

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 23, 2018 6:00 PM**

**PRESENT:**

Chairman Mundt - larrysub3mki@aol.com  
Commissioner Arhutick - marhutick@gmail.com  
Commissioner Pro Tem Randy Opp  
Chief Riske - deputychief@mkifire.com  
Carmen Saranto - admin@mkifire.com

**CALL TO ORDER**

Meeting was called to order at 6:00.

**PLEDGE OF ALLEGIANCE**

**TEMPORARY INTERIM SUCCESSOR FOR COMMISSIONER HAUSER – MR RANDY OPP SWEAR IN :20**

Randy Opp took Oath.

**PUBLIC COMMENTARY 1:02**

**APPROVAL OF MINUTES FROM THE PRIOR MEETING (S) 1:04**

**Regular Monthly Meeting of November 28, 2017**

**Regular Monthly Meeting of December 19, 2017**

Correct people are not in attendance to approve November or December minutes. Approval tabled until next meeting.

**APPROVAL OF BILLS AND FINANCIAL REPORTS**

**CHECK DETAIL 1:38**

Carmen stated that check number 6557 to Kootenai County Fire Prevention Co-op for \$300 would be voided as it is not needed. CHAIRMAN MUNDT asked about the RC Worst charge for rebuilt fire hose nozzle. CHAD stated it was for replacement of hard piping that was rotting on vehicle 222. COMMISSIONER ARHUTICK asked about the Passport charge with Worley Fire. CHIEF RISKE stated it is WFD had the machine and we share the cost with them for helmet ID tags. COMMISSIONER OPP stated fuel usage is pretty high. CHIEF RISKE stated they have been taking at least 2 rigs down to WFD for training 3 times per week. Now down to 2 days per week and then 4 days in March. They have been hauling air packs, gear and ensuring coverage. CHAIRMAN MUNDT moved to approve the Check Detail Report as submitted. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried.**

**PROFIT AND LOSS BUDGET VERSUS ACTUAL 8:38**

CHAIRMAN MUNDT STATED he has a number of concerns. We are significantly over budget. Looking at total expense it looks like we are at 22% but that includes capital outlay, with that removed we are at 34%. We are 33% into the year and have had at least 10% carry over for 18 years. We shouldn't be over 30%, which is currently \$15,000 over budget. We are at 68% for fuel which should be 24%. We would need zero expenses for 4 months to break even. CHIEF RISKE stated Building R&M needs some rework as there are some costs in there that should not be. Also money was taken from fuel during budget process. CHAIRMAN MUNDT stated we need to find out what the problem is and how to fix it. CHAIRMAN MUNDT moved to approve the Profit and Loss Budget versus Actual as submitted. COMMISSIONER OPP 2<sup>nd</sup>: **Motion Carried.** (55:40) CHAIRMAN MUNDT would like a vehicle log as a means for tracking usage to account for fuel consumption: where it is going and why. Chad spoke to Carol at Worley Highway concerning payment to the account. 250 gallons in one month is a lot. May want to look into possible billing discrepancies.

## BALANCE SHEET 14:20

CHAIRMAN MUNDT moved to approve the Balance Sheet as submitted. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried.**

## CHIEF'S REPORT 15:28

- a. 15:28 122 calls for the year. Down 14 from last year. He provided a breakdown of the types of call.
- b. 18:16 Attended meetings. One with training chiefs. North Idaho Emergency Services Academy and IDL teaching wildland.
- c. 19:17 Conducted an Orientation night for EMT hopefuls.
- d. 19:30 SCBA Grant spending a lot of time on it. 3 years of data being compiled. Gathering input from others familiar with the process. Attended 2 Webinars on the application process. Plan to meet Monday to review submission, finalize on Tuesday, and submit on Wednesday. It is due Feb 2.
- e. 24:50 Firefighter Class is going well. Learning about teaching styles. Currently going 2 days per week and Saturdays. 230 question final questions have been finalized with Chief Maines. Final is Feb 22. Working on skills. Built roof prop to for training which worked well. Big eye-opener for class.
- f. 28:25 Sign was shot with buck shot. Hoping supplier will replace at no cost. CHAIRMAN MUNDT suggested making 2 signs moving them to surface of post for better visibility.
- g. 29:48 Received an Ironman thank you which is in display case along with a painting from one of the volunteers.
- h. 30:20 COMMISSIONER OPP asked about the status of weekly Chief's Report. CHIEF RISKE stated he had dropped the ball on getting them in and will do better.

## OLD BUSINESS

- a. **New Building Progress 30:50** CHIEF RISKE stated he had found information/drawings in file. Including where the septic system is located. There is an adequate system to support expansion. The system was designed for 15 people for a 40 hour week, 2 bathrooms, and a kitchen. Ken Butcher was provided the documents and will work on them. CHAIRMAN MUNDT stated he would like to see efforts go towards what we are likely to achieve. Purchasing property would require a levy and he did not think it would succeed. It would be a hard sell to the public. Options were tried for satellite stations in Harborview and Loffs Bay. Took several years and both failed. We need to find out what we can do within the confines of our existing property. CHIEF RISKE stated Ken said the County needs drawings in order to address any questions on expansion. COMMISSIONER OPP suggested using one of the drawings provided.
- b. **SCBA Update. 38:58** Update provided in Chief's report.
- c. **Policies 208, 209, 39:09** CHIEF RISKE requested Policy 209 be tabled as it needs some revisions. Policy 208 was presented a couple months ago. CHAIRMAN MUNDT moved to approve Discipline Polity 208 as submitted. COMMISSIONER ARHUTICK 2<sup>ND</sup>. **Motion Carried.**
- d. **Office Space 41:01** CHIEF RISKE provided cost estimate to construct 14' tall wall. Would be insulated, electrical and a door. Estimate: \$3017.48. The steps need to be rebuilt regardless if wall is completed or not. CHAIRMAN MUNDT does not think moving the office is a solution. He suggested a portable as an option. By putting a wall up it reduces the value of the space. CHIEF RISKE spoke to Scott Hayes today and he stated there are often shipping containers converted to office space on the Federal Excess Property list. May be able to pick one up for just shipping costs. CHAD will look into applying. COMMISSIONER ARHUTICK stated if something is found a Special Meeting would be in order.
- e. **EMT Certification 53:02** CHAD stated he is close to finishing and will be testing first week in February. CHIEF RISKE stated is hoping to complete his mid to end of February. He still needs to obtain hours in a couple areas, some of which are hard to find.
- f. **Hours 1:01:06** CHAIRMAN MUNDT stated he had reviewed time cards for the past two months and there are a lot of hours. Resulting in budget concerns. He found only one week that was 40 hours with most in the 60-hour range and some cases 75-hour range. There was a total of 281 hours of overtime and only 35 were for calls. 12% of the overtime was for calls, which is justifiable. The composite cost for the 281 hours is about \$28 per hour for 7 to 8 weeks comes to \$7000 or \$8000 in overtime. We need to look at the cost benefit for the over budget. Is the 250 hours in overtime essential? Why is

comp time not being used? If hours are not altered we will be \$60,000 over budget which will have to come out of capital projects. CHIEF RISKE asked if a work week was defined as 53 hours. CHAIRMAN MUNDT stated working 53 hours per week is when overtime begins, it is not a mandate. Bringing another person in part time would be cheaper than paying the overtime. COMMISSIONER ARHUTICK stated he agreed, if we are paying overtime we are exceeding the 106 hours. COMMISSIONER OPP stated the additional training has created additional hours and should have been factored in.

- g. **EMT Class Status 1:08:50** CHIEF RISKE stated he offered the EMT class to locals on roster. The response was either bad timing or no interest. He provided a list of 6 of those he felt that would be strong good volunteers for a year. He provided a commitment letter. He spoke to Cafferty and if he used it he would have to change/create a bunch of policies. CHAIRMAN MUNDT spoke to Worley Fire. They were pessimistic about trying to do something like this. Cost to complete the program at NIC is \$3000. MKI is a lower cost option and we need reasonable confidence that we will get something in return. CHIEF RISKE stated current EMT's can sit in on the class to count towards continuing medical education requirements at no additional cost, which is hard to come by. A class for Nan to get current was going to cost Nan \$325. CHAIRMAN MUNDT stated if they have something invested they are likely to complete it. There was discussion on the cost benefit and ensuring the district gets something out of paying for the training. Possibly doing a 50/50 split in costs and a refund upon completion of commitment. Is it too late? CHIEF RISKE stated they have only had one orientation night to discuss class attendance requirements and service agreement. COMMISSIONER OPP is concerned that we may shrink the number of candidates from 6 to 3 and not be a viable class, maybe implement next class. COMMISSIONER ARHUTICK stated the pledge of service drafted would not hold up. CHIEF RISKE state 4 of the 6 are set and class is to start on February 20<sup>th</sup>. Nothing has been paid, nor a contract signed. COMMISSIONER ARHUTICK stated we need EMTs, and those trained need to give a commitment. There is the benefit of current EMT's sitting in on the class. He did not want Chad or Devon using overtime to sit in on class. COMMISSIONER OPP asked if we want to have them make a payment of \$500 or two \$250 payments. CHAIRMAN MUNDT moved to ask the volunteer to pay ½ of the cost of the class and upon completion of a 1 year commitment to MKI they will get a refund. Payments are fine. COMMISSISONER ARHUTICK 2<sup>ND</sup>. **Motion Carried.**

#### **NEW BUSINESS**

- a. **Notarized Letter for Grant 1:24:35** MKI has to register with SAM.gov to apply for the grant. A notarized letter was required to update. This is information only.
- b. **Credit Card Spending Limits 1:25:27** CHAIRMAN MUNDT stated current spending limit is \$2000. The intent was set up to allow for spending between meetings. Don't want to see a big bill that they have not had the opportunity to talk about. The accumulation of small things is what is a concern. CHIEF RISKE stated in the past purchases were placed on Carmen's card. That is not an option now and we need to have better planning for purchases.
- c. **MOU – Idaho Dept. of Lands 1:30:15** CHIEF RISKE Stated there are some changes, some things taken away. It is an agreement for payment for hiring our tender, it's our working agreement. It's a 5 year agreement. CHAIRMAN MUNDT moved to adopt the Cooperative Agreement – Mutual Assistance State of Idaho – State Forester agreement with IDL. COMMISSIONER ARHUTICK 2<sup>ND</sup>. **Motion Carried.**

#### **EXECUTIVE SESSION: 1:32:46**

CHAIRMAN MUNDT moved to go into Executive Session for: Discussion of 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.**

CHAIRMAN MUNDT called for roll call vote:

Chairman Mundt:	Yes
Commissioner Arhutick:	Yes
Commissioner Opp:	Yes

Entered Executive Session at 7:32

End of Audio file: Jan 23, 2018-1.MP3

Deputy Chief Riske and Chad Mastin entered Executive Session at 8:03

Returned from Executive Session at 8:37

Start of Audio file: Jan 23, 2018-2.MP3

CHAIRMAN MUNDT moved to end Executive Session. COMMISSIONER ARHUTICK 2<sup>nd</sup>. **Motion Carried.**

CHAIRMAN MUNDT called for roll call vote:

Chairman Mundt:	Yes
Commissioner Arhutick:	Yes
Commissioner Opp:	Yes

**TAKE ACTION ON EXCECUTIVE SESSION:**

**FIREFIGHTER JOB DESCRIPTION REVISION :30**

CHAIRMAN MUNDT stated it had come to their attention that a medical evaluation was required upon hiring of Chad in accordance with Idaho Statutes 44-1801 and 44-1812. Funding would need to be pulled from Capital Account as it was not budgeted for. CHAIRMAN MUNDT moved to proceed with a Physical Medical Evaluation for Chad. COMMISSIONER ARHUTICK 2<sup>nd</sup>. **Motion Carried.**

**MANAGEMENT CONSULTANT 2:30:00**

CHAIRMAN MUNDT has spoken with Worley Fire concerning hiring them as a Management Consultant. WFD submitted a proposal. CHAIRMAN MUNDT moved to set up a special meeting to pursue further discussion with Worley on the topic. COMMISSIONER ARHUTICK 2<sup>nd</sup>. COMMISSIONER ARHUTICK suggested setting up a special meeting with Worley the week of the 4<sup>th</sup> when COMMISSIONER HAUSER is back and before CHAIRMAN MUNDT leaves. **Motion Carried.**

**PUBLIC INPUT 5:40**

CHIEF RISKE wanted to mention he attended an emergency preparedness meeting with the Grange. There was discussion on MKI and the Grange coming together when something happens. There may be interest in an MOU with them to use the Grange Hall for emergencies.

**COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE 6:55**


CHAIRMAN MUNDT will not be at the next meeting. Lee Toedter will be his alternate.

**ADJOURNMENT 7:18**

CHAIRMAN MUNDT moved to adjourn. COMMISSIONER ARHUTICK 2<sup>nd</sup>: **Motion Carried.**  
Meeting adjourned at 8:45 pm.

Respectfully Submitted,

Approved,

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

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

Approved,

Approved,

  
\_\_\_\_\_  
Chairman Larry Mundt

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Commissioner Pro-Tem Randy Opp