



**EAST PRIEST LAKE FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
February 16, 2023 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 Commissioner Clevenger at 6:33 P.M. Commissioners: Tom Clevenger (Zoom), Ann McKinstry (Zoom), Jennifer Seaman (Phone), Chief Tom Renzi and Secretary Jaime Yob, Joy York, (Zoom), Denny Christenson (Zoom), Dick & Sheila Rucker (Zoom),

Declaration of Quorum - (Commissioner Clevenger) quorum present.

ACTION ITEM

Approval of December 15, 2023 Meeting Minutes - (Commissioner Clevenger) All minutes reviewed by Commissioners. Commissioner Clevenger made a motion to approve the minutes as presented. Commissioner McKinstry seconded. All in favor, minutes approved.

REPORTS

Financial Report ACTION ITEM - (Secretary) Prior to the meeting all commissioners, chief and assistant chief were provided with December & January Balance Sheet, Check Register and Profit & Loss Detail, along with January STCU Statement & Reconciliation Summaries. Secretary gave a financial report for December & January. Commissioner Clevenger made a motion to approve statements, bills and reports as presented for December & January. Commissioner McKinstry seconded. All in favor, financial report approved. Secretary reached out to The Miner and they will include EPLFD in this years published Who's in Charge Government Services directory. PL Chamber will also be including EPLFD on their website and in their summer published magazine. Secretary and Candace Mumm are working on the article.

Fire Chief's Report ACTION ITEM - (Chief Renzi)

TRAINING: 27 hours of training in this year. Ice Rescue training coming up Feb 24th and 25th, 20 registered so far. Chief Gilbert at West Priest Lake Fire has a group of people that will be attending. Indian Creek campground the first night and then Huckleberry Bay or Lion Head campground for Saturday training. Chief will host 2 instructors from Kootenai Fire at his house.

QRV: Chief has been in touch with General Fire regarding QRV production status. Ford has still not gotten back about the chassis and still no date when QRV will be built. Ford is having problems/delays.

FIRE DEPARTMENT ANNEX: Diamond Park resident Scott is getting ready to annex into North of the Narrow Fire. Diamond Park resident said they finished NNFD upgrade requirements. Now they are waiting for NNFD commissioners to annex their community into NNFD.

FUTURE EPLFD STATION: Chief talked to Gil Tumeay from Priest Lake Ambulance about a spare ambulance being placed at EPLFD station. Having an ambulance parked on Pinto Point would help all the residents here and North of the Narrows would also benefit. There is an Idaho ABC Program that puts on a one-day class for volunteer nurses and after they attend, they can volunteer to respond to calls. There are several volunteer drivers in the area. Chief also talked to the president of Priest Lake Ambulance Ashley about housing an ambulance at the future EPLFD station and both her and Gil are excited to work with us so that the community has a quicker response time to medical emergencies. Chief let them know we are working on a landing zone at the station so life flight can land if needed. This will be a huge benefit to the community for the amount of population here.

FIREFIGHTING EQUIPMENT: Gil gave the chief some maps he is going to put in ENG 2631. Pasco Fire gave him extrication equipment that will be put on the engine. Gil said they still have their old combo extraction set not being used, they might give it to NNFD. Priest Lake Ambulance keeps their newer extraction equipment on a quick response vehicle parked on the west side of Priest Lake. Slow response time if someone on the East side of the lake needed to be cut out of a car and that equipment was needed.

CHIEFS MEETINGS: Chief meetings are always in Sandpoint and they try to get together once a month. President Mark recently stepped down and now Sandpoint Fire Chief Gill has taken over. The Chiefs have been talking to dispatch and they are working on changes to radio responding verbiage. The 4 Chiefs at the lake are going to start having quarterly meetings. Possible the lake will be a test pilot for the new dispatch radio responding verbiage that is coming out. Date for the first lake Chief's meeting is pending.

EPLFD CALENDAR: Commissioner Clevenger and Chief Renzi have been talking about doing a district fire calendar like SCFD4 has. Chief showed an example. The calendars would have training and meeting dates on them.

NEW BUSINESS

Idaho Fire Chiefs Association Conference Last year it was in CDA and Chief found it very informational. This year it's in Sun Valley May 18th -21st. Chief would like to attend, estimated \$500 to attend. Ok with commissioners for Chief to attend and it is in the budget.

Website Maintenance Company. -ACTION ITEM Last night all commissioners were emailed EPLFD Website Maintenance Options. The district website recently had issues with someone trying to hack the donation button. Commissioner McKinstry looked into EPLFD website maintenance options. She reached out to three business: TSMG, 702Pros, Ravenous Design. 702Pros is highly recommended online. Ravenous Design is a single individual and is a local company. With recent STCU donation button issues and a button that's not the best, a website maintenance company might be a better, more secure route to go and with changing security issues all the time the website can always be up to date with the latest security. Our current donation button can't be improved or changed. If the district hires a website maintenance company, we can improve the button and the website to make it more professional. Commissioner spent some time on the backside of the district website along with George who works for TSMG and he thinks we can improve the donation button significantly. The district would switch to a different host, 4-6 hours to move everything over. There after it is \$20/month maintenance fee. The sooner the district switches over, the more secure the website will be. We can still manipulate the contents and the website will remain in WordPress. Commissioners all agree on the idea of hiring a website maintenance company. They all would like more time to review the information presented and after they have reviewed it, they will each let the secretary know if there are any additional questions to ask about their services prior to proceeding with a switchover.

Purchasing Equipment to get E2631 in service Chief reported the equipment needed to get ENG 2631 in service: 800 feet of 2 ½ inch supply line, an inch and quarter attack line and a 24' extension ladder. Chief will discuss what else is needed to get ENG 2631 in service with Assistant Chief Tewel. Valves are needed. SCBAs are ready. Goal is to have EPLFD ENG 2631 in service May-September when the tanks would need to be drained. Once ENG 2631 is in service Chief will set up Active911 with dispatch. This will give a page to all volunteers.

Purchase of CD from Bank-ACTION ITEM Prior to the meeting all commissioners were forwarded a current CD STCU is offering. Renzi stopped at STCU today and got all the offerings they have. He emailed during the meeting the list of STCUs current Standard and Specialty Certificates. Discussion about if the district should put some funds into a CD right now and what can be in there for 19 months. No big expenses expected within the next year. More research needs to be completed and all the commissioners will start thinking about an amount that will be good to put in a Certificate. Commissioner Clevenger, Chief and Secretary will get together and do an analysis on funds and research what the best options are and present at the next commissioner meeting.

Personnel Policy ACTION ITEM Commissioner Clevenger has been working on putting together the Personnel Policy. Secretary fixed the format and recently forwarded it to all the commissioners, Chief & Assistant Chief for review. No suggested changes given at this meeting; all the commissioners are ok with what they have reviewed so far. Topic tabled for the next meeting. In the meantime, everyone will review what was presented and further discussion can happen at the next meeting.

District Newsletter This was discussed prior to the holidays. Commissioner McKinstry started a draft newsletter and got Assistant Chief Tewel's input. In the fall since it was unknown which direction the district was going to go for land, she held off to see how all the land discussion meetings went. Commissioner McKinstry will fine tune what she has and get a copy to everyone to review at the beginning of March. Suggestions made to share where the districts funds will be used, district goals, update everyone on what is going on and how the district is doing at setting up the best fire protection for this side of the lake.

OLD BUSINESS

Station Location Search & Land Update Commissioner McKinstry got an update from Assistant Chief Tewel on Pinto Point and the new septic system. In a hold pattern for Pinto Point station location. The new septic system location needs to be finalized before the station location can proceed. They are working diligently on the work that needs to be done with the hydrogeologist and it will be a couple months before final answers will be in. Denny reported that the priority is to provide enough room for the Pinto Point sewer to do their improvement. Test holes are being given and being studied. They are working on a draft lease which is 90% done. It has not been presented to anyone and nothing further will happen until they find a 2-acre lot location for EPLFD station. Chief Renzi has been helping Assistant Chief Tewel with the sewer district. Recently someone came in to dig the 3 holes for testing. In the spring they have to see where the water level is. It will be spring before we find out anything further.

Fire Boat Specifications ACTION ITEM Chief Renzi and commissioner McKinstry did research on CDA fire, Kootenai Fire, Sam Owen Fire, Harrison Fire has a nice boat. Called 6 different fire agencies and Munson Boats. Chief completed a draft on specifications which has been sent to the commissioners for input and everyone gave good feedback. Chief wants to know if the district wants to go out to bid for a fire boat? Commissioner McKinstry feels like there is a number of districts near us, especially CDA Fire that is willing to take us out on their boat and tell us about the boats. Commissioner McKinstry is willing to go talk to them and learn more and make sure that we have asked all the appropriate questions. Ok to get bids so we can see what the prices will be but maybe wait until we see the boats first in case we need to add things to the specs. Chief agrees. Commissioner McKinstry and Chief or Commissioner Clevenger & Chief and maybe Assistant Chief Tewel will go see the local boats and report back after they have.

Kudos/Comments/Concerns

Adjourn Commissioner McKinstry made a motion to end the meeting at 7:26 P.M. Commissioner Seaman seconded. Meeting ended.

Next Regular Meeting **April 20, 2023 6:30 P.M.** at 48 East Lake Trout Lane, Coolin, ID 83821
Come to our convenient Fire Training in Coolin 1st Saturdays 9 A.M. and 3rd Wednesdays 6 P.M.
Contact Chief Tom Renzi at (509) 638-9388 for more info!