

# Meridian Rural Fire Protection District

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

## Meeting Minutes – April 13, 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 March 9, 2015, Rural Fire Protection District meeting. Motion approved.

### Approve and pay bills as follows:

- Check #5055 to the City of Meridian in the amount of \$95,020.30 for February 2015, A, B & C Budgets, Invoice #2195
- Check #5056 to Worst, Fitzgerald & Stover, PLLC in the amount of \$1,802.34 for general legal work (also included are 2 months travel expenses that were missed on the past two previous invoices) Statement #65139
- Check #5057 to Department of the Treasury in the amount of \$735.62 for Federal Withholding Tax Report
- Check #5058 to Idaho Department of Labor in the amount of \$7.89 for State Unemployment Insurance Tax
- Check #5059 to Commissioner Rich Greene in the amount of \$1,246.73 for Commissioner Pay for January, February and March of 2015
- Check #5060 to Commissioner Terry Leighton in the amount of \$1,246.73 for Commissioner Pay for January, February and March of 2015
- Check #5061 to Commissioner Clair Bowman in the amount of \$1,292.25 for Commissioner Pay for January, February and March of 2015

A motion was made and seconded to approve and pay checks numbered 5055 through 5061 as presented. Motion approved.

### Treasurer's Report:

Net cash position is currently \$2,018,544.78.

The January and February US Bank Statements and the March LGIP Statement were presented to Chairman Greene for review and approval.

Chairman Greene asked Chief Niemeyer to look into the status and time-line of the City of Meridian's remaining reimbursement to the District for the cost of construction of Fire Station 5. Chief Niemeyer will follow up with the Finance Director to see if this payment from impact fee funds will be included in the FY16 budget.

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### Old Business:

1. Attorney Fitzgerald presented the revised proposed District Accounting Policy for back-up Treasurer duties, which includes changes discussed at last month's meeting, along with Resolution #15-002 for approval and adoption. Commissioner Bowman noted that a secondary account will need to be set up to allow transfers from the LGIP. This will take an action from the Commission to request a secondary user on the LGIP account and Commissioner Bowman recommends this item be added to next month's meeting agenda. It was moved and seconded to approve Resolution #15-002. Commissioner Greene called for a roll call vote.

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

Motion approved.

Attorney Fitzgerald stated that in 2012, a prior policy was adopted by the District, #12-003, that established and allowed a designated employee of the Meridian Fire Department to transfer funds for the District. Because Resolution #15-002 is more comprehensive, it is Counsel's recommendation that the Commissioners act to terminate resolution #12-003. It was made and seconded to rescind resolution #12-003. Commissioner Greene called for a roll call vote.

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

Motion approved.

Attorney Fitzgerald will identify in the policy book of the District that resolution #12-003 was terminated pursuant to the Commissioners motion on April 13, 2015.

2. The MOU between the City and the District for the salary supplement was presented for adoption by the District. This MOU has already been signed by the City of Meridian. Attorney Fitzgerald presented resolution #15-001 which provides for the Chairman to sign the MOU. Motion made and seconded to approve resolution #15-001. Commissioner Greene called for a roll call vote.

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

Motion approved.

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3. Discussion held on the District's percent of contribution to the City for the FY16 budget year. Chief Niemeyer distributed copies of the proposed FY16 operating and personnel base budget along with the G-100 form for requested replacement and repair items. There are two fire engines on the G-100 requesting to be replaced next year, MF005, 1993 Pierce Dash (50% owned by MRFPD) and MF010, 2002 Pierce Enforcer (26% owned by MRFPD) along with two replacement staff vehicles. There are currently three enhancements being requested for FY16, 1) Thirty AED's to conclude the equipment purchases for the City's CPR program, with no Rural District contribution, 2) Hiring of three float fire captains and 3) cubicle modifications for the DC of Ops and DC of Training cubicles. Discussion was held on how the District will monetarily contribute for replacement Capital items. Chief Niemeyer stated that the Finance Department CEO anticipates that the city will fund the two replacement engines at 100% because the replacement capital engines are housed solely in the City limits. The Commission gave Counsel direction to begin preparation of a revised MOU that would address the future percent of contribution to the City to satisfy the City's Finance Department's need for continuity for financial planning purposes. The intent of the revised MOU would honor an average percent close to the 12% that was derived from the analysis of the property valuation and population plus 2 or 3 percent as long as the City of Meridian intends to replace capital assets at a 100 % cost to the City. It was suggested the Commission agree on a percentage of the contribution amount for the FY16 budget at tonight's meeting to present to the City's Finance Department and then begin the draft of the revised MOU. Motion was made and seconded to approve 15% as the MRFPD's contribution to the City of Meridian Fire Department for the FY16 budget under the JPA. Commissioner Greene called for a roll call vote.

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

Motion approved.

Attorney Fitzgerald will include the memorialization of this decision to contribute 15% to the City of Meridian Fire Department for the FY16 budget along with future contributions in the revised Memorandum of Understanding to be reviewed at next month's meeting.

### **New Business:**

1. Chief Niemeyer discussed a proposed Master Plan for the Fire Department which would include everything from future fire stations to personnel along with options to sustain service levels. He distributed a proposal for developing a master plan from ESCI Consulting Firm to the Commissioners. One component the Master Plan would evaluate would be possibly sharing the cost of constructing a new fire station near our borders with another Fire District to reduce duplicate services and save tax payer money. Chief projects that the development of the master plan would start out with a citizen task force of 20 to 25 people made up of business owners and tax payers meeting at least 4 times in order to provide consistent feedback throughout the entire process. Chief Niemeyer submitted an amendment to move funds from money saved on this past year's SCBA purchase (which utilized federal grant funds for a large portion of the cost instead of City funds) to pay for the study but the

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amendment was denied. The Finance Department CEO chose to direct these savings towards offsetting the overtime overage occurring because of constant manning. She prefers the request for funds for a Master Plan be requested through the enhancement process for FY16. Chief Niemeyer asked the Commissioners if they felt this Master Plan would be worth moving forward and if the District would consider funding a portion or the entire project. The Commissioners discussed funding the study, but it was decided that more time was needed for consideration. A suggestion was made that Chief Niemeyer consider possible competitive bidding for such a large ticket item. Chief Niemeyer stated that the City is comfortable using ESCI but he understands the idea of competitive bidding. Commissioner Greene stated that he would like to table this topic until next meeting.

2. John Fitzgerald would like to bring to the Commissioner's attention for future reference that Idaho Code section 31-1409 addresses the circumstances of if and when a Commissioner moves out of his or her sub-district, the Commissioner would then become ineligible to be a Fire District Commissioner. This ineligibility would then cause a vacancy on the Board. The Commissioners are responsible for filling any vacancies on the board, but a process must be followed which includes publication of the vacancy. Commissioners would have 60 days to fill the vacancy; during that period of time, the vacancy would be published in the paper for applicants to apply. If two or more applicants apply, then the remaining two Commissioners would make that selection. The list of prospective replacements that each Commissioner submitted a few years ago would also have to go through the application process if they wished to apply. As long as a Commissioner resides in their sub-district they remain qualified to be a commissioner. The Statute does not address the case of not having any applicants; it only states that the Board shall fill any vacancies within 60 days of learning of a vacancy.

Motion was made and seconded to adjourn the April 13, 2015, meeting of the Meridian Rural Fire Protection District. Motion approved. The meeting was adjourned at 8:15 p.m.