



**EAST PRIEST LAKE FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
October 12, 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 6:30 P.M. Commissioners: Tom Clevenger, Ann McKinstry, Secretary Jaime Yob, Guests – George McKinstry, Dick Rucker (Zoom).

Declaration of Quorum - (Commissioner Clevenger) quorum present.

ACTION ITEM

Approval of August 17, 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 Aug & Sept Balance Sheet, Check Registers, Profit & Loss Detail and Sept STCU & ICCU Statements. Secretary gave a financial report for Aug & Sept to include total assets, income received and bills. All questions answered. Motion by Commissioner McKinstry: move to approve statements, bills and reports as presented for Aug & Sept 2023. Commissioner Clevenger seconded. Financial report approved.

OLD BUSINESS

Fire Boat Update Reviewed and discussed Copper Bay Construction Quote for a boat lift. This estimate can be used for any piece of land & lift can be used during the winter. Found an indoor winter storage location for the boat and received a preliminary estimate and also located a possible future boat mechanic located at the lake.

Land Update Discussion about recent land auction for Pinto Point lot 330, property did not sell. Chief Renzi went to the auction and is in contact with IDL to see if leasing is an option. Pinto Point Sewer is still at a standstill for PPOA land.

NEW BUSINESS

Declare Commissioner Elected & Take Oath of Office Commissioner for Subdistrict 1 term is up at the end of the year. Commissioner Clevenger was the only applicant that turned in a Petition & Declaration for Candidacy. Election will not be held. Declaring commissioner elected. Certificate of Election has been issued to Thomas Clevenger for a four-year term expiring January 2028. Administered Commissioner Clevenger Oath of Office.

Performance Reviews An Employee Performance Evaluation form needs to be added to the policy. Chief and Secretary are working on a draft for commissioners to review. Their yearly reviews will be completed at the December meeting. After an evaluation form is added to the policy, Chief will complete Assistant Chief yearly review.

Post Office Box ACTION ITEM Discussed getting a secure post office box for ease of access for important documents. The district has a locked mailbox at Pinto Point. Tabling the discussion for next meeting.

Bonner County Road and Bridge Signage ACTION ITEM Discussed roadway signs that show when you enter and leave a district. Commissioner McKinstry has been in contact with Bonner County Road & Bridge and they will provide these signs at no charge if the district lets them know how many they would like put up and locations. Going to see if Chief & Assistant Chief will find out the location the signs are needed and how many the district would need. Tabling the discussion for the next meeting.

Commissioner Meetings Next meeting is scheduled for December 21, 2023 at 6:30 P.M.

Kudos/Comments/Concerns Secretary reviewed Chief's Report per Chief's request. Chief & Assistant Chief were not able to come to this meeting. CHIEF REPORT: 221 training hours and 27 drills. Engine 2631 is in winter storage. New apparatus is ready and will be picked up by Chief & Assistant Chief in SD on Oct 24th. They will drive to General Fire to have mobile radio & antenna installed. It was cheaper to fly and pick the vehicle up vs having it delivered, will save an estimated \$4,500. Once the QRV is ready, training will start immediately and the new apparatus will be put in service.

Adjourn Motion by Commissioner McKinstry: move made to end the meeting at 7:18 P.M. Commissioner Clevenger seconded and the meeting was ended.

Next Regular Meeting December 21, 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!