

Meridian Rural Fire Protection District

33 E. Broadway, Suite 210 - Meridian, Idaho 83642

Meeting Minutes – January 12, 2015

Attendees:

Commissioner Rich Greene, Commissioner Clair Bowman, Commissioner Terry Leighton, Fire Chief Mark Niemeyer, and John Fitzgerald of Worst, Fitzgerald & Stover

Commissioner Greene called the meeting to order at 7:00 p.m. Roll call was taken.

Motion was made and seconded to approve the meeting agenda as presented. Motion approved.

Motion was made and seconded to approve the meeting minutes from the December 8, 2014, Rural Fire Protection District meeting. Motion approved.

Approve and pay bills as follows:

- Check #5037 to the City of Meridian in the amount of \$105,454.78 for November 2014, A, B & C Budgets, Invoice #2176
- Check #5038 to Department of the Treasury - IRS in the amount of \$737.60, Q4 – Form 941-X for CY2013
- Check #5039 to Department of the Treasury - IRS in the amount of \$100.80, Q4 – Form 940 FUTA
- Check #5040 to Department of the Treasury - IRS in the amount of \$736.62, Q4 –Federal Withholding Tax
- Check #5041 to the Idaho Department of Labor in the amount of \$90.05, Q4 – 2014 Unemployment Insurance
- Check #5042 to Idaho State Fire Commission in the amount of \$1,000.00 for 2015 annual membership renewal
- Check #5043 to Idaho Department of Labor in the amount of \$80.05, Q-1 – 2014 revised unemployment insurance
- Check #5044 – Void (destroyed by printer and placed in shredder)
- Check #5045 to Jackson Code Consultants in the amount of \$27,674.12 for fire inspection contract work, Statement #64233
- Check #5046 to Worst, Fitzgerald & Stover, PLLC in the amount of \$845.16 for general legal work, Statement #64233
- Check #5047 to Commissioner Rich Greene in the amount of \$1,246.72 for Commissioner pay for Oct, Nov and Dec 2014, (\$1,350 less taxes)
- Check #5048 to Commissioner Terry Leighton in the amount of \$1,246.72 for Commissioner pay for Oct, Nov and Dec 2014, (\$1,350 less taxes)
- Check #5049 to Commissioner Clair Bowman in the amount of \$1,292.25 for Commissioner pay for Oct, Nov and Dec 2014, (\$1,500 less taxes)

A motion was made and seconded to approve and pay checks numbered 5037 through 5043 and checks numbered 5045 through 5049 (with check number 5044 voided) as presented. Motion approved.

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Treasurer's Report:

Net cash position is currently \$1,149,162.68.

Commissioner Bowman would like it noted that check number 5045 to Jackson Code Consultants is for the fire sprinkler system inspection Jackson Code Consultants is performing for the new LDS Church which is under construction.

The December 2014 US Bank statement and LGIP statement were presented to Chairman Greene for review and approval.

The State of Idaho is now requiring registration information for all local government entities. (LGE's) Commissioner Bowman received a document from the County Clerk, Chris Rich, which explained what information was required. Commissioner Bowman was unable to access the website to complete the forms before tonight's meeting but will work on completing this as soon as possible.

Commissioner Bowman would like it noted to place an item on next month's meeting agenda to address the exact procedure for handling the back-up treasurer coverage in Commissioner Bowman's absence. He would like to work with Judy Gerhart, Chief Niemeyer and Attorney Fitzgerald over the next month and present a written proposal on the procedure at next month's meeting. This written procedure, after approval, would then be included as part of the District's financial policy.

Old Business:

1. None

New Business:

1. Continuation of Rural District Administrative Support decision: It was moved and seconded that the Meridian Rural Fire Protection District provide the City of Meridian an additional compensation of \$2,000 annually for Judy Gerhart for administrative support she provides to the District. This would also now include the ability to prepare monthly checks in the absence of the Treasurer if needed. Commissioner Bowman stated that he will be voting against this motion, but will respect the decision if it passes.

It was moved and seconded to suspend the vote on the above motion. Motion approved to suspend the vote.

2. It was moved and seconded to enter into Executive Session under Idaho Code Section 67-2345(1)(b): "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student." with members in attendance of only the District Commissioners. Commissioner Greene called for a roll call vote.
Commissioner Greene, yea;
Commissioner Bowman, yea;

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Commissioner Leighton, yea;

Motion Carried: All ayes. Executive session entered into at 7:12 p.m.

Motion made and seconded to end executive session at 7:20 p.m. with no decisions or votes taken while in executive session and to reconvene the regular meeting now at 7:21 p.m.

Commissioner Greene called for a roll call vote.

Commissioner Greene, yea;

Commissioner Bowman, yea;

Commissioner Leighton, yea;

Motion Carried: All Ayes. Regular meeting is now back in regular session.

3. Motion made and seconded to unsuspend the vote on the motion that was made to provide the City of Meridian an additional compensation of \$2,000 annually for Judy Gerhart for administrative support she provides to the District. This would also now include the ability to prepare monthly checks in the absence of the Treasurer if needed. Commissioner Greene called for a roll call vote to unsuspend the motion.

Commissioner Greene, yea;

Commissioner Bowman, yea;

Commissioner Leighton, yea;

Motion Carried: All Ayes. Motion unsuspended.

Commissioner Greene now called for the vote on the motion from item number one in new business.

Commissioner Greene, yea;

Commissioner Bowman, yea;

Commissioner Leighton, yea;

Motion Carried: All Ayes.

4. Chief Niemeyer distributed the City of Meridian's budget calendar to the Commission indicating important dates and deadlines for the FY16 budget preparation.
5. The two new recruits have graduated from the Joint Municipal Recruit Academy and are now on duty as probationary firefighters and are completing their FTO time. This still left the Department with two vacancies. Two firefighters, currently employed with Caldwell Fire that have completed the academy and were on our list of qualified candidates, were interviewed and presented with job offers for firefighter positions with Meridian Fire. Both have accepted. Start date is March 23rd, 2015. These two additional firefighters will put us at full staffing.

Motion was made and seconded to adjourn the January 12, 2015, meeting of the Meridian Rural Fire Protection District. Motion approved. The meeting was adjourned at 7:27 p.m.