

MINUTES  
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT  
JULY 30, 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
Pam McClain	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk	Andrew Wright	Buhl City Attorney
		Mike Ruffing	Fire District Clerk

The meeting was opened at 6:00 p.m. Karen Drown confirmed a quorum for the meeting.

**OLD BUSINESS**

**Minutes of July 16, 2018:** Pam moved to approve the minutes from July 16, 2018. Neal seconded the motion. There was no discussion and the motion passed.

**Review of Capital Funding Formula:** Elizabeth did a review from the previous meeting presentation and information on the funding formula. She also handed out a sheet showing the difference of funding to the joint budget which could allow the district to contribute more. Michael moved to adjust the capital funding formula to City 33%, District 67%. Pam seconded the motion. Kyle disagreed and would like to be more flexible. Les would like to look for additional information from the history of the group and felt this was moving too quickly. Michael would like to discuss in more at the next meeting. Neal would also like to look at the history of use from calls. Tom commented that he had called a number of areas/departments and not any are the same on how they handle funding the departments. Michael stated they need to look at what is good for the department. Glenn stated he would have a hard time going back to his district with an increase without more information. There was a roll call vote on the motion. For the Buhl Rural Fire District Glenn voted no, Neal voted no, Les voted no. For the Buhl City Council Kyle voted no, Sue voted no, Michael voted no and Pam voted no. The motion failed.

**Review Updated Capital Purchasing Agreement:** Michael moved to approve the updated capital purchasing agreement. Pam seconded the motion. Karen noted that the most recent Joint Management Agreement is dated May 8<sup>th</sup>, 2018. There was a roll call vote on the motion. For the Buhl Rural Fire District Glenn voted yes, Neal voted yes, Les abstained. For the Buhl City Council Kyle voted yes, Sue voted yes, Michael voted yes and Pam voted yes. The motion passed.

**NEW BUSINESS**

**Budget Discussion – Initial Review of 2018-19 Budgets and Salary Recommendations:**

Fire Donation Fund:

Elizabeth explained the revenue for this fund is generally from donations from Rangens, The Samuel Young Foundation and general donations to the fire department from citizens. She noted that any donation to the QRU is in their accounts.

Operating & Maintenance:

Elizabeth explained there was a 3% increase to the salary line item and it was allocated to the employees by the chief. Andrew explained he had compared salaries to that of Rock Creek and Jerome. He noted that his department is a fairly green department. He also reviewed at the operating and maintenance costs very seriously and felt they were on track. The one increase was to the SIRCOMM line item because of a recent email from them noting the cost was going up because of the call volume. There was also a contingency line item which Elizabeth was recommending leaving there to possibly look at salaries once the salary survey project is complete. There was a discussion about the changes Andrew has put into place for example replacing bunkers as they need them rather than all at once. Les questioned if the department could benefit from an administrative assistant. Andrew commented that he likes to see the monthly payables and month end report. He would prefer more help in writing grants and polices. Les stated there is continuity to having someone tasked in answering the phone.

## Capital:

It was noted the quint/ladder was moved into the 2018-19 budget because it was not purchased in the 2017-18 budget. There was a discussion of the use of other trucks and the time frame on those replacements. It was also discussed on which one would be the first out truck and it was noted that the quint would be for most calls. The \$400,000.00 is budgeted in the administration budget on the city side. Andrew stated this truck would improve their ability to fight fires and protect property.

There was a discussion about the options for training grounds and issues if firefighters are not trained properly. Andrew noted that Rock Creek uses a conex box and Twin Falls would like to build a facility. He stated the problem with leaving the area for training is leaving the district short.

The \$15,000.00 Andrew has budgeted for the new station proposal is for a consultant to come in and help determine where we are going to build with the best location and options. Les noted that the expense the district had last year was valuable to him.

Kyle moved to approve the Operating and Maintenance Budget with the update to the SIRCOMM line item fees, he requested a roll call vote. Michael seconded the motion. Michael voted yes, Sue voted yes, Pam voted yes, Les voted yes, Glenn voted yes, Neal voted yes, and Kyle voted yes. The motion passed.

Pam moved to approve the Fire Donation Budget, she requested a roll call vote. Sue seconded the motion. Michael voted yes, Sue voted yes, Pam voted yes, Les voted yes, Glenn voted yes, Neal voted yes and Kyle voted yes. The motion passed.

Michael moved to approve the Capital Investment Fund Budget he requested a roll call vote. Pam seconded the motion. Michael stated he appreciated the information with the needs analysis, it gives the group an idea of what needs to be saved and thanked Andrew for his work. There was a discussion about the fact the quint truck is shown on the budget but it will not be purchased until it is agreed upon by the group and the process is complete with the new capital purchasing agreement. Michael voted yes, Sue voted yes, Pam voted yes, Les voted yes, Glenn voted yes, Neal voted yes, Kyle voted yes.

Michael moved to change the wording on the line item on the Fire Donation Fund from Capital Outlay to Increase Fund Balance, he requested a roll call vote. Pam seconded the motion. Michael voted yeas, Sue voted yes, Pam voted yes, Les voted yes, Glenn voted yes, Neal voted yes and Kyle voted yes. The motion passed.

**Set Next Meeting Date:** Michael moved to set the next meeting as October 15, 2018, which is the next quarterly meeting according to the Joint Management Agreement. Kyle seconded the motion. There was no discussion and the motion passed.

**CITIZENS CONCERNS** – There were none.

## **MEETING ADJOURNED**

Kyle moved to adjourn the meeting; Neal seconded the motion. There was no discussion. The meeting was adjourned at 7:34 PM.