISSIONER HAUSER: This doesn't even apply to a salaried employee. This applies to anybody under \$47,500 or something like that.

COMMISSIONER MUNDT moved to approve with the corrections, COMMISSIONER ARHUTICK 2nd the motion.
Motion Carried

COMMISSIONER HAUSER: That law, Nancy, was from April 15, 1986. MARTHA COOK: Larry, point of order Gretchen had already made a motion and it had been 2nd so I really think you had to vote on her motion. COMMISSIONER HAUSER: We corrected it again, we don't vote for my motion. COMMISSIONER ARHUTICK: I didn't 2nd your motion so it's nonexistent. DIST SEC SARANTO: No, Larry did. Your original motion, he 2nd and

then you amended. COMMISSIONER MUNDT: We had a 2nd and discussion but we didn't vote on it. COMMISSIONER HAUSER: So do we vote it down then and do the new one? MARTHA COOK: You have 2 motions on the floor. One wasn't voted on. COMMISSIONER MUNDT: Just rescind your motion. COMMISSIONER HAUSER: Never mind, I don't want that. COMMISSIONER MUNDT: Gretchen rescinded your motion and we'll continue with mine so we should be covered.

New Business

a. Vacation Policy

COMMISSIONER ARHUTICK: I'm not sure who put that on there but since I saw it on there I did write up a quick, simple, easy, vacation policy. The same one I've used in major corporations for years. This is so simple and easy and it's easy to administrate. COMMISSIONER HAUSER: All I did was bring whatever from the last time. COMMISSIONER ARHUTICK: Yeah and that gets in quarter hours and that's way too complicated. COMMISSIONER HAUSER: The only reason is I was mirroring the other policies. COMMISSIONER ARHUTICK: I just wrote up what I did for all the years I worked for Georgia-Pacific Corp. and that's what it is right here. It's about as simple as you can get. COMMISSIONER HAUSER: Having dealt with it recently at work, I have no problem with crossing out a bunch of this, one thing I'd like to have in here that you do not have and that Cafferty talked about, in the blue down below: vacation time is contingent upon or at the discretion of the Fire Chief or Board of Commissioners depending on fire danger, weather conditions and staffing levels. COMMISSIONER ARHUTICK: Sure we can add that in. COMMISSIONER HAUSER: And also I have a little difference of opinion for your accrual time. You have for a whole year they don't get any vacation. COMMISSIONER ARHUTICK: The reason you do that is because we run on a fiscal period and if they start four months before the end of the fiscal year, that's year 1 is already done for them and they're starting on year 2. It accrues on our fiscal year. DIST SEC SARANTO: My employment contract started with 5 days. COMMISSIONER ARHUTICK: So you have been here how long? DIST SEC SARANTO: Going on two years. So I'm going to stay at five days until I've been here at the end of three years? COMMISSIONER ARHUTICK: I'm just saying this is what I went through for 12 years. Last job I had one week for 15 years. DIST SEC SARANTO: Private entity is different than government entities. COMMISSIONER ARHUTICK: Oh I know. COMMISSIONER HAUSER: Basically both of them say one week for 2 to 3 years or from 1 to 3 years. That's another question Carmen started in April; how do we work that? If she starts in April does that mean nothing until the next fiscal year starts, is that what you're saying? COMMISSIONER ARHUTICK: She's in her second fiscal year now. GREG MILLS: I work with the Idaho Department of Transportation the way it works for your first five years you accrued 3.62 hours every month. COMMISSIONER HAUSER: I'm not doing that. GREG MILLS: Every month you accrue so many hours and at the end of five years it goes up, and then 10 years it goes up. COMMISSIONER HAUSER: I know you can do it per month absolutely. COMMISSIONER ARHUTICK: This is the same right here through 37 months or more is 80 hours. We can change this and modify it make it two weeks after two years. COMMISSIONER MUNDT: I definitely would be in favor of that. COMMISSIONER ARHUTICK: We'll make it one week in the first year; 2 to 3 years it will be two weeks. COMMISSIONER HAUSER: No, and not weeks too, that's another thing. It just hit me; the issue we had with being vacationed out was day's vs hours. COMMISSIONER MUNDT: He does have that further down. It's based on a 40 hour workweek. COMMISSIONER HAUSER: What I'm saying is hours; he has weeks. COMMISSIONER ARHUTICK: One week is 40 hours, it's right here. COMMISSIONER HAUSER: I took that meaning you work a 40 hour week. COMMISSIONER ARHUTICK: Why don't you write this and bring it back next month. COMMISSIONER HAUSER: I would just like to say this right now. Do you remember the whole thing about day's vs hours? COMMISSIONER MUNDT: I do. COMMISSIONER HAUSER: And in two weeks he ended up having 2 ½ weeks because he was taking Fridays off and using four days. COMMISSIONER ARHUTICK: Which it was improperly applied. If you work 4 days or 40 hours that's one week of work and if you take 1 vacation day and you have 5 days off it's the same thing because it would be the same as five 8 hour days. COMMISSIONER HAUSER: The first part of what you just said I totally agree with and understand. The second part I have no clue what you just said. COMMISSIONER ARHUTICK: To me a week is a week and if you work 40 hours a week I don't care if you put him in two days, two 20 hour days, or four 10 hour days, or five 8 hour days to me that's one vacation week off that means you get a Monday through Friday off in any week paid. He was manipulating the numbers. COMMISSIONER HAUSER: Yes. COMMISSIONER ARHUTICK: And nobody was watching him. COMMISSIONER HAUSER: I was watching and that's why I wanted to do this. COMMISSIONER MUNDT: It would've been worth pursuing had he not sought other employment. Since he did it wasn't worth it. COMMISSIONER HAUSER: Right, it's water under the bridge. My point is with the hours, 80 hours is two 40 hour weeks' worth of time off. It doesn't matter if you work 24 hours and then another 16 hours in two days. COMMISSIONER ARHUTICK: It's the same thing I just said. 40 hours in a workweek is 40 hours. It doesn't matter how you accrue it. You can work four 10's or five 8's. COMMISSIONER HAUSER: My point is you don't even have to make rules until they're broken or manipulated, or worked around and that's why the one hour thing eliminates that. COMMISSIONER ARHUTICK: It doesn't eliminate it. How does it eliminate it? Explain to me exactly how it eliminates it. COMMISSIONER HAUSER: Days, it was a week, so he

took five days of 10 hour days' time off. It should've only been four if that's all he was working. COMMISSIONER ARHUTICK: He accrued 40 hours. It doesn't matter how. So he takes five 8 hour days off, it still 40 hours. COMMISSIONER HAUSER: But that's not what he did. COMMISSIONER MUNDT: We don't need to dwell on what happened; we need to dwell on where we're going now. COMMISSIONER HAUSER: 80 hours is the same as two weeks. COMMISSIONER ARHUTICK: Correct, its two workweeks. COMMISSIONER MUNDT: My point here is I value Carmen and I'd like to see her get two weeks of vacation and I'd like this to reflect that for her time that she's been here. As it's written presently she doesn't. COMMISSIONER HAUSER: Say that again, you want her to get two weeks? COMMISSIONER MUNDT: She's been here for two years and with the way this is written she wouldn't get two weeks until three years and I'd like to show her how valuable she is. COMMISSIONER HAUSER: So it would be 24 months instead of 36, correct? It would be 13 to 24 months would be your 2nd year, correct? 13 to 24 months that would be two years and then 37 or 20 and then the next one would have to be up to two years. So you're talking in April you want to give her two weeks of vacation. COMMISSIONER MUNDT: I do. COMMISSIONER HAUSER: I just want to make sure I got it right. COMMISSIONER MUNDT: I happen to agree with Mike on 0 to 1 year is a probation period. It's kind of a dating period, we're getting used to each other. I do support Mike on zero to one year there is no vacation. And prior to that you get a week. Do we have something that we can resolve or do you want to take it back and massage it and bring it back next month? COMMISSIONER HAUSER: As of right now, Carmen what were you using your vacation time on was it an annual year or fiscal year? COMMISSIONER ARHUTICK: It needs to run on a fiscal year. COMMISSIONER HAUSER: I have no problem with that. DIST SEC SARANTO: The first year I was on the calendar year, this year was a fiscal year. That's why he said, use it or lose it in September. COMMISSIONER MUNDT: What I really want to see is more of a plan instead of "oh the fiscal year is here we're all going to take vacation today because we have to". That's really bad planning. DIST SEC SARANTO: It is. I already had my vacation scheduled when he came up with that. Fiscal year is good because you guys don't want any carryover into the next year so you don't have any liability. If you base it on the fiscal year, that works. COMMISSIONER HAUSER: And I have no problem with that. CHIEF RISKE: Can I make a suggestion? We're back to the blue Cafferty thing. I think you need to change that because you're saying that he can have vacation dependent upon the staffing levels, if he's the only staff you have as a chief.... COMMISSIONER MUNDT: Well we actually consider our volunteers staff. If you know that half of your volunteers are gone on vacation already it would be poor planning. You're supposed to know as the chief who is available, who is sick, who's injured and so I consider our volunteers part of our staff. COMMISSIONER HAUSER: And the fire danger thing Cafferty brought that up and weather conditions because I asked "you're leaving for the whole month in fire danger season?" COMMISSIONER MUNDT: And part of the problem is because we're setting this up on a fiscal year without any carryover they were forced into the situation. They didn't have a choice. They hadn't taken it because they were busy or whatever and they realized if I don't take it, I don't get it, well that's bad planning too. How do we balance those two things out? The point is convincing people to take at least part of their vacation earlier in the year rather than in crunch time. DIST SEC SARANTO: And that is the responsible thing to do. Plan your vacation around busy times or meetings or whatever. CHIEF RISKE: With the hotel you didn't take vacations during Christmas season. COMMISSIONER ARHUTICK: So what if we went 0 to 1 year there's no vacation. For 2 to 5 years you get two weeks. 6 to 9 years you get three weeks. And anything 10 or more you get four. We've never had anybody here for six years. COMMISSIONER MUNDT: Wouldn't it be great if we did. COMMISSIONER ARHUTICK: It would be, I would be happy to give them three weeks. COMMISSIONER MUNDT: And I support your conclusion. COMMISSIONER ARHUTICK: So what if we modified it to that. COMMISSIONER MUNDT: Yes I can support that. COMMISSIONER ARHUTICK: The second will be 2 to 5 years it will be two weeks, and then 6 to 9 years will be three weeks' vacation in 10 years plus is four weeks. I'd love for someone to get four weeks. COMMISSIONER MUNDT: Yeah I would too, turnover is bad. COMMISSIONER HAUSER: But again 80 hours, the hours. I don't see anything wrong with taking half a vacation day. COMMISSIONER ARHUTICK: I don't either as long as it's tracked. COMMISSIONER HAUSER: Right it's very easy to track. Quick Books tracks it. It's very easy to track. But like at our company everybody gets 120 hours of vacation. CHIEF RISKE: Does that go back into Comp time? I think you're going to run into some of that. Are you taking comp time or vacation time? COMMISSIONER HAUSER: That's why you have to track it; Quick Books does track it. COMMISSIONER MUNDT: Are we going to add the note here that we talked about? Vacation time is at the discretion of the Fire Chief or Commissioners depending on fire danger, weather conditions and staffing levels? Can we add that? COMMISSIONER ARHUTICK: Sure we can add that. MARTHA COOK: I have a public comment for later but it has to do with this. COMMISSIONER MUNDT: That's fine. We're not so smart that we can't listen. MARTHA COOK: I'm picky about vacations because people have a life and things happen in not a standard manner to some of us. You may have a Fire Chief whose daughter is getting married in August, in Maine. He can't be expected six months out to say to his daughter "I can't go it's in August and I can't leave because of fire danger and staffing." I think you have to figure out a way to allow people..... COMMISSIONER MUNDT: I think we are though. MARTHA COOK: Are you? Because I heard you say discretion of the Fire Chief. COMMISSIONER MUNDT: Discretion of the Fire Chief or Commissioners, we do have that discretion and it's listed here. MARTHA COOK: As long as there is a way out. COMMISSIONER ARHUTICK: That's the loophole. COMMISSIONER MUNDT: I believe it's there. The first thing you'd ask them is what's your plan while you're

gone? And if we can accept that plan it's not a problem. COMMISSIONER ARHUTICK: Should we add this line here? COMMISSIONER HAUSER: Yes its legality. Should employment be terminated with the vacation balance, the vacation balance will be paid out upon termination.

COMMISSIONER MUNDT moved to approve the revised MKI Vacation Policy as just discussed. COMMISSIONER ARHUTICK: We're going to use this and add these two lines. COMMISSIONER HAUSER: However you got to use hours. COMMISSIONER MUNDT: I'm fine with that because to me it's the same thing. COMMISSIONER ARHUTICK: 80 hours and 120 hours and 160 hours. COMMISSIONER MUNDT: I'll amend my motion to include. COMMISSIONER ARHUTICK: Why don't we rescind that and start over. COMMISSIONER HAUSER: Did anybody second it? COMMISSIONER ARHUTICK: No.

COMMISSIONER MUNDT moved to approve MKI proposed vacation policy submitted by Mr. Arhutick. Vacation time will accrue and be used during the MKI fiscal year. Vacation time will be used during the period earned, no carryover to the following year. Board of Commissioner's prior approval needed to use more than two weeks at any time. Vacation service time accrual rate 0-1 year none, 2-5 years 80 hours, 6-9 years 120 hours, 10+ years 160 hours. Vacation service time is based on a 40-hour workweek. Vacation time will be tracked and administered by the MKI District Secretary/Administrative Assistant. Vacation time is contingent upon or at the discretion of the Fire Chief or the Board of Commissioners depending on fire danger weather conditions and staffing levels. Should employment be terminated with a vacation time balance, vacation balance will be paid out upon termination, COMMISSIONER ARHUTICK 2nd the motion. **Motion Carried.**

a. Sick Leave Policy

COMMISSIONER HAUSER: I think everybody should have some sick time to be used only as sick time. COMMISSIONER ARHUTICK: Sick time to me is the most abused policy in government. COMMISSIONER MUNDT: I totally agree. I see it in my own family. COMMISSIONER ARHUTICK: I'm taking tomorrow off I have 30 hours of sick leave coming and I'm going to use it. I'm not sick but I'm going to take three days off. I've seen it time after time after time. COMMISSIONER HAUSER: If somebody is really sick should they get paid or just not get paid? COMMISSIONER ARHUTICK: Honestly, I'd rather pay them because they are sick, rather than have them abuse sick time. COMMISSIONER HAUSER: Well then they don't have to accrue it. COMMISSIONER MUNDT: First of all I agree with Mike because I see this in my own family, in fact they actually flaunt it in my face; it just irritates me even more. But to me the larger issue is; what's actually happened to us before. We had an employee that was very ill, couldn't work and in fact was likely to be evicted from their home. It's also happened in my family. We don't have a plan for a catastrophic illness. That's more important than I've got a cold and I want to stay home for a day or two. To me it's more important to have something to take care of our people. We had very few choices with our former employees; we did everything we could to help them through this. As a board we did approved to pay for a whole bunch of time that she was off. The problem is we didn't have a plan. And I don't see this as solving that problem. I see this as a much bigger problem. If we have a catastrophic illness, that's one thing. You have insurance but it doesn't pay your rent, and it doesn't pay your car payments, and suddenly you get into this gigantic hole. I haven't done any research on it but I'd like to do some research on it because I think it's a bigger deal. COMMISSIONER HAUSER: I have no problem with that I just think, I deal with this at my work and I talked to Carmen about it, because I had understood when I was asking about compensation for her and the chief a while back she said she gets five days. I thought that she had vacation +5 days of sick time and she said "no I get five days". That was vacation and sick time. I just thought that was not nearly enough. COMMISSIONER MUNDT: That's part of my thought process of why I want to increase her time, because that way if you're sick or if you have something you want to do, I'm going to take a vacation day or something like that. If you have a generous amount, that covers that problem in a small term. But it doesn't cover a large term thing, and it actually did affect the taxpayers here. And I was forced to make a decision and a lot of people were upset about it, but I still think it was the right thing to do, but the wrong thing to do is not having a plan. COMMISSIONER HAUSER: Well there wasn't the plan. I'm all about turning the page over and writing something else. I just wanted to put it out there. I think it needs to be taken care of. COMMISSIONER MUNDT: Can we table this and do some research? COMMISSIONER HAUSER: Sure. GREG MILLS: I am active with a rock crushing company now and we have the same dilemma. What we did is the first three days was on the employee because they were abusing sick leave. After that they bring a doctors excuse, then they got paid not only for the back 3 days, but they got to use the time forward. That's how Shawnee Rock does it. If you're gone two days and you don't go to the doctor, you're out the money. If you're gone three days and you go to the doctor and you bring the doctors note in, you get paid for the back three days. COMMISSIONER HAUSER: You can be sick without going to the doctor too. COMMISSIONER MUNDT: Before we change this I notice you didn't have anything listed here, you didn't have a recommendation? COMMISSIONER HAUSER: No I did not. I just wanted to bring it up. COMMISSIONER ARHUTICK: Mr. Montanye had a question. TERRY MONTANYE: I don't have a question I just had a further comment. I worked for the Burlington Northern Santa Fe Railroad, highly unionized and that's exactly how they

operated. You guys would have the ability to say we need a doctor's note in order to approve this. COMMISSIONER MUNDT: Since we are going to table this we will move on.

b. Employee Health Insurance

COMMISSIONER MUNDT: I don't think this is something we can table because this is something we have to act on. I did a little bit of research on what's available from Blue Cross. Everybody knows that insurance policies are going up about 25%. We're all really excited about that. What I discovered when I looked up Kootenai Care Network was; I just looked up the KCN North Gold 1200 plan which is \$694.97 a month for a (I estimated the age) 52-year-old. COMMISSIONER HAUSER: Wait a minute. What did you just say? The Gold plan is \$694.00? COMMISSIONER MUNDT: The Gold plan for a 52-year-old person is 694.97 and it has a \$1200 deductible. COMMISSIONER HAUSER: Did you get any of the other colors like the silver or the bronze or are you just going with the gold? COMMISSIONER MUNDT: At present we are operating on a stipend. The reason I was getting those rates was to make sure that the stipend I'm going to vote for is enough to cover what the cost would be and the reason I'm in favor of the stipend is if they wanted to take a lower quality plan they could use the balance at their discretion. Now if we're going to go in fact with a group rate which I see here and the same plan is \$55.42 a month less expensive on the group rate plan which is \$665.00 a year. COMMISSIONER HAUSER: So it's Gold Choice 1500? COMMISSIONER MUNDT: I just picked one; you can pick something else. There are lots of choices. COMMISSIONER HAUSER: The only reason I am asking questions is I am also in the process of that and that price seems low; seems very low. COMMISSIONER ARHUTICK: Where's that from? COMMISSIONER MUNDT: That's from shoppers BC Idaho comp plan information plan selection page. COMMISSIONER ARHUTICK: Yeah but unfortunately what you're going to run into on that Larry is something my wife just ran into; it wasn't ACA approved so the rates were much cheaper but I would have to pay a penalty because it wasn't ACA approved. COMMISSIONER MUNDT: It actually mirrors what I'm saying here. What Carmen just gave us is \$639.55 a month which is \$55 cheaper than what was shown on the individual plan. It makes sense that a group plan would be less. COMMISSIONER ARHUTICK: Blue Cross does have that accreditation some of these deals on the Internet they don't give you the full story until after they take your money. COMMISSIONER MUNDT: No this is Blue Cross Kootenai Care Network North Gold 1500. I didn't invent it I just printed it. COMMISSIONER ARHUTICK: I just wanted to be sure; you said its Kootenai Care so that's part of Kootenai medical? COMMISSIONER MUNDT: Yes. COMMISSIONER HAUSER: Blue Cross has moved it from a PPO to managed care. I have a question. I'm looking at the information you gave us last summer and in your monthly payment for Gold Choice 1000 which is only \$500 difference than this. COMMISSIONER ARHUTICK: But this is a group rate and that was an individual rate. What they've done is change it from 3 employees to 2 employees to qualify for a group rate. COMMISSIONER HAUSER: Well I see that but what I'm also looking at is she did mine for me and it's the same price as if it was an individual. Just comparing, if I can get a better rate believe me I'd pay it because I'm paying a boat load of money. I'd pay it. COMMISSIONER ARHUTICK: Does a Commissioner qualify? COMMISSIONER HAUSER: Yes they do. COMMISSIONER ARHUTICK: So you could go on this group rate also. COMMISSIONER HAUSER: Yeah but this is what they want out of my pocket anyhow. DIST SEC SARANTO: If the district is paying for the insurance. COMMISSIONER HAUSER: Well I wouldn't ask them to pay for it but it's half the price. COMMISSIONER MUNDT: It's a question that we would have to ask Cafferty. COMMISSIONER ARHUTICK: Well I know that commissioners can be covered because they do it at Kootenai. COMMISSIONER HAUSER: And they do it at Northern Lakes Fire they do it at a lot of places. Again I'm not asking anybody to pay for my insurance but if it would get me a better rate I'll take it. GREG MILLS: I've heard a lot of bad things about Kootenai health. COMMISSIONER HAUSER: Yeah but some people don't have a choice. DIST SEC SARANTO: If you're looking at the dollars you might not have a choice. COMMISSIONER HAUSER: I pay out-of-pocket I don't work for anybody. TREASURER SWENDIG: If you want to compare yourhealthIdaho.org is where we send people to at the tax site. COMMISSIONER ARHUTICK: I have a question for you Carmen on the group policy would it have to be a MKI policy of which you're a part? DIST SEC SARANTO: The group rates here, is an MKI policy paid by MKI. COMMISSIONER HAUSER: Here it's saying this is less than your stipend. COMMISSIONER ARHUTICK: This is the stipend she gets paid and this is the stipend she receives after taxes. COMMISSIONER HAUSER: I understand that. COMMISSIONER ARHUTICK: It's still more than her stipend. COMMISSIONER MUNDT: That was the 2016 stipend and we need to revise that for a 2017 rate. COMMISSIONER HAUSER: But it's almost paying the whole thing. COMMISSIONER ARHUTICK: No it's not. COMMISSIONER HAUSER: \$900 difference last time it was \$8,000.00 difference. DIST SEC SARANTO: Last time spouses and families were included because Jason was covering his family. COMMISSIONER HAUSER: Well I thought you wanted that. DIST SEC SARANTO: Yes I would. COMMISSIONER MUNDT: That's the purpose of the stipend. We created a number and if you wanted it just for yourself you can have the Gold Choice plan. My proposal was to raise your stipend from \$700 to \$900 that way you can have the Gold plan and if you wanted a different plan and use the balance to cover part of your family that would be your choice. But by appearances it makes more sense to do the group but it precludes that option for you. Do you understand why I'm bringing this up? COMMISSIONER HAUSER: I have another question about that. The stipend is taxed? What about PERSI? DIST SEC SARANTO: Yes.

COMMISSIONER HAUSER: So we would save on PERSI if we paid. There would be a savings there as well. Right now we have to pay the payroll taxes on that stipend at 11.32% for PERSI. COMMISSIONER ARHUTICK: On the group rates do they have rates that include your family or not? DIST SEC SARANTO: You have to give them the birthdates of anyone you want to cover and then they can give you the rates; which is why I pulled a 33-year-old and a 47-year-old trying to get some rates. So the amount of the premium is based on the age of the person. COMMISSIONER HAUSER: Of course and I understand that. COMMISSIONER ARHUTICK: May I make a suggestion, maybe we should wait until we get more information maybe we should just increase the stipend until we find a group plan that we can put everybody on. COMMISSIONER MUNDT: Well that was my original proposal. The other alternative I would suggest is to use this and have the stipend be the balance otherwise we reduce their salaries. COMMISSIONER ARHUTICK: I understand what you're saying. We will be paying this as the Fire District. COMMISSIONER MUNDT: And I think it's a good deal if we can save 655.00 per person and as a Commissioner we should be doing that for the taxpayers. COMMISSIONER ARHUTICK: Right. COMMISSIONER MUNDT: So I'm in favor of doing this medical insurance group rate. The only issue is we've been doing the stipend and in fact we've just erase the stipend so any benefit that they were getting they will lose. What I was going to propose is a \$900 month stipend and I want to change that to use this Gold Choice 1500 as the insurance we are purchasing and have the balance to be used as their stipend to use at their discretion otherwise we've actually lowered their salary because of what we do to their insurance. COMMISSIONER ARHUTICK: I understand where you're coming from and what you're saying. First I have a couple of questions. It's a group of two people? Who are the two people? DIST SEC SARANTO: Until you get a fire chief hired I'm it. COMMISSIONER ARHUTICK: That's what I'm saying until we have two paid employees again. COMMISSIONER MUNDT: The problem is the sign up period ends on Dec 15th. COMMISSIONER ARHUTICK: On groups? DIST SEC SARANTO: On everybody. CHIEF RISKE: Over the last two years Kootenai has been running around purchasing all these different doctors' offices. Now Blue Cross of Idaho says you have to go to somebody within the Kootenai network and if you don't your insurance doesn't cover it. COMMISSIONER HAUSER: Yeah but what choice do you have. COMMISSIONER ARHUTICK: Well I'm all for this Larry but until we have a full-time chief who are the two employees. We only have 1 ½ employees, we have a part timer. Are his hours enough to qualify for a plan? DIST SEC SARANTO: I believe so. COMMISSIONER ARHUTICK: What I'm trying to do is solve the employee problem right now you can't sign up with this with only one employee. COMMISSIONER MUNDT: I'm inclined to do that. We do have to make a decision tonight. We either have to increase the stipend and let them do their thing.... Because the sign up is going to be before the next meeting we need to act tonight. COMMISSIONER ARHUTICK: Carmen what would you prefer? DIST SEC SARANTO: I think the district supplying insurance is a good thing. COMMISSIONER ARHUTICK: It's something the district is going to have to do eventually. It's also something we have to offer to a perspective chief. We are providing health insurance. To find and retain good employees we have to have certain things in place which we don't. COMMISSIONER HAUSER: For the three of them the group rate is less than what their stipends were. COMMISSIONER ARHUTICK: Well do we want to limit it to the Gold Choice 1500 or should we just go ahead and go up to the Gold Choice 2000? COMMISSIONER MUNDT: I think the Gold Choice 2000 is actually a poorer insurance. DIST SEC SARANTO: Once you decide what you want and who you want to cover then I can get hard quotes for you. COMMISSIONER ARHUTICK: Well let's go ahead and make a motion and put a dollar limit on it as long as it comes in under \$2000 or do we want to make it a little higher to be safe. How much money do we have right now in the budget for health insurance? COMMISSIONER HAUSER: \$28,000.00. COMMISSIONER ARHUTICK: Okay so divide 28,000 by 12 = \$2,333.33. So I would say we want to go to \$2,330.00. If it doesn't come out that high it's fine. If it comes in at \$1500-\$1600 that's great. I just want to be sure we've approved enough money. DIST SEC SARANTO: Are you talking employee only or employee and family? COMMISSIONER MUNDT: At present I'm talking about employees. COMMISSIONER ARHUTICK: Once we approve this dollar amount I would like to see both figures. TREASURER SWENDIG: Another suggestions; Rite Aid allows Jon X number of dollars that he can use however he wants for insurance it's not enough to cover me so there's still a payroll deduction. COMMISSIONER HAUSER: That's what I was thinking when she finds out they could still be part of the group but it would be a payroll deduction. But we have to start the group.

COMMISSIONER ARHUTICK moved that MKI Fire District purchase a group medical insurance plan through Blue Cross of Idaho not to exceed \$2,333.33 per month, COMMISSIONER MUNDT 2nd the motion:

Discussion:

COMMISSIONER MUNDT: At present what I like to do is talk about just our employees rather than employees and family. COMMISSIONER ARHUTICK: That is what my motion is covering. COMMISSIONER MUNDT: It didn't specifically say that. COMMISSIONER ARHUTICK: I'll amend my motion to cover employees, COMMISSIONER MUNDT 2nd the motion: COMMISSIONER HAUSER: I would just like for Carmen to check into it further, get the rates for the family just so it's available to look at.

COMMISSIONER MUNDT called for Roll Call Vote:

Commissioner Arhutick Yes
Commissioner Hauser Yes
Commissioner Mundt Yes

Motion Carried

c. Travel Reimbursement for New Chief Applicants

COMMISSIONER HAUSER: Do we do that? COMMISSIONER ARHUTICK: We did it in the past for one. We paid for him to rent a U-Haul I think it was like \$850 or something. We gave him like \$900 for his moving expenses. COMMISSIONER HAUSER: We're talking about travel to come for an interview. COMMISSIONER ARHUTICK: He's on his own if he doesn't want to pay to come interview; I'm sorry he doesn't need to be here. I never got paid to travel for an interview. COMMISSIONER MUNDT: But like Mike said we have set a precedent of providing around \$1000 to help somebody move; if we chose to do that. I'm not in favor of paying somebody to come talk to us. COMMISSIONER HAUSER: Ok. COMMISSIONER ARHUTICK: They want the job they can get a ticket, show up and get a motel room. COMMISSIONER HAUSER: Well I don't disagree with that my boss is the other way.

d. Extrication Equipment

CHIEF RISKE: I have 2 quotes for you. One is from Elite Extrication Equipment and the other is from LN Curtis and Son's. The one from LN Curtis and Son's is for all EDraulic tools. There all driven by batteries. There about 10-15 pounds lighter than our current tools. The beauty of having those tools would be the fact that if we go down an embankment that's farther than 50 feet we're able to just carry the tool down and cut that person out. What I see as the drawback is how often we use them. Because our call volume is low I'm a little nervous about that with the batteries. They do have charging systems that would be in the trucks. They are a great set of tools I've used them in two of the extrication classes I have been a part of and they work like a champ just as well as the high-pressure. Elite Extrication Equipment's rep Tyler is a firefighter with Napa Fire. All of the tools that are in the trailer that is available for training through the State of Idaho all have the TNT's which are through Elite. He gave us a really big quote; it looks a lot scarier than it is. COMMISSIONER MUNDT: Is there nothing that we have that can be used? CHIEF RISKE: The reels that we have he believes can be reused. The hoses would have to get changed because of the quick connects. Like I said he has about every different cutter and spreader so it looks a lot scarier than it is. I think we're still right around \$30,000 for new equipment. The reason I'm bringing it up is because our equipment is aging out. We're starting to get to a spot again where we're behind the times a little bit; everybody else is using high-pressure and we're on a low pressure system which could be a life safety situation if you're trying to run two different tool. We are not able to do that. COMMISSIONER MUNDT: So what's our current pressure operating at? All this has to do with volume. Are these 10,000 psi units? Or what are they? CHIEF RISKE: That's a great question I have to find out more for you. COMMISSIONER MUNDT: What I'm trying to figure out is; this has come up before Jason came in and said that on some of the newer cars that the cutters won't cut it because of the reinforcing in the doors. I'm really opposed to using saws because you already have fuel everywhere and you're just creating a new problem for yourself; that's the beauty of extrication equipment it reduces the risk. CHIEF RISKE: There are all these new cars that have tougher steel; some of these tools are not going to cut that. Volvo is making them pretty much impenetrable. My thought process in all of this is just the fact that our mutual aid partners have moved on to different tools and so if we ever came to a situation where one of our tools is crapping out; now our vehicle is in the way and needs to be disconnected and if it's a life safety situation were not able to handle that as quickly as we could. That would be my one suggestion on that. In the Elite Extrication quote there is also the battery driven one that they do and it's on the last page it's \$26,000. COMMISSIONER MUNDT: The problem with battery-operated tools is that if they're not used a lot the batteries age out and are expensive to replace. CHIEF RISKE: Yes I'm with you on that Larry; that is a little scary for me as well. If it was me I'd go after the high-pressure tools. It's something you guys can sit and look at and discuss; if you need more info let me know. COMMISSIONER MUNDT: Yes what I'd like to know is exactly what the difference is? Are we talking an improvement of 10% or are we talking 50% because you can spend a lot of money and you're only getting 10% but if you're spending a lot of money and you actually get twice the capacity then you're actually buying something and that's my concern. I'm not certain what we have; how big of a cylinder and how much pressure is being applied to it? The bigger the cylinder and the higher pressure you put to it you get a lot more capacity. My next question would be, do we have to eat this all at one time and or can we take this in small bites? If we had one major weakness and we were willing to set aside X dollars to do that I'd like to see that rather than we want to change this out and it's \$50,000. CHIEF RISKE: Again that \$50,000 is way high because he's got all the hose reels, 3 different cutters and 3 different spreaders. I gave you the whole meat and potatoes. COMMISSIONER MUNDT: Okay if you're going to make a recommendation to the board based on our budget and our needs that's what I'd like to see this written as. This is our budget and this is how much of the budget I'd like to address the problem with and this is

the benefit. CHIEF RISKE: Okay. COMMISSIONER ARHUTICK: I am in total agreement with you. I'd really like to know what makes high-pressure so much better than low pressure. COMMISSIONER MUNDT: And what we get for it. What percentage better is it really? COMMISSIONER ARHUTICK: If the low pressure will cut a half inch high tensile steel bar and the high-pressure will cut a three-quarter inch that's a pretty big improvement. CHIEF RISKE: One of the big things is the fact that you can run two tools at the same time. Right now we don't have the cutting ability and spreading ability we actually have to flip between lines. So if you're responding to the situation and there are two or three people you have to have someone on the truck to change what line you're using where with the high-pressure system you can run both tools at the same time. COMMISSIONER ARHUTICK: I would just like a little more information.

e. Tablets for C201 & R281

CHIEF RISKE: You have the X Slate R12 it's a rugged tablet that works off windows software. It's the fire and fleet version of the surface. What is happening in Kootenai County is the current tablets that are being used are aging out because they're not making them anymore. We're supposed to be getting one in January possibly from KCEMSS. Because we're a BLS agency I don't know if that's a for sure thing. I spent some time with Chief Maines and Jim Morris of Coeur d Alene Fire talking about the tablets. The great thing about these tablets is you can load the program that dispatch is using right now. A lot of medical calls we're getting we don't know any of the history. You can pull up a map and find them easier plus GPS tracks us so that if anything happens they know where the vehicle is. There's a ton of really great benefits. It also allows you to organize the call, if you get on a wild land or a structure fire it allows you to talk to each other on the tablet. COMMISSIONER MUNDT: Is central dispatch going to be able to give you your route via the tablet? CHIEF RISKE: Yes. COMMISSIONER MUNDT: That's generally the worst problem we have here is where is this call located at in the middle the night when you can't see. CHIEF RISKE: Actually on our pages now they're doing longitudes and latitudes. COMMISSIONER MUNDT: It doesn't pick a driveway or boat access. CHIEF RISKE: It will pull that up on the tablet so you would be able to click on longitude and latitude and it will give you the best route to get there. With these tablets its all point-and-click. COMMISSIONER MUNDT: Is this something that you have used? CHIEF RISKE: I was messing around with one of these with Chief Maines. COMMISSIONER HAUSER: They have them at Worley? CHIEF RISKE: Yes. CHIEF RISKE: All the battalion chiefs have them at Coeur d Alene Fire. They like them so much they've been showing Kootenai County Fire and they're going to possibly be using them. KCEMSS uses them in their two command rigs. I was talking with Chief Way and this may be the route that they're going to use when they get their grant. COMMISSIONER ARHUTICK: So how much is this thing? COMMISSIONER MUNDT: \$649.00 per tablet; now it says preliminary does that mean the software is extra? CHIEF RISKE: I'm waiting on a hard quote from our local rep. This is just the basic number that they gave us. COMMISSIONER MUNDT: Is there a monthly access fee? CHIEF RISKE: You would have to add a hotspot to the command rig. That would be an add on to your Verizon Wireless bill. COMMISSIONER MUNDT: So this operates off the cell tower. So what if you're driving to a dead area? CHIEF RISKE: We would have to play with it I don't really know. COMMISSIONER MUNDT: So it makes sense to get the rep out here and say let's see how well this works in our district. It suddenly drops out you lose a whole bunch of your benefit because there are lots of places we don't have any cell signal. If you could do a demo and come back and say I went to the rottenest place I could find and it never failed me I'd have a lot more confident in spending the money but in fact until we know that.... I do support it because we've needed it for a long long time. Part of it is just finding the correct address and not having to back out of the wrong one.

f. Fire Chief's Job Description

COMMISSIONER MUNDT: We have a copy of Eastside Fire's chief job description. Did everybody get one? COMMISSIONER HAUSER: Yes and I played with it. COMMISSIONER ARHUTICK: So you rewrote it? COMMISSIONER HAUSER: I took some of Eastside Fires, Worley's and Northern Lake's and everything I changed is in yellow. COMMISSIONER ARHUTICK: I have a question here on this one line "oversee preparation of commissioners meeting"? COMMISSIONER HAUSER: With necessary supportive documentation. COMMISSIONER ARHUTICK: What does that mean for him? Is he supposed to set this meeting up? COMMISSIONER HAUSER: No, that's why I crossed off agenda and minutes. COMMISSIONER MUNDT: We have a whole pile of supportive documentation. COMMISSIONER ARHUTICK: I think we need to add "for items the chief presents". The way I read this is he's running the meeting. At the end I added "with necessary supportive documentation for items the chief present's". CHIEF RISKE: First page under C 2. Budget, it says "ensure maintenance of necessary records for accounts payable, accounts receivable, payroll data and other bookkeeping". With policy you guys put in where Carmen reports to you....COMMISSIONER ARHUTICK: Chief cannot do that line. COMMISSIONER HAUSER: How about "directs maintenance"? COMMISSIONER ARHUTICK: The problem with the way the existing policy is written she works for us; we didn't add the line where it's us or him. CHIEF RISKE: And then again under #4 it would be the same thing; oversee maintenance of personnel records. Carmen handles the personnel files. She's the only one that has keys. I don't know if you want to tweak this a little bit.

COMMISSIONER ARHUTICK: Looks pretty good Gretchen. CHIEF RISKE: Under experience, page 2 #3 must pass an internal operations test drive and operate a truck, engine, rescue vehicle and all other apparatus within three months of employment. COMMISSIONER HAUSER: I took that from Northern Lakes. CHIEF RISKE: Who signs him off? The Chief, does he bless himself? It would make sense to have a volunteer underneath him but I don't know who. COMMISSIONER HAUSER: I took it from other chief application. DIST SEC SARANTO: Maybe the commissioners should. COMMISSIONER MUNDT: Ultimately they are responsible. COMMISSIONER ARHUTICK: Or we could get a chief from a neighboring district; all we have to do is call them and ask them. CHIEF RISKE: Chief Maines would do it. COMMISSIONER HAUSER: There you go, problem solved. COMMISSIONER ARHUTICK: Under E. Education/Training line 2. Completion of the following you have within a certain timeframe? If he's a chief he probably already has all that. What would be a reasonable time frame 6 months or a year? COMMISSIONER HAUSER: Well see a lot of this other stuff did have time frame. DIST SEC SARANTO: His probation period? COMMISSIONER ARHUTICK: Is that enough time, because some of this stuff probably is only offered certain times of the year. You have a lot of stuff here. Maybe he'll already have most of this. If you're going to put a certain time frame; you have it there like you want to put something in. COMMISSIONER HAUSER: Probationary period is great. So let's put in within 12 months. COMMISSIONER ARHUTICK: I just don't like question marks. COMMISSIONER MUNDT: So what do you want to do with line #2? Are you going to add some language? COMMISSIONER ARHUTICK: Under experience and training? COMMISSIONER MUNDT: no under ensure maintenance of records; because we have Carmen doing that. What we're hoping for is cooperation between all levels of employment. COMMISSIONER ARHUTICK: All we need to do there is just modify that policy. Leave Carmen subordinate to the board and add under the direct supervision of the fire chief. COMMISSIONER MUNDT: So you want to revise the policy instead of revising this? COMMISSIONER ARHUTICK: I think it'd be easier. I think it would make more sense. COMMISSIONER MUNDT: Because some of this lapse into the Treasurer's duties. We have Carmen's duties but we also have the Treasures duties. COMMISSIONER HAUSER: I was thinking instead of "ensures maintenance" to "directs maintenance". COMMISSIONER MUNDT: I like the sound of that better. COMMISSIONER ARHUTICK: What I'm saying is he has to have the authority to do that and in our current policy he does not have the authority. COMMISSIONER HAUSER: But he doesn't do this stuff anyhow; so even if he's an overseer of Carmen he still doesn't do this. COMMISSIONER MUNDT: He's going to be the person that goes out and spends most of the money and then he's going to approve when the bills come in. He is going to have direct knowledge that neither the Treasurer nor Carmen would have because they weren't directly involved in the first place. That's why it's essential that the Chief is going to be submitting that stuff with his initials on it. Regarding residence it may be unrealistic for us to expect that they can afford to live here. COMMISSIONER ARHUTICK: That's why I said she left a loophole at the end. Any exceptions must meet board approval. COMMISSIONER MUNDT: Devon you are talking about something on line 4? COMMISSIONER HAUSER: Maintenance of personnel records is that what you're talking about? We can just cross that out because only Carmen can do it. COMMISSIONER ARHUTICK: Looks pretty good.

COMMISSIONER ARHUTICK moved to adopt the presented job description for MKI Chief, COMMISSIONER HAUSER 2nd the motion: **Motion Carried**

g. Schedule Final Interviews for Chief Applicants

COMMISSIONER ARHUTICK: I have a question on this. COMMISSIONER MUNDT: I was hoping for a report from the committee. COMMISSIONER ARHUTICK: Well that's why we're having an executive session. COMMISSIONER HAUSER: I thought that too so I moved g. to after the executive session. COMMISSIONER ARHUTICK: Okay that works for me. COMMISSIONER HAUSER: Can we do that? Do we have to make a motion to do that? COMMISSIONER MUNDT: We should.

COMMISSIONER HAUSER moved that we move g. Schedule Final Interviews for Chief Applicants under new business until after item 11. Executive Session, COMMISSIONER MUNDT 2nd motion: **Motion Carried**

PUBLIC INPUT

MARTHA COOKE: I was just looking back over October 25 minutes; we paid Jason to go to Boise to take training for his new job and it was a week of his time here. We paid him to go to train for a new job. Why is that? I absolutely object to something like that. Never in my life did I get paid by my current employer to go train for my next job. I cannot see that as a justifiable use of our money. COMMISSIONER HAUSER: You should've been at that meeting. MARTHA COOKE: Was that an executive session? COMMISSIONER HAUSER: No, but I got yelled at by Estelle that night. COMMISSIONER ARHUTICK: That was a stressful night. MARTHA COOKE: I don't think I've had an answer yet. Why did we pay him? COMMISSIONER MUNDT: He was currently still our employee and he did take some time out but he was still answering questions. He was not terminated yet and we

were still using him. The reason I was in favor is because Devon was appointed as interim and it was short notice and he wasn't exactly trained up to the position and so consequently he needed access to the chief as needed and he was still accessible by cell phone for advice and direction and so consequently for me it was to ensure a seamless transition rather than try to pull the Band-Aid off. It made more sense to me to maintain that relationship as long as I could because it was going to be a benefit to Devon and Carmen because there's a whole bunch of things he knows that he needs to share with them. And they won't know what those questions are until they come up and they need to be answered timely and consequently he wasn't technically into his other job he was basically doing both jobs. MARTHA COOKE: May I ask this? Did we pay his travel down and did he ask for this payment for his time while he was training? Was this a request of his? COMMISSIONER MUNDT: No it wasn't a request of his. We didn't deduct it from his salary. The problem was he told us what he was going to need to do, he didn't specifically ask for it but we're in the position of "where do we draw that line" and the board came to the conclusion that during that time period he was technically working both jobs but we still needed his attention so consequently we thought it was appropriate to do that. MARTHA COOKE: Did we also pay for his travel? COMMISSIONER MUNDT: No and he didn't take our vehicle. Is that satisfactory on how I came to my conclusion to support this? MARTHA COOKE: When I talk it over with other people who were not at these meetings they're going what? So there needs to be an answer for the "what". COMMISSIONER MUNDT: Is that satisfactory of how I came to my conclusion why I supported this? MARTHA COOKE: It's good, if I said to my current employer I need to train for my new job. COMMISSIONER ARHUTICK: It was for three days and the way I look at it is he was using up some of his comp time. There were times he worked some fires and he put in a lot more than 50 hours in a week. MARTHA COOKE: I think it's important for you folks to be able to explain this to more people than and just me if it comes up, so I'm glad you got some practice here. I'm good at this. COMMISSIONER MUNDT: I'm happy to do that if you need more flushing out I'm happy to do that to. MARTHA COOKE: it might not be me but several of us were going "whoa".

DAN HASON: Two things. 1st the tablets I highly recommend that the board approves the purchase of the tablets. They are an awesome piece of equipment. As far as losing signals or whatever it's a function on it that lets you go back to the initial dispatch. You can lose communications but you'll always have the information that was dispatched. The tablets are what they are, it's a complicated piece of electronic equipment and you need to have IT support. You need to either piggyback with the County and their IT support because the learning curve causes some training issues; IT support is huge. 2nd issue you are in search for a new fire chief and I congratulate you on that. Competency on incident response, handling incidents for the new fire chief is really important. I trust your judgment on judging that candidate's administrative abilities and personal skills etc. but I really think it's important that the board or whoever is on the panel have somebody on the panel that can evaluate the candidate's incident management skills. A Fire Chief from Coeur d Alene or from Kootenai or somebody in the area that you can have sit on the board who has pretty extensive incident management background who will be able to quiz the candidates. The candidates on their resumes probably have some incident management information. You need somebody who can drill down in that information and see if it's correct and legitimate. Somebody with a lot of incident experience will be able to determine if it's actual meat or if it's fluff.

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

COMMISSIONER HAUSER: This is to inform you that I will be away from November 27, 2016 to January 12, 2017 so I will not attend the December 20th Commissioners meeting and per Idaho Code 31 – 141 a. I would like my first alternate Randy Opp to serve in my place while I'm away. He has already agreed to do so. COMMISSIONER ARHUTICK: I didn't even know who your alternate was. COMMISSIONER HAUSER: Carmen knew it. And she is the important one. COMMISSIONER ARHUTICK: She is the important one. COMMISSIONER MUNDT: Question as we're going to be interviewing chief applicant; how are we going to do that do you have a plan? Are you going to Skype from your present location? COMMISSIONER HAUSER: Oh you're talking about me. COMMISSIONER MUNDT: Yes I am. COMMISSIONER HAUSER: Yes that's the plan; Carmen should be there I think because she has a vested interest. COMMISSIONER ARHUTICK: She's going to teleconference on an iPhone. COMMISSIONER HAUSER: And Carmen will help facilitate that. COMMISSIONER MUNDT: Ok. COMMISSIONER ARHUTICK: She'll get her two cents worth in. I feel that our selection committee did a fabulous job on our six hours of interviewing yesterday. We have it narrowed down and have candidates to present and I want to thank all the participants, Mr. Hansen, Mr. Montagne, Nancy King and Carmen. I was very impressed with the functioning of the committee as a whole. We actually kind of worked as a team. COMMISSIONER HAUSER: We were all surprised.

EXECUTIVE SESSION

COMMISSIONER MUNDT moved to go into executive session to discuss personnel Pursuant to the Provisions of Idaho Code 74-206, subsection (1) (a) COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Entered Executive Session at 8:15 P.M.

COMMISSIONER MUNDT moved to end the Executive Session at 9:13 P.M. COMMISSIONER ARHUTICK 2nd the motion:

COMMISSIONER MUNDT called for roll call vote:

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

Motion Carried

COMMISSIONER MUNDT: Due to the recommendations of the screening committee we have decided to interview three candidates they are Aaron Porter, Donald Rooks and Ray Lackey. Our intention is to continue with.... Carmen would you be willing to sit in on the final interviews? DIST SEC SARANTO: Yes. COMMISSIONER MUNDT: We would like to include you. We would also like to include Dan Hansen; he was recommending that we have somebody with incident command experience sit on the interview panel and I see no reason not to continue. Gretchen is going to be out of town but you're going to find a way to hook up and just will just take some coordination between you guys and everybody else was readily available before and I can become available; my problems are getting smaller. COMMISSIONER HAUSER: One of the things that we have to decide is how we're going to schedule this. Is it going to be one a day or all three in one day? COMMISSIONER ARHUTICK: We have two things that we have to do. 1. We have to send out the thank you for your application letters and the 2nd I think we should contact each of these applicants and have a window of dates. Find out when they can be here, we have to make ourselves available. COMMISSIONER MUNDT: We should allow some flexibility so we don't preclude them because of logistics. COMMISSIONER HAUSER: Also for him to get a plane ticket within a short time frame it's going to cost him a lot more money. COMMISSIONER ARHUTICK: I want to make sure we make it best for them. DIST SEC SARANTO: So have you picked a window of dates? COMMISSIONER MUNDT: First week in December is what we're hoping for. COMMISSIONER HAUSER: It cannot be the 5th. COMMISSIONER MUNDT: But we need to have some flexibility. COMMISSIONER ARHUTICK: I'm even willing to do it on a Saturday if that's what it takes. DIST SEC SARANTO: Okay so I'll give them a call and see what we can get set up. CHIEF RISKE: Do we have a start date? COMMISSIONER MUNDT: We're going to have to negotiate that with the applicant. COMMISSIONER HAUSER: What do we do about the requirements like the physical? We pay for the physical right? COMMISSIONER ARHUTICK: Correct. DIST SEC SARANTO: So are we asking for a DOT physical with a drug test? COMMISSIONER ARHUTICK: Yes. DIST SEC SARANTO: So just tell them to go get that done and bring us a receipt and we'll reimburse. Should this be done prior to the interview? COMMISSIONER MUNDT: DOT physical is not that tough we could ask them to bring it with them. DIST SEC SARANTO: So I'll call them and get a timeframe from them; are you thinking during the day? COMMISSIONER ARHUTICK: Yes. DIST SEC SARANTO: Then I will tell them they need to get a DOT physical and drug test. COMMISSIONER MUNDT: Yes and give them some options. We like to do it within the first two weeks of December. We all live close enough that we can be flexible with them. COMMISSIONER ARHUTICK: On the drug test tell them that they need to have the company send the results to us. COMMISSIONER HAUSER: And what are we going to do about references? DIST SEC SARANTO: Along those lines do you want me to do background checks prior to that? COMMISSIONER HAUSER: Oh yes. COMMISSIONER MUNDT: Our insurance carrier apparently has some enhanced tools for us. DIST SEC SARANTO: Yes and I will use those and get them prior to the interview. COMMISSIONER HAUSER: And also what about annual reviews? COMMISSIONER MUNDT: See if they will volunteer their annual reviews. It shouldn't be a demand. DIST SEC SARANTO: We could ask them if they would give us copies of their latest annual reviews. COMMISSIONER MUNDT: Make it a request. Anything more that you very intelligent women could... MARTHA COOKE: Criminal check and background check very important. Are these all men? No women applied? COMMISSIONER ARHUTICK: No women applied and I didn't have anything

to do with that. MARTHA COOKE: Did any minorities apply? Can you ask if they are citizens? COMMISSIONER ARHUTICK: No, and I can't tell you that because we haven't seen their faces. COMMISSIONER HAUSER: Mike what do you want to do about references? COMMISSIONER ARHUTICK: Whatever you guys want because I don't believe in references. DIST SEC SARANTO: They can't tell you anything anyway. LYNETTE ARHUTICK: This intelligent lady has a comment to make. I used to call for references, if nothing else you can verify the dates that they worked. A really good question to ask is would you rehire them. And the thing I found out about the dates is a lot of times they would fudge the dates so it would look like they were there longer than they were. I always felt it was just something you had to do. My husband would disagree with me; he thinks it's a complete waste of time.

MOTION TO ADJOURN

COMMISSIONER MUNDT moved to adjourn the meeting, COMMISSIONER ARHUTICK 2nd the motion: **Motion carried 9:23 P.M.**

Respectfully Submitted,



Dist Sec/Admin Asst Saranto

Approved,



Commissioner Mike Arhutick

Approved,



Commissioner Gretchen Hauser

Approved,



Commissioner Larry Mundt