

Meridian Rural Fire Protection District

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

Meeting Minutes – March 9, 2015

Attendees:

Commissioner Rich Greene, Commissioner Clair Bowman, Commissioner Terry Leighton, Jared Zwygart, 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 February 9, 2015, Rural Fire Protection District meeting. Motion approved.

Presentation of the FY2014 MRFPD Audit, Jared Zwygart of Zwygart & Associates

The annual audit for FY2014 was presented to the Commissioners for their review and approval. The audit showed that the financial records of the Meridian Rural Fire Protection District were in accordance with the Generally Accepted Accounting Principles. Discussion followed on the contents of the audit.

Motion was made and seconded to accept the MRFPD FY2014 Audit as presented by Zwygart & Associates and to authorize the District Treasurer to submit a pdf copy of the audit to the State Legislative Auditor's office. Commissioner Greene called for a roll call vote.

Commissioner Greene: Yea
Commissioner Bowman: Yea
Commissioner Leighton: Yea

Motion approved.

Approve and pay bills as follows:

- Check #5052 to the City of Meridian in the amount of \$100,848.15 for January 2015, A, B & C Budgets, Invoice #2106
- Check #5053 to Zwygart & Associates, PC in the amount of \$4,750.00 for the FY14 Annual Audit, Invoice #1277
- Check #5054 to Worst, Fitzgerald & Stover, PLLC in the amount of \$667.62 for general legal work, Statement #61172

A motion was made and seconded to approve and pay checks numbered 5052 through 5054 as presented. Motion approved.

Treasurer's Report:

Net cash position is currently \$2,104,529.86.

Net cash position is approximately \$450,000 greater than it was in March of 2014.

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The January and February LGIP statements were presented to Chairman Greene for review and approval. The February US Bank statement has not yet been received.

Old Business:

1. Presentation of a proposed District Accounting Policy for back-up Treasurer duties: Attorney Fitzgerald has reviewed the proposed policy and suggests the following changes: A provision be included in the policy stating that the responsibilities of the Treasurer under Idaho Code Section 31-1426 are not being altered. That particular statute is specific as to handling of district funds and as to the responsibilities of the District Treasurer. He suggests that the language regarding the District's attorney maintaining the confidential password be clarified that the Attorney is the "holder" of the confidential password and also that the holder of the password can be changed to an alternate person designated by the District Commissioners if needed. Item number 4, under Responsibility, language be added that the preparation of checks are for the presentation to the Commissioners for final approval of payment. Include language that this policy pertains to special meetings as well as regularly scheduled monthly meetings. Under item B), *LGIP Fund Transfers* it needs to be clear that the fund transfers are occurring between the Fire District's accounts and no other outside accounts. Attorney Fitzgerald has identified applicable Idaho Code sections and will include those in the final policy. Commissioner Bowman also stated that step by step instructions should be developed and referenced in the final policy. Attorney Fitzgerald will distribute a final revised policy for review at next month's meeting. It was discussed and decided to keep the Quicken (or Quick Books) program on the District computer and not on a shared City of Meridian network drive.
2. Presentation and approval of the MOU for salary supplement, Chief Niemeyer: Discussion followed on the contents of the MOU which will be placed on the agenda for the March 17th City Council meeting. After the District has confirmation that the City of Meridian, Mayor and Council have approved the MOU, the District will then adopt the MOU by resolution prepared by Counsel at the District's next meeting.
3. Commissioner Greene stated he has received notification via e-mail that the City's Finance Department is considering a 12% contribution from the District for next fiscal year. Chief Niemeyer stated that this amount is based on population and valuation assessments for areas in the District and is only a starting point for discussion. Compass will be doing their new population forecast numbers at their board meeting next Monday and we will have those numbers to compare. Chief Niemeyer will have more documentation on these valuations at next month's Rural Fire District meeting.

New Business:

1. Chief Niemeyer stated that budget hearing dates are being set to discuss the FY16 Fire Department Operating base budget. The Rural Commissioners are invited to attend; Chief Niemeyer will notify the Commissioners of the exact dates.
2. Chief Niemeyer distributed the Meridian Fire Department's 2014 Annual Report. Discussion followed on the contents.

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Motion was made and seconded to adjourn the March 9, 2015, meeting of the Meridian Rural Fire Protection District. Motion approved. The meeting was adjourned at 7:42 p.m.