

# Meridian Rural Fire Protection District

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

## Meeting Minutes – April 11, 2016

### Attendees:

Commissioner Terry Leighton, Commissioner Clair Bowman, Commissioner Marvin Ward, Fire Chief Mark Niemeyer, and John Fitzgerald of Worst, Fitzgerald and Stover

Commissioner Leighton 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 March 14, 2016 MRFPD meeting. Motion approved.

### Approve and pay bills as follows:

- Check #5118 to the City of Meridian in the amount of \$118,089.57 for February 2016, A, B & C Budgets, Invoice #2285
- Check #5119 to Emergency Services Consulting in the amount of \$5,120.00 for West Regional Services Master Plan, Invoices #15-445 & 15-480
- Check #5120 to Jackson Code Consultants in the amount of \$2,876.10, reference receipts #58, 59 & 60, Invoice #2016-08
- Check #5121 to Millington Zwygart CPA's in the amount of \$4,750.00, for FY15 Audit, Invoice #2103
- Check #5122 to Department of the Treasury in the amount of \$667.76 for Form 941 Federal Withholding Tax Report
- Check #5123 to Idaho Department of Labor in the amount of \$53.14 for State Unemployment Insurance Tax
- Check #5124 to Commissioner Terry Leighton in the amount of \$1,246.73 for Commissioner Pay for the months of January, February & March of 2016 (less taxes)
- Check #5125 to Commissioner Marv Ward in the amount of \$1,246.72 for Commissioner Pay for the months of January, February & March of 2016 (less taxes)
- Check #5126 to Commissioner Clair Bowman in the amount of \$1,291.25 for Commissioner Pay for the months of January, February & March of 2016 (less taxes)

A motion was made and seconded to approve and pay checks numbered 5118 through 5126 as presented. Motion approved.

### Treasurer's Report:

Net cash position is currently \$2,702,116.38.

The March 2016 LGIP Statement and US Bank Statement were presented to the Chairman for review and approval.

### Old Business:

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1. It was noted that all Meridian Fire apparatus and facilities are covered under the City's insurance policy through All American Insurance.
2. Commissioner Bowman reminded the Commission that the weeds at the Station 6 property on Overland Road needs to be addressed. Motion was made and seconded to direct Chief Niemeyer to contact Ada County Weed and Pest Control to spray for weeds at the Station 6 property. Motion approved.
3. Chief Niemeyer gave an update on the progress of the Emergency Services Master Plan. The elected official's presentation on the plan will be this Wednesday, April 13<sup>th</sup> at the Public Safety Training Center on Watertower Road. One session will be from 9:00 a.m. to noon and the same presentation will be given again from 1:00 to 4:00 p.m. You may attend either session. We will have someone at the meeting identified to take summary minutes just in case any group of officials has a quorum present at the presentation. The master plan document is still in draft form with the final document to be completed in approximately two weeks. That same evening we will also hold the final citizen advisory meeting.
4. New meeting times / locations for the Rural Fire Protection District monthly meetings were discussed. Motion was made to move four of the meetings during the year, March, June, September and December, to 4:00 p.m. and held at the Fire Administration Office at 33 E. Broadway Ave., Suite 210, Meridian, Idaho. Motion approved. The revised meeting notice for the remainder of 2016 to be posted.

### **New Business:**

1. Chief Niemeyer presented the 2015 Meridian Fire Department Annual Report to the Commission for their review.
2. Chief Niemeyer spoke briefly about the FY17 Meridian Fire Department budget process. We have reviewed the base budget with the Mayor and our Finance Department to identify any changes. An analysis has been completed regarding population and assessed value for the City and the District to assist in calculating a percentage of the District's share of contribution for FY17. The analysis, as of right now, is pointing towards an approximate 10% contribution for next year for the District. Enhancement requests for new items, programs, and personnel have been submitted to the Mayor for her review and our G-100 list, which is for replacement and repair items, has been submitted to Finance. Chief Niemeyer will follow-up with Commissioner Bowman to review all of the enhancement requests for next year. Commissioner Bowman anticipates that he will be bringing a draft proposed FY17 budget to the July meeting which may also include a change in the compensation for the Commissioners. This will also be discussed under New Business at the May MRFPD meeting.

Motion was made and seconded to adjourn the April 11, 2016, meeting of the Meridian Rural Fire Protection District. Motion approved. The meeting was adjourned at 7:23 p.m.