



**EAST PRIEST LAKE FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
&
BUDGET HEARING
August 17, 2023 at 6:30 P.M.
48 E Trout Lane, Coolin ID 83821**

MEETING MINUTES

Welcome - (Commissioner Clevenger) The meeting was called to order by Commissioner Clevenger at 6:33 P.M. Commissioners: Tom Clevenger, Ann McKinstry, Jenny Seaman (Zoom), Chief Tom Renzi, Assistant Chief Dave Tewel, Secretary Jaime Yob, Guests (All Zoom)- Tory Daniewicz, Bruce Scott, Maggie & Lon Drummond.

Declaration of Quorum - (Commissioner Clevenger) quorum present.

ACTION ITEM

Approval of June 15, 2023 Meeting Minutes - (Commissioner Clevenger) Minutes reviewed by Commissioners. Motion by Commissioner McKinstry: move to approve minutes as presented. Seconded by Commissioner Clevenger. Minutes approved.

REPORTS

Financial Report ACTION ITEM - (Secretary) Prior to the meeting all Commissioners, Chief and Assistant Chief were provided with June & July Balance Sheet, Check Registers, Profit & Loss Detail and July STCU & ICCU Statements. Secretary gave a financial report for June & July to include total asset, income received and bills. 2023 Priest-A-Palooza raised \$9,998. Thank you to Mike & Stephanie Lyons for hosting! All questions answered. Motion by Commissioner McKinstry: move to approve statements, bills and reports as presented for June & July 2023. Commissioner Seaman seconded. Financial report approved.

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

CALLS: 8 calls this year with the 8th being today for a landing zone assistance. Commissioner Clevenger and Lieutenant Patterson responded to the LZ call at Priest Lake State Park. Discussed need for a landing pad at the future EPLFD station to speed up response time.

QRV: Excepted completion date is end of October 2023. Radio will be installed once QRV is completed. Racom is several weeks out, probably going to have General Fire install the radio so it is done quicker.

ENGINE 2631: Apparatus will be put in service as soon as it is ready, couple other things needed first.

TRAINING: 189 hours of training to date (after meeting corrected to 214 hours to add recent calls).

FIREBOAT: Nothing new to share, EPLFD is on the long build waiting list.

VOLUNTEERS: New volunteer application received, interview pending. During today's call a volunteer expressed interest in joining the district. He is an EMT in Washington. Lieutenant Patterson is working on becoming an EMT and taking classes.

MISC: Chief received a message from a district cabin owner asking about Hunt Creek HOA and wanting to know about road requirements. Commissioner Clevenger and Chief Renzi drove the district when it was first formed and made note of the roads and driveways that can be improved to help first responders get in and out. Walk around needed to make sure emergency vehicles can get in all driveways. EPLFD does not currently have a Policy for district neighborhood roads.

OLD BUSINESS

Personnel Policy ACTION ITEM Discussed final Personnel Policy. Under part time employees for the Chief position, it shows 10 hours and should be raised to 20 hours. Motion by Commissioner McKinstry: move to accept Personnel Policy with the stated corrects to part time employee time being raised to 20 hours. Commissioner Seaman seconded. Motion approved. Secretary will make updates and finalize master Policy.

Fire Boat Update was given above in Chief's report.

Land Update Assistant Chief Tewel gave an update on the land owned by PPOA for the future station location. Engineers Facility Report is due to come out in Oct/Nov and the report will tell what technology will be included. At that point PPOA can make a decision on moving forward.

NEW BUSINESS

2024 Budget Hearing ACTION ITEM Proposed 2024 budget was handed out to all the commissioners and discussed. There was discussion on whether to include estimated associated boat expenses in the budget. Because the boat is not expected to be done for two years, not going to include associated boat expenses in this budget and commissioners will consider in a future budget. All questions answered. Motion by Commissioner McKinstry: move to open the Budget Hearing to the public for comments/questions/concerns. Commissioner Seaman seconded. The budget hearing was opened to the public. No questions/comments/concerns. Budget hearing was closed. Motion by Commissioner McKinstry: move to accept budget as presented. Commissioner Seaman seconded. Budget approved.

Commissioner Elections – Paperwork must be turned in by September 8th Commissioner Clevenger term is up for sub-district 1. He or anyone else interested in the position has until September 8th to complete Petition & Declaration for Candidacy. 4-year term.

Audit POSSIBLE ACTION ITEM Secretary has been researching auditors. Reviewed Idaho Statute Title 67 Chapter 4, 67-450B (a) & (b) and district audit requirements. Motion by Commissioner McKinstry: move made to retain Auditor DeCoria & Company or DeCoria, Blair & Teague, P.S. for potential audit next year. Commissioner Clevenger seconded. Motion approved.

Kudos/Comments/Concerns Shout out to all the awesome volunteers in the district who go above and beyond during a time in need. Commissioner McKinstry reported that the website switch over is completed and went well and prior website Blue Host has been canceled.

Adjourn Motion by Commissioner McKinstry: move made to end the meeting at 7:05 P.M. Commissioner Clevenger seconded and the meeting was ended.

Next Regular Meeting **October 19, 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!