

MINUTES  
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT  
JANUARY 15, 2018

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Treasurer
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Kyle Hauser	Council Member	Les Preader	Fire District Commissioner
Sue Gabardi	Council Member	Glenn Van Patten	Fire District Commissioner
Pam McClain	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk	Mike Ruffing	Fire District Clerk

The meeting was opened at 6:30 p.m. Karen Drown confirmed a quorum for the meeting.

**OLD BUSINESS**

**Minutes of July 17, 2017:** Michael moved to approve the minutes from July 17, 2017. Les seconded the motion. There was no discussion and the motion passed.

**NEW BUSINESS**

**Review of City 2016-2017 Audit:** Elizabeth explained that the Buhl Rural Fire Protection District accrues the split at the end of their budget year and the city posts it to the general ledger when the payment is made during the next fiscal year. She added the city can have that accrual be the last entry for the year so the financial statements for the district and the city match. There was a discussion about the fund balance of \$475,000.00. Mike Ruffing stated that both are counting the unassigned money as an asset. He added the word "may" in paragraph 4.4 of the Joint Management Agreement (JMA) is overly vague. It was discussed that changing the JMA in April of 2015 allowed for a choice to save the money in the Joint Fire Suppression Fund for future needs instead of splitting it at the end of the year. Mike Ruffing suggested that changing it back to "shall" would allow a default unless a motion was made to override the agreement by a vote. There was further discussion to review history of the split at budgeting time to consider what would go into the capital improvement budget. Saving jointly for capital improvements would be a budget discussion each year.

Michael moved to change the word "may" in paragraph 4.4 to "shall". Pam seconded the motion. There was no further discussion and there was a vote on the motion. For the BRFPD Glenn voted yes, Neal voted yes and Les voted yes. For the Buhl City Council Michael voted yes, Sue voted yes, Pam voted yes and Kyle voted yes. The motion passed.

Elizabeth handed out a copy of the Management Discussion and Analysis for the City of Buhl 2016-2017 Audit showing the group that it was discussed in the audit that there are two entities working together to fund the Buhl Fire Department. That information is also reflected in the Notes to the Financial Statement and Elizabeth handed out a copy of that as well. Les asked if there had been any effort in putting the information into the Buhl Herald. Consensus of the group was that would be great and Les could be in charge of doing that.

**Approval of annual transfer of remaining balance:** Les moved to approve the fund transfers. Michael seconded the motion. Mayor McCauley opened the matter for discussion and Michael questioned why there is so much more this year. Andrew noted he did budget for the exhaust systems that he did not expend because he is trying for a grant to purchase those. There was discussion about the salaries being an area where there were some assumptions because of the staffing changes. Mike Ruffing noted that there was a significant increase in the funding from the District and the City that fiscal year and that increase was likely the cause of the increased amount available for distribution. Elizabeth stated she would send financials statements or budget sheets to council members and district commissioners after she reviewed them the following day. Michael questioned if it needed to be looked at putting more into the Capital Fund from the funds currently available for the split, adding that this would be the last chance to bring up other options for the split. There was discussion of possible options. Mike Ruffing noted that for a paper trail to be clean for the current budget and previous budget, doing the split as presented would be the best option. There was no further discussion and there was a vote on the motion. For the BRFPD Glenn voted yes, Neal voted yes and Les voted yes. For the Buhl City Council Michael voted yes, Sue voted yes, Pam voted yes and Kyle voted yes. The motion passed.

**Review of bids for Fire Apparatus:** Andrew presented to the group the three separate bids for the quint truck. He detailed the bids and the differences between each manufacturer and the bids submitted. He explained that each manufacturer had brought a truck by and the staff had looked them over and rated the different features for each. He also explained that each one had been pulled into the fire bays to check on how they fit into the station. Andrew noted that this equipment is above and beyond any equipment they currently have so they will have to step up their training. There was a discussion about the possible discounts for prepayment of the truck and when different parts are delivered to the manufacturer. All three manufactures were looked at because of the availability of service available to our area. Andrew announced that Rosenbauer came in as the lowest bid. There was further discussion about the features and the warranties available.

Neal questioned the bidding process. Andrew explained the bid had been published in the Buhl Herald, the official newspaper, with a bid date of December 20. With the Christmas holiday that date was extended by notifying the three manufacturers to January 5, 2018. Mayor McCauley explained the bids were opened on Monday, January 8<sup>th</sup>, the first business day after the bid date, by Lieutenant Paul Madalena along with Mayor McCauley and City Clerk Karen Drown. Neal questioned the process and read from Idaho Code stating that the bids have to be opened in an open place and that the time of bid opening had not been posted. He added that he had talked with Carl Ericson in regards to this matter. He also stated the district did not have a chance to review the specs. Mayor McCauley stated there was no intention to leave anyone out of the bid opening. Michael stated that Council had not reviewed the specs either and that nothing had been discussed by Council.

There was a recess at 7:47 PM.

The meeting resumed at 7:52 PM.

Michael moved to make this an agenda item at the next meeting. Kyle seconded the motion. It was noted the reference to the next meeting could be sooner than the next quarterly meeting because the bids expire January 31.

**Review of Capital Purchases Plan-Fire Equipment:** Elizabeth stated they are asking to postpone this item until the April meeting because the Chief would like additional time to review the plan. Elizabeth explained that a Capital Purchases plan allows the group to plan ahead for future needs and to be able to act in a timely manner when replacements are required. She noted that the City is doing the same kind of future planning in each of its other departments. Andrew commented he looks at a fire department that is one entity. He added the two boards need to come together as one department to be planning for what is in the best interest for all citizens serviced by the department.

**Review of Steps toward Construction of a new Station:** Andrew stated he did a timeline for the new station and he is concerned that both entities agree that it is an appropriate timeline. Les referenced a document from October 2015 and the lack of work being done on the district property. There was further discussion about the timeline that was presented and agreed to by the group. Andrew stated the expectations are not clear. He felt he should do every presentation for the proposed equipment and station again and go back to the drawing board.

**Update on Staffing Changes:** Andrew updated the group that one of the career staff had be absent for a number of months due to a change in his Air Force Reserve training. He is back now and they have rearranged the schedule a little to help keep comp time accumulation down. Several have received their Firefighter 1 certifications. He added the benefits of the 24/7 is the EMS shifts have a second set of hands and if there is a cardiac call they go right out the door. He feels the citizens are benefitting from the 7K exemption schedule. The major concern is that when a call goes out and the first truck pulls up on scene they are alone until someone else arrives and that puts them in a critical position. Procedure is they do not enter until there are backup personnel.

Mayor McCauley noted that Andrew had received in Bachelors in Fire Science and had been selected to attend the National Fire Academy in Maryland.

**CITIZENS CONCERNS** – There was none.

## **MEETING ADJOURNED**

Michael moved to adjourn the meeting; Les seconded the motion. There was no discussion. The meeting was adjourned at 8:22 PM.