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Description automatically generatedEAST SIDE FIRE DISTRICT

BOARD OF FIRE COMMISSIONERS

**REGULAR MEETING MINUTES**

December 8, 2020 | 10:30AM

20338 S. Hwy 97, Harrison, ID 83833

Present:

Chief Jerry Lynn

Deputy Chief Charlotte Pegoraro

Commissioners: Fred Fricke, Loren Nelson & Akos Ador

District Clerk: Amber Loewe

Auxiliary: Deb Stone, Captain Norb Twillmann

Commissioner Fricke called the meeting to order at 1030 hours. Commissioner Ador moved to approve the December 8, 2020 agenda as presented. Commissioner Nelson seconded the motion, which carried by unanimous vote.

# **APPROVAL ACTION ITEMS**

**A. Minutes:** Commissioner Ador moved to approve the minutes of November 10, 2020. Commissioner Nelson seconded the motion, which carried by unanimous vote.

## B. Financials and Bills/Expense Reports: Commissioner Fricke wanted clarification on a possible double charge on the monthly transactions of $19.81. Amber confirmed that she would look into that. There was also a comment on a few stop payment fees which were explained. One check was lost and needed to be cancelled. Another was stopped due to a late check that was sent to a vendor and would not get there on time to prevent a late payment fee from occurring. The office staff, with the permission of Commissioner Nelson, decided that an online payment would be more prudent to prevent a $75 late fee and needed to stop payment on the check to prevent double payment. Commissioner Ador moved to approve the financials and expense reports as presented. Commissioner Nelson seconded the motion, which carried by unanimous vote.

# **CHIEFS’ REPORTS**

1. **Equipment:**

**1**. Work lights for apparatus is 100% complete. We had mounting plates fabricated for engine 1431 to complete installation.

**2.** Fireboat Radio is in repair. We had to bring in KCFR technicians to look it over and discovered a potential pinched wire. It was determined that the radio will need to go into the depot for repair.

1. **Operations:** 
   1. **Carlin Bay Sewer Easement** – Carlin Bay Sewer Association has taken steps to sign off on the easement. There’s no movement to move forward at the moment and we will see how they react.
   2. **Recruiting:** Open House was completed safely and successful. We took temperatures and had 3 volunteers sign up and one additional is interested. Discussion ensued.
   3. **Essentials Instructor:** The state required Commissioner signature authorizing Chief Lynn to be an instructor in the district. We had Commissioner Nelson sign indicating that authorization when he was in to sign checks. Chief Lynn is signed up as an instructor to train in January Essentials Training.
   4. **Training Strategy 2021:** We will be completing this virtually for at least the first quarter. We lost about nine training days last year due to COVID. We are working to get that to a point where training will not be affected.
   5. **State of the District:** 2020 Recap and 2021 focus
      1. **4 Pillars:** Volunteer, training, part of community and recruiting. We will try to be more involved in the community this year. Training builds confidence which encourages response.
      2. **Essentials Class:** Seven new volunteers have committed, and we could have ten in the 2021 with the three new volunteers at the open house.
      3. **Community/Recruiting:** Comm Nelson mentioned that he really enjoyed the mailer that was sent out and thinks that it would be great to send them out with more frequency. We will be purchasing a new printer to help printing and it will be much better printing.
      4. **Reviews:**
      5. **Incidents:** ESFD had 143 calls this year which is a 13% increase since last year. \*See Incidents Report in Chief’s Report for more detail\*
2. **Building and Facilities:**
   1. Generators have all been tested and completed.
   2. Station #2 security light is still not working. The lights are going to be repaired within the next few weeks.
3. **EMS Report: Pegoraro**
   1. Last BLS meeting was cancelled due to a water leak at the KCEMSS building. The daily number of COVID cases reported in the county continues to increase. New daily cases are averaging about 225 per day, with 65 in hospital. The greatest numbers are still the 18-29 year old group. KCEMSS reports the county PPE supply is still holding at an approximate 30-day supply. KCEMSS indicated that the costs are increasing on PPE due to low quantities.
   2. Vaccines are going to start becoming available soon. Elder care and medical personnel are first to receive the vaccine then emergency response personnel.
   3. We are continuing to use full PPE on our calls.
   4. Chief Lynn and Deputy Chief Pegoraro are continuing to meet with MAC Group and they let us know what their personnel needs are and how the agencies can help each other. KCFR currently had eight people out and the Chief of Northern Lakes is out with COVID. Commissioner Nelson asked if we have anyone out with COVID. Deputy Chief Pegoraro confirmed that we do not which we hope has to do with the safety protocols that we are following.
   5. Training: Deputy Chief Pegoraro will hold a brief QRU training this month and she will continue with the EMS CONNECT training. Commissioner Ador confirmed that East Side EMTs are such a strong asset to the East Side. He thanked the responders for the continued support and expertise.

# **BUSINESS**

1. **ESFD Auxiliary Report: Stone**
   1. Auxiliary President Deb Stone commented that they did not make any money this past month. The merchandise should be here by the end of the week and we’re hoping that some people will purchase the garments for Christmas gifts.
   2. Deb Stone is conducting some research on food cost and is concerned about the increase in food costs for the Pancake Breakfast.
   3. Incident Relief – Deb contacted One Shot Charlies and N-Sid-Sen to see if they’d be able to provide relief for incidents. She said that they’d keep a few things on hand to help.

1. **ESFD Awards Banquet: Jerry**
   1. Chief Lynn confirmed that the Awards Banquet is not being held this year due to COVID restrictions. We are having a training via ZOOM and we will go through and do all the normal five-year awards, ten-year awards and more. We feel this was the best way to approach the awards.
2. **ACTION ITEM: Approval for $1950.00 for Commissioner $50 Volunteer Gifts**

1. Amber Loewe confirmed that there are 40 volunteers that are eligible for the $50 Volunteer gift with one volunteer donating the $50 back to ESFD. Commissioner Ador moved to approve the $1950.00 for Commissioners’ $50 Volunteer gifts. Commissioner Nelson seconded the motion, which carried by unanimous vote.

1. **ACTION ITEM: Approve General Insurance Policy for Renewal**
   1. Insurance underwriter listed boat as portable equipment. Commissioner Nelson had questions about the General Liability not listing all of the properties. District Clerk Loewe commented that we have contacted Inland Insurance and they confirmed that it is listed in the complete file, just not in the summary that was given to the Commissioners. Commissioner Fricke expressed some concern about the insurance paperwork and would like to be more involved in the choosing going forward. Commissioner Nelson mentioned that he would like to look into ICRMP Insurance next year. Discussion ensued. Commissioner Ador moved to approve General Insurance Policy with Inland Insurance for Renewal. Commissioner Nelson seconded the motion, which carried by unanimous vote.

**E. ACTION ITEM: Approval for Apparel Program not to exceed $3,000**

**1.**  Amber Loewe explained that the apparel program is nearly completed and will be ready within the next week or so. She has estimated the amounts to be around $2,470 but with a possible fluctuation in pricing due to special requests, she would like to ask the commissioners to approve $3000.00. We are budgeted for $3,100. Commissioner Ador moved to approve the cost for the Apparel Program not to exceed $3,000. Commissioner Nelson seconded the motion, which carried by unanimous vote.

**F. ACTION ITEM: Approval for Idaho State Fire Commissioners’ Association**

1. Annual dues are due for the Idaho State Fire Commissioners’ Association. Amber Loewe asked the Commissioners if this is something they’d like to continue to be a part of. Commissioner Nelson confirmed that their services and guidance is invaluable. Commissioner Ador moved to approve the Idaho Station Fire Commissioner’s Association dues. Commissioner Nelson seconded the motion, which carried by unanimous vote.

1. **ACTION ITEM: Approval for Terra Tamer Trail Wheel System not to exceed $1,900**
   1. Charlotte Pegoraro requested monies for an add-on for the Stokes Basket which will assist with extrication in back woods areas to remove a patient. Discussion ensued. Commissioner Ador moved to approve the Terra Tamer Trail Wheel System not to exceed $1,900. Commissioner Nelson seconded the motion, which carried by unanimous vote.
2. **Website Update:** **Amber**
   1. Amber Loewe confirmed that she and Chief Lynn spoke with Robert Norton at UpDown Creative and saw two examples of the website this morning. We are looking at the end of January as a completion date for the website. She showed the Commissioners samples of his work and all agreed that it was much better. Commissioner Fricke would like to see the Pancake Breakfast more prominently. Commissioner Ador liked the photos of our team. Discussion ensued.
3. **Giving Tree: Amber** 
   1. Amber’s very pleased with the turnout and the overall generosity of our volunteers. The deadline to return the gifts Dec 10th which is when she and Kristi Lynn will deliver the items.
4. **Campaign Finance Deadline: Amber**
   1. Amber Loewe reminded the commissioners that the Campaign Financing deadline is approaching at the end of December. This needs to be completed online before the end of December. According to the Kootenai County Elections officer, this only needs to be filled out once a year unless you spend over $500 in your campaign. After that point, you will need to report your spending monthly.
5. **ACTION ITEM: Approval to pay Conoco Bills via Online Payments** 
   1. Amber Loewe explained that ESFD has an account with Conoco that is used throughout the month for fuel. Over the last month, there was a check that arrived late to Conoco. It was sent before the due date, but they did not process the check and we were charged $75 for a $135 bill. After a few calls, Amber was able to get the fee reduced by half, but she was notified that due to COVID their processing times can take up to 10 days. To avoid this charge in the future, she would like to ask the Commissioners to approve Online Payment option for Conoco. Discussion ensued. Commissioner Ador moved to approve the Conoco Bills to be paid online. Commissioner Nelson seconded the motion, which carried by unanimous vote.
6. **Impact Fees: Jerry**
   1. Chief Lynn would like to bring Impact Fees to our attention which we believe will come to fruition soon. He does not believe that it will impact ESFD too much as it just impacts new construction. He would like to discus what are the thoughts on Impact Fees. Commissioner Fricke agrees that the Impact Fees are something the developers should pay for infostructure improvements. He thinks that it would help with the impact on Hwy 97 and he would wonder who decides who the impact is on. Chief Lynn confirmed that we would be billing the impact fees. Discussion ensued. All of the Commissioners agreed that they would like to pursue the impact fees if needed.

**IV. UPCOMING WORK AND CONSIDERATIONS**

1. Next ESFD Commissioner Meeting date will be Tuesday, January 12, 2021 at 10:30am.

**V. CORRESPONDENCE & ANNOUNCEMENTS**

**A.** Commissioner Fricke handed out some calendars and asked that we donate them to the Giving Tree or to volunteers that will need them.

# **VI. PUBLIC COMMENT - none**

**VII. ACTION ITEM: CLOSE MEETING**

**A.** Commissioner Nelson moved to close the Meeting. Commissioner Ador seconded, which carried by unanimous vote. Commissioner Fricke closed the meeting at 1219 hours.