

**East Priest Lake Fire Protection District  
Board of Commissioners  
Regular Meeting  
Saturday April 9, 2022 at 9 A.M.  
48 East Lake Trout Lane, Coolin ID 83821  
In Person or Join Meeting by Zoom**

**Meeting Minutes**

**1. Welcome** - The meeting was called to order by Clevenger at 9:08 A.M. with Commissioners: Tom Clevenger, Ann McKinstry, Chief Tom Renzi, Assistant Chief Dave Tewel and Secretary Jaime Yob.

**2. Declaration of Quorum**- quorum present.

**ACTION ITEMS**

**3. Approval of Minutes from March 12, 2022**- All minutes reviewed by Commissioners. Clevenger made a motion to approve the minutes. Ann seconded. All in favor, motion approved.

**REPORTS**

**4. Financial Report**- All commissioners, chief and assistant chief were provided prior to the meeting March Balance sheet and Profit & Loss Detail. Clevenger gave a financial report for March. Ann signed the credit card application and sent it back in but it needed to go to Clevenger first. Clevenger will resend a new one. Discussed setting up a savings account. Ann signed the eDocs to get the STCU account started. She will follow-up with them and get a savings account opened. Ann is currently working with STCU on getting a donation button for the district website set up. Clevenger gave secretary a debit card for any office supplies needed.

**5. Personnel Proposal**

**A. Secretary/Bookkeeper Update**-Clevenger welcomed Jaime to the district as the new secretary.

**B. Policy Document Update**-Clevenger gave a brief update on the status of what he has been working on. Policy is pending, he is working on having others review what he has completed and give feedback.

**6. Fire Chief's Report**- Renzi gave a Chief report. Discussed looking into new radios and what surrounding departments use. Suggestion made to have everyone at the lake on the same radios if possible. Ordering is delayed 3-5 months. Chief recently went to Wildland Training and completed drills. Wildland takes a lot of training and has hard requirements to be a Wildlands district. Once the district is a Wildlands district there is yearly ongoing required training. For now, Chief recommends the district remain a structure fire department. If a structure fire goes into the trees IDL can be called to respond. Nearby trees can be fought with a structure hose. Coolin Fire is not a Wildlands district. Chief would like to add a tender response to EPLFD in the future.

**7. New Business**

**8. Change Meeting Day, Time and Recurring Sequence**- Clevenger asked the commissioners if they would be ok with changing the commissioners regular meeting to every other month every third Thursday of the month at 6:30 P.M. No conflicts mentioned. Meeting changed to every other month on the third Thursday of the month at 6:30 P.M. Next meeting set for June 16, 2022 6:30 P.M. June meeting will be a budget review meeting. If a July meeting is needed for further budget review a special meeting can be set up. Set budget hearing for August 18<sup>th</sup> at 6:30 P.M. Also set yearly meeting for August 18<sup>th</sup>.

**9.Quickbooks Update**-Clevenger reviewed the QuickBooks options and recommends the desktop version for the secretary computer.

**10.Service Appreciation Award, C. Mumm K. Renzi**- Clevenger recommends the district thank Candace and Kristi for their services as volunteers since the district has started. He recommends a \$500 award each. They both have helped greatly with setting the district up. Ann was ok with this. Secretary will issue payment to both and send them a Thank You card.

**11. ISFCA Annual Meeting**- Commissioner Seaman attended this annual meeting but is not at this meeting to discuss.

**12. JW Memorial Foundation**- Clevenger reviewed the presentation that was given in CCBFD Training earlier this month regarding the JW Memorial Foundation. Its \$100 for the district to join. Discussed benefits of being a part of the foundation. All the information about JW Memorial Foundation will be sent to the commissioners, chief and assistant chief to review and table for a future meeting discussion.

**13. Repay loans from PLCOA and East Priest Lake Fire Formation District**- Clevenger recommended the loans be paid off, no further need for the loans. Ann is ok with this. Loans will be paid.

#### **WORKSHOP/DISCUSSION**

#### **14. Continued discussion potential quick response vehicle acquisition options**

**A. New-basic model & B. New-High end model**- Chief Renzi gave a recap of what he has worked on this last month. The very detailed report he is working on is not ready to be submitted for bids yet. It will take over a year to build, apparatus parts are taking a long time to come in. Once the chief has the report ready, he will forward it to all the commissioners for review. Tewel briefly discussed his review of the report.

#### **15. Storage of Quick Response Vehicle-**

**A. Options for Summer Storage & B. Options for Winter Storage**- Tewel discussed the storage he found which is a year or more out from a spot being open. \$350/month. He recommends looking outside of the Priest Lake area.

**16. Fire Boat Research**- Clevenger emailed everyone two types of boats that were different lengths. CDA just purchased a new boat. Recommendation made for Ann to reach out to Northern Idaho departments regarding the boats they use and also reach out to boat manufactures direct. Couple of online manufactures were given for Ann to look into. Renzi recapped who he has reached out to this last month. 22-28 ft is a good size. Clevenger recommends moving forward with looking at new vs used for longevity. Topic will be discussed more at the next meeting. Everyone will continue to look into boat options.

**Adjourn:** Clevenger made a motion to end the meeting at 10:00 A.M. Ann seconded. All in favor. Meeting ended.

**Next Meeting:** June 16, 2022, 6:30 P.M.