



MOTION:KNOTT  
SECONDED: ROOF  
MOTION: PASSED

## Northside Fire District

Regular Meeting 7:00 pm February 21, 2018

- Meeting called to order at 7:04PM
- Present at the meeting were: commissioners D Knott, V Roof, R Yaw
- Adopt the order of the agenda as amended: **MOTIONED BY:** Roof Seconded by: Knott Motion: Passed
- Read minutes of regular meeting January 17, 2018 Motion to Approve Minutes as read **MOTIONED BY:** Roof, Seconded by: Knott, Motion: Passed
- Payment of bills-All bills were approved and paid in the amount of ~~\$25025.27~~ of which ~~\$16623.37~~ \$44974.73 of which \$19338.63 is for payroll expenses with zero OT. Review of budget-1) When is capital project apparatus payment due?-September 2) Mapping Money: When will it be spent-do to be spent FY

### Old Business Discussion:

- 1) Awards Dinner Update-44 people are expected to attend the banquet and we are on schedule with plans
- 2) ID State Fire Commissioners Association-discussion, will table till next budget year due to financial cost
- 3) **ADD-Letter to Bank to add new commissioners and remove old commissioners, attached**

### New Business Discussion:

- 1) Station 2 Plan/Updates-addition on station2 to include a single bay with bathrooms/water supply and sewer to be added at a later date. Estimate of \$80,000, with doing work ourselves we can save more money. Budget this year of \$37,000 should be able to shell in and insulate. As for the training container upgrades hand rails, windows, doors and interior walls. An estimated addition of \$30k to \$35k for the water supply. Would other agencies help out with the funding of the training center-yes reach out again
- 2) Volunteers
  - a. Recruitment-website banner, restaurant reader boards etc
  - b. Retention-volunteer lounge est \$3500, updated kitchen, bedding for overnighters all so we can keep volunteers here for social time, location TBD
  - c. Medical Clearance-would like to see all volunteers have a check-up by a doctor or a physical agility test, blood pressure check or DOT check, Vern to look into this with IDOL and bring back to the board
- 3) Employee Assistance Program-would like to get our insurance guy to talk with the department
- 4) Insurance Reimbursement/Structure Fires-possible billing to insurance companies for structure fires and extrication services that is already built into the policy can range from \$500-\$5000, Motion to research further **MOTIONED BY:** Roof Seconded by: Knott Motion: Passed
- 5) ISO Rating Rural Updates-what can we do for the rural 9&10's? What do we need to do the lower the ratings? GOAL: Water tender to start flow within 5 min of arrival and 250gal/min for 2hrs, if proven the rating can drop to the hydrant rate which would be an ISO rating of a 5.
- 6) Update Plan for Fire Inspections-how many can we do a week, what is the plan, our inspections are very thorough and reports made, every new applicant is now required to have an inspection, target hazards and large occupancies are our focus right now. Would like to have a letter sent out to businesses with a list of self-inspections. If a violation what is the process asking the company to fix the problem and then send us a text photo once the violation is fixed. Ponderay Police Department can assist on signing violations and we also have the backing of the Fire Marshall. Encourage you to keep good paper trails for all inspections and business

contacts. Software Fire House vs what Fire Marshall uses may want to get better training for smoother completion of reports.

- 7) Website/Public Relations-would like to see more public relations in the newspaper and social media. Need to update numbers on the website.
- 8) Auto/Mutual Aid Agreements-Automatic aid is automatic and no delay in response with other departments helping out, mutual aid they have to be requested to show up. Would like to see more auto aid agreements in the county so we can have better response time, especially for our target hazards (box stores, hotels, Bonner General) and confirmed fire. Would like to see auto aid on all three sides of the district boundaries along with confirmed extrications. We have talked with all departments in the past and there is interest, will revisit this to get a signed agreement.
- 9) Training/Adjoining Districts-Would like to see officer training program and the fire academy is coming up and will be sending some guys to in CDA. Set a meeting with Selkirk on Feb 23, 1p at NSFD to have a discussion to see if there is interest in training together and how it will play out three areas of training together would be 1) Engine Ops 2) Ropes & Extrication 3) Water Ops
- 10) Commissioner Packet-If you have something of a large nature that would need some research on please send to the commissioners with enough notice to be able to review prior to the meeting so we can make an informed decision verses delaying another month for review this process would like to happen on both sides of the group. Commissioners would like to receive a packet by email at least 10 days prior to the meeting to include in depth projects, prior month's draft minutes, budget, monthly check/deposit and the agenda. Add public comments to the agenda at the beginning and the end.
- 11) **ADD-Checks signed by past commissioners**-we have about 40 signed checks by past commissioners; need to get banks switched over. Once the switch is completed we will destroy the pre signed checks and notify our auditors of the checks numbers that were destroyed and why. Would like to change the process of the check writing. Once the transition of commissioners has been approved at the bank for signing we want to stop having pre-signed checks at the station. Motion to stop pre-signing checks with two signatures and allow 1 signature ahead of time and the second signature for final approval will happen at the time of the bill being approved by treasure Roof. **MOTIONED BY:** Roof, Seconded by Knott Motion: Passed
- A) Check issued to Rex Nielsen for CPR class, we are a training facility with the existing agency ECSI and would like to see us stay with the program we had already

#### Secretary's Report:

- 1) Personnel Policy Manual (harassment, lawyer contact)- would like to add to next month's agenda is to revisit the wording in the employee policy, will bring to the next meeting ready for small edits and final approval.
- 2) Frontier Phone Bill-changed our contract with the phone company by lowering the cost from \$56.83 to \$38.61 per month and increasing the services to include caller ID, call forwarding, voicemail and call waiting.
- 3) Alsco Contract-Contract ends in August 2019, would like to revisit the needs at the time it ends prices keep rising on the services provided

#### Chief's Report: CALL responses for January 2018: 26 Medical Calls, 18 Fire calls

- 1) Athol Super One-Brad will be helping out Chief Steele for a 1 day inspection on the new Athol Super One Store

#### Training Officer's Report:

- 1) Training Update- Gift House for Training Burn-given 1yr to burn a house on sleeping hallow owned by Bob Reed, only request is wife would like to light the house. Home owner to pay for the inspection to be 1403 compliant
- 2) Finish burning Boise St Complex 4 plex unit-engine ops, water shuttle training
- 3) Need to make sure fit tests are done, contact Vern for a possible donation of a mask fit machine

#### Executive Session-(67-2345b) Not Needed

Motion to adjourn general meeting at: 9:34 PM

**MOTIONED BY:** Roof, Seconded by: Knott, Motion: Passed

Written by: Tammy Poulin