

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
August 22, 2017 6:00 PM**

PRESENT:

Chairman Mundt - larrysub3mki@aol.com
Commissioner Arhutick - marhutick@gmail.com
Commissioner Hauser – gretchensub2mki@frontier.com
Deputy Chief Riske - deputychief@mkifire.com
Carmen Saranto - admin@mkifire.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTARY

None

BUDGET HEARING :25

Copies of the Proposed 2018 Budget were provided to everyone in attendance for review and opened for discussion and questions. CHAIRMAN MUNDT stated there were a few changes from last meeting. EMS contributions were adjusted. He also stated \$200,000 in Capital Outlay is for potential multi purpose pole building to house vehicles, office space and meeting space. Also currently have \$10,000 going towards rent of office space.

James King asked as to the size of the pole building. Clarified it would be a 60' x 80' building

COMMISSIONER ARHUTICK stated that possible purchase of SCBS's would come out of the Capital Outlay if we are unable to obtain a grant.

COMMISSIONER HAUSER clarified the building would be completed in stages.

Randy Opp questioned the Personnel Training line item. CHAIRMAN MUNDT stated the funds were for training EMT's. DEPTUTY CHIEF RISKE stated they want to get 8 EMT's trained in district at a cost of \$1500 per person. They hope to obtain a grant to cover some of the cost.

COMMISSIONER ARHUTICK explained the Full time wages were increasing due to an additional fulltime firefighter. Chad Mastin will be starting on September 5th. CHAIRMAN MUNDT stated the Board had interviewed a full time admin but were unable to meet the financial requirements of the potential new hire. The contracted duties of Nancy and Carmen are working well for now.

COMMISSIONER HAUSER stated there is more than enough money between Fulltime Wages and Professional Services but it may need to be revisited later in the year to cover possible increases in Professional Services.

Minor adjustments were made to the proposed budget.

19:47 CHAIRMAN MUNDT moved to approve the Proposed 2018 Budget as revised. COMMISSIONER HAUSER 2nd: **Motion Carried.**

APPROVAL OF MINUTES FROM THE PRIOR MEETING (S) 20:15

a. Regular Monthly Meeting of July 25, 2017

Nan needs to be added to "Present". COMMISSIONER ARHUTICK moved to approve the minutes as corrected. COMMISSIONER HAUSER 2nd. **Motion Carried.**

b. Special Meeting August 8, 2017

CHAIRMAN MUNDT moved to approve the minutes as submitted. COMMISSIONER ARHUTICK 2nd: **Motion Carried.**

APPROVAL OF BILLS AND FINANCIAL REPORTS 21:45

CHECK DETAIL

CHAIRMAN MUNDT questioned the \$250 for Kootenai Electric charge. DEPUTY CHIEF RISKE stated that was required to conduct a site visit for moving the electric line.

CHAIRMAN MUNDT questioned what the charge for Dal Computers to fix computer lock-out.

DEPUTY CHIEF RISKE stated it was due to password/PIN protections in place from Ray Lackey that resulted in a lock-out.

CHAIRMAN MUNDT asked about 299. DEPUTY RISKE stated it was needing servicing and that there were transmission issues.

26:00 CHAIRMAN MUNDT moved to approve the Check Detail Report as submitted.

COMMISSIONER HAUSER 2nd: **Motion Carried**

PROFIT AND LOSS BUDGET VERSUS ACTUAL

COMMISSIONER HAUSER stated that with 6 weeks left we are at 51% of our budget. We are doing very well and she is very happy with the budget.

BALANCE SHEET

29:40 CHAIRMAN MUNDT moved to approve the Reports as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

DEPUTY CHIEF'S REPORT 29:50

- a. We are up to 73 calls year to date, nothing major in district. There were a couple medical calls at the camp.
- b. Doing a lot of work around the station. North bay floor has been repainted with airport hangar paint. Will start the other floors on Thursday.
- c. Have had a lot of meetings.
- d. Harborview Road Association proposed paying MKIFPD \$1000/year to clean out culverts when they do the hydrant testing. The Board does not want to be responsible for their maintenance. It is ok to assist. Helping out is different than being responsible for.
- e. Happy Family Club wants to use the 2 bays for yard sale in conjunction with MKIFPD Open House. The Board stated that once a year is an acceptable use as it is a community organization and would not utilize additional MKIFPD resources to have sale.
- f. Engine 222 has been moved to the North Idaho State Fair in the Co-op booth. It is protected and accessible if needed. It will help with recognition for MKIFPD. Volunteer applications will be available at booth.
- g. Chief's Breakfast – New system called Everbridge. It is a text/email-based system to inform public of emergency situations in our area. You have to go online to sign up. There is a link on our website and on Facebook. COMMISSIONER HAUSER suggested coordinating with the Grange to get an email sent out through them. Nancy stated she could get that done.

OLD BUSINESS

- a. 40:28 **MOU Office Space** – Renew. DEPUTY CHIEF RISKE provided the Board with an updated agreement. CHAIRMAN MUNDT moved to approve the agreement. COMMISSIONER ARHUTICK 2nd: **Motion Carried**
- b. 41:28 **New Policies** – Approve. DEPUTY CHIEF RISKE provided the Board with the HIPPA and Confidentiality Policies. CHAIRMAN MUNDT moved to approve the Confidentiality Policy as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

CHAIRMAN MUNDT moved to approve the HIPPA Policy. COMMISSIONER HAUSER 2nd:

Motion Carried.

- c. **43:57 New Building** – Discussion. DEPUTY CHIEF RISKE received a cost estimate from Kootenai Electric of \$10,277.71. He is waiting to get specifics from KEC. He spoke to Kevin from WHD who said they planned to move the pole closer to the gate and the service would go underground but not sure how. Kootenai Electric is covering a portion of the bill but the estimate is what our share would be. CHAIRMAN MUNDT asked about Panhandle Health. DEPUTY CHIEF RISKE stated when Chad comes on board he will get with his contacts at Panhandle to get additional information.
- d. **48:45 SCBA's** – Grant. DEPUTY CHIEF RISKE stated it has as not opened yet. He is working with Chief Wasco at CdA Fire to have the grant ready to submit once it opens in October or November.
- e. **49:30 Incentive Program** – Discussion/Approve. DEPUTY CHIEF RISKE provided the board with a proposed incentive program for volunteers. Designed to incentivize and reward volunteers. It is a point-based system based on participation in District activities with awards presented at annual award banquet.
CHAIRMAN MUNDT moved to approve the Volunteer Incentive Program. COMMISSIONER ARHUICK 2ND: **Motion Carried.**
- f. **52:00 Firefighter Job Description.** The Board had been provided a job description. DEPUTY CHIEF RISKE recommended various minor changes. There was much discussion on the to the minimum qualifications for Firefighter 1 and Hazardous Material Operations certificates. The Board agreed to change timeline from 2 years to must possess IFSAC Firefighter 1 and IFSAC Hazardous Material Operations. Clarified attendance standards to 80% of calls and 50% of training, and lifting requirements from 10 to 50 pounds. Added a minimum response time of 15 minutes to the station to the minimum qualifications with Board approval for any exception. Changed reports to Lieutenant. There was much discussion on the requirement to promote teamwork versus being a team player. A final draft was prepared. COMMISSIONER HAUSER felt it was very important that they must promote teamwork and not just be a team player. CHAIRMAN MUNDT and COMMISSIONER ARHUTICK were fine with team player.
1:21:00 COMMISSIONER ARHUICK moved to approve the revised Firefighter Job Description. CHAIRMAN MUNDT 2ND: **Motion Carried.** *Commission Hauser voted Nay*
- g. **1:12:12 Clarify Motion on Insurance Policy Expansion.** COMMISSIONER HAUSER wanted to clarify some motion/discussion from previous months minutes as to what was actually moved and what was actually intended.
CHAIRMAN MUNDT moved to provide the employee with medical, dental and vision; the spouse with medical and vision; the dependent with medical. COMMISSIONER HAUSER
COMMISSIONER 2ND: **Motion Carried.**

NEW BUSINESS

- a. **1:21:31 Fiscal Year Resolution – Adoption.** CHAIRMAN MUNDT moved to approve the Fiscal Year Resolution # 2017-02. COMMISSIONER ARHUICK 2ND: **Motion Carried.**
- b. **1:22:56 Budget Resolution – Adoption.** CHAIRMAN MUNDT moved to approve the 2018 Budget Resolution # 2017-03. COMMISSIONER ARHUICK 2ND: **Motion Carried.**
- c. **1:23:26 Land Survey – Discussion.** COMMISSIONER ARHUTICK feels it would be prudent for the District to have a current survey of the property to ensure exactly where our property lines run before we move forward with any improvements. COMMISSIONER ARHUICK moved to have our current property properly surveyed. CHAIRMAN MUNDT 2ND: **Motion Carried.**
- d. **1:27:24 Elections – Commissioner Sub District #3** CHAIRMAN MUNDT stated he has submitted his Petition of Candidacy and will be seeking reelection.

PUBLIC INPUT 1:27:15

None

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE 1:27:53

None

ADJOURNMENT 1:28:04

CHAIRMAN MUNDT moved to adjourn. COMMISSIONER ARHUTICK 2nd: **Motion Carried**.
Meeting adjourned at 7:28 pm.

Respectfully Submitted,



Nancy King

Approved,



Commissioner Mike Arhutick

Approved,



Commissioner Gretchen Hauser

Approved,



Commissioner Larry Mundt