

**MICA KIDD ISLAND FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
March 27, 2019 6:00 PM**

**PRESENT:**

Commissioner Hanson - dansub1mki@gmail.com  
Commissioner Hauser - gretchensub2mki@frontier.com  
Chairman Mundt - larrysub3mki@aol.com  
Chief Sneve - dsneve@worleyfire.com  
Deputy Chief Maines - bmaines@worleyfire.com  
Carmen Saranto - admin@mkifire.com

**CALL TO ORDER**

Meeting was called to order at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTARY**

None

**APPROVAL OF MINUTES FROM THE PRIOR MEETING (S)**

**a. Special Meeting of Feb 1, 2019 - ACTION ITEM**

COMMISSIONER MUNDT moved to approve the minutes as submitted. COMMISSIONER HANSON 2<sup>nd</sup>. **Motion Carried.**

**b. Regular Monthly Meeting of Feb 27, 2019 - ACTION ITEM**

COMMISSIONER HAUSER moved to approve the minutes as submitted. COMMISSIONER HANSON 2<sup>nd</sup>. **Motion Carried.**

**APPROVAL OF BILLS AND FINANCIAL REPORTS**

**a. Check Detail Report**

COMMISSIONER MUNDT moved to approve the Check Detail Report as submitted. COMMISSIONER HANSON 2<sup>nd</sup>. **Motion Carried**

**b. Budget vs Actual Report**

COMMISSIONER MUNDT moved to approve the Budget vs Actual Report as submitted. COMMISSIONER HANSON 2<sup>nd</sup>. **Motion Carried**

**c. Balance Sheet Report**

COMMISSIONER MUNDT moved to approve the Balance Sheet Report as submitted. COMMISSIONER HANSON 2<sup>nd</sup>. **Motion Carried**

## **CHIEF SNEVE'S REPORT**

See attached

## **DEPUTY CHIEF MAINES'S REPORT**

See attached

## **OLD BUSINESS**

### **a. Building Construction - ACTION ITEM**

KEN BUTCHER presented a feasibility Study of what he would be doing and the costs associated with that. See attached. He inquired where we were in the process of getting a legal signed agreement with Worley Highway; its still with our legal. If we could get this done before the next meeting, we could call a special meeting. COMMISSIONER MUNDT will contact Mr. Cafferty to see if the agreement is finished.

COMMISSIONER MUNDT moved to proceed with Ken Butchers Feasibility Study Outline as presented. COMMISSIONER HAUSER 2<sup>nd</sup>. **Motion Carried**

## **NEW BUSINESS**

### **a. Comprehensive Emergency Operations Plan - ACTION ITEM**

COMMISSIONER MUNDT moved to approve as presented. COMMISSIONER HAUSER 2<sup>nd</sup>. **Motion Carried**

### **b. Command Vehicle Purchase - ACTION ITEM**

CHIEF SNEVE stated the command pick-up was having several issues that would cost more than the vehicle was worth. It is time to replace it. He will send out a bid spec for a new ¾ ton Dodge Diesel Short Box Pick-Up for Commissioner approval. Once its approved we'll advertise for bids in the CDA Press.

COMMISSIONER MUNDT moved to proceed as discussed. COMMISSIONER HAUSER 2<sup>nd</sup>. **Motion Carried**

### **c. Resolution 2019-01 - Mobile Deposits - ACTION ITEM**

COMMISSIONER MUNDT moved to approve Resolution 2019-01 as presented. COMMISSIONER HAUSER 2<sup>nd</sup>. **Motion Carried**

### **d. Designating a Vice-Chairman - ACTION ITEM**

COMMISSIONER MUNDT moved to appoint Commissioner Dan Hanson as Vice Chairman. COMMISSIONER HAUSER 2<sup>nd</sup>. **Motion Carried**

## **PUBLIC INPUT**

None

**COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE**

COMMISSIONER HANSON inquired if the SOG's were ready for review; yes, they are and Admin Saranto will drop them off at the station for you to pick-up. Also, can we get 2 new chairs for us to sit in these are falling apart and lean back to far?

COMMISSIONER MUNDT moved to purchase two (2) new chairs. COMMISSIONER HANSON 2<sup>nd</sup>. **Motion carried**

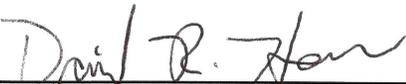
**ADJOURNMENT**

COMMISSIONER MUNDT moved to adjourn the meeting; COMMISSIONER HANSON 2<sup>nd</sup>. **Motion carried 6:39 P.M.**

Respectfully Submitted,

  
\_\_\_\_\_  
District Secretary Carmen Saranto

Approved,

  
\_\_\_\_\_  
Commissioner Dan Hanson

Approved,

  
\_\_\_\_\_  
Commissioner Gretchen Hauser

Approved,

  
\_\_\_\_\_  
Chairman Larry Mundt

## *Management Agreement*

### *Chiefs Report*

*April 2019*

- Reviewed current Mutual Aid agreements 03/28
- Contacted John Cafferty regarding updated Bidding Process 03/28
- Sent out Pickup Bid Specs. To Commissioners for review 03/28
- Returned phone call to Dave Smith regarding pickup bid 04/05
- Signed C/O for residence on Quaking Aspin 04/22
- Continued work on Policy and Employees manual updates

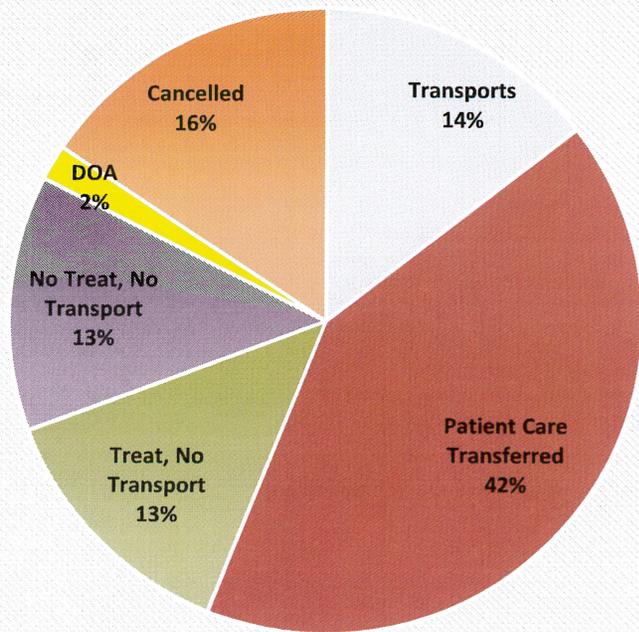
### **Next Month**

- Forward Policy and Employee manual draft to John Cafferty for review
- Possibly install "new" 299 into service, after retrofit is complete
- Possibly have "old" 299 ready to declare surplus at May Commissioners meeting
- Closed Burning starts May 10<sup>th</sup>. Burn permits are required for Yard Waste after that date in the State of Idaho.

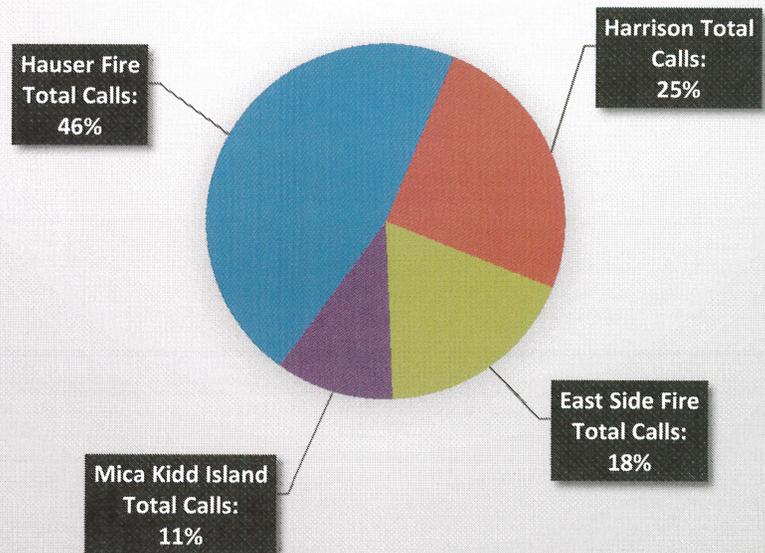
**FY2019 - KCEMSS OUTLYING AGENCY RESPONSE DATA**

Agency	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Year to Date
Harrison Total Calls:	9	6	8	5	6	8	0	0	0	0	0	0	42
East Side Fire Total Calls:	5	6	8	3	6	3	0	0	0	0	0	0	31
Mica Kidd Island Total Calls:	1	4	2	2	4	5	0	0	0	0	0	0	18
Hauser Fire Total Calls:	12	18	14	13	11	10	0	0	0	0	0	0	78
<b>Totals:</b>	<b>27</b>	<b>34</b>	<b>32</b>	<b>23</b>	<b>27</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>169</b>

**Disposition Breakdown**



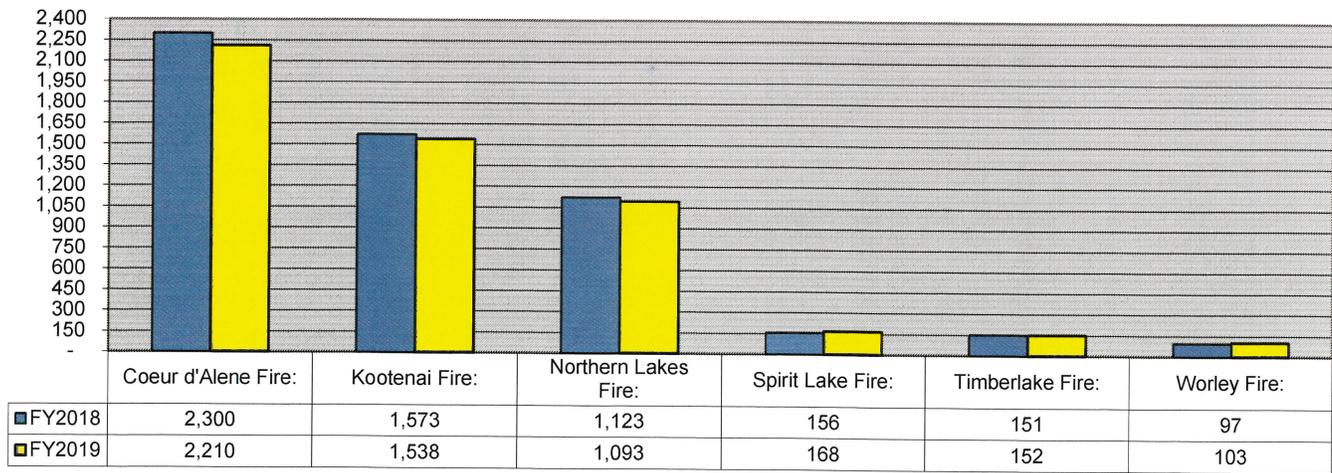
**FY2019 - CALLS YEAR TO DATE BY AGENCY**



## KCEMSS - Billed Calls & Gross Revenue - 6 Month Comparison

Agency / Unit:	FY2018			FY2019			Increase (Decrease) in # of Billed Calls:	%	Increase (Decrease) in Gross Amb. Revenue:	%
	Oct - Mar			Oct - Mar						
	Calls Billed	Charges	Avg Bill	Calls Billed	Charges	Avg Bill				
M31	914	\$ 675,131		876	\$ 674,570					
A32	1,358	\$ 962,135		1,296	\$ 972,234					
A33	28	\$ 7,986		38	\$ 30,022					
<b>Coeur d'Alene Fire:</b>	<b>2,300</b>	<b>\$ 1,645,252</b>	<b>\$ 715</b>	<b>2,210</b>	<b>\$ 1,676,826</b>	<b>\$ 759</b>	<b>-90</b>	<b>-3.9%</b>	<b>31,574</b>	<b>1.9%</b>
M11	740	\$ 621,178		719	\$ 617,301					
A12	33	\$ 15,985		44	\$ 12,161					
M13	800	\$ 647,490		775	\$ 649,346					
<b>Kootenai Fire:</b>	<b>1,573</b>	<b>\$ 1,284,654</b>	<b>\$ 817</b>	<b>1,538</b>	<b>\$ 1,278,808</b>	<b>\$ 831</b>	<b>-35</b>	<b>-2.2%</b>	<b>(5,846)</b>	<b>-0.5%</b>
M51	643	\$ 505,696		640	\$ 524,735					
A53	8	\$ 19,947		9	\$ 4,782					
M52	472	\$ 468,137		444	\$ 468,988					
<b>Northern Lakes Fire:</b>	<b>1,123</b>	<b>\$ 993,781</b>	<b>\$ 885</b>	<b>1,093</b>	<b>\$ 998,506</b>	<b>\$ 914</b>	<b>-30</b>	<b>-2.7%</b>	<b>4,725</b>	<b>0.5%</b>
EMS 81	154	\$ 170,253		168	\$ 189,006					
EMS 83	2	\$ 2,152								
<b>Spirit Lake Fire:</b>	<b>156</b>	<b>\$ 172,405</b>	<b>\$ 1,105</b>	<b>168</b>	<b>\$ 189,006</b>	<b>\$ 1,125</b>	<b>12</b>	<b>7.7%</b>	<b>16,601</b>	<b>9.6%</b>
EMS 61	148	\$ 145,492		147	\$ 152,274					
EMS 63	3	\$ 2,688		5	\$ 4,993					
<b>Timberlake Fire:</b>	<b>151</b>	<b>\$ 148,179</b>	<b>\$ 981</b>	<b>152</b>	<b>\$ 157,267</b>	<b>\$ 1,035</b>	<b>1</b>	<b>0.7%</b>	<b>9,088</b>	<b>6.1%</b>
EMS 41	97	\$ 105,086		103	\$ 114,218					
EMS 42	-	\$ -								
<b>Worley Fire:</b>	<b>97</b>	<b>\$ 105,086</b>	<b>\$ 1,083</b>	<b>103</b>	<b>\$ 114,218</b>	<b>\$ 1,109</b>	<b>6</b>	<b>6.2%</b>	<b>9,132</b>	<b>8.7%</b>
<b>Hauser Lake Fire:</b>	<b>-</b>	<b>\$ -</b>		<b>1</b>	<b>\$ 925</b>		<b>1</b>		<b>925</b>	
<b>System Total:</b>	<b>5,400</b>	<b>\$ 4,349,356</b>	<b>\$ 805</b>	<b>5,265</b>	<b>\$ 4,415,554</b>	<b>\$ 839</b>	<b>-135</b>	<b>-2.5%</b>	<b>66,198</b>	<b>1.5%</b>

### Billed Calls By District - Comparison FY18 vs. FY19



## **MKI Monthly Report**

**April, 2019**

**Deputy Chief Bob Maines**

4/1

- Dropped off package for Commissioner Hanson, met with Chad and Brandon to outline the week. Checked on the progress of T262 Matt is still tracking wires, still has a broken wire taking the fuse out for the brake lights.
- Crew has started to do the outside cleaning around the station along with the spring cleaning inside the station.

4/2

- Dropped off two lock box face covers to be installed by the crew one at Lutherhaven Rd. And the other Harbor View Dr.
- Review Fire Program reports.
- Personnel completed the Basement Fire Training.

4/8

- Met with crew to out-line the week.

4/10

- Met with Chad to go over the EVOC driving course for the up-coming training in May. Went over the paper work needed for each driver to qualify to drive each unit. Went over the lay out of the driving course per the standard.
- Chad was directed to lay out the course and then we would drive the course to make sure it meets all the requirements.

4/11

- Chad and I drove the EVOC driving course that he laid out, it met all the requirements from the standard.

4/15

- Met with the crew to out-line the week.
- Drop off a new switch for backup system on Tender 262.

4/16

- Reviewed fire reports in Fire Programs, found some reports that needed to be corrected. Correction were done by individual making the reports.
- Trained Chad and Brandon on how to add personnel to apparatus responding to calls in Fire Programs.

- Personnel completed Wildland Fire Training with inspection on wildland gear and deployment of the fire shelter.

4/23

- Met with the crew and out-lined the week. This putting the other two brush units into service for the year, putting the second fire boat into service back in the water, then take the jet boat out of the water to clean and service then back into the water.
- Last week the crews started hydrant testing, they only have about 12 left to test and will be starting the annual hose testing.
- Good news Tender 262 is back in-service, Matt Bailey made the repairs that were needed and placed it back in-service. The wire issue that he found was in the pig-tail to the trailer connection it is now disconnected, we had to replace the air dryer system on the unit the pop off valve went bad and could not find the repair parts. Couple more things need to be repaired and Matt will work on them as he can, he will put out-side air coupling on the system to keep the air up, and re-wire the back-up alarm and lights to the transmission switch.

**NOTE:**

- ❖ Nan did not reply back to her letter that was sent to her about her request to continue as a member of this district as a Snow Bird type with conditions. Therefore she was sent a letter terminating her membership with the fire district and her ability to keep her EMT status in the county.
- ❖ Talked with Ryan Tiffany on 4/16 about his participation, he makes most trainings but we discussed his level of participation on emergency calls. That he would have to start make calls for the district in order for us to keep him on as a member. Ryan stated that he would start working on making calls.
- ❖ Currently awaiting a response from our letter that was sent to Darbi King an out of district volunteer. She was sent a letter terminating her as a member with the district.
- ❖ We will be looking at some in-district volunteers, and set-up meetings with each individual that is not meeting responses or training guidelines in the next couple months.