

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
November 28, 2017 6:00 PM**

PRESENT:

Chairman Mundt - larrysub3mki@aol.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 :39

None

APPROVAL OF MINUTES FROM THE PRIOR MEETING (S) :47

Regular Monthly Meeting of October 24, 2017 COMMISSIONER HAUSER asked if a letter was drafted in response to the Aaron Porter inquiry. It was. COMMISSIONER HAUSER requested that under New Business, Item h, the last sentence state that the change to Paid Firefighter was due to the 80% call response requirement for paid firefighter, while volunteers have a 35% response requirement. Nancy will review the meeting recording for the addition. Approval of minutes was tabled until next meeting.

Special Meeting of November 8, 2017 4:47 CHAIRMAN MUNDT noted that it should be Special Meeting not Regular Meeting. CHAIRMAN MUNDT moved to approve the minutes as revised. COMMISSIONER HAUSER 2nd: **Motion Carried.**

APPROVAL OF BILLS AND FINANCIAL REPORTS

CHECK DETAIL 5:50

COMMISSIONER HAUSER asked what Capones/Dreschel was for. DEPUTY CHIEF RISKE stated it was for lunch with Fire Marshal Dreschel from Timberlake. CHAIRMAN MUNDT moved to approve the November Check Detail Report as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

PROFIT AND LOSS BUDGET VERSUS ACTUAL 8:55

CHAIRMAN MUNDT moved to approve the November Profit and Loss Budget as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

BALANCE SHEET 10:40

CHAIRMAN MUNDT moved to approve the November Balance Sheet as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**

DEPUTY CHIEF'S REPORT

- a. **10:59** DEPUTY CHIEF RISKE stated he contacted ISP concerning the tires. He also spoke to KC Sheriff's office and they said they are good tires. Was suggested to adjust the weight within the vehicle but has not had the weather to test it. The traction control would need to be reprogrammed but he does not want to deal with Ford. It was suggested researching disabling the traction control.

- b. **13:00** 110 calls for the year. 91 calls last month. 4 Mutual Aid (2 KCFR, 2 Worley) CHAIRMAN MUNDT would like statistic on calls for the holiday dinner.
- c. **13:55** Ready to go for holiday dinner. Have awards, certificates and pins, and gifts for volunteers.
- d. **15:48** Training: 14 new volunteers (less than a year with MKI). Six of them are EMTs. Working on SCBA, masks, HIPPA and Reports. Any paperwork that falls under HIPPA guidelines is shredded after replicating in electronic system. The paper fire reports do not have personal info. The green sheet is very generic. ESO is used by EMS reporting on the computer. General fire program uses the green sheet. Two reporting systems are used right now. There was a buyout so hopefully it will resolve issues of the two systems talking together. COMMISSIONER HAUSER asked if the 6 EMT are volunteering to be affiliated with a department and will probably move on. DEPUTY CHIEF RISKE stated yes that it is a revolving door but we are benefiting as they are responding. 6 months ago 2-3 would respond. Now we are getting 7 responding.
- e. **23:53** Deadline has passed for gear to be turned in. 3 have turned in, 3 need to talk to. 1 will be bringing in gear when he has time off work.
- f. **24:50** Working on Box Card/Run Card and getting them updated. There were calls within our district and we were not called due to newer dispatchers using old cards. Info is provided to dispatch so they know what resources to send depending on the type of call and where it is located. Worley is working on updating theirs as well.
- g. **28:37** Chad is attending FF1 class tonight at Worley. 14 MKI and 4 Worley are attending the class. DEPUTY CHIEF RISKE hopes to have our own extrication class, code class, and G141 class in conjunction with Worley since we have at least 10 to train.
- h. **30:38** Chad has completed the lighting project. Came in way under budget. Spent \$488 of \$1500 budgeted. Would like to convert the remainder of the fixtures. Will receive an incentive from Kootenai Electric of \$13 per fixture for a total of \$429. Total project cost is \$936. Kootenai Electric estimates a \$496 savings in the first year. CHAIRMAN MUNDT said to proceed since there is money there.
- i. **35:00** Sign project is almost completed. Waiting on the wrap for the metal sign.

OLD BUSINESS

- a. **Health Insurance for Commissioners 36:14** CHAIRMAN MUNDT and COMMISSIONER HAUSER stated they will not to seek health insurance through MKI.
- b. **Paid Firefighter Job Description 37:06** COMMISSIONER HAUSER moved to change the job title of the Firefighter job description to Paid Firefighter. CHAIRMAN MUNDT 2nd: **Motion Carried**
- c. **Deputy Chief Employment Letter 39:21** CHAIRMAN MUNDT moved to approve the Deputy Chief Employment letter as submitted. COMMISSIONER HAUSER 2nd: **Motion Carried**
- d. **Sick Policy 41:26** The board was provided the Sick Policy with suggested changes. CARMEN brought up Item 3e concerning medical documentation for sick leave in excess of three days. She stated she found that an individual will miss 3 days to 2 weeks for the flu and how often do you go to the Dr. for that. She questioned if it needed to be in there or if it needed to be taken out. She also requested changes for clarification of accrual for accounting purposes. COMMISSIONER HAUSER recommended renumbering 2a and 3a to fall under main heading without a number. Formatting changes are ok so long as the wording is not changed. Board discussed and agreed to the following changes:
 1. Accrual: item 2b changed to: All regular full-time employees **start** accruing sick leave from the start date, for a **maximum of 56 hours per anniversary year**; item 2c changed 7 days to **56 hours** and calendar year to **anniversary year**; item 2d changed a maximum of to **no more than**; item 2f,i,ii, iii added **up to a maximum of 56 hours per anniversary year**.
 2. Use: item 3e changed three to five (consecutive work days); item 3g removed **upon termination of employment**.
 COMMISSIONER HAUSER moved to amend the sick leave policy with above changes. CHAIRMAN MUNDT 2ND: **Motion Carried** Vacation policy needs to be added to next meeting agenda.
- e. **SCBA's – Grant. 1:02:51** DEPUTY CHIEF RISKE No updates. CHAIRMAN MUNDT asked DEPUTY CHIEF RISKE to contact Spirit Lake and let them know we may be interested in acquiring their surplus equipment.
- f. **Rescue Truck Repairs 1:03:53** DEPUTY CHIEF RISKE the truck repairs are completed and it has more power than it ever has. Total cost was \$2999.

- g. **New Building Progress 1:07:32** Received the recorded survey. Gained 6' on northwest corner and 38' on southwest corner. DEPUTY CHIEF RISKE needs to contact property owner. He spoke to Ken Butcher and provided a wish list. Ken has a couple ideas, pull through bays, taller door, plan for the future. Put project together and build in phases. Shoshone built a new station for \$375,000 Ken would like to get reimbursed for some of his time. CHAIRMAN MUNDT stated we could reimburse for reasonable and appropriate costs. Kootenai Electric is on hold till we know what we are going to do.
- h. **EMT Certification: Devon/Chad 1:13:50** DEPUTY CHIEF RISKE stated he needs to get his CME (Continuing Medical Education) hours, optional module hours, and retake the national exam. 20 hours in hospital or Dr. Office in various different categories such as pediatric. 20 hours live instructor class. CHAD comes to work at 7am-10am to study plus study in evenings at home. He will need to do ride alongs, a week of skills, and test in February for course completion and then take the national test.

NEW BUSINESS

- a. **Boundary Fence 1:21:21** DEPUTY CHIEF RISKE provided the Board with pricing for 392' of fencing to run from the northeast corner, to the northwest corner, to the southwest corner easement. It was decided to table this until March meeting as this would be a spring project.
- b. **Policies 206, 207, 208 1:29:45** COMMISSIONER HAUSER stated she would like to have time to review them. There was discussion as to whether policies 206 and 207 are needed since we now have job descriptions. CHAIRMAN MUNDT stated we operate under KCEMSS license and they will dictate what the EMT's is. DEPUTY CHIEF RISKE will find out if we they have an EMT job description. Disciplinary Policy was changed to add Deputy Fire Chief per recommendation of Cafferty. Policies were tabled until next meeting.
- c. **Interim Fire Chief Appointment 1:35:28** CHAIRMAN MUNDT moved to appoint Devon Riske to Interim Chief dating back to May 2017. COMMISSIONER HAUSER 2nd: **Motion Carried**
- d. **Volunteer Firefighter Job Description 1:40:30** Tabled until next meeting.
- e. **Audit Report 1:36:56** Audit complete, went well. Procedures are good. Draft copy was provided. Carmen has letter for Chairman to sign.

EXECUTIVE SESSION: 1:41:30 COMMISSIONER 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 HAUSER 2nd: **Motion Carried.**

CHAIRMAN MUNDT called for roll call vote:
 Chairman Mundt: Yes
 Commissioner Hauser: Yes

Entered Executive Section at 7:42

Deputy Chief Riske entered Executive Session at 7:55

Returned from Executive Session at 8:56

1:42:13 CHAIRMAN MUNDT moved to end Executive Session. COMMISSIONER HAUSER 2nd: **Motion Carried.**

CHAIRMAN MUNDT called for roll call vote:
 Chairman Mundt: Yes
 Commissioner Hauser: Yes

TAKE ACTION ON EXECUTIVE SESSION

1:42:28 CHAIRMAN MUNDT moved to raise Deputy Chief Riske's wages to \$24/hour effective the next pay period, December 4th and amend employment letter to reflect such. COMMISSIONER HAUSER 2nd: **Motion Carried.**

PUBLIC INPUT

None

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

1:44:28 CHAIRMAN MUNDT stated COMMISSIONER ARHUTICK was not there tonight and that it is appropriate that his interim successor attend in case either he or COMMISSIONER HAUSER were to unexpectedly not be able to attend. It is appropriate to have our seconds step in to ensure we have our regularly scheduled meeting as we cannot anticipate emergencies. That's why we have alternates. COMMISSIONER HAUSER agreed.

ADJOURNMENT

1:45:41 CHAIRMAN MUNDT moved to adjourn. COMMISSIONER HAUSER 2nd: **Motion Carried.**

Meeting adjourned at 8:30 pm.

Respectfully Submitted,

Nancy King

Approved,

Commissioner Larry Mundt

Approved,

Commissioner Gretchen Hauser