



**EAST PRIEST LAKE FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
October 20, 2022 at 6:30 P.M.  
48 E Trout Lane, Coolin ID 83821  
In Person or Join Meeting by Zoom**

**Meeting Minutes**

**Welcome - (Commissioner Clevenger)** The meeting was called to order by Clevenger at 6:32 P.M. with Commissioners: Tom Clevenger, Ann McKinstry(zoom), Jennifer Seaman(zoom), Chief Tom Renzi, Assistant Chief Dave Tewel (Zoom) and Secretary Jaime Yob and Dallas Gray, Bruce Scott (Zoom), Joy York, (Zoom), Greg Miley (Zoom)

**Declaration of Quorum - (Commissioner Clevenger)** quorum present.

**ACTION ITEM**

**Approval of September 8, 2022 Special Meeting Minutes - (Commissioner Clevenger)** All minutes reviewed by Commissioners. Suggestion made for a grammar correction and a sentence rewording. Commissioner Clevenger made a motion to approve the minutes with suggested changes. Commissioner McKinstry seconded. All in favor, motion approved.

*Commissioner McKinstry needed to leave the meeting early so everyone discussed **Station Location** under new business.*

**Station Location Search & Land Update:** Commissioner McKinstry gave an update. Denny Christianson reported that the PPOA Board meet on Oct 6<sup>th</sup> and they voted to retain Lake City Law to represent the PPOA members and they are asking for input on whether or not a portion of that community service lot can be leased to the fire district. He wanted to know if EPLFD would assist in partial or all reimbursement for the costs of the lawyer retention and he was estimating a total of around \$2,000. Commissioner Clevenger also had a talk with Denny and he is wondering if there is a conflict of interest if the district pays for attorney fees. He has not gotten back to him. This is something that the district can ask their attorney. Commissioner McKinstry will follow up with Denny.

**REPORTS**

**Financial Report ACTION ITEM - (Secretary)** Prior to the meeting all commissioners, chief and assistant chief were provided with August & September Balance sheet, Check Register and Profit & Loss Detail, along with September STCU Statement & Reconciliation Summaries. Secretary gave a financial report for August & September. Donations that come in using the website give no information on who the donation was from. Just got two, \$100 and \$7.80. Merchant Services handles website donations and sends a monthly statement with deductions listed but no information on where they are deducted from. Commissioner McKinstry is going to see if she has any log in information for Merchant Services. She will also reach out to the STCU representative that helped set the donation button up. An account for EPLFD with ID State Central Registry was set up. They require the district to submit yearly budget expenditures usually due near the end of the year. Secretary created and gave commissioners Budget Vs Actual for FY 2021 which was what was provided to the state for support. All support was reviewed and EPLFPD was marked complaint for registry year 2022. Statute 67-450B was given to commissioners for review and the requirements for local government entity audit requirements was discussed. FY 2022 or FY 2023 is when the district will probably exceed the annual \$150,000 expenditures audit requirement. There was a discussion to start locating an auditor. Domain Registry is coming up for renewal at the end of this month. Options discussed and commissioners picked 5-year plan. Statute 31-1415 was given to commissioners for review and there was a discussion regarding approval of bills submitted, considered and allowed or rejected. Commissioner Clevenger made a motion to approve statements, bills and reports as presented for August and September. Jenny seconded. All in favor, motion approved.

*Commissioner McKinstry left around 7 P.M.*

**Fire Chief's Report ACTION ITEM - (Chief Renzi)** The radio grant from Bonner County the district received requires NIMS (National Institute Management Systems) training. Our training Lieutenant Patterson has recently taken a lot of NIMS classes and a bunch of other classes that will satisfy the NIMS training requirement. Assistant chief Tewel and chief Renzi have taken a bunch of these trainings over the last 30 years. Each class takes around 4 hours and a suggestion was made to have a training session at chiefs meeting room and a group of people can attend together. Each person would then take a test for their certificate. Lieutenant Patterson and Chief are going to see about putting together a 4-hour class for a group and invite CCBFPD volunteers. Lieutenant Patterson took some classes authorized by the chief in Hayden and prior to him going chief recommended he keep track of his mileage and time for reimbursement consideration. Lieutenant Patterson has presented a mileage reimbursement request. IRS current reimbursement rate is 62.5 cents/mile. Lieutenant Patterson has not asked for reimbursement from either of the other districts he volunteers for. Commissioners are ok with reimbursing him and language regarding this topic will be added to the personnel policy that is being worked on. Driver training and pump ops training is over 200 hours and doesn't include Lieutenant Patterson's newest training.

Winter responders don't have winter attire. Chief ordered long sleeve shirts and is wondering if the district should get jackets also. He recommends same design as shirts and long sleeves that way you are identifiable on the scene and have reflective gear. Going to table purchasing jackets until next year. Chief goes to Idaho state chiefs meeting each year with assistant chief Tewel and both aren't able to be in the group photos because they don't have a uniform. He recommends they both get uniforms. Commissioners agree it makes the district look more professional, Jenny agrees and it's in the budget. Chief will go forward with purchasing patches. He has been in touch with a company and they will send a sample and pricing. Min of 50 order.

### **OLD BUSINESS**

**Budget – (Secretary)** Updated FY 2023 budget given to commissioners. A note was added to the budget, **\*\*NOTE 9.8.22\*\****Only able to levy \$323,233* and the budget year range was added to meet registry requirements when the budget is submitted to them. There were numbers adjusted in the L-2 formula after the budget meeting and this brought the levy amount down by \$1,157. The district is still within their budgetary limits. Secretary talked to ID State Tax Commission regarding the lower levy amount then what was budgeted and since the budget went down and not up, they suggested that a revision and a new hearing is not needed and to just document and note the budget.

### **NEW BUSINESS**

**Station Location Search & Land Update:** Discussion above

**Fire Boat Research Update** After discussing fire boats with CCBFPD and West PL, Chief called a boat company, Munson Boats, for a bid. Bid was for \$250,000 but they left out preconnects and a tray for supply line but both can be added. He will use what they send for bid specs and obtain 3 total bids. Munson Boats is in Burlington, WA and they said the commissioners are welcome to come visit and see their boats on display. Government loans might be an option. Commissioner Clevenger would like to go see the boat to understand what the bid means and the value. Greg would also be interested in going with them if there is an extra seat when they go. Chief discussed NFIRS (National Fire Incident Reporting System). It's a lot of work and time consuming but it can help with grants. The chief is working on the five required reports. Chief asked the secretary to work on updating the pictures on the district website to make it look more like a fire department. She will work on it. Chief received an email from a chief in Kootenai County today and they have a training opportunity on 11/5 open to a max of 50 students for \$25 each student. It is a good class with a bunch of topics good for beginners. He would like to bring some of the volunteers there along with invite CCBFPD volunteers. It is an 8-hour class in Post Falls. There is a portion of the budget for training. He would like to send an email asking if volunteers would like to go. Commissioners are ok with this.

### **Kudos/Comments/Concerns**

**Adjourn** Commissioner Clevenger made a motion to end the meeting at 7:25 P.M. Jenny seconded. Meeting ended.

**Next Regular Meeting** **December 15, 2022 6:30 P.M.** at 48 East Lake Trout Lane, Coolin, ID 83821

**Come to our convenient Fire Training in Coolin 1<sup>st</sup> Saturdays 9 A.M. and 3<sup>rd</sup> Wednesdays 6 P.M.**  
**Contact Chief Tom Renzi at (509) 638-9388 for more info!**