



**EAST PRIEST LAKE FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
December 21, 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 6:30 P.M. Commissioners: Tom Clevenger (Zoom), Ann McKinstry, Jennifer Seaman (Phone), Chief Tom Renzi and Secretary Jaime Yob, Guests – Joy York, (Phone), Tory Daniewicz (phone), George McKinstry (phone)

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

**ACTION ITEM**

**Approval of October 12, 2023 Meeting Minutes - (Commissioner Clevenger)** Minutes reviewed by Commissioners. Motion by Commissioner Seaman: move to approve minutes as presented. Seconded by Commissioner McKinstry. Minutes approved.

**REPORTS**

**Financial Report ACTION ITEM - (Secretary)** Prior to the meeting all Commissioners, Chief and Assistant Chief were provided with Oct & Nov Balance Sheet, Check Registers, Profit & Loss Detail and Sept STCU & ICCU Statements. Secretary gave a financial report for Oct & Nov 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 Oct & Nov 2023. Commissioner Seaman seconded. Financial report approved.

**Fire Chief's Report - (Chief Renzi)**

**TRAINING:** 287 hours for the year, 39 trainings.

**LAND:** Chief talked to Dan Brown with IDL about leasing the Pinto Point piece that didn't sell in this last auction. Brown is working with the state on if this is an option and what a reasonable lease amount would be.

**BOAT:** Most recent update is for completion date in 23 months. The district insurance company can ensure the boat when it is completed.

**ATTACK 26:** Chief & Assistant Chief flew and picked up the new QRV. Picking it up vs delivery saved around \$4,000. Once it was here it went to General Fire to have running boards put on, changed up the top to make more room for supply line, had custom tarps made for both hose beds & got chains. Attack 26 is at the lake and next door. Once all the volunteers are trained and all equipment is ready Attack 26 will be put into service. 5 volunteers already trained on It, no one checked off on pump opps yet.

**OLD BUSINESS**

**Fire Boat Update** discuss above in Chief report.

**Land Update** Commissioner McKinstry gave an update. Group of experts recently meet. Next steps are pending. There will be more discussions in late January.

**Post Office Box ACTION ITEM** Continued discussion from the last meeting. A Coolin post office box allows quick access and ease of important paperwork for the secretary position. A box is \$82/year and there is one available. Motion by Commissioner McKinstry: move to approve a post office box rental for secretary to use. Commissioner Seaman seconded. Post Office box approved.

**Bonner County Road and Bridge Signage ACTION ITEM** Commissioner McKinstry gave an update. Bryan at Bonner County Road & Bridge uses the company Intermountain Signs for all Bonner County signs. Entering & exiting district signs are available but they are not free, they are \$42/sign. The posts are \$48.20 each, 10 ft tall and the sign bolts on. They will be sending a picture soon on what the sign would look like. There was a discussion about how many signs, posts and where to place them with a spring installment. Commissioner McKinstry will follow-up on a couple more questions with Bryan. Motion by Commissioner McKinstry: move to follow-up with Bryan on additional questions and then proceed with ordering the signs and posts. Commissioner Seaman seconded. Bonner County Road signage for the district in/exit approved.

**NEW BUSINESS**

**EPLFD Fire/Emergency Responses** Commissioner McKinstry wanted to discuss if there was a way to make incidents EPLFD respond to more visible to the public or in meeting minutes. There was a discussion about putting this information on the district website under a EPLFD Response Log. All commissioners agreed this would be ok. Chief and Secretary will work on this.

**ISO Rating** Commissioner McKinstry was wondering when the district should have someone facilitate training regarding all information about ISO Rating and some guidance on what the district goals should be at this stage in the set-up process. All commissioners were interested in this kind of training. Commissioner McKinstry looked into Varisk and it appears they have training of some sort like what we are looking for. Commissioner McKinstry and Chief will look into seeing if someone would be able to come up for ISO Rating training.

**Newsletter** Commissioner McKinstry has not completed Newsletter. Assistance needed to help with content and Commissioner McKinstry can put it together. In the past Candace has put together a Newsletter. Chief will see if she can put something together.

**Kudos/Comments/Concerns** Chief reported Aid Agreement is still pending and he is working on a Automatic Mutual Aid Agreement with NON

Chief. Dispatch would tone out both districts for any response needed in either district. Chief wanted to know if the district has a registered treasurer? The district secretary is the registered Secretary/Treasurer with the State of Idaho Secretary of State.

**Employee Performance Evaluation Form ACTION ITEM** Chief and Secretary created a template for a performance evaluation and all commissioners were provided a copy for review. The format used is from the Spokane Fire Department Chief Renzi works for. Discussed form, good starting place and commissioners would like to use it. Chief Renzi is not ok with evaluations being done as this is not something that any of the Priest Lake Volunteer Districts do. Discussed policy on evaluations. Chief Renzi would like to be an unpaid volunteer Chief.

**Executive Session 74-206 (1) (b)- Annual Employee Evaluations ACTION ITEM** Motion by Commissioner Clevenger: move to go into Executive Session 74-206 (1) (b) to discuss Annual Employee Evaluations. Commissioner Seaman seconded. Commissioner Seaman voted Yes, Commissioner McKinstry voted Yes, Commissioner Clevenger voted Yes. Motion approved. All three Commissioners along with the Secretary & Chief went into executive session at 7:43 P.M. Everyone else left the meeting. Everyone came out of executive session at 8:18 P.M. Nothing further was discussed.

**Adjourn** Commissioner Clevenger ended the meeting at 8:18 P.M.

**Next Regular Meeting February 15, 2023 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!**