

# Northside Fire District

Regular Meeting 7:00 pm December 17, 2014

Meeting called to order at 7:05PM,

Present at the meeting were: commissioners Yaw, Addison, Rich

Minutes of the last meeting November 19, 2014 were approved with the following amendments

Part 1 Local Election-Ray Yaw's term is up for renewal January 15, 2015

Part 1 Local Election-Ray Yaw's term is up for renewal January 1, 2016

Part 2a Discussion was mad and a denial resulted

Part 2a Discussion was made and **no action taken**

**Motioned** to approve minutes as amended; Motioned by: Rich Secoded by: Addison Motion: Passed

Payment of bills: Were known and ordinary vendors

Old Business Discussion:

- 1) Audit: Everything went well and no unexpected surprises
  - a. General Journal Entries not yet delivered to Tammy but will be soon for annual adjustments
  - b. Advised next fiscal year we will see on the report the liability or asset of PERSI on our financial statement and it will show as a line item.
  - c. Brandon will talk with Tammy in the next couple of weeks about doing some month end and yearend procedures and adjustments
  - d. 3 examples of adjustments:
    - i. Adjusting Journal Entries: ex: dbl booked deposit/expense, accrued payroll, depreciation and fixed asset's etc...
    - ii. Reclassifying Journal Entries: accrued interest for a loan, uncleared checks
    - iii. Client Journal Entries: client identified and didn't get in the books and wants to make sure the auditors make the same adjustments
  - e. Kudos were give to both Brad and Tammy for being organized, having documents easily accessible and for making changes of the mitigating controls to the segregation of duties (example board member to sit in on reconciling of bank statements) and for any requests that were made from the Auditors
- 2) Sleeping Quarters:
  - a. After much discussion a decision was made to:
  - b. Continue forward on the purchase of a new piece of apparatus and get permit and proceed with downstairs remodel to add 2 bedrooms for sleeping quarters & exterior stairwell off the back of the **north end** station for a remodel on building 1 project: BUDGET ITEM: Capital Expenditures
- 3) EMS: ongoing conversation
- 4) Mapping/Insurance: Bank account opened and ready at Mountain West Bank
- 5) Ponderay Future Growth: Newspaper article states that there is future plans of a marina to be installed at or near black rock, we need to be thinking about the future
- 6) Annexation Bejot: to be moved to the end of the old business
- 7) Progress SOP/SOG: Have commissioners review and then also forward to attorney for review, commissioners to review and bring back to meeting on January 21, 2015
- 8) MDC License-Firehouse documents faxed Monday December 15, 2014
- 9) Workshop 5 year plan-will revise 5 year goal to still purchase the apparatus this fiscal year, move the plan of station 2 add on funds over to remodel station 1 to add sleeping quarters and a stairwell for emergency exit to station 1

New Business Discussion:

- 1) **Motion** to open public hearing at 9:11pm Motioned by: Addison Seconded by: Rich Motion: Passed
- 2) Public Hearing-Bejot Annexation address 295 A Street Sandpoint ID 83864,
- 3) No comments from the audience, no one against
- 4) Returned to main commissioners meeting at 9:12pm
- 5) **Motion** to accept Bejot Annexation Motioned by: Rich Seconded by: Addison Motion: Passed

Secretary's Report:

- 1) House Bill 560 Legislative Services Office (LSO) passed in March 2014
  - a. Effective January 2015 we will have to file audit report within 9mo of close of fiscal year
    - i. Administrative-Terms of board members, name, address, email, FY terms are up
    - ii. Financial-adopted budget, budget to actual, bond info
    - iii. Documents-approved budget, audit, unaudited financial statement
- 2) Commissioners Biography for Website: Still requesting a bio from Rich and Yaw

Chief's Report:

- 1) Open Meeting Law Seminar: discussion and highlights of seminar, call the state attorney's office and request more booklets of open meeting law so we can distribute to anyone who wants a copy or have access to it
  - a. Question about fees came up, what is a standard rate, state says 2 hours of research and up to 200 copies of pages
- 2) Ross Crawford-Thank you for the accountability board

Motion to adjourn meeting at: 9:27pm

Motioned by: Rich Seconded by: Addison Motion: Passed

Written by: Tammy Poulin