

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE
PROTECTION DISTRICT
April 21, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Pam McClain	Council Member	Neal Gier	Fire District Commissioner
Bob Linderman	Council Member	Elizabeth Barker	City Clerk/Treasurer
Michael Higbee	Council Member	Karen Drown	Asst Clerk/Treasurer
Mike Ruffing	Fire District Treasurer	Nathan Fawcett	Asst Fire Chief
Andrew Stevens	Buhl Firefighter	Paul Madalena	Buhl Firefighter
Paul Turke	Fire District Atty	Kara Davidson	Buhl Herald

The meeting was opened at 7:00 p.m. Elizabeth Barker confirmed a quorum for the meeting.

Tom McCauley opened the meeting and noted that there is no official provision in the Joint Management Agreement as to who should chair the meeting. It was agreed that Mayor McCauley would chair the meeting this evening.

Pam McClain moved that the minutes of March 10, 2014 be approved. John Stiegemeier seconded the motion. All voted in favor and the minutes of March 10, 2014 were approved.

The first order of business on the agenda was discussion of the Emergency Services Consulting revised report. John Stiegemeier asked the members of the City Council what direction they would like to see this go – annexation or another direction. Michael Higbee asked if John was asking what the council thought the report showed. John replied yes.

Michael noted that he had several questions about the report. He also stated that he felt the most important issue was to address how to continue to meet the demands of the area and that that was the most important point regardless of the decision regarding annexation. He did question the report's information about potential increased revenues and wondered if this increase would be sufficient. He felt that there would be increased costs, for additional staffing and a new fire station for example, that the projected increase in revenues would not cover.

Tom stated that he felt that everyone had looked at the study and found weaknesses but that he felt the value of the study was that it was an independent review. While he felt that the data presented had weaknesses, he emphasized the importance of the fact that it presented the point of view of an independent party. He read a portion of the study that he felt was significant.

“The annexation initiative should be viewed as a means by which the City and District can provide the same level of service, at a minimum, while striving to do so at an equivalent or reduced cost, increasing overall operational efficiencies. The same service at a reduced cost is always desirable. However, increased cost accompanied by a higher level of service is frequently acceptable, if adequately presented and subsequently desired by the electorate.”

He felt that going forward there were many things that he as an administrator and Mark as Chief could do better to achieve the goal of operational efficiencies. He stated that the overriding concern is to have a joint vision and to operate as one entity. He felt it was important to meet more often to accomplish this.

Michael stated that the ESCI report felt that the joint powers agreement was a good option. He felt it was important to have discussions regarding the priorities of the department and what the fire department is lacking. He noted that without identifying priorities, we can't assess our shortcomings.

Neal Gier stated that he was still concerned about the issue of the fire chief having too many bosses. He asked, if there are problems, who should he go to?

Tom replied that he felt that the joint board would be the boss. He noted that as mayor, by law he is not a policy maker for the city but rather the administrator of the policy set by the city council. He wondered if the joint board couldn't function as the policy maker and then appoint an administrator.

Neal stated that the Joint Powers agreement is very vague about the specifics of operation. Tom agreed and stated that he had been deficient in leaving the administration up to Mark Korsen. He felt that a good step had been to have Michael Higbee attend District meetings but felt that the groups needed to take the next step and make joint decisions at the board level.

Neal pointed out that the agreement stated that there would be one vote for the District and one vote for the City Council. There was no provision for a tie-breaking third vote; the only alternative was termination of the agreement. Tom agreed that that was a real weakness and stated that he believed that termination of the agreement was not a path that anyone wanted to go down and that doing so would assure their mutual destruction.

Neal asked how it would work if the city were annexed into the district. Tom read the section of Idaho State Code that governs the process and noted that both boards would have to agree to it. He noted that the ESCI report said that the city could be annexed but did not state that it should be annexed. Neal noted that the report did not recommend status quo either.

Michael Higbee asked the district commissioners why they would want to ask for annexation. Michael Ruffing asked to respond to the question but council members stated that they would like to hear from the district board members. Neal and John responded that they felt the advantage to an annexation is that there would be one fire department.

Bob Linderman stated that he felt better communication was important. Neal said he felt that the joint powers agreement needs to be redone and he felt that the percentages needed to be redone also. He felt that the City was getting the better deal. Bob stated that he had an objection to "us and them" conversations and felt that they were a disservice to the community.

Michael Higbee felt that the boards needed to focus on what are our priorities and what are our needs. He doesn't feel that we can spend money when we don't need to and that we need to be careful with the taxpayers' money. We need to take into account that the citizens of Buhl paid for the building and for the infrastructure of water lines. There are pumpers and brush trucks that will be used in the district that aren't needed for the city. But we should focus on one population, not the city population versus the district population.

Michael stated that he had the sense from attending District meetings that the percentages weren't the issue, but rather that the District felt they were constrained from spending because of the City limitations on what they could contribute. A discussion of the costs to fight fires in the city versus the cost to fight fires in the district followed.

Tom noted that the citizens of Buhl had made an in-kind contribution that wasn't reflected on paper by the investment in the water plant and infrastructure. Neal asked if much of that didn't have to be done anyway. Tom responded yes, but noted that the cost to the fire suppression system was a huge expense, from storage of water to pressure and booster pumps to service the citizens within the city.

Michael stated that his concern as a representative of the city was that raising property taxes here in Buhl would kill property values even more. There is already a stigma attached to Buhl because of the "water bill." Higher property taxes would be more of a problem. He felt that the solution was to have goals and vision and direction for the fire department from the joint board and felt that we could use this study to determine those.

John Stiegemeier commented that Mark does have a 5 year plan and a 10 year plan of what he wants to do.

Michael noted that the district is levying the full amount they are allowed to and that the city is maxing out their levy rate also. He stated that a major problem would be if the levy rate would increase for the citizens of Buhl. He felt that we needed to have a list of things to take care of first.

Tom stated that he felt that the joint board should be giving Mark direction, not taking a wish list from Mark. He felt that the board's job is to protect the taxpayers' money and make those decisions. Michael noted that for the city of Buhl, the council comes up with the vision and strategic plan and then the mayor administers that. He felt that Mark should manage the department based on the vision of the joint board.

Neal stated that the joint board should meet more often and all agreed. Michael stated that a strategic plan was needed. Neal also noted that it was important that the City make the effort to talk to the District board also and that communication goes both ways.

Tom commented that when he first came to the city, his priorities were not with the fire department and his efforts were needed elsewhere. He felt that now was the time to focus on the fire department. Tom noted that Lane Wintermute of ESCI had commented that there was no difference between a joint powers agreement and annexation as long as you all agree what it is you want to accomplish. He noted that we are serving a body of 9,000 to 10,000 people. Let's focus on that instead of dividing them up. He also felt that there was room for savings. He would like to sit down with Mark and discuss those ideas and then bring recommendations to the joint board.

Michael agreed that he felt that the report showed opportunities for savings and cited staffing as an example. A discussion of additional staffing between the hours of 6 and 8 p.m. followed.

Tom mentioned the data that could be analyzed based on the reports that Mark and Megan can generate. He reported that the software was somewhat cumbersome but felt that extracting and analyzing the data was doable and felt that based on those analyses, he and Mark could come up with some solutions.

Neal asked if the report had been helpful. Tom felt that it had been and that it showed strengths and weaknesses. Michael felt that there was a lot of information that wasn't helpful. Neal commented that much of the information was repeated. Tom felt that the value was that the report was independent.

Michael asked the District Commissioners if they felt the report was helpful. Neal replied, 50-50. He reiterated that a lot of the information was repeated. John stated he thought it would give more direction as to how to proceed in the future than it did.

Neal asked when the group should meet next. Tom felt it is important to meet on a regular basis and also felt that there should be some research on joint powers agreements. He suggested using Association of Idaho Cities as a resource.

Tom also felt it would be important to identify areas where we are weakest in serving all of the people in the joint district. Michael Higbee asked him to note some of those areas. Tom mentioned four areas of concern: assets and inventory, vehicle replacement schedules, personnel scheduling and recruitment and retention of volunteers. Michael noted that the first two items were connected and Tom added that the last two items were tied together also.

Pam asked in the meantime how the problem of Mark feeling like he has two bosses should be handled. Tom suggested that the joint powers agreement needed to be revisited. He also thought that an administrator who would follow the directive of the joint powers would be a solution.

The next meeting was set for Monday, May 19th at 7:00 p.m. at the City Hall. It was agreed that two agenda items would be revisiting the current joint powers agreement and a decision about an administrator. All present agreed that if they had additional agenda items, they would e-mail those to Elizabeth to be included on the agenda. In the meantime, Elizabeth agreed to send out copies of the current Joint Management Agreement to all parties to review.

The second item on the agenda for the April 21st meeting was discussion of the annexation of the city into the fire district. Neal felt that this topic had been adequately covered. John noted again that it would be simpler to have one entity, one boss, one budget. Pam asked in the event of an annexation, how many commissioners would there be. John replied that there would still be three but that the boundaries within the district would be redefined. Discussion concerning those boundaries followed.

Michael Higbee moved to adjourn the meeting; Pam McClain seconded the motion. There was no discussion, the motion passed and the meeting was adjourned at 8:00 p.m.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION
DISTRICT
May 19, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Kyle Hauser	Council President	Neal Gier	Fire Dist. Commissioner
Pam McClain	Council Member	Mike Ruffing	Fire District Treasurer
Michael Higbee	Council Member	Elizabeth Barker	City Clerk/Treasurer
Bob Linderman	Council Member	Karen Drown	Asst Clerk/Treasurer
Mark Korsen	Fire Chief	Nathan Fawcett	Asst Fire Chief
Steve Frazee	Lemhi Fire Protection District	Concerned Citizens	

The meeting was opened at 7:00 p.m. Elizabeth Barker confirmed a quorum for the meeting.

OLD BUSINESS

Pam McClain moved to approve the minutes of April 21, 2014; John Stiegemeier seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Annexation Experience for Salmon & Lemhi Fire District: Tom McCauley welcomed Steve Frazee, Chairman of the Lemhi Fire Protection District and also a member of the Idaho State Fire Commissions Association. Mr. Frazee explained the process that the city of Salmon and the Lemhi Fire Protection District had undergone when the district annexed the city for fire protection services and answered questions from the council and commissioners. He noted that the two entities did originally have a mutual aid agreement and a joint powers agreement. He stated that the annexation came about when the city approached the district. The city needed to replace equipment but did not have the necessary funds. He noted that the population of the city of Salmon is approximately 3000 and the district population is another 1000.

Neal Gier asked if there were savings involved because of the annexation. Steve answered that when the two entities combined there were savings on equipment, training and insurance. In response to a question, Steve replied that they have a part-time fire chief at a salary of \$600 per month and the remainder of the firefighters are volunteers. Neal asked if the arrangement was working well and Steve replied that yes, there had been no complaints.

Michael Higbee asked if the tax rates of the citizens had been affected. Steve replied that the city worked with the county clerk to reduce its tax rate so that there was no change for the citizens. In response to a question, Steve answered that the annual city budget for fire protection had been \$50,000 which was not enough to provide adequate services.

Bob Linderman asked what the budget for the district is now. Steve answered that the budget is currently \$300,000 where it was previously \$225,000. The district is now able to put money aside and can replace equipment as needed.

John asked about the process of annexation. Steve handed out a sheet which explained the process. (The document is attached to the minutes for further reference.) Neal noted that everyone must agree on the annexation process. Steve stated that a public hearing was not required for annexation but that they did have public hearings anyway.

In response to a question it was noted that the Lemhi Fire District comprises an area of 350 square miles while the combined city of Buhl and Buhl Rural Fire Protection District is 101 square miles. Steve noted that the number of responses is 75 this year and 95 calls the year before. Michael asked if EMT services were also provided by Lemhi Fire District and the answer was no, those are separate services. Search and Rescue does extrications.

Steve stated that when the annexation process took place the city simply gave their equipment to the district. The district leases a building from the city for \$1 per year.

Tom asked if having three people on their board worked out and Steve replied yes. There was further discussion regarding how the district is broken up for representation on the board. It was noted that when combining the city and the district, the area would be combined and each board member would serve both a portion of the city and a portion of the district, rather than representing either the city or the district.

Steve stated that the city was glad to get rid of the responsibility of the fire department, for both financial and liability reasons. He noted that they currently have 30 volunteers with a waiting list and that there was a waiting list to be on the board also. He also stated that the volunteers are reimbursed for their gas to get to the fire calls at a rate of \$10 per call.

Steve noted some pitfalls to watch for if the district did annex the city. He stated that it requires a resolution by the district and an ordinance by the city. The matter is then sent to the county commissioners and the Idaho State Tax Commission. He noted that it was necessary to have a legal description of the city limits.

John asked if the district was now taxing at the same rate as the city. Steve replied yes. Kyle asked if the area was growing and Steve replied that the population of Salmon was 3000 when he was born and that it is still 3000.

Pam requested a list of equipment held by the Lemhi Fire District. Steve replied with the following information:

- 4 structure engines
- 2 mini engines (400-500 gallons)
- 2 tenders/tankers (2800 gallons – 3750 gallons)
- 1 pump truck with 1650 gallon capacity
- a 1975 small brush truck
- a utility truck
- a command vehicle.

He noted that they intended to replace one of the structure engines with a brush truck.

Kyle asked about the relationship with the forest service and Steve replied that it was good and discussed the issue of the cost-sharing arrangement now required by the Forest Service.

Tom asked if there were questions for Steve from members of the audience. Dave McClain asked if Salmon had a hydrant system and if so, who maintained it. Steve replied that the city is responsible for the hydrants but the district tests them. In response to the question regarding cost of new lines or hydrants, Steve replied that a developer or the person requesting the line or hydrant would bear that cost.

Mike Ruffing asked about the Lemhi Fire District levy rate of .0006. Steve replied that the levy was assessed on improvements on land only, not on land and structures. It was noted that this is the same as for the Buhl Rural Fire Protection District.

It was asked who paid for the EMT calls. Steve replied that the ambulance service bills the patient. He stated that the ambulance service may get some funds from property taxes but he was not sure about this. He also stated that there is no charge to the property owner for responding to fires unless the response is out of district.

Les Preader asked about the training for the firefighters since fighting a structure fire is different than fighting a wild land fire. Steve replied with a description of their training regimen and noted that the firefighters are trained in fighting both types of fires. He stated that they did not do Haz Mat but that there is a Haz Mat team in Idaho Falls.

Financial Benefits to Annexation: The next item on the agenda was a discussion of the financial benefits of annexation by Mike Ruffing. Mike stated that he had been involved with the district in one capacity or another since 1996. He noted there had been numerous efforts since then to have one governing body. He felt that a lot of time had been spent on trying to make agreements as to how to operate as one entity when in fact we were not one entity but two. Idaho Code lays out how to make one entity. This is something that has been tested by other districts and it works. He noted that the consulting service had suggested forming a new district. He stated that the result would be no different than the district annexing the city.

Michael Higbee stated that in all previous discussions it had sounded like the result of annexing the city was that there would be more money available for the fire department. Mike Ruffing replied that no, that was not correct. Pam noted that her impression was that the purpose of the annexation was to allow for a new fire station and a fifth firefighter. Mike Ruffing replied that all that annexation would do would be to solve conflicts over the funding formula between the city and the district. All the citizens would pay the same rate.

Michael Higbee stated that he felt the push-pull of a review by different board members was important. He noted that Steve had listed the things that saved money for Lemhi Fire District such as combining equipment and training and he felt that was already in place here. He did not see additional savings from an annexation.

Tom asked if an annexation would raise taxes for the city population. Mike Ruffing replied that would happen only if the budget were set that high. The budget number set by the board would be what determined the tax rate for all the citizens of the district. Mike noted that the only thing annexation would affect would be who sits at that table and makes the decisions regarding the budget and operation of the fire department.

There was a discussion of the levy rate for the fire district and the comparable levy rate for the city. It was noted that because the fire department was not levied separately by the city, there was not a specific levy rate but that the consulting service had determined that a levy rate of .18 could be used for comparative purposes. Michael Higbee restated the levy rates as 2.4 for the Buhl Rural Fire Protection District, 1.8 for the city of Buhl, and .06 for the Lemhi Fire Protection District.

Discussion of Joint Management Agreement: Tom noted that at the last discussion it was agreed that there was a need to revisit the Joint Management Agreement. He stated he felt that the Agreement had served as a valuable tool to run the organization but that what was currently lacking was a joint vision. His belief was that regardless of the form of the organization, regardless of whether it was a joint agreement or annexation, without a joint vision, it would not be successful.

Neal asked council members how they felt about annexation. Kyle responded that he felt we should work with what we have. He agreed that there needs to be better communication. He felt that the goal was to provide the best service possible to the whole community but felt that it could be done by means of a joint agreement.

Neal noted that we have an excellent fire department and commented on the house burning exercise that had taken place the previous Saturday.

Kyle stated that he had visited with a volunteer at the store who mentioned that volunteers were having to take a pay cut when they responded to a fire and he asked if perhaps we needed to compensate volunteers better.

Michael Higbee stated that he thinks scrutiny from several points of view is a good thing. He felt that having the point of view of both the city and district represented is valuable. He also noted that the consulting study focused on an increase in taxes for the people in the city. He stated that as a representative of those people, he could not support a tax increase.

Pam asked what would change if there were an annexation. Neal stated that there would be financial benefits. Also he noted that Mark doesn't know who to answer to now.

Neal agreed that the joint powers agreement needs help and that it was too vague. There was consensus on this point. Michael noted that a disadvantage was that the current council members and commissioners were not around when the agreement was formed and that they lacked the historical perspective. Kyle felt that the group could come up with a better agreement. Michael noted that then the fire chief would answer to the joint board, rather than to two entities.

Neal asked how to proceed with re-doing the joint powers agreement. In response to Michael's question, he noted that he had a problem with the fact that the city had one vote, the district had one vote and if there is a disagreement, then the joint arrangement is dissolved.

Tom responded that there were some intermediate steps that could be taken in reworking the agreement and also stated that it might be helpful to have outside mediators as part of the process. He reiterated that a three-man board presents problems and stated that in the event of annexation, he would not be comfortable having less than a five-person board. He asked if the group agreed that anything in the agreement could be changed.

Tom also noted that there are pros to having a joint agreement. One is that it is important for both sides to bring information to the group. For example, he stated that the population of the city of Buhl falls 73% in the low-moderate income level. He felt that we would lose that contribution in the event of an annexation.

Bob Linderman agreed that the joint agreement needed to be restructured and felt that the starting point should be a joint vision. He felt that the agreement should be reviewed annually at a minimum.

Tom stated that the first thing to be reviewed should be the number of times to meet. He felt that there were opportunities for cost savings and efficiencies and that he had discussed those with Chief Korsen. Chief Korsen felt it was important that any direction would come from the joint board.

Tom also noted that he felt that any effort that was put into reworking the joint agreement would not be wasted should the decision to go to an annexation be made.

Pam felt that the first step was for the board members to change the attitude that it is the city versus the district. She stated that the joint purpose is to serve all the citizens of the 83316 area. Neal agreed and noted how important it was to talk more. Michael agreed that that change would then change the attitude of the fire department in terms of feeling that there were two bosses. He felt it was important to look at the positives of what each group could bring to the table. Bob reiterated the importance of meeting more often.

Neal asked again about the process of changing the agreement. Kyle stated that he would like some time to think about the document. Tom asked if there was any legal reason that the agreement couldn't be changed. Michael responded that he did not see anything in the agreement that would prohibit a change.

Three areas of concern were identified: the number of meetings, the procedure for voting, and the funding formula. Michael suggested that we have a white board for the next meeting to assist with reworking the document. He also stated that board members should bring budget goals to the meeting. Tom advised the group that Mark's only request for the initial budget discussion was that there be joint vision from the two groups.

Discussion about Administrator for Fire Department: Tom asked if the council members and commissioners would like to give an administrator direction regarding the fire department and then the administrator would work with the chief. Pam had written up an alternative suggestion which is attached to these minutes.

Michael noted that council members and commissioners cannot take on the role of administrator, that the role is reserved for either the mayor or the chairman of the commission. Michael asked Neal and John about the possibility of appointing the mayor as administrator. The response was that they would prefer to have somebody more in the middle as administrator.

Pam advised the group that she had had a conversation with Mark Grimes who had previously served as fire chief. She stated that Chief Grimes did not feel it was a problem to have a joint agreement between the two entities and that although there had been occasional difficulties, he was able to effectively run his department.

Elizabeth stated that she had asked for input from other City Clerks regarding Joint Management Agreements and had not gotten a response. Mike Ruffing noted that most areas had gone to annexation or merger.

It was agreed that the City Council Members and the Buhl Rural Fire Protection Board Commissioners would meet the third Monday of each month at 6:30 for an indefinite period of time. The next meeting will be Monday, June 16th at 6:30 at City Hall.

Citizens' Concerns: The next item on the agenda was Citizens' Concerns. Dave McClain explained his history as a volunteer firefighter and a member of the board. He noted that when the Joint Management Agreement was originally written, the intent was to have a living document, not to set the agreement in stone. The idea came from the Nampa Fire Department. It was intended to be a tool to keep the two groups together and to provide one governing board and one boss for the fire chief. He noted that it had taken 16 months to produce the first agreement. Michael stated that he appreciated hearing the historical background and the purpose behind the agreement.

Dave also suggested it might be helpful to use a facilitator who had no allegiance with either group. When forming the initial agreement, they had used the Emergency Services Coordinator for the county, Jim Woods.

Les Preader commented and noted that the economic pie was limited and that there were only so many dollars available. He stated that he was a consumer of the services being provided and that he lived near Miracle Hot Springs. He also stated that he had a fire at his home in 1995 and both the Hagerman and Buhl Fire Departments responded. He reminded the council members and the commissioners that they are a group that represents the consumers and the taxpayers. He stated that a facilitator needed neutrality and suggested that the agreement be reduced to a few sentences. He suggested considering an ombudsman. He noted that the people in the city and the people outside the city had different needs. But it was important to remember that the group represents the whole community. Finally he noted his concern about the QRU and mentioned how critical their role is.

Kyle Houser moved to adjourn the meeting; Pam McClain seconded the motion. There was no discussion, the motion passed and the meeting was adjourned at 8:55 p.m.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
June 9, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Kyle Hauser	Council President	Neal Gier	Fire District Commissioner
Pam McClain	Council Member	Elizabeth Barker	City Clerk/Treasurer
Bob Linderman	Council Member	Karen Drown	Asst Clerk/Treasurer
Michael Higbee	Council Member	Mark Korsen	Fire Chief
		Regie Finney	Public Works Director

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

OLD BUSINESS

Pam McClain moved to approve the minutes from May 19, 2014; Neal Gier seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Revenue Projections for City of Buhl (excluding utility fund revenues): Elizabeth handed out a spreadsheet showing revenue projections and the source of those revenues. She explained this does not include the utility fees that are paid by customers because those are in the enterprise funds and the allocations that were being considered are the general fund and other fund allocations. She also explained that while looking at the figures provided, it is important to consider the Seneca tax appeal situation, not only for this fiscal year but for the next and beyond. She stated she is budgeting as though the stay has been approved, because no one knows when the stay will be ruled on. She stated that the property tax amount projected is based upon an allowed increase of 3% over the largest of the last three years plus the new construction roll. She informed the group that the new construction roll was over \$1 million this year; that figure is based upon a number of construction projects that are now complete and added to the tax roll, one of which is the Ridley's remodel. Elizabeth also explained that she has confidence in the AIC (Association of Idaho Cities) projections. All of the numbers provided in the projections provide the council with the "pie" to allocate throughout the different departments.

There was a discussion concerning the fact that the rural district and the property tax funding they receive is solely for fire suppression, but the city property tax portion has to be allocated through different departments within the city. The discussion continued into the joint management agreement and how it dictates how the Joint Fire Protection Fund budget is funded.

Tom stated he had asked Mark to provide documentation for his vision for the department if it is one entity going forward. Mark provided "The Chief's Vision" which provided needs for the coming year, the next 1-5 years and 5-10 years. Tom explained the information was needed for budgeting purposes.

There was additional discussion concerning the Seneca appeal to the Idaho Bureau of Tax Appeals and the Twin Falls County appeal of that decision. Elizabeth explained the situation must be addressed even though there won't be a resolution of the issue for some time. She also explained she is estimating the city's portion of the reduction in revenues as \$125,000 which cannot be spent this year. The question was asked if the Seneca appeal is approved other industry and businesses could possibly do the same thing. Elizabeth informed the group that she had already received a phone call from one other business in town asking questions.

Tom explained to the group that in some departments the effect of the Seneca situation could be cutting staff not just supplies which is something council does not want to happen.

Elizabeth presented a second spreadsheet which gave a breakdown of how the allocations to the departments would look if the same percentages as last year were used for this year's revenue projections.

Kyle stated he would like to look at the way the joint management agreement is written and percentages. Neal suggested sticking with the current budgeted numbers but set money back in reserves for the Seneca case. Elizabeth explained there is the possibility of other funding for the Joint Fire Protection Fund from the BLM and donations but they are not shown in this spreadsheet and they are not spent until they are received. Kyle stated he felt priority was to match district funds to get the most bang for the buck. Michael questioned about any reserves in the joint fire department budget. Elizabeth explained that there are reserves in the general fund for replacement of air bottles.

She also noted that the joint agreement states there must be \$100,000 left each year as the fund balance for the Joint Fire Protection Fund. Michael stated the big thing was to be saving for vehicles. Tom explained that it is just within the last couple of years that the city has even been able to think about reserves and savings. The consensus was that \$530,045 is a good estimate for Mark to start with; Tom stated that this number could change depending on what council decides for the allocation percentage with the other departments. He noted that it could go down but it would not go up.

Mark took a few minutes to address the group with regards to his vision for the department as a whole. He talked about the importance of replacement of vehicles and that prevention is huge for firemen. His concern is not being able to reach the 2nd floor or having equipment break while saving someone. He stated that this group of elected officials are the best there has been and he appreciates their passion about the department. Mark explained he had learned a lot from Elizabeth and described a conversation they had earlier in the day. Mark stated that the citizens expect the best from the fire department. He added that he can't take care of the big things with the budgets he's been given and he doesn't want to have a life lost. He doesn't want to keep the emergency brake on.

In response to a question from Bob, Mark informed the group about the upgrades needed within the building to address the diesel exhaust from the trucks and also the safety hazards of backing across Highway 30 to park equipment in the bays. He noted that the IDL might help with the cost of emergency lights, also called "bouncing balls."

Pam asked of the possibility of trading in the used pumper trucks on new ones. Mark stated the trucks would have to be sold outright; because of the special apparatus on the trucks, trade in would not be a viable option. He stated if pumper #1 and #2 were sold they would bring about \$8,000 to \$10,000 and a new basic model pumper with a ladder would run \$500,000 to \$550,000. Bob commented that the ESCI report did not indicate that a ladder was needed; Mark differed in his opinion and felt that a ladder is important to have.

There was a discussion concerning the number of volunteers for fire and EMS. Mark stated that there has been a small increase just recently for fire, but due to new state certifications the EMS numbers are dropping. He noted that the city is not required to provide QRU but that it is very important to the citizens to have it.

Michael Higbee moved to adjourn the meeting; Kyle Hauser seconded the motion. There was no discussion, the motion passed and the meeting was adjourned at 7:05 p.m.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
June 16, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Kyle Hauser	Council President	Neal Gier	Fire District Commissioner
Pam McClain	Council Member	Elizabeth Barker	City Clerk/Treasurer
Bob Linderman	Council Member	Karen Drown	Asst Clerk/Treasurer
Michael Higbee	Council Member	Mark Korsen	Fire Chief
Nathan Fawcett	Asst Fire Chief	Regie Finney	Public Works Director
Mike Ruffing	Fire District Treasurer	Concerned citizens	

Prior to opening the meeting, Neal Gier asked that John Stiegemeier serve as Chairman for this meeting.

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

OLD BUSINESS

Neal Gier moved to approve the minutes from June 9, 2014; Kyle Hauser seconded the motion. There was no discussion and the motion passed.

Pam McClain moved to amend the agenda to include an executive session pursuant to provisions of Idaho Code 67-2345, subsection 1.b. Bob seconded the motion. There was no discussion and the motion passed.

Pam McClain moved to enter into executive session pursuant to provisions of Idaho Code 67-2345, subsection 1.b. and requested a roll call vote on the matter. Kyle seconded the motion. A roll call vote was held: Pam voted yes, Kyle voted yes, Bob voted yes, Michael voted yes, Neal voted yes, John voted yes. The group entered into executive session.

Pam moved to adjourn executive session; John seconded the motion.

The meeting was called to order again at 6:45 p.m.

NEW BUSINESS

Tour of the Fire House: Bob made a motion to do the tour at the end of the meeting. The motion died for lack of a second. Chief Mark Korsen led the group on a tour of the fire bays. He identified the vehicles and made note of how tight the quarters are. He noted that he has made a suggestion that we get rid of three vehicles and replace them with one. He pointed out the exhaust system and the need for an upgrade. He discussed the on-call schedule for the four firefighters. He noted that the training room upstairs is used every Monday night for training and the first Wednesday of the month for EMS training. He also pointed out a women's restroom, a men's restroom and an equipment room. Chief Korsen stated that the breathing apparatus should have its own contained room out of the area where the exhaust is discharged. He also noted that the exhaust from the vehicles goes up into the training room where the other firefighters are. Then he pointed out that there is a communications room which is shared for all departments in the building. Neal suggested that the council members get into a fire truck and experience what it is like to back into the building. The council members replied that they had already done that.

Joint Fire Protection Budget: Mark handed out printed copies of the proposed budget. He pointed out that he had stayed within the amount allocated to him at the last meeting. He discussed his comments which were printed on the budget in the salmon-colored area and made a request to have a joint savings account. He noted that he had requested a 3% increase for career staff and a zero percent increase for himself. He stated that he doesn't feel comfortable asking for a raise for himself; he felt that needed to be put in by the board. He is also requesting a bump for the volunteer firefighters and EMS staff. Mark noted that the Joint Management Agreement could be modified so that any savings this year could be carried over to cover salary increases next year rather than being disbursed to the two separate entities. Or he suggested that the funds in the Loden Fire Donation account could cover the increases.

Regarding O & M, Mark noted that he had not budgeted building maintenance out of the Joint Fire Protection Fund since the council had pointed out that use of the building was an in-kind contribution from the city. He felt this was an item that could be discussed. Mark stated that it would complicate things a bit since he has been paying for maintenance for doors, for example, on both stations out of one account. Now he would have to pay the bill for the

city station with a check from the city and the bill for the Highway 30 station with a check from the district. He also pointed out that the line item marked Training Room/Remodel was actually used for expenses for maintaining the training room and he also was not budgeting an amount there from the Joint Fire Fund but noted that that expense could be considered an in-kind contribution from the city.

Mark briefly discussed the Fire Donation Fund, formerly called the Loden Fund. He stated he would like to upgrade desk and files for Megan using these funds.

Returning to the Joint Fire Protection Fund, he noted again that the current Joint Management Agreement calls for excess revenues over a balance of \$100,000 to be disbursed back to the separate entities. He also stated that overtime for the career firefighters is closely monitored.

Members of the City Council and the Buhl Rural Fire Protection District Board then had questions for Chief Korsen. Neal asked for clarification of the health insurance coverage which Elizabeth provided. Michael Higbee asked about room for savings. Mark replied that he had budgeted \$18,966 as a carry forward to savings for future expenditures. Mark noted that he had not budgeted for major expenditures but that the joint group had copies of the Chief's Vision for the future. He again discussed the advantage of selling three trucks and replacing it with one unit. Mark provided clarification in response to Pam's question regarding level I volunteers and Neal's question regarding career employee insurance. In reply to Michael's question regarding costs for upgrading the ventilation system in the fire bays, he stated that he would have to get numbers again. A discussion about the ventilation system followed. Pam asked what the expenditures in the line item EMS Recognition were for and Chief Korsen responded with examples of those expenditures.

Kyle asked when the budget needed to be approved. Elizabeth responded that the public hearing is scheduled for August 11th so she would need to publish the numbers July 30th and August 6th. This means it needs to be approved by July 24th. Michael stated that was why we have a fire chief, to set the budget. Kyle felt that it was important to determine what to do with the Fire Donation Fund. It was suggested and agreed that the group come back to this agenda item after covering the other items of New Business.

Discussion of Annexation: Neal asked for the group's feelings regarding annexation/merger. He suggested that one body and one entity would run much more smoothly than the current three: city council, rural fire protection board, and the joint group. Kyle asked if this meant that there would be an entirely new board. Michael Higbee noted that it appeared that the discussion was now centering around Plan C as proposed in the ESCI document, that is, creation of a new district rather than annexation. There was discussion concerning the differences between annexation and creation of a new district. It was noted that regardless of the form, new boundaries would need to be drawn. Michael noted that the levy rate for the fire district is the highest in the area.

Kyle asked why there should be a change if the services wouldn't change. Neal replied that the reason for the change would be so that there was one body for the firefighters to answer to. Kyle replied that if the council and rural fire protection board would meet monthly, then there would be one body for the firefighters to answer to and that would be the joint group. He also felt there was an advantage to have two points of view to different issues and that it provided checks and balances.

Michael stated that he had promised people that he would not raise taxes and that this is his biggest objection to annexation or a new district. He felt that it would increase property taxes for citizens which would be a detriment to the town. He stated that he is not opposed to annexation but he is opposed to one that would increase costs to the citizens. He stated that he represents the citizens of Buhl and he has not heard from any citizens that are happy about the idea. He again referred to the spreadsheet that showed that the Buhl district had the highest levy rate of all districts.

Bob felt that if the goals and focus could be decided on jointly, then it shouldn't be a problem to continue as is. He felt there needed to be a justification for a shift or increase in taxes and felt that the group should make the current set-up work.

Tom stated that he had the following concerns about annexation. He noted that the Buhl Rural District and City combined have the highest budget of any of the groups noted on the spreadsheet. He stated that he has consistently heard in meetings for the past year that we need more personnel and a new fire station and that we would have to raise revenues to accomplish that. He also commented that the ESCI study says that we have an adequate station and equipment but that what is lacking is a schedule to replace equipment as needed. He has not seen information on what would trigger the need for a new station. In the past, the District has promoted higher taxes to the city for more personnel and a new station. He has concerns about this. Additionally, the study assumed that under an annexation, the city would hand over its equipment and would be left with the station. The problem with this is that

the building was specifically designed to serve as a fire station and he doesn't see the value to using it for other purposes.

Tom asked what the financial benefit to annexation would be. At the request of the group, Mike Ruffing replied to this question. Mike stated that there would be savings on health insurance because the firefighters could join the firefighter's pool. He also stated that a new station could be built in 10 to 15 years. He stated that neither entity alone could build one. He stated that since the Joint Management Agreement does not create a legal entity then there is no funding mechanism possible. He explained that in the past ICRMP had said that the council and the district could not create a joint legal entity. That is why there is a Joint Management Agreement and not a Joint Powers Agreement. He also stated that if the city were setting aside fund for replacement equipment then the city levy rate would be higher than the district levy rate.

Discussion regarding a Joint Powers Agreement followed and it was agreed that those attending the AIC meeting would attempt to follow up on this question with the ICRMP representative who would be at the meeting.

Mike Ruffing noted that if the city were annexed, then the group would be done with all the indefiniteness. He stated that not having one entity impedes planning for the future since it is a year to year agreement. Tom asked how it would be that the citizens of the city would not pay more? He noted that the ESCI study stated that the taxes would have to go up. Mike Ruffing replied that the city's general levy would have to go down if there were an annexation. The city would have to decrease its budget.

Tom noted that there may be other ways to raise revenues. For example, the city does not charge rent for the building. Kyle felt that looking at this as a "this is mine—that is yours" was the wrong way to look at things. He stated that we have to approach it as serving one community.

There was a comment from a citizen that the mayor had charged the district \$48,000 for the building when it was first built even though there had not been an agreement to that. Bob felt that regardless of that the group had to recognize the value of the building rental.

Kyle requested an eight minute recess. The meeting reconvened at 8:45.

Kyle stated that he liked the idea of getting rid of three vehicles. He believed that they had been held on to because of fear of a split and that it was not possible to move forward that way. Michael asked if the discussion of the annexation was done and suggested that the group move on to consider the Joint Management Agreement.

The group read through the agreement and listed the following as issues to be discussed:

- Vote
- Meetings
- Ownership (of real and personal property) --- clarify with attorney
- Compensation, i.e. "contributions" --- call volume, actual cost, insured property values, population
- Direction to chief --- "chain"
- Administration
- Meeting moderator
- Secretary

Various comments were made regarding these items. Tom felt that perhaps other formulas could be considered for the contribution to the Joint Fire Protection Fund. Kyle stated that it was important to set aside money for replacement vehicles. John noted that the agreement states that we should be doing that now. Bob noted that it is cumbersome not to have joint ownership. There was a discussion concerning the direction to the fire chief and avoiding having two different messages to Mark, one from the city and one from the district. Also, Neal noted that the district pays the city to administer the Joint Fire Fund by means of an administrative fee. He wondered if that meant that the mayor should be the administrator for the Joint Fire Fund. Mark noted that it would be helpful not to have meetings on Mondays when he has fire drill for the volunteers.

Bob asked that this list be e-mailed to the group and then everyone could come to the next meeting prepared to discuss it. John felt that this should be the only item on the agenda.

After discussion it was agreed that the next joint meeting of the Buhl City Council and the Buhl Rural Fire Protection Board would be on Thursday, July 10th at 6:30 p.m. Discussion of the budget and future needs of the department would be the only item on the agenda.

There were no Citizens concerns. Neal moved to adjourn the meeting and Kyle seconded the motion. The meeting was adjourned at 9:18 p.m.

Minutes prepared by Elizabeth Barker, City Clerk-Treasurer

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
July 10, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Kyle Hauser	Council President	Neal Gier	Fire District Commissioner
Bob Linderman	Council Member	Elizabeth Barker	City Clerk/Treasurer
Michael Higbee	Council Member	Karen Drown	Asst Clerk/Treasurer
		Mark Korsen	Fire Chief

Prior to opening the meeting, it was agreed that Kyle Hauser would serve as Chairman for this meeting.

The meeting was opened at 7:40 p.m. Elizabeth Barker confirmed a quorum for the meeting.

OLD BUSINESS

Neal Gier moved to approve the minutes from June 16, 2014; Michael Higbee seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Joint Fire Protection Budget: Elizabeth explained that at the City Council meeting held just prior to this one, the Council had approved an additional \$11,251 for the Joint Fire Protection Fund. Because of the contribution formula, this would mean an additional contribution from the Buhl Rural Fire Protection Fund of \$13,294. The resulting total additional amount to budget is \$24,454 before any other changes. Elizabeth noted that the increase in insurance is still up in the air but suggested that it would appropriate to budget a 20% increase for health insurance premiums. We do know at this point that there will be no increase in dental insurance premiums.

The group agreed to change the budgeted amount for health insurance from 12% to 20% and for dental insurance from 5% to 0. Tom also noted that Mark had not budgeted an increase for himself but had left that up to the joint board. Michael suggested a 3% increase and John concurred. It was the consensus of the group to budget a 3% increase for Mark in addition to the 3% increases already in the budget for the career firefighters. The rates of pay for volunteer firefighters and volunteer EMS were reviewed and agreed upon.

There was a question about the \$30,000 that had been budgeted as carry over/savings from prior year. Mark noted that he would like to be able to use savings or unexpended amounts from the current year to fund equipment purchases or building improvements in the following year. It was noted that the Joint Management Agreement currently does not allow that. The current agreement states that any fund balance over \$100,000 must be distributed to the two contributing entities in the same proportion that they originally contributed. A change would need to be made to the agreement to allow the Joint Fire Protection Fund to grow so that the group could jointly save and plan for future major expenditures.

There was a question about the revenue that was budgeted to come from the Fire Donation Fund (formerly the Loden fund.) Mark explained that he had budgeted that amount to cover the increase in salaries and pay rates that he was requesting for the career firefighters as well as the volunteers. Mark also noted that if there were reimbursements from the BLM this year, he would also like to see any excess reimbursements set aside to upgrade equipment. And it was explained that the donation/grant revenue was budgeted so that if grants were obtained, the budget would not have to be reopened. But Mark pointed out that there is a separate line item expense for grants/donations and stated that if the grants/donations did not come in, those funds would not be spent.

Michael noted that the Joint Management Agreement as written does not allow for savings in the Joint Fire Protection Fund for the future and that the JMA would need to be amended before this budget with the \$30,000 carry over for savings line item could be approved. It was agreed to remove the \$30,000 from both the revenue side and the expenditure side so that budget approval could move forward.

It was also agreed that the Fire Donation Fund revenue amount of \$17,960 would be removed. With the additional contributions from the City of Buhl and the Buhl Rural Fire Protection fund, the salary and pay rate increases can be covered. It was agreed that it would not be wise to use a one-time transfer such as this to fund a continuing obligation like salary expense.

Mark was asked if he had built in a buffer in case of an excessive fire season. He responded that he had built that in to his projections for volunteer hours and fuel costs, which he was anticipating as high as \$6 per gallon for diesel.

Michael moved to accept the proposed budget as modified during discussion; John seconded the motion. There was no further discussion and the motion passed.

The group then reviewed the Fire Donation Fund budget. It was agreed that the transfer of \$17,960 to the Joint Fire Protection Fund be removed. There was some discussion regarding the chipper and the fund revenue that it generates. Michael moved to approve the Fire Donation Fund budget; Bob seconded the motion. There was no further discussion and the motion passed.

Bob Linderman handed out a sample Fire Department Mission Statement and Vision Statement that he felt would be helpful for the group to review prior to the next meeting. (A copy of that Statement has been scanned and attached to these minutes.)

Michael Higbee noted that no one had applied for the position of commissioner for District 3. He handed out a map that showed the different districts (scanned and attached) and encouraged members of the group to talk to individuals in District 3 that they felt might have an interest in serving.

There were no citizens' concerns. Michael moved to adjourn the meeting and Neal seconded the motion. The motion passed and the meeting was adjourned at 8:22 p.m.

Minutes prepared by Elizabeth Barker, City Clerk-Treasurer

MINUTES

JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

October 6, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Kyle Hauser	Council President	Neal Gier	Fire District Commissioner
Bob Linderman	Council Member	Les Preader	Fire District Commissioner
Michael Higbee	Council Member	Elizabeth Barker	City Clerk/Treasurer
Nathan Fawcett	Asst Fire Chief	Karen Drown	Asst Clerk/Treasurer
Dave McClain	Concerned Citizen	Mark Korsen	Fire Chief
Matt Bridges	Concerned Citizen		

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

Tom McCauley stated that the Joint Management Agreement does not speak to who should run the meeting and noted that as mayor, he is not a voting member of the council. He asked who the group would like to chair the meeting and it was agreed that Tom McCauley would serve as Chairman for this meeting.

OLD BUSINESS

Kyle Hauser moved to approve the minutes from July 10, 2014. Les Preader stated that he had not read the minutes. Kyle withdrew the motion and suggested that approval of the minutes be moved to the end of the meeting.

NEW BUSINESS

Discussion concerning a mediator: Tom opened the discussion by stating that he had requested that this item be on the agenda. He stated that the concern which had previously been discussed by the group was that the Joint Management Agreement did not provide for any option other than dissolution of the agreement in the event that the parties reached an impasse. He stated that he felt that this entity was too vital to the communities that are served to allow dissolution without trying other options. Neal asked if the mediator would be required to be an elected official and whether he or she would have a vote. The response to both questions was no. Tom stated that the role of the mediator would be to facilitate the conversation and help both parties hear what the other was saying. Les stated he felt it was premature to consider a mediator; he stated that the issues in conflict have not yet been identified. Tom reiterated that he was not saying that a mediator was needed now but that should the group get to that point, he sees it as an alternative to separating the two entities. Les again asked what the issues were and a brief discussion regarding the fire station and the sale of the fire truck to Castleford followed. Neal asked who would do the mediating and Tom stated that he had gotten several names of licensed mediators. Again, it was stated that this was not something that would be done now but that it would be an option if needed. The group agreed that this would be an option that could be written into the Joint Management Agreement.

Review of Joint Management Agreement: The group decided to review the agreement paragraph by paragraph. Elizabeth gave a copy of (a) the Joint Management Agreement for Fire Protection dated September 27, 2005; (b) the First Amendment to Joint Management Agreement for Fire Protection; and (c) the Second Amendment to Joint Management Agreement for Fire Protection signed in August 2012 to each individual at the meeting. [A copy of these documents is attached to these minutes for reference purposes if needed.]

1.1 Term There was a discussion regarding the date when the agreement should be reviewed. It was agreed that no change was needed to this paragraph.

2. Purpose Michael Higbee noted that this goes back to the second Recital and the topic of separate ownership of property. He asked if it was necessary to own all equipment and property separately. John Stiegemeier stated that he thought it was required. Tom stated that he believed that was just the way it had been done. Les Preader said that section 2.1 deals with that.

2.1 Ownership of Real and Personal Property Michael stated that he believes this section outlines how to deal with future purchases of property. Les asked whose name the new ambulance was titled in. Kyle stated that the goal was to have "our" property as opposed to "yours" or "mine." Michael felt that the current language regarding percentages of ownership contradicted the second Recital. Both Les and Michael felt that it was important to review State code regarding holding property in common. Les noted the inconvenience of maintaining property schedules over a long period of time and questioned who would maintain the property schedules. Les also raised the issue of the ESCI fire study and the recommendation for a replacement timeline for equipment. Tom noted that the item would be put on a future agenda for discussion. It was agreed that Michael Higbee and Les Preader would research the issue of joint ownership of property for a future discussion.

2.2 Compensation There was discussion regarding what services were referred to in this section and whether or not this section dealt with the contribution of each party to the joint fund as opposed to compensation. Michael made and Les seconded a motion to change the title of the section to Contribution rather than Compensation. All were in favor.

3.1 no joint venture or partnership created Les noted his concern that this is a legal issue and stated that he felt that it contradicted what was discussed in section 2.1. It was again agreed that State code needed to be reviewed and the group looked briefly at Code Section 67-2328. Les thought perhaps that the question of whether the two groups could own property in common and still maintain separate legal identities needed to be reviewed by an attorney. Tom noted that the agreement had been reviewed by ICRMP.

3.2 meetings Kyle suggested monthly meetings but stated that Thursday meetings were problematic. Les agreed that picking a specific day was important for scheduling purposes but that there was a problem with Monday meetings because of volunteer fire training. Tom suggested that as a solution either the assistant chief or the chief could attend the meeting and the other could attend the training. Michael agreed that monthly meetings were important for this period of time while the group was reviewing the Joint Management Agreement but did not think that they would be necessary later on once agreement had been reached on various issues. There was a discussion regarding the frequency of meetings. It was noted that any member of the council or fire district could call a meeting. Kyle noted the role of continuity and Bob stressed the importance of communication. Les suggested quarterly meetings and asked Mark for his input. Mark stated that he would like quarterly meetings and reiterated how important it was for him to be with his team at Monday training meetings. Kyle Hauser moved that joint planning meetings be held quarterly and Neal seconded the motion. All voted in favor and it was agreed that quarterly meetings would be held in October, January, April and July. Kyle moved that the group meet quarterly on the third Monday of the month and Bob seconded the motion. Discussion concerning the Monday meeting time and the volunteer training sessions followed. A vote was taken and the motion failed since two out of three fire district commissioners voted no. There was further discussion concerning alternative meeting days and John Stiegemeier moved to meet quarterly on the third Monday of the month. Both Kyle and Les seconded the motion. A vote was taken and the motion passed. Michael noted that with Mark being excused from attending the regular session of the city council unless his presence was specifically requested and being excused from attending district meetings, he would have fewer meetings to attend and fewer conflicts with training sessions for fire volunteers and EMT volunteers.

3.3 Vote There was discussion regarding the downside of leaving the agreement as it stands and possible alternatives. Les noted that with three commissioners and four council members it was difficult to find an alternate solution. It was stated that this was the area where a mediator would come in to play if needed. Kyle suggested that this be an item for future discussion after group members gave it individual thought.

3.4 Quorum All agreed on the provisions in this paragraph.

3.5 Notice of Public Meetings All agreed on the provisions in this paragraph.

4.1 Budget Les felt that the city's ability to issue general obligation bonds, which the fire district does not have, was not included in the term "other revenue available to the parties". He noted that the only source of revenue available to the fire district was tax revenue. It was agreed that both Les and Elizabeth would research GASB 34 for more information on this topic.

4.2 Independent Capital Improvement Funds It was noted that both parties were encouraged to establish Capital Improvement Funds and that the fire district had done so.

5. Fire Chief It was agreed that if there was a conflict on this decision, section 3.3 would come into play.

The following sections all deal with a termination of the Joint Management Agreement.

6.1 Written Notice Required All agreed on the provisions in this paragraph.

6.2 Effective Date of Termination All agreed on the provisions in this paragraph.

6.3 Original Property All agreed on the provisions in this paragraph.

6.4 Appraisal of Property Held in Common and 6.5 Division of Property Held in Common It was noted that these paragraphs deal with jointly owned property and that that is an issue that is being researched by Michael and Les. That will be a discussion item on a future agenda.

6.6 Right to rent All agreed on the provisions in this paragraph.

7. Miscellaneous All agreed to the provisions in 7.1, 7.2 and 7.3.

First Amendment to Joint Management Agreement for Fire Protection It was noted that this amendment deletes section 7.2 of the Joint Management Agreement.

Second Amendment to Joint Management Agreement

3.6 Minutes All agreed on the provisions in this paragraph.

4.3 Contribution Formula Michael had questions about the taxes levied by the district versus those levied by the city and how to do a comparison of the two since the district levies on structures only but the city levies on structures and land. Les shared information that he had gotten from the assessor that the value of the structures only in the city of Buhl was \$86,338,537. He noted that if the structures in Buhl alone were taxed at the current fire district mill rate of 0.002420723, the amount levied would be \$209,002, which is less than the approximate current city contribution of \$235,000. Les commented that it's important to keep in mind that the parties serve two diverse communities and all are responsible for looking at the best utilization of resources. He noted that the Buhl fire district had elected to tax structures only but that other

districts tax on the value of both structures and land. Tom asked that the cost of the infrastructure which is being carried by the citizens of Buhl be taken into account as well. Neal asked about the amount budgeted for fire in the budget that was published; the reply was that that amount is the entire amount budgeted for the Joint Fire Suppression Fund. Michael stated that he had visited with Travis Rothweiler, City Manager for Twin Falls, regarding their arrangement with the Twin Falls Fire District. It was noted that one difference there was that there is a manager which administers the fire department, rather than a joint board which provides the administration. Tom agreed that it was worthwhile to look at other models. Mark's comment was to please consider that this fire department also does EMS in addition to fire. He stated that the Buhl fire department does 68-70% EMS by call volume. It was agreed that the contribution formula would be a discussion for a future meeting.

4.4 Joint Fire Suppression Fund Michael felt that there was a change needed regarding the provision that "any amount in this fund in excess of \$100,000.00 shall be distributed to the parties". He thought perhaps instead of returning the amount, it could be put into a joint capital improvement fund. Bob noted that Chief Korsen had suggested this. Kyle suggested that the agreement could read that each entity would set up a capital improvement fund and use the amount returned to fund it. Les felt that doing this would handcuff the city which has many other needs for capital improvements, such as infrastructure, besides fire. He felt that it was best left to the discretion of the council rather than being dictated by a joint agreement. Michael wondered if it was left to the discretion of the council, if the comments about "why haven't you saved money for improvements" would still be made. Bob felt it was important to put something in place that would govern future decisions and that too much discretion could result in the agreement falling apart. Michael Higbee moved that the words "each party is strongly encouraged to save returned funds for capital improvements" be added to the section in brackets. Bob seconded the motion and the motion passed.

4.5 Administrative Services It was noted that the wording stated that an objection to the automatic 3% increase was to be raised no later than the date of the annual meeting. Since there will be quarterly meetings in the future, this needs to be changed. There was discussion concerning whether or not the date should be the first or second quarterly meeting and if so, whether the first or second would refer to the fiscal year or the calendar year. Michael moved that the word annual be struck from this paragraph and replaced with the words "April quarterly meeting." Kyle seconded the motion and all voted in favor.

Discussion of sale of fire truck to Castleford: Michael stated that he had visited with Herb Runyan and Fire Chief Seth Christensen of Castleford and that Castleford was interested in purchasing Unit 24102. This is the unit that the City of Buhl is currently loaning to Castleford since their fire engine was damaged and is currently out of commission. Neal asked what kind of money the engine would bring and Mark presented a document with that information to the group. Michael asked Mark if anything would be removed from the engine before sale. Mark replied no. Mark explained the issues with the unit and its condition and why it is not used by the Buhl fire department. Tom noted that it was a city decision because the city owns the engine but that the council members felt it was important to get district input into the decision. John, Les and Neal all agreed that it made sense to pursue the option. Mark stated that he would not miss this truck.

Future meeting dates: After discussion, Michael moved that joint meetings be held on the third Monday of the month at 6:30 p.m. for the next six months; Kyle seconded the motion and the motion passed. It was noted that Chief Korsen would not be required to be present at these meetings.

There were no citizens' concerns. Kyle moved to adjourn the meeting and Neal seconded the motion. The motion passed and the meeting was adjourned at 9:05 p.m.

Minutes prepared by Elizabeth Barker, City Clerk-Treasurer

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
November 17, 2014

PRESENT:

Tom McCauley	Mayor	John Stiegemeier	Fire District Chairman
Kyle Hauser	Council President	Neal Gier	Fire District Commissioner
Pam McClain	Council Member	Les Preader	Fire District Commissioner
Bob Linderman	Council Member	Mike Ruffing	Fire District Treasurer
Michael Higbee	Council Member	Mark Korsen	Fire Chief
Karen Drown	Asst Clerk/Treasurer	Concerned Citizens	

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

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of July 10, 2014: Kyle Hauser moved that the minutes of July 10, 2014 be approved. John Stiegemeier seconded the motion. All voted in favor and the minutes of July 10, 2014 were approved.

Minutes of October 6, 2014: Tom McCauley noted the minutes of October 6, 2014 read that as mayor, he is not a voting member of the council which is correct in what he said but it was pointed out that he is a voting member if there is a tie vote between council members. He wanted to correct that misinformation that was stated.

Pam McClain moved that the minutes of October 6, 2014 be approved. Michael Higbee seconded the motion. All voted in favor and the minutes of October 6, 2014 were approved.

Information regarding joint ownership of property: Michael present to the group Idaho Code Title 67 Chapter 23 Section 28 b:

Any state or public agency may enter into agreements with one another for joint or cooperative action which includes, but is not limited to, joint use, ownership and/or operation agreements pursuant to the provisions of this act. Appropriate action by ordinance, resolution, of otherwise pursuant to law of the governing bodies of these participation public agencies shall be necessary before any such agreement may enter into force.

Michael stated the question was is it legal to own property jointly and after reading this section he believes it is and feels the joint management agreement covers it sufficiently. He suggested leaving the final decision to the attorney's. Tom stated that Jerry Mason with ICRMP had reviewed the way it is written in the joint management agreement and agrees with the way it is written.

Section 3.3 of JMA – Vote: Michael summarized the discussion from last time and the feeling that the wording is to abrupt. Les stated he didn't feel a mediator was needed. There was a discussion about if the section needed to be clarified on the voting and compromising process. After discussion the consensus was the group represents a community and there must be a good faith discussion on any decisions that needed to be made. Tom stated that he felt a mediator was just an option if a decision could not be reached before dissolving the agreement. Kyle moved to leave Section 3.3 as it read; Les seconded the motion. Pam requested a roll call vote. There was no further discussion and the motion passed unanimously.

Discussion of GASB 34 regarding "other revenue": Les explained that GASB 34 involved the restructuring of the financial statement for a government entity. He stated it becomes complex when the city has a capital fund account. He also encouraged a discussion to take place between the city and their auditors concerning the capital fund. In his findings bond proceeds are not to be considered revenues. Tom explained currently the city does not have any bonds for the fire department and nothing has been discussed so at this time it is a non-issue but could be in the future. Kyle moved to table this item until the next meeting. Bob seconded the motion. There was no discussion and the motion passed.

Further Discussion of Contribution Formula: This discussion began with Michael summarizing the last conversation about comparing apples to apples on taxing of property in the city versus the district. The city taxes on structures and land while the district taxes on structures only. There was a discussion of the different types of fires that could happen between the city and the district and the possible cost difference in fighting those fires. The consensus was that the contribution formula is a vital part of the joint management agreement. The discussion

continued about the different components that need to be looked at in figuring the best way for the future. Les stated that not just fire suppression needed to be looked at but also the QRU. There was a discussion about the different variables that both the city and district have from nursing homes and care centers to fields of crops and the different response times for each. There was also a discussion about how the community doesn't know there is a Buhl Rural Fire District and if there is a way to educate the citizens of both the city and the district on that and also fire prevention. The discussion moved to the current formula and how it is figured. Mike Ruffing stated the numbers used are those of gross market value before homeowner's exemption. Tom noted that all the data for the services rendered needed to be looked at and QRU needed to be added to the equation. Mike Ruffing stated that the city properties are decaying and the district is growing but the call volume is opposite and the district is paying more and more. Michael stated some of the comments being made are assumptions. Bob asked if Elizabeth could use the current numbers and figure the contributions how section 4.3 is currently written. Also there was a discussion about looking at previous years and look at trend. It was discussed that Tom and Les would meet and gather data on the calls for both fire and QRU and Mike Ruffing would gather data on if the formula was figured like it would be with an annexation. Michael commented the simpler the better.

ESCI Study recommendation for equipment replacement schedule: There was discussion regarding the ESCI table for recommendations for replacement of equipment. Mark explained that the information in the report was the national recommendations and a guide for implementation of a plan. Mark stated he gives his recommendation yearly and said his thought was it is more important to get through the bigger issues before addressing this matter. Pam moved to postpone to a later date; Neal seconded the motion. There was no discussion and the motion passed.

SCBA Interoperability Grant: Mark explained he had been contacted by Mandi Thompson with the City of Twin Falls who was looking into a grant for SCBA replacements. Mark detailed to the members about the history of the current packs, bottles and face pieces being used. He referenced a copy of the information he had sent to Mandi and showed the total amount of replacement. In the application he had listed 30 units to be replaced with a total cost of \$167,500.00, the grant, if awarded, would pay for \$150,750.00; leaving the local match of \$16,500.00. Mark did note that he would get with Mandi and add a Quantifit fit tester so the apparatuses could be tested within the department. The deadline for the application is December 5, 2014 and it would probably be late 2015 before it is known if the grant was awarded. There was a discussion about the life span of the bottles and what would be done with the current bottles if the grant was received. Mark explained the bottles have a life span of 15 years but that is being reviewed by OSHA and they are trying to extend that another 10 year. The current bottles could be donated or sold. Michael stated he thought that was an easy decision to proceed with the application. Mark added that if necessary the fire donation fund was available to help pay for the local match portion.

Sale of Fire Truck: Tom informed the group that a letter was received from Castleford Fire District and they were not interested in purchasing the fire truck that is currently on loan to them.

NEW BUSINESS

Election of a JMA Chairperson: The discussion was opened by John who suggested that council and the district each nominate an individual and a coin is flipped to decide. The consensus of the group was that it needs to be addressed in the joint management agreement. Kyle stated Tom keeps the meetings running and brings them back to the agenda. He doesn't want to complicate it more. Pam commented that all the members have day jobs so having the time in the day to handle the situations that come up would be time consuming. Tom explained that he works in an administrative capacity not a policy making capacity and his job is to look at the benefit of the whole community. There was a discussion on concerns on the appearance from the district citizens with the Mayor being the chairperson. Michael commented he didn't see how it would be legal with Idaho Code for either a council member or a commissioner to be the chairperson. Pam moved to amend the joint management agreement to name as chairperson the Mayor who the fire chief reports to, runs and conducts the meetings according to the joint management agreement and communicates with all the members of the board after meeting with the fire chief. Michael seconded the motion. Les asked for some time to think about the motion.

A recess was called at 8:35 PM.

The meeting was reconvened at 8:40 PM.

Discussion on the motion was opened by Bob stating he was more comfortable in electing the position annually and including the process in the joint management agreement. There was further discussion with options of hiring a person, but they might not know what is going on. Tom explained there are administrative fees paid and those are for administrating the employees and department. In emergencies the fire chief would go to the Mayor and he would

communicate to the board members. Michael stated he didn't want to lose the legislative bodies duties. Les stated he had strong feeling that nobody knows who Rural Fire Protection District is and would prefer not to have the mayor in that roll. Michael commented he had talked with Travis Rothweiler with the City of Twin Falls and he manages the city and the district and it runs well. There was a vote on the motion and it failed.

John moved the mayor would be the contact person who the fire chief would go to and who would keep the members informed and the mayor would be the facilitator of the joint management agreement meetings. Kyle seconded the motion. Tom questioned the relationship between Mark and himself with the current motion. Les questioned if then the council and commissioners could not talk to the fire chief. Tom stated that the fire chief could still talk to any of the members of the group. There was a discussion about the position of the mayor who follows the policies created by the board and Tom is a very available mayor. Les questioned if subsequent mayors are not as available what would then happen. It was suggested that ideas be brought to the next meeting on December 15th. There was a vote on the motion and it failed.

Pam moved to table the item to the next meeting on December 15th at 6:30 PM. Michael seconded the motion. There was a vote and the motion passed.

CITIZENS CONCERNS

David McClain suggested that there is an alternate person to cover when the mayor is not available.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Pam seconded the motion. There was no discussion and the motion passed. The meeting was adjourned at 9:14 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
February 23, 2015

PRESENT:

Tom McCauley	Mayor	Karen Drown	Asst. Clerk/Treasurer
Kyle Hauser	Council President	Neal Gier	Fire District Chairman
Sue Gabardi	Council Member	John Stiegemeier	Fire District Commissioner
Michael Higbee	Council Member	Mark Korsen	Fire Chief
Elizabeth Barker	Clerk Treasurer	Concerned Citizens	

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

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of November 17, 2014: Kyle Hauser moved that the minutes of November 17, 2014 be approved. Neal Gier seconded the motion. All voted in favor and the minutes of November 17, 2014 were approved.

NEW BUSINESS

Approval of Year End Distribution: Elizabeth explained the portion of the Joint Management Agreement concerning the breakdown of the year end distribution; a copy of the pertinent section of the agreement and the proposed distribution was provided to all in attendance. The portion being paid back to the Buhl Rural Fire Protection District is \$28,379.26 and the amount that will transfer into the city's general fund is \$24,017.74. Kyles stated that shows a lot about the chief and how he runs the department and keeps it under budget. Kyle moved to approve the year end distribution for fiscal year 2013-2014. Neal seconded the motion. Michael stated he was disappointed that the joint boards had failed to agree on the new joint agreement updates so this money could be used for capital improvements. A vote on the motion was held and the year end distribution was approved.

Michael moved to amend the agenda to add scheduling future meetings instead of trying to do it through emails. Kyle seconded the motion. There was no discussion and the motion passed.

Scheduling of Future Meeting: John moved to have the next meeting on Monday, March 16, 2015 at 7:00 PM. Kyle seconded the motion. Michael noted that no one had presented additional items for tonight's agenda and asked why another meeting is being scheduled. John stated they didn't know if there was enough time to discuss any other topics tonight. John asked to have finalizing the joint agreement on the agenda for the next meeting. There was no further discussion and the motion passed.

CITIZENS CONCERNS

There were no citizen's concerns.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; John seconded the motion. There was no discussion and the motion passed. The meeting was adjourned at 6:13 PM.

Minutes prepared by Karen Drown, Assistant Clerk

MINUTES

JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

March 16, 2015

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Kyle Hauser	Council President	John Stiegemeier	Fire District Commissioner
Sue Gabardi	Council Member	Les Preader	Fire District Commissioner
Michael Higbee	Council Member	Elizabeth Barker	City Clerk/Treasurer
Pam McClain	Council Member	Karen Drown	Asst Clerk/Treasurer
Nathan Fawcett	Asst Fire Chief	Mark Korsen	Fire Chief
Concerned Citizens			

The meeting was opened at 7:00 p.m. Elizabeth Barker confirmed a quorum for the meeting.

OLD BUSINESS

Minutes: Kyle Hauser moved to approve the minutes from February 23, 2015; Les Preader seconded the motion. All voted in favor and the motion passed.

Finalization of Joint Management Agreement:

Tom noted that everyone had received the e-mail with minutes from previous meetings and notes regarding past discussions. Pam moved that the Joint Management Agreement be approved with the changes noted in the margins of the minutes; Kyle seconded the motion. Tom asked for discussion on the motion.

Les suggested that the contribution formula be the first item to be discussed. He stated that the current formula has two elements – assessed valuation and population. He suggested dropping the population element because the census is done only every ten years. Also, he noted that District funding is based on taxable property and that there is no mention of population for that funding.

Pam asked if we know the assessed value of the property in question. Les replied that the county assessor had provided information on the value of structures within the city of Buhl and that value was \$86,338,537. There was discussion concerning the fact that if both structures and land were taxed by the District, the District levy rate would be lower. Neal noted that the Rock Creek District has half the levy rate. Kyle asked the value of the structures within the Fire District; Les replied that the 2013 value was \$152,771,270.

Michael stated that with the dollar figures on market value provided by Les, the percentage contribution by the City would be 36% and the District 64%. He also noted that although the funding formula is not population based, the expenditures do have to do with the population. There was discussion as to why the population numbers had been part of the formula when the agreement was first made.

Kyle noted that it was important that the two groups work together and felt that the funding formula should be more balanced. John asked if call volumes should be part of the formula. Tom stated that he had spoken with other districts and that there are different funding formulas used; there is no one gold standard that is ideal.

Les stated that down the road the group needs to look at expansion. He stated that the City facility is land-locked and that the opportunity to expand here is limited. There was a discussion of a previous option of purchasing property on 11th Avenue North and that Council had been advised that a drive-through option would not be feasible with a purchase of this property. Les stated that the group needed to look at

expansion because response times to the far reaches of the district are critical. Michael asked how a change in contribution formula would change what the group does with a landlocked facility. Les stated that he was just clearing the deck and that he was also concerned about how to do 24-48 full-time staffing.

Tom asked Les if he was saying that if the group uses this contribution formula, it would allow more money to be put in the budget. Les stated that he had brought that up as a point of discussion. Michael stated that a change in the contribution formula doesn't change the total amount that is budgeted. It just changes the amount that each party contributes.

Kyle commented on what he thought the priorities for the citizens were and that a new station was not a priority for city residents. He felt that the focus for the next three years should be on improving the current station.

Tom felt that the change in funding formula would open up discussions about future projects. He noted that if there was a change, the district could contribute more even if the city cannot contribute as much. Kyle suggested that the contribution percentage be left the same but that each party could contribute more if they wanted to.

Tom asked Neal and John for their input. Neal stated that this was the first he had heard of a revised contribution formula. John felt that call volume should be part of the formula. It was noted that part of the issue is EMT versus fire calls and there was discussion regarding the cost of responding to calls as well as the severity of the calls.

Neal suggested leaving the percentages as they currently exist and Kyle agreed.

Michael asked Les to clarify if his proposed contribution formula change meant more money to achieve the goals he had previously mentioned. Les replied that we need to budget for expansion and we can't do that at this facility. Les stated that he was not trying to tie a change in contribution formula to the idea of expanding. He noted that the District already has the funds to expand. He stated the issue was how to plan for expansion. Kyle noted that the item on the agenda is the contribution formula and that contribution formula and plans for expansion are two different issues.

Les asked that the group consider the elements of the contribution formula. He asked why the population element existed. He also noted that the state statute refers to property only.

Pam wished to clarify with the group that there were only two items that needed to be agreed upon: the contribution formula and a decision about a JMA chairman.

Neal agreed that the contribution rate should stay the same and noted that the mayor runs the meeting well. John stated that he thought the 36%-64% split would allow for more spending but he thought the contributions should be more equal.

Tom opened up a discussion of the Chief's vision for the department and noted that the City is limited in the resources it can contribute. He stated that he was heartened to hear Les' suggestion because it would allow the group to be more flexible in planning for the future. He also noted that a change in formula doesn't require a change in spending.

Michael noted that revenues to the City and the District are not based on call volume but solely on property values. There have been many discussions in the past when it was pointed out that the District has more money. He felt that regardless of the revenue, the group still needed to be good stewards of the money. He stated that if this change opens up the possibility of more revenue for the department, then that is a good thing.

Les stated that the key thing he is looking at is the response time to outlying areas and that staffing should be 24 hour. Michael noted that the cost of responding to the outlying areas of the district is more than the cost of responding to the city addresses. Tom suggested that if resources needed to be directed toward quicker response times to the district, then perhaps the 36%-64% split makes sense.

Neal stated that the group needed to be aggressive and couldn't keep doing what had been done before. John threw out a suggestion of a 59%-41% split. Tom asked if additional funds were available, how that would drive the budget. What is the practical application of the split?

Les stated that he was avoiding the use of the term annexation and was talking about funding formulas only. He suggested using this formula for this year and then discussing again next year. Michael noted that the goal was to finalize the agreement so that this process would not have to be repeated each year. Tom added that budget discussions will be coming up in two months and this is an issue that needs to be finalized.

Tom stated that the motion on the floor was to approve the Joint Management Agreement with the changes noted in the margins of the minutes and he asked for a vote on the motion. All voted nay and the motion was defeated.

Pam made a motion that the Joint Management Agreement be approved with the changes noted in the margins of the minutes and with the contribution formula being left at status quo and that additionally the mayor be named as chairman of the joint group. Kyle seconded the motion. Michael noted that the contribution formula is not stated as a percentage of 54%-46%; rather it is based on relative market value and population. All voted in favor of the motion and the motion passed.

NEW BUSINESS

Bid for wall coating and floor sealant for Station 1:

Mark presented a bid for \$9200 that he had received to put epoxy wall coating and armor-seal floors for Station 1. He noted that the upgrade is badly needed and that the station is 22 years old. He elaborated on the condition of the station and explained in detail what the coatings would do. He proposed that money from the Fire Donation Fund be used for this project and feels that this is a good use of the money that citizens have donated. Michael asked if this would assist in resolving any safety issues such as exhaust. Mark replied that this process would not but that he is getting bids now for a new exhaust system. John asked about non-slip properties for the product and Pam asked about a guarantee on the product and whether the guarantee would be in writing. Mark said that he would research that. Michael asked if the fleet would be out of commission during this process and Mark replied no, that the process would be done in separate stages.

Kyle moved that the bid which Mark had presented for epoxy wall coating and armor-seal floors be approved. Les seconded the motion. John Stiegemeier confirmed that the money would come from the Fire Donation Fund. Kyle amended the motion to include that information and Les withdrew his second of the original motion and seconded the amended motion. Mark gave additional information on previous uses of the Fire Donation Fund money. All voted in favor of the motion and the motion passed.

Next meeting date: Neal referred to the previous minutes and stated that it was agreed that meetings should be held quarterly on the third Monday of the month. Based on this the next meeting will be held April 20, 2015 at 7:00 p.m. There was discussion on setting a time limit for the meetings; Les suggested that the meetings be held to one hour.

There were no citizens' concerns. Neal moved to adjourn the meeting and Kyle seconded the motion. The motion passed and the meeting was adjourned at 8:37 p.m.

Minutes prepared by Elizabeth Barker, City Clerk-Treasurer

MINUTES

JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

April 20, 2015

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Kyle Hauser	Council President	Les Preader	Fire District Commissioner
Sue Gabardi	Council Member	Mark Korsen	Fire Chief
Pam McClain	Council Member	Elizabeth Barker	City Clerk/Treasurer
		Karen Drown	Asst Clerk/Treasurer

The meeting was opened at 7:00 p.m. Elizabeth Barker confirmed a quorum for the meeting.

OLD BUSINESS

Kyle Hauser moved to approve the minutes from March 16, 2015; Pam seconded the motion. Les Preader requested two changes to the minutes. Kyle amended his motion to approve the minutes as corrected; Pam seconded that motion. All voted in favor and the minutes were approved.

Four changes were made to the Joint Management Agreement for Fire Protection. Pam moved that the Joint Management Agreement for Fire Protection be approved with the changes made today; Les seconded the motion. All voted in favor and the motion passed. Elizabeth will prepare the Agreement for the signatures of the Mayor and the Fire District Chairman. A signed copy of the Joint Management Agreement is appended to these minutes.

NEW BUSINESS

Mark Korsen presented information to the group regarding lighting upgrades which will be made to the exterior lights of the fire station. The work will be done by Dan Fawcett and will be paid for by funds in the General Fund of the City, under the line item Building Maintenance – Fire Department.

Mark then presented information from YESCO for a proposal for a lit LED sign above the Fire Department at a cost of \$10,065. He feels it is important that citizens know where the fire department is. The funds would come from the Fire Donation Fund. Neal asked if Mark had checked with Idaho Power concerning possible grant money for the upgrade in exterior lighting. Mark replied that he had but that Dan Fawcett did not have the proper license to get any grant money, that the amount of the money available was minimal and that other electricians would not bid the job because it was too small. Kyle stated that he felt a well-lit building was important. Les questions whether in view of activists or those who might wish to do harm, if it was a good idea to identify the station. He noted that he was playing devil's advocate. Mark responded that he had not seen any instances where fire and EMS had been targeted.

Kyle moved that we approve the chief's recommendation for lighting and signage on Station #1. Neal seconded the motion and all voted aye. The motion carried.

Mark then provided further warranty information on the paint that was being used to update the fire station.

Kyle asked that the following be added to the agenda for the meeting next quarter: whether or not to set aside money in excess of \$100,000 and if so, what to set the money aside for. The next meeting was set for July 20th at 6:30 p.m.

Neal moved that the meeting be adjourned at 7:35 p.m. Kyle seconded the motion. All voted aye and the meeting was adjourned.

Minutes prepared by Elizabeth Barker, City Clerk

MINUTES

JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

June 8, 2015

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Kyle Hauser	Council President	John Stiegemeier	Fire District Commissioner
Sue Gabardi	Council Member	Les Preader	Fire District Commissioner
Michael Higbee	Council Member	Elizabeth Barker	City Clerk/Treasurer
Nathan Fawcett	Asst Fire Chief	Karen Drown	Asst Clerk/Treasurer

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

OLD BUSINESS

Minutes: Michael Higbee moved to approve the minutes from April 20, 2015; Les Preader seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS

Discussion of Fiscal Year 2015-2016 Budget:

Kyle noted that at the previous meeting, council members had moved to set aside funds in the coming budget year for future fire apparatus needs.

Michael asked if the district had revenue projections for the coming year yet. The reply was that they did not. There was a discussion regarding the maximum taxable amount for the district and the understanding that there was a cap to the amount that the district could levy. District members advised that a separate capital project fund had been established for savings for a future fire station and that this has avoided the problem of the district bumping up against a cap.

Elizabeth showed the group the Maximum Budget and Foregone Amount worksheet which is provided by the County to all taxing districts and which she uses to project tax revenues for the coming year. She also explained the concept of a foregone amount.

Discussion of major needs for the department began with Les' comments regarding funding for another full-time position. He felt it was important to have trained professionals and commented that we need to prepare for Mark's retirement. He noted that a new employee could be brought in at the top of the career ladder or at the bottom. Kyle noted that he felt it was not appropriate to have a solely administrative manager with the small number of personnel in the department. He also believes that there are an adequate number of candidates for a new firefighter position available. Les stated he felt a third factor to consider is the qualifications of a new firefighter. Tom noted that we have trained volunteers who could be eligible for the position.

Tom stated that he had asked Mark to consider a staggered schedule with the existing personnel so that not all the staff is there from 8 to 5. He suggested one employee coming in at an earlier hour and leaving early and another coming in at a later hour and leaving later. This would ensure that there is a professional at the station during more hours; he noted that Mark had commented that having one person at the station reduces call time by 4 minutes.

Tom felt it was important to decide if the group is moving toward a full-time professional staff or if the vision is to continue with a professional staff supported by volunteers.

Les stated that he had asked the chief for the cost of a full-time employee. Elizabeth noted from the budget sheet that the lowest paid fire-fighter is currently at a base wage of \$29,700 annually with a fully-benefitted cost (employee only for health and dental insurance) of \$57,500. There was a discussion of the current workload and the necessity of adding an additional employee.

There was also discussion regarding the amount of time required to train a new employee. Nathan's response was that training time would take from 6 to 18 months, depending on the individual.

Tom also noted that the group needs to be cognizant of the cost of the volunteers also. He stated that as an administrator, he is cautious about incurring new costs that will go on year after year.

Michael Higbee had previously requested comparative information for the area's fire districts. Karen compiled that information and a copy of it was provided to all those present.

Tom asked if there were other significant areas of the budget to be discussed. It was noted that the savings for the SCBA replacement bottles is being done by each individual entity.

Michael asked about the status of the grant that Chief Korsen had talked about. No one present at the meeting knew the status on that.

Tom noted that another big ticket item is the exhaust system in the fire bays. He noted that if we had 24/7 staffing, that would be required. He also commented that we currently have the basics for a system but that we have never used it. He felt that it would be possible to take the equipment that we have and upgrade it. He noted that Mark is revisiting the issue of using current installations with the supplier and that he will follow up with Mark regarding that. Nathan stated that they had received a call from the supplier and that an installer was going to come and assess the current equipment. Also Quigley's is putting together a quote. Michael questioned the need to put money into a system here when the District has put up a sign at the Highway 30 property that a fire station will be built there.

There was discussion concerning the need for replacement fire apparatus and it was noted that replacing vehicles is not a Joint Fire Fund expenditure because of the way that the current Joint Management Agreement is written.

Kyle moved that the meeting be adjourned and Neal seconded the motion. The meeting was adjourned at 7:50 p.m.

After the meeting was adjourned it was decided that another joint meeting will be held at 6 p.m. on Monday, June 22nd with the working session of the council to follow thereafter.

Minutes prepared by Elizabeth Barker, Clerk-Treasurer

MINUTES

JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

June 22, 2015

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Kyle Hauser	Council President	Les Preader	Fire District Commissioner
Sue Gabardi	Council Member	John Stiegemeier	Fire District Commissioner
Pam McClain	Council Member	Elizabeth Barker	City Clerk/Treasurer
Michael Higbee	Council Member	Karen Drown	Asst Clerk/Treasurer
		Mark Korsen	Fire Chief

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

OLD BUSINESS

Michael Higbee moved to approve the minutes from June 8, 2015; Les Preader seconded the motion. Neal Gier questioned the following statement in the minutes: “[Tom] stated that as an administrator, he is cautious about incurring new costs that will go on year after year.” It was clarified that Tom was speaking from his various experiences as an administrator and as administrator for the City of Buhl. The motion was put to a vote and all voted in favor; the minutes were approved.

NEW BUSINESS

Elizabeth explained the budget sheet that Chief Korsen had prepared and the various assumptions that were used in preparing the budget. There were several questions from Les for Chief Korsen and Elizabeth regarding various line items in the budget.

Kyle questioned the purpose of adding a new employee to the department. It was explained that the district had requested that that be included because of concerns about response times in the district. Michael expressed a concern that this topic had not been brought up at a previous meeting and noted that this was a vision change that should be discussed jointly. John Stiegemeier commented that the line item was added for this budget year to allow for bringing someone on for training. He stated that the intent was not to provide for 24/7/365 coverage this year.

There was discussion concerning information from the ESCI study concerning volunteer coverage and also discussion about the information provided on other area fire districts. Michael stated that compared to other districts, he does not see the justification for an additional person. Kyle noted that he felt that what we are doing works well.

Pam stated that in order to have full-time coverage, the exhaust system in the fire bays would need to be upgraded and that that is an additional cost.

There was discussion concerning a rotational schedule that was discussed at the Pocatello meeting. Les stated his concern about bringing someone on before Chief Korsen retires.

Tom noted that there appeared to be two separate visions of the type of service that should be provided and requested a motion. Les moved that the Fire Department have an additional full-time firefighter. Neal

seconded the motion. In the discussion following the motion, Neal noted that this would reduce the call time. Pam asked why a staggered schedule couldn't be considered. Mark replied with some information regarding different schedules. There was further discussion concerning various schedule options. Les reiterated that his motion was to hire an additional firefighter and that it was non contingent on a 24/7/365 schedule. Neal stated that response time was the biggest issue and Pam agreed; she felt looking at a staggered schedule could address this. There was discussion regarding the volunteer applicant pool.

Tom noted that there was information in the ESCI study regarding call volume by the hour and perhaps joint direction to the chief could be to investigate a staggered schedule.

The motion to hire an additional firefighter was voted on. The District voted aye and the City voted nay. The motion did not pass.

Pam moved that Chief Korsen be asked to come up with a staggered schedule for the current employees which would cover more hours. Michael seconded the motion. There was discussion concerning this motion and Chief Korsen noted that he was already working on this. He stated that this would include the fire chief and the assistant chief in the rotation.

There was a vote on the motion to direct Chief Korsen to investigate a staggered schedule; all voted in favor and the motion passed.

Tom asked if there were other items that were of concern. Michael stated that the health insurance increase is a concern and that salary increases were not included in this preliminary budget. Les stated that cost of living increases and merit increases were not part of this preliminary budget.

It was agreed that there were no issues or concerns with the Fire Donation Budget.

The next meeting was scheduled for Monday, July 20th at 6:30 p.m.

Kyle moved that the meeting be adjourned at 7:25 p.m. Pam seconded the motion. All voted aye and the meeting was adjourned.

Minutes prepared by Elizabeth Barker, City Clerk

MINUTES

JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

July 20, 2015

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Kyle Hauser	Council President	Les Preader	Fire District Commissioner
Sue Gabardi	Council Member	John Stiegemeier	Fire District Commissioner
Pam McClain	Council Member	Elizabeth Barker	City Clerk/Treasurer
Michael Higbee	Council Member	Karen Drown	Asst Clerk/Treasurer
Mike Ruffing	District Treasurer	Mark Korsen	Fire Chief
Nathan Fawcett	Fire Fighter	Andrew Stevens	Fire Fighter
David McClain	Concerned citizen		

The meeting was opened at 6:34 p.m. Elizabeth Barker confirmed a quorum for the meeting.

OLD BUSINESS

Minutes:

Pam McClain moved to approve the minutes from June 22, 2015; John Stiegemeier seconded the motion. The motion was put to a vote and all voted in favor; the minutes were approved.

Budget Discussion:

To begin the discussion, Elizabeth Barker explained that the City had received notice of the Seneca tax appeal judgment. As a result of the judgment signed on 6/29/2015, \$140,560.94 will be deducted from the city's property tax check which they anticipate receiving in July. Also URA #2 will be required to repay \$102,785.18 to Twin Falls County as a refund of previous tax receipts.

It was noted that the judgment will reduce the market value of the property in the city by \$7,046,582. There was a brief recess while Elizabeth recalculated the percentage contributions required by the Joint Management Agreement based on this new value. When the meeting was back in session, Elizabeth presented information that showed a contribution from the City of Buhl of 46.6767% and a contribution from the Buhl Rural Fire Protection District of 53.3233%. Using this new percentage with the City contribution of \$256,211 which the City Council had decided on at their 6/22/15 meeting, the Buhl Rural Fire Protection District contribution would be \$292,695.

Budget discussion began by noting that the additional employee had been removed from the budget when Mark was directed at the previous meeting to investigate the option of using a staggered work schedule to cover more hours, rather than having five staff members at the station from 8 until 5. The cost of a new employee with benefits had been estimated at \$48,500. Pam noted that it was also necessary to consider the cost of refitting the station to meet code if the intent is to have 24 hour coverage.

Mark presented information on what a staggered schedule would look like and passed out a copy of the schedule to each member present. Les noted that this schedule reflected the current number of employees and asked what a schedule would look like with an additional employee. Mark noted that he would have to rework the schedule to answer that question. Les asked how this scheduling would affect off-time for personnel and Mark responded. Les asked how this coverage compares to police coverage. It was noted that the police work 12 hour shifts and that there is 24 hour coverage.

Tom noted that an additional topic to be discussed was the current requirement that fire personnel be within five minutes of the station when on call. He noted that they are now being compensated for that requirement by being given a Friday off after the weekend they were on call. Tom noted that if everyone is comfortable with loosening up the 5 minute requirement, coverage could be extended and it would be possible to do away with the Fridays off.

Chief Korsen made some comments regarding the amount of time that fire staff are required to be on call and stated that he had asked the District and the City to contact ICRMP regarding those hours. He stated that there is no one extra to cover additional shifts overnight or on weekends.

Michael Higbee asked what the compensation was for staff call-outs after hours. Mark replied that fire fighters were paid in overtime up to 200 hours annually or in comp time. Les asked if an additional employee would provide flexibility in scheduling if, for example, Mark had to remain on light duty for a longer period of time. Tom noted that all departments had the same issue with covering extra shifts.

Neal asked what the difference was between having the police provide 24 hour coverage and having the fire department provide 24 hour coverage. Kyle noted that the police were actively on patrol 24 hours a day while the fire department was waiting to be engaged.

Kyle stated again that the cost of revamping the station for 24 hour coverage needed to be considered. He does not believe that only one additional person would solve the problem of 24/7/365 coverage. He added that the city does not have sufficient funds to pay for an additional person.

Michael noted that the police do not have volunteers to support the career staff. He also remarked that there are no cities in our area that have 24 hour coverage. Tom asked Mark if the police respond to city fires and Mark replied that yes, the majority of the time they do.

Les stated again that the budget needs to include an additional staff person. Kyle replied that the city doesn't have the funds to accommodate that change. Les felt that a better staffed department would make the city more attractive. Neal stated that it would improve the morale of the employees.

Pam asked if the District had considered hiring someone to staff Station 2 with District funds. Les said he had thought of that also but backed off on it because there is adequate coverage available from Hagerman and also because of the isolation of the station.

Pam stated that she doesn't think we should add someone without exploring other options. And she stated again that the cost of revamping the station needed to be considered. Les felt that it was important to recognize that there can be problems with staff who are on duty so many hours and mentioned PTSD.

Kyle stated that the city did not have a lot of flexibility in terms of what they can contribute. Les noted that the current budget shows an \$11,000 short-fall to add a new employee. He said he understood that the expense of a new employee would continue year after year, not just for this budget year, but felt that we are asking too much of our full-time professionals.

Pam said she would like to hear from Neal and John. Neal noted that he is in favor of another person. John stated his support for a staggered schedule and an extra person.

Kyle asked the District how they thought that could happen and reiterated that the city was limited in what it could contribute. Neal stated that he did not want status quo. Kyle suggested that the department begin with a staggered schedule. Les and Neal suggested that the department begin with an additional

employee. Michael asked why we couldn't cover it with four staff employees when other area fire departments do it with less staffing.

Mark asked the chairman if it would be appropriate to provide the group with some education on stress. Tom thanked Mark for the offer but stated he felt the conversation should focus on the financial aspect.

Les moved that we reinstate a new employee in the amount for the proposed budget for fiscal year 2015-2016. Neal seconded the motion. Discussion followed. Kyle asked how it would be possible to pay for an additional employee. Michael noted that there have been similar issues in other departments and the department heads have been charged with making cuts in other areas to pay for additional staff. Tom asked if there were other alternatives. Pam suggested have the Twin Falls paramedics set up in Buhl. Kyle noted that if we no longer provided EMT services, the fire department budget would need to be reduced. Pam would also like to see a staggered schedule. Kyle asked if the District would be willing to change the percentages outlined in the Joint Management Agreement so that they could contribute more. Michael noted that the City had sufficient funds but it was a matter of deciding how to allocate it between departments. Michael also discussed Les' previous idea of taxing on structures only.

A vote on the motion was taken. Neal, John and Les of the District voted aye; Pam, Michael, Kyle and Sue of the City voted nay.

A recess was taken at 7:55. The meeting resumed at 8:01 p.m.

Les after reviewing the minutes from the previous meeting stated that the group had not voted not to have an additional firefighter. Rather the motion to hire an additional firefighter was voted for by the District and against by the City. Les noted that the group is stuck on the same issue.

Michael made a motion that we add a new employee line into the budget for six months of the year with the accompanying benefits. Kyle seconded the motion and discussion followed. Michael was asked his reasoning for making that motion and he recounted his conversation with a paid, on-call volunteer who felt that the major problem in the fire department is the politics. Michael noted that his preference would be to put extra money toward the volunteers. Kyle stated that he would still like to see a staggered schedule implemented. Michael noted that in spite of making the motion, he wanted to state that we are still the most heavily-staffed fire department in the area. And he reminded the group that the expense would affect next year's budget twice as much and would continue to be a yearly expense.

Pam asked if the hiring of an employee six months into the fiscal year is contingent of whether or not the staggered schedule works with current staffing. It was noted that the motion is not contingent on that.

Les requested input from the chief as to the timing of the hiring and if spring would be a good time to do that. Mark replied that winter is the best time for training but that a new hire in the spring would get a lot of hands-on experience.

There was a vote on the motion. Neal, John and Les of the District voted yes; Kyle, Michael and Sue of the City voted yes and Pam voted no. There was a majority of city council members who voted yes so the motion passed.

John had a question about how the 5% increase for Mark had been determined. It was explained that this was in line with other department head increases and that Mark had requested the increases for the other department employees but had not requested an increase for himself.

Kyle moved that the amount left over after adding the salary and benefits for an additional employee for six months be added to the budget as a contingency line item. Les seconded the motion. All voted in favor and the budget was approved.

Michael moved that the Fire Donation budget for 2015-2016 be approved. Pam seconded the motion and all voted in favor.

Kyle moved that the meeting be adjourned; John seconded the motion and all voted in favor. The meeting was adjourned at 8:29 p.m.

Minutes prepared by Elizabeth Barker, City Clerk

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
November 16, 2015

PRESENT:

Tom McCauley	Mayor	Karen Drown	Asst. Clerk/Treasurer
Kyle Hauser	Council President	Neal Gier	Fire District Chairman
Sue Gabardi	Council Member	Les Preader	Fire District Commissioner
Michael Higbee	Council Member	Mark Korsen	Fire Chief
		Concerned Citizens	

The meeting was opened at 6:36 p.m. Karen Drown confirmed a quorum for the meeting.

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of July 20, 2015: Kyle Hauser moved that the minutes of July 20, 2015 be approved. Neal Gier seconded the motion. All voted in favor and the minutes of July 20, 2015 were approved.

NEW BUSINESS

Expanded Hours Schedule & Possible Solution to On-Call Schedule: Mark handed out a spreadsheet showing information on Fire and EMT call average along with options for expanded hour schedules. He stated the peak times are between 8 AM and 9 PM from the average calls. He explained that with the current schedule the career staff is on-call from 7 AM to 8 AM and 5 PM to 6 PM to cover volunteers that are getting ready for and returning from work. There was a discussion about the percentage of increase of coverage that the different schedule options cover. Mark stated that even with the expanded schedule there is still the issue of a Firefighter/EMT still on call. He is also working on a schedule option with the additional staff member that will coming in April 1st. Mark stated the administrative assistant position is very important and it was a loss to the department to lose that employee and since the vacancy has increased the work for current staff. Les wanted to thank the volunteers that were present, volunteers are hard to recruit and are becoming more difficult across the state according to the commissioners conference he attended. There was discussion about how this would affect comp time and Mark added with the options all career staff would remain at 40 hours unless they get a call that takes more time. The options would still allow for career staff to take a day off using comp or PTO time. It was asked which option would be Marks recommendation and he stated Status Quo. There was a discussion about option #2 and not having a lunch break and staff stated bringing a lunch would not be a problem; their lunches are interrupted all the time.

Les moved to adopt option #1. Michael seconded the motion. Discussion was opened by asking current career staff of their feelings of working until 7 or 8 PM. Nathan, Andrew and Paul all stated that it would take away from personal time with their families. Andrew added that after 6 PM more paid on-call staff are responding to calls. Michael stated that option #2 might be a better fit for staff. The motion to adopt option #1 failed.

Kyle moved to adopt option #2. Neal seconded the motion. It was discussed that everyone would like to see a report at the next meeting on how the new schedule is going. The administration would work on the best time to start the schedule with pay periods. There was a vote and the motion passed.

A round of applause was given to all the career staff and paid on-call that were in attendance.

Review of Revenue Projections in ESCI Annexation Feasibility Study: Tom presented to the group the information that was included in the packet for the meeting in regards to numbers gathered by Elizabeth. Tom stated the numbers had been provided by Les and also Twin Falls County. He added that according to those numbers that if the city were to be annexed into the district the figures from the ESCI study which showed increased revenues of \$496,268 was not accurate because the study had not used the same taxable market value that the district was taking taxing at for structures only but instead for land and structures. After Elizabeth had run the numbers based on the number received from Les the outcome would be \$184,528 reduction in revenues. Michael appreciated the information. It was added that the city is currently putting more into the budget than the district would be allowed to tax city residents for if the city were annexed. Tom stated he just wanted to present this information so that everyone was working off the same sheet of music.

Concerns from Fire Suppression and EMS staff and volunteers: Les stated he would like to hear from staff and volunteers. He added there is a lack of information with volunteer staff and citizens of city and district that there was a joint management agreement between the two entities and how the department is run. He wanted to hear the hurdles and struggles from the staff that was present.

Tom Kliegl – He stated that calls can come in the middle of the day or night. For 28 years he has come to Monday night trainings, which 75% of those trainings are required to be a volunteer and not having Chief or Assistant Chief at drills becomes a safety issue in training.

Andrew Stevens – He just bought a house in the City of Buhl and his biggest wish is for the city and the district to work together better. He also would like to see a short and long term plan to work from.

Brandon Unruh – He stated he really appreciates seeing boots on the ground and Neil driving by a fire scene to see what the staff does. He would like to see council members and commissioners understand what crews actually do and what the problems actually are. The concern he has seen through the years is the administration doesn't educate themselves and get to know the people. He would like to help iron out the problems.

Fred Jaynes – He would like to provide each board member with a pager. He said that the service that volunteers do is in their hearts to help citizens.

Paul Madalena – He stated that a department without a plan would be reactive. He added that the number one goal of the crew is that everyone comes home from a call. He would like the department be proactive.

Sue Sawers – She stated she had been volunteering for 22 years as an EMT and even her grandchildren know that when her pager goes off she has to go. She added that in the last few years community members stop volunteers to ask them what the controversy is about. She stated the board needs to be a team and not dump the controversies on the volunteers.

Dan Bartlett – He stated the community is growing and has become more dangerous and hectic coming out of the station onto Broadway. He also had concerns about the new business coming in across Broadway from the station and the problems that could possibly occur. He added the station is full and trucks are not getting any smaller.

Les stated he is also concerned with safety in front of station. He added that he would like to see Idaho Transportation Department lower the speed limit on Highway 30 West of town in front of the property owned by Buhl Rural Fire Protection District. He had spoken with ICRMP and the most claims are entering and exiting stations.

Tom stated he appreciates everyone being at the meeting.

Discussion of possible Contract for Fire Suppression and EMS: Les requested this on the agenda and there was a request to the district from Tom via email for additional information. Michael stated he didn't know what it means. Les was asking if there was any interest in the consideration of the city contracting with the district for fire suppression and EMS services. The discussion continued with questioning if the Fire District Commissioners had a proposal and if they could present it to the group. There had been nothing drafted they were just wondering if there was an interest in the concept. Kyle stated he would like to discuss the topic with council members at a council meeting. Michael added he is satisfied with the Joint Management Agreement and had no interest in starting over. The item would be put on the next council meetings agenda.

Discussion of long range plans for fire apparatus, EMS equipment including ambulance maintenance/replacement/expansion/etc.: Les stated a concern that the ambulance that belongs to the city might need replaced and with the number of calls at times it might warrant 3 units. Tom suggested that he work with Mark and his staff to put together a comprehensive plan and cost analysis using the Chief's vision and present that to the board. Then the board could use that to direct the administration and be financially responsible when looking at items in the budget. Kyle stated he would like to see a plan with numbers. Michael added that is the difficulty every budget year and having a plan would be helpful during budget season. It was commented that the plan would use the Chief's plan and have the Rural and City's visions become one. Kyle moved to have command staff, mayor and administration staff work to put together vision plan with numbers for the next 10 years. Sue seconded the motion. Les would like to see the plan and Neal had no problem with the motion. There was a vote and the motion passed.

JMA Board member concerns: Les questioned who does the career staff report to? Michael stated that is what was voted on by the Buhl Rural Fire Protection District and the City in the Joint Management Agreement (JMA). Tom stated in the administrative function the Fire Chief reports to the Mayor who is the direct supervisor of the chief; he referred to Idaho Code Title 50 Chapter 6-02. Tom added that the Chief, staff and paid on-call are employees of the city under the Joint Management Agreement. Les quoted section #5 of the JMA and stated the Chief reports to the

JMA board. Michael stated he had talked with Carl Ericson with ICRMP who suggested looking into what a council member cannot do and employee concerns is an area that should be dealt with by the administration staff. Kyle added that the only job of council is to set policies and then let administration administer those policies. Les added he is not satisfied with the structure of the JMA and feels the Chief should take direction from the JMA group. There was further discussion that the board's role is legislative and writing policy and that Council and Commissioner cannot take an administrative role which brings up legal issues. Tom stated if he is not following the board's direction then he needs to be made aware of that.

Neal asked if there was a time during the day that everyone could meet. Michael, Kyle and Sue stated they would not be able to meet during the day. Michael asked to have this discussion about meeting times on the next agenda. Michael commented that it wasn't necessary for Mark to be at every council meeting.

CITIZENS CONCERNS

Nathan Fawcett – Thanked the board for working together tonight.

Mark Korsen – Thanked the board for staying calm, cool and collected. He stated they do great things as a team and need to stay together.

MEETING ADJOURNED

Michael moved to adjourn the meeting; Kyle seconded the motion. There was no discussion and the motion passed. The meeting was adjourned at 8:30 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
January 18, 2016

PRESENT:

Tom McCauley	Mayor	Karen Drown	Clerk
Michael Higbee	Council President	Elizabeth Barker	Treasurer
Kyle Hauser	Council Member	Neal Gier	Fire District Chairman
Pam McClain	Council Member	Les Preader	Fire District Commissioner
Sue Gabardi	Council Member	Mark Korsen	Fire Chief
		Concerned Citizens	

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

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of November 16, 2015: Pam McClain moved that the minutes of November 16, 2015, be approved. Neal Gier seconded the motion. Les stated he did not have any minutes. There was a discussion about the minutes that were emailed out earlier. All voted in favor and the minutes of November 16, 2015 were approved. (Please note that a subsequent e-mail from Les Preader indicated that he had not voted at all and therefore he requested that approval of the November 16 minutes be listed as an agenda item at the next meeting.)

NEW BUSINESS

Report of Expanded Hours Schedule: Mark handed out the expanded schedule that had been worked by the fire staff for the past six weeks and went over it with the group. He also presented handouts for the positive aspects and concerns with the expanded schedule. Les asked Mark to highlight the top 3 vulnerabilities with the expanded schedule. Mark stated the number one vulnerability of the schedule is that it stretches the career staff thinner and there is a possibility of not being able to respond to a call and having to have St Luke's EMT dispatched from Twin to cover when Buhl's EMT's are busy. Mark also stated the team spirit has been affected because not all staff is practicing together. Kyle questioned if not being able to cover all calls has always been a possibility. Mark commented he knows there is always the possibility of not hitting all calls but with this schedule there is lighter career staff coverage in the morning and the evening.

Neal questioned the average call time; Mark stated he didn't have that information. Mayor McCauley stated the administration had been running some numbers based on call EMS data and the average call time for career staff from 7 am to 6 pm is 29 minutes per call and volunteer staff averages 34 minutes per call. Those figures are from dispatch time to clearing of call. Figures were also presented for total amount of call out hours for career staff and volunteers.

Kyle questioned what things could be changed to improve the expanded schedule. Mark stated he didn't see any huge problems with the expanded schedule but nothing is black and white about 911.

Les asked the volunteers in attendance for their concerns or feelings about the expanded schedule.

Sandra Harnar – She stated that she listens to her pager closer now because there are more back to back calls. She added it is hard to decide whether to go on a current call or wait for possible future calls. Her concern is they are getting busier overall.

Mary Kelly – She stated there is a strong night shift and they are going to do the best they can. She added there have been times when she has left one call when paramedics arrived and used her own car to respond to an additional call. She also commented that day shift has 5 to cover calls and night shift only has 3 to cover calls. She added everyone just does the very best they can.

Fred Jaynes – He commented that he works for an employer that is willing to let him leave during the day. He recommended looking at the expanded schedule after the spring months when the fire call volume is higher with increased burning in the district. He added there are awesome people in Buhl to volunteer. He also noted there had been more calls recently because of the amount of wrecks due to bad roads.

Mayor McCauley asked the group if they felt the expanded schedule should continue. Pam commented that it has only been in effect for 6 weeks and it is too early to have a good judgement if it is going to help. She also requested that information, the handouts, be sent prior to the meeting when possible to allow time for review.

Discussion of future meeting times: Michael stated he sees no reason to change the quarterly meetings. Les commented that Monday's are a regular training day for the department and the chief and/or assistant chief attending the meetings pulls him away from the crew and the training schedule and felt it was important to train together as a team. He added the district had changed their meeting time to 10:30 am.

Establish a time limit for individuals to express concerns: Les stated that at the State Fire commissioners meetings there was a discussion about limited comment time. Pam asked whether this was in reference to board members or citizen comments. Les replied that it would apply to citizens and Michael referred to the guidelines that council had passed previously when the problem arose with council meetings. The discussion continued that there typically hasn't been a problem and it could be addressed if there was a problem. Les was provided with a copy of the city council guidelines and stated that he would put together a proposal to be reviewed at the next quarterly meeting.

Fire Suppression & EMS Concerns: Les asked to go past this item because it would be addressed in a future agenda item in the meeting.

JMA Board Member Concerns: Neal asked how many in the group are hooked up to SIRRCOM on their cell phones or pagers. He felt the Mayor and Council should be hooked up so they know where fires are and where employees are. Kyle disagreed and stated it was the responsibility of the chief or duty officer to notify Mayor of any problems. Neal added he gets more from SIRRCOM than the monthly report. Mayor McCauley stated he is here every day and gets reports from the Fire Chief, does not micro-manage the department and trusts his employees.

Les had a concern about emails between him and Mayor McCauley concerning an injured career firefighter. He added his concerns about the impact on ability to schedule and being notified about staffing with one on light-duty. Mayor McCauley stated he stands by his response of the emails and he had checked with Chief Korsen to confirm that they were adequately staffed. Les and Mayor McCauley agreed to continue the discussion at another time.

Discussion of Contract for actual provision of fire suppression and EMS services: Mayor McCauley requested a motion. Les commented the city has already decided no to a contract. Pam asked what type of contract Les was talking about. Michael stated he can't have a discussion without information. Tom noted that he had previously requested more information regarding this topic and that it had not been provided. It was decided that Les and Tom would discuss this topic at another time.

Vision Plan for the next 10 years: Elizabeth began the discussion by presenting a tool that she and Mark had been working on for the department to lay out a plan for the next 10 years. She explained this shows needs, wants and desires. She continued that the format is the same as the annual budget worksheet. This worksheet includes 6 career staff but some assumptions had to be made for the future. Those assumptions include a salary increase of 3% each year for career staff, no increases were put in for fire and EMS volunteers but probably should be, health and dental insurance include a 5% increase each for each year and for other costs a 3% increase was figured in. She explained the bottom portion was the vehicle replacement needs in the next 10 year which are big ticket items of approximately \$2.6 million. She added that area also includes installing the exhaust system and the building of a new station. The other unknown piece is 24/7 station coverage and the sleep time pay for those firemen on duty; she noted that according to Mark, that is a negotiated item. Mark used this tool and plugged into the spreadsheet when he would like to see the needs purchased. He prepared two options for the group to consider. Elizabeth continued with the revenues and she explained that no city council can make commitments for future city councils so there were additional assumptions on the revenue side. She finished by explaining the vision puts the group short at the end of 10 years by \$3.8 million. She stressed this was not brought to the group for a decision but to be used to run what if scenarios.

Mark explained he had used the information taken from the ESCI study and NFPA guidelines for replacement. He added that his option 2 presented changes only in the bottom section for the vehicle purchases. He stated once they were caught up on vehicle replacement the possibility to sell vehicles would be better but right now they are wearing apparatuses out.

Elizabeth stated the spreadsheets could be emailed out and pointed out errors could have been made but a lot of time was put into this tool for a jointly managed department.

PERSONNEL CHANGES

Mayor McCauley stated there were some major personnel changes. He announced that Nathan Fawcett has decided to resign the end of March and Mark Korsen will be retiring the end of March. He stated he has asked both to come up with a succession plan. He has also asked Paul and Andrew to dust off their resumes. He suggested looking into an interim chief and not rush into a decision to fill the position.

Mark stated this had been a yearlong decision with his family and after 27 years of service helping others he is deciding to focus on his life and family.

Mayor McCauley added that Nathan would like to continue with the volunteer Fire/EMS staff.

Michael stated he hated to see both of them leave but he understands they have to do what is best for them and their families. He added he appreciates their service.

There was a discussion about the process for filling the positions. Mayor McCauley stated he would keep everyone informed of the process. A meeting would be scheduled after he had talked with command staff and had a plan to move forward. The discussion continued with ideas for a special meeting prior to the next quarterly meeting to deal with this topic. Michael suggested trying to have it on a Tuesday night to avoid the conflict with the training schedule.

CITIZENS CONCERNS

There were no comments from citizens.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Pam seconded the motion. There was no discussion and the motion passed. The meeting was adjourned at 8:28 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
FEBRUARY 2, 2016

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Kyle Hauser	Council Member	Les Preader	Fire District Commissioner
Pam McClain	Council Member	John Stiegemeier	Fire District Commissioner
Sue Gabardi	Council Member	Mark Korsen	Fire Chief
Karen Drown	Clerk	Concerned Citizens	
Elizabeth Barker	Treasurer		

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

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of November 16, 2015: Kyle moved to approve the minutes of November 16, 2015. Pam seconded the motion. Les asked Mark if he had in fact recommended status quo on the schedule as was reflected in the minutes. Mark commented he didn't think he said that. Kyle noted that he remembered Mark saying that and that he, Kyle, felt the minutes were correct to the best of his recollection. Les also brought up the agenda item Review of Revenue Projections in ESCI Annexation Feasibility Study and noted there were two typos: in the third sentence the word "taking" should have been "taxing" and in the fourth sentence the word "form" should have been "from". Les also asked to have the section of the minutes for the agenda item Discussion of Possible Contract for Fire Suppression and EMS brought to everyone's attention for discussion of the minutes of January 18, 2016. He stated that he would like added to the minutes that he said, "consideration of a possible contract". There was a vote on the motion on the floor to approve the minutes as presented; the motion failed.

Pam moved to approve the minutes of November 16, 2015 as amended by Les. Kyle seconded the motion. The motion passed. Les with the BRFPD stated he voted aye and wanted it recorded in the minutes.

Minutes of January 18, 2016: Pam moved to approve the minutes of January 18, 2016. Sue seconded the motion. Les noted the reference to the November 16, 2015 minutes on the agenda item Discussion of Contract for Actual Provision of Fire Suppression and EMS Services. The reference was that information had been requested but not provided; Les stated that he had provided the information.

There was further discussion by Pam on the agenda item being very general when Les talked about a Fire and EMS contract. Mayor McCauley added there is already a contract or agreement in place and that the City Council had asked for additional information about what the BRFPD had in mind regarding a contract. He also commented that the Buhl Rural Fire Protection District had discussed it in their meeting but not at a joint meeting. Mayor McCauley then read from the minutes from the October 14, 2015 Buhl Rural Fire Protection District meeting and explained that was the fullest description of any contract that the council had been given and that the Council had not received that information until after the joint meeting of the two entities was over.

Les stated there had been a miscommunication. Mayor McCauley agreed. He added he had made a serious attempt to gain information and found it offensive that his requests for information had been found "laughable" as noted in the BRFPD minutes. He stated there is a need to start by being polite and respectful.

There was a vote on the motion and it passed. Les with the BRFPD stated he voted aye and wanted it recorded in the minutes.

NEW BUSINESS

Email communications & Open Meeting Law: Karen presented a point of information with updates to the Idaho Open Meeting Law. She stated a point that has been stressed by ICRMP is a trap of using the "reply all" button in email communications. She explained that any discussion that could lead to a vote could be a violation of the open meeting law. She also added that the civil fines had increased and these fines are personal, not paid by the entity.

Les questioned if the state had addressed the need for an email package so that emails are all in same domain. Mayor McCauley suggested Les contact the attorney for the District regarding this question. Les also asked if there

was any further definition on “workshops”. Karen stated that is addressed in the Attorney Generals open meeting law manual.

Report of Status of Hiring Process: Mayor McCauley stated there is a very aggressive schedule for the hiring process. He had worked with Mark and Nathan to put together a very good package for each position. He stated Mark’s last day is March 31st. The closing date for applications to be returned had been extended to February 16th, and the review process of those applications would be started on February 17th. The interview process is being worked on with a written and oral test and the physical agility test is scheduled but an additional day might need to be added. He stated with the timeframe there might be some time where we could be without a chief and an assistant chief but volunteers have communicated with him that the calls will be covered when the department is shorthanded.

Karen informed the group there had been 55 requests for packets for the Chief and Assistant Chief positions. Mark stated there had been 12 requests for the Firefighter/EMT packets. The advertisement for the Chief and Assistant Chief Position was posted through Daily Dispatch, listed on the City of Buhl’s website, the Buhl Fire Department Facebook page and with the Association of Idaho Cities website.

Review of a timeline for scheduling and availability of responding personnel: Les stated his concern had been addressed in the timeline of the hiring process. There was no further discussion.

Suggestion for Roll Call voting and Recording of JMA member votes by entity represented, and consideration of implementation of voting procedures: Les moved to have consideration of implementing recorded voting by entity. John seconded the motion. Kyle stated he didn’t have a problem with it either way. Pam also stated she doesn’t have a problem. There was a discussion about the error that was made at the previous meeting during the voting on approval of the minutes. Les stated it is an accountability issue and protection for him. For that reason he wants to have his vote recorded each time in the minutes and listed by entity. The discussion continued regarding the difference between a recorded vote and a roll call vote. Pam stated the request for a roll call vote needs to be asked for by the person making the motion. There was a vote and the motion failed. John abstained.

Kyle moved to conduct joint group business by roll call vote. He requested a roll call vote on the motion. Pam seconded the motion. There was no discussion. For the BRFPD Les voted yes, Neal voted yes, John voted yes. For the Buhl City Council Pam voted yes, Sue voted yes and Kyle voted yes. The motion passed.

CITIZENS CONCERNS

David McClain, Buhl, Idaho – He asked if the Joint Power Board has funds available. Elizabeth reminded the group that the meeting is a joint meeting of the Buhl City Council and the Buhl Rural Fire Protection District and there is no joint board; rather the two entities together fund the Buhl Fire Protection Fund. David suggested that they purchase a copy of Roberts Rules of Order for each in the group. Tom stated he appreciated the suggestion and added that they are online for free. Les noted the penalties for violating the opening meeting law and felt it would be a good idea to avoid those penalties.

MEETING ADJOURNED

Neal moved to adjourn the meeting; Kyle seconded the motion. There was some confusion on the motion not having a roll call vote requested; Mayor McCauley asked for a roll call vote. There was no further discussion. For the BRFPD Les voted yes, Neal voted yes, John voted yes. For the Buhl City Council Pam voted yes, Sue voted yes and Kyle voted yes. The motion passed. The meeting was adjourned at 7:32 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
APRIL 18, 2016

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	John Stiegemeier	Fire District Commissioner
Sue Gabardi	Council Member	Andrew Stevens	Interim Fire Chief
Karen Drown	Clerk	Paul Madalena	Firefighter/Engineer
		Concerned Citizens	

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

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of February 2, 2106: Kyle moved to approve the Minutes of February 2, 2016. John seconded the motion. Les commented about the Minutes of November 16, 2015 and questioned the section about the amendment to those minutes. He also questioned the section about Suggestion for Roll Call Voting with regards to his concerns on reasons for roll call vote. The discussion continued with Mayor McCauley stating the minutes are not verbatim but a record of what is heard by those taking minutes. There was further discussion and Pam stated she thought the minutes were very reflective of what happened at the meeting. She suggested that the minutes of tonight's meeting clarify and reflect Les's concerns. There was no further discussion. For the BRFPD Neal voted yes, John voted yes and Les voted yes. For the Buhl City Council Michael voted yes, Kyle voted yes, Pam voted yes and Sue voted yes. The motion passed.

Clarification: In the Minutes from February 2, 2016, in the section titled **Suggestion for Roll Call voting and Recording of JMA member votes by entity represented, and consideration of implementation of voting** procedures, Les would like the word "protection" removed and clarification given that in the Buhl Rural Fire Protection District there are 3 zones and each commissioner represents a zone. He added that he would like to have it recorded how he votes so the constituents in his district know how they are represented.

NEW BUSINESS

Strategic Direction for the Buhl Fire Department: Interim Fire Chief Andrew Stevens presented to the group his strategic direction for the one entity of the Buhl Fire Department. He stated he is looking to the future. The plan consists of three goals: apparatus replacement, staffing, and facility needs. He detailed his plan for apparatus replacement and one area is fleet consolidation which will be based upon a maintenance plan which will track the amount of money being put into each vehicle.

Andrew continued his presentation with staffing needs and he stated he can staff the station 24 hours a day for no additional cost with the current level of staffing of six firefighters. He presented a staggered schedule that would work because of the 7(K) exemption with FLSA. Elizabeth explained the system is already being used in the police department so no additional setup would be required. Andrew would also like to replace 20 sets of structural coats and pants and then every year or two replace those that are worn the most.

Regarding facility needs Andrew started with the exhaust system and noted that a different option would be equipment attached to the apparatus itself and not hooked into the building. He added this option could be used on different equipment if new is purchased in the future. In addition it would be working when the apparatus is on scene and running. Andrew stated he would like to provide more hands-on training for all staff to allow training sooner in their career. In regards to the new station he stated he hadn't been involved in the discussions but his feelings are there should be triggers that would show when that is needed. He would start with a training ground and add an equipment room and build from that.

Andrew summarized that each part of his plan has triggers whether that be population, call volume, new industry or new target hazards and decisions will be based off numbers and nothing else. The group asked a few questions and it was decided that specific questions would be emailed to Andrew and he would answer them at the next meeting.

Upgrade to Fire Station #1: Neal questioned if there was anything in the works to make the station safer for firefighters entering and exiting the building. There was a discussion about different options from flashing lights to road guards. Mary Kelly, QRU volunteer, stated that if someone cannot see a big red fire truck with lights flashing and a loud horn they won't see yellow flashing lights or spotters. Paul Madalena added that he is currently upgrading the lights on current apparatus to LED for better visibility.

Neal also has a concern over the safety of the door at the top of the stairs that could knock someone off the small landing. There was discussion of the options available and code requirements. It was recommended that a possible solution would be a bigger window like the other door has.

Michael moved to schedule a meeting for Monday, May 16th at 6:30 PM. John seconded the motion. There was no discussion and the motion passed.

CITIZENS CONCERNS – There was none.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; John seconded the motion. There was no discussion. The meeting was adjourned at 8:20 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JULY 18, 2016

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Treasurer
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Kyle Hauser	Council Member	John Stiegemeier	Fire District Commissioner
Pam McClain	Council Member	Andrew Stevens	Interim Fire Chief
Sue Gabardi	Council Member	Concerned Citizens	
Karen Drown	Clerk		

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

Tom McCauley opened the meeting.

OLD BUSINESS

Minutes of April 18, 2016: Kyle moved to approve the Minutes of April 18, 2016. Neal seconded the motion. There was no discussion and the motion passed.

Minutes of May 16, 2016: Sue moved to approve the Minutes of May 16, 2016. Michael seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

FY 2016-2017 Proposed Budget:

Discussion of retaining excess funds in the Joint Fire Suppression Fund for future expenditures rather than returning them to individual entities after fiscal year end:

Discussion of Co-Ownership of New Apparatus:

Elizabeth explained there were three items on the agenda but they would all need to be discussed together because they are all relate to the same topic of the joint budget. Andrew presented his proposed budget to the group. He explained with his proposed budget he had not made major changes to any individual line item because he didn't feel in had been in the position long enough to make those decisions. Elizabeth explained there was a couple of line items that had been added that in previous years would have been in the City Administration budget, but Council felt it more appropriate to include that in the Joint Fire Budget to allow for additional revenue from both the city contribution and also the rural district contribution. Andrew continued by explaining his plan of replacing bunkers and apparatus upgrades with some of the additional revenue. His plan for the remaining revenue would be saved for future fire equipment. He stated that if he could run his department fiscally responsible and only spend 73% of the budget he would like an avenue to save for future needs.

The discussion continued with information provided by Jim Welch, both the city and the district's representative for ICRMP which is the liability insurance carrier. Andrew referred to an email from ICRMP which states that the city and the district could co-own equipment there would need to be an agreement in place because one entity would have to list it on their insurance. Mayor McCauley stated he likes the idea of co-ownership. Discussion followed about options for the department budget, John stated he would like excess put back to separate entities. Michael commented the savings would allow Andrew to know what he had to spend on future purchases. Michael offered two options of either saving any leftover or set a limit for example of \$100,000.00. He added that this would show the group is not micromanaging the department and trusting Andrew and the fire staff to do their job.

It was questioned if the saving would affect Andrew going for grants. Andrew commented he would still work hard for grants because free money is allows good.

The discussion continued with staff positions. Andrew informed the group that he is placing advertisement for Firefighter/EMT positions. He explained that each employee would be trained on administrative duties because the week they are on shift they will be covering the office.

Michael moved to set aside \$100,000.00; Pam seconded the motion. Kyle commented this was needed. There was a vote on the motion for the Buhl City Council Sue voted yes, Michael voted yes, Pam voted yes and Kyle voted yes. For the BRFPD Neal voted no and John voted no. The motion failed.

There was a discussion on why the motion failed. Andrew commented there are no remedies for the past but he wants to look to the future and he has a plan in place that will do that. It was added that this budget is one plan for the whole community.

Neal moved to leave the budget the same as last year with the year-end split as it has been done in the past. John seconded the motion. There was a discussion concerning previous equipment purchased. John stated he is not in favor of joint ownership. There was a discussion about apparatus being used for both entities. There was concern that a larger budget and savings for apparatus is what the district wanted. Neal stated he would like to make it one entity. There was an explanation by Mayor McCauley that if the city were to be annexed that the budget would go down. There was further discussion about the difference between annexation and continuing with the Joint Management Agreement. Neal added that all three Rural Fire Commissioners need to be present to make the decision. It was noted that with two Commissioners they had a quorum. There was a vote on the motion. For the BRFPD Neal voted yes and John voted yes. For the Buhl City Council Sue voted no, Michael voted no, Pam voted no and Kyle voted no. The motion failed.

Elizabeth explained how the excess of \$107,375 was derived from the spreadsheet figures.

A recess was taken from 7:50 PM to 7:55 PM.

Michael moved to set aside \$100,000.00 for future equipment purchases. Pam seconded the motion. There was an explanation from Elizabeth the \$100,000.00 currently in the Joint Management Agreement currently shows on the balance sheet as restricted and if the motion passed the additional \$100,000.00 would show as a committed amount. She added that since a motion was made to save the money a motion would have to be made to spend the money. A motion could also be made to amend the purpose of the money. There was a vote on the motion. For the BRFPD Neal voted yes and John voted yes. For the Buhl City Council Sue voted yes, Michael voted yes, Pam voted yes and Kyle voted yes. The motion passed to approve setting aside \$100,000.00.

There was additional discussion on the \$7,375.00. Mayor McCauley suggested putting the money into the contingency line item because there are a number of questions in the future of the department in regards to the hiring of staff.

Michael moved to start with five apparatus on the upgrades. Kyle seconded the motion; he added that he wants to see how they work. For The BRFPD Neal voted yes and John voted yes. For the Buhl City Council Sue voted yes, Michael voted yes, Pam voted yes and Kyle voted yes. The motion passed.

Michael moved to approve the 2016-2017 Joint Fire Suppression Budget with the correction to \$5 from rounding formulas. Pam seconded the motion. For the BRFPD Neal voted yes and John voted yes. For the Buhl City Council Sue voted yes, Michael voted yes, Pam voted yes and Kyle voted yes. The motion passed.

Fire Donation

There was a discussion on chipper rental and the maintenance for the machine. Kyle moved to approve the Fire Donation fund as presented. Neal seconded the motion. For the BRFPD Neal voted yes and John voted yes. For the Buhl City Council Sue voted yes, Michael voted yes, Pam voted yes and Kyle voted yes. The motion passed.

Michael did ask that Karen have the motions tonight agree with the Joint Management Agreement.

CITIZENS CONCERNS – There was none.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 8:25 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
APRIL 17, 2017

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	Andrew Stevens	Fire Chief
Karen Drown	Clerk	Andrew Wright	City Attorney

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

Tom McCauley opened the meeting. He also introduced Andrew Wright with Wright Brothers Law Office who is the new City of Buhl attorney.

OLD BUSINESS

Minutes of July 18, 2016: Kyle moved to approve the Minutes of July 18, 2016. Michael seconded the motion. Neal asked to clarify a couple items in the minutes. First item was in the second paragraph under Discussion of Co-Ownership of New Apparatus it stated Jim Welch was the ICRMP representative for both the city and the district. Neal stated he is not the representative for the district; Lori Bergsma is the ICRMP representative for the district.

Second item was on the second page eighth paragraph down the minutes state "Michael moved to start with five apparatus on the upgrades". Neal asked to clarify in the minutes that the upgrades were the exhaust system devices to fit on vehicles in the fire bays.

Kyle amended his motion to include the above noted changes. Michael seconded the amended motion. There was no further discussion and the amended motion passed.

NEW BUSINESS

Report on current staffing levels and 24 hour schedule: Chief Stevens explained the FLSA 7K exemption that was being used to set the 24 hour schedule and not pay overtime to employees. He noted the employees like it; it allows for more training and time with their families. The schedule has also eliminated the 5 minute restriction on where the career staff can live. They can now be 10 or 15 minutes from the station. Chief Stevens commented another added benefit is improving response time because there is staff already at the station to get in the truck and head out to the call. Les questioned the annual salaries and if they could be reconsidered. Chief Stevens stated salary increases could be considered at any time. There was a discussion about the call time and it was stated that with the duty officer on duty 24 hours he could cancel other staff for minor calls such as lift assists. Chief Stevens added he was proud to say the paid on-call roster was back up to 20 and if he gets many more he will have to look at getting more personal protective gear.

Discussion of 10-Year Strategic Direction Plan:

Station Time Line & Expenses: Chief Stevens handed out a summary of his proposed timeline for a new fire station. He added his time line is looking 10 to 15 years for a new station because there are a number of items that need to be done first. With the construction of a station it has to be the last one standing in case of a disaster. He wants to make sure that the location of where the station is built will not hurt the ISO rating of the department. Also he would like to have training room with a hydrant and be able to fill trucks which would require a water line from the city and that will need to be looped. Chiefs Stevens has talked to Magic Valley Paramedics, who will be renting a space in Filer's new station for an ambulance. They don't feel Buhl needs one stationed here because of our current great QRU. There was also a conversation about the growth of Buhl over the next 10 years and Chief Stevens sees Twin Falls growing leaps and bounds and overflowing into Filer and Kimberly. Currently the City of Buhl has increased the last couple of years and the district has stayed steady.

Equipment Needs & Costs: Chief Stevens went over the ISO ratings that Buhl Fire Department currently has and the areas that could be improved. He pointed out the tallest ladder the department has is 35' tall and was purchased in the 1960's. It will reach the top of the Seventh Street Gym and is only used when testing applicants for

hire. One area that he would like to work on is inspecting lines and hydrants. He added the district rating could improve with having signed aide agreements with other departments. The rating that could be changed with equipment is the ladder truck. Chief Stevens talked about the benefits a Quint would bring to the department. He showed pictures of an attic fire in January that Filer Fire Department brought their Quint to and the safety it would give to fighting fire even in single story homes. He also explained with larger homes in the district which have larger setbacks the reach of a Quint would benefit the district residents. It would allow water to be put on a fire from above not just lobbed onto the roof of a tall structure. A Quint is both an engine and a ladder truck so it carries water, hose and tools along with the ladder. He stated the estimated cost was for the Cadillac model, but this is one piece of equipment he does not want to buy used.

CITIZENS CONCERNS – There was none.

MEETING ADJOURNED

Neal moved to adjourn the meeting; Kyle seconded the motion. There was no discussion. The meeting was adjourned at 7:53 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JUNE 19, 2017

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	John Stiegemeier	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 April 17, 2017: Pam moved to approve the minutes from April 17, 2017. Kyle seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Presentation of new budget format with separate O&M and Capital Projects budgets: Elizabeth explained that Mike Ruffing suggested that the operating and maintenance budget should be separate from the capital budget items. She supports this proposal and feels this will allow for better historical data in the future. She added that the operating and maintenance budget is less than what it was last year because all funds for capital expenses had been removed and placed in the capital budget. Regarding the O&M budget, Andrew explained there was an increase for career staff and also for volunteer Fire and EMT staff. The insurance rates will not be available until July 1 to make any final adjustments to the draft budget.

Regarding the capital budget and joint purchase of equipment, both Lori Bergsma and Jim Welch agree that equipment could be owned jointly. Andrew explained the only avenue he has to plan is through the joint budget and this allows looking to the future for to plan for equipment needs.

Elizabeth explained the Fire Donation fund is a fiduciary fund that shows on the city's financial statements. There is currently approximately \$78,000.00 in the fund. There was a discussion about the QRU association and the distinction that is made when determining whether donations are deposited to it or to the Fire Donation fund. Les stated that the QRU association lost their 501c3 status. Elizabeth stated that the QRU association was not associated with the city and she wasn't familiar with their finances or their status. There was also a discussion about the Twin Falls Ambulance District and the funds that are received which cover the costs of supplies used.

Michael moved to approve the Capital Investment Fund Budget. Pam seconded the motion. Michael stated it was the most acceptable way to accomplish the chief's vision. Andrew commented he hopes this will allow the two entities to look ahead and bring them together. Les stated this was a consideration but not at this time and he wanted more time to review. There was a discussion about fire prevention being worked into the budget. Tom asked Mike Ruffing if the separation of the budgets is what he was thinking when he proposed the idea. Mike stated we shouldn't be buying capital assets through the operation and maintenance budget and to make sure the reporting process is done correctly for audit and reporting purposes. It was clarified that an agreement would be specific for one piece of equipment. There was a roll call vote on the motion. For the Buhl City Council Pam voted yes, Michael voted yes, Kyle voted yes and Sue voted yes. For the BRFPD John voted yes, Neal voted yes and Les initially voted no, then changed his vote to abstain. The motion passed.

Confirm information from insurance agents regarding joint purchase of equipment: Andrew stated after speaking with Lori Bergsma he feels that she has the district's best interest at heart as their insurance carrier. He added that she had been a big help in the process of figuring this joint ownership. Andrew stated that both Lori Bergsma and Jim Welch are in agreement of jointly owning equipment.

Consider proposed changes to the Joint Management Agreement to clarify language regarding future joint purchases: Elizabeth stated that paragraph 2.1 of the Joint Management Agreement addresses ownership of real and personal property. It states the percentage of ownership would be set forth in writing which is the agreement for

the equipment that had been discussed. So at this time Elizabeth said no change needed to be made to the agreement.

Neal questioned how the capital budget would handle the new fire station. It was noted that the new station was listed on the planned projections for 2026/2027.

Michael commented that we have the Joint Management Agreement to have efficiencies within the department.

CITIZENS CONCERNS – There was none.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 7:23 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JULY 17, 2017

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	John Stiegemeier	Fire District Commissioner
Pam McClain	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk		

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

OLD BUSINESS

Minutes of June 19, 2017: Pam moved to approve the minutes from June 19, 2017. Neal seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Approval of 17-18 FY Operating and Maintenance Budget: Elizabeth presented information regarding the proposed budget. She discussed the health insurance renewal and decision to remain with the same plan and have renewal rates come later this year and begin in January. There was also a discussion about the increases for the career staff and the volunteers. Kyle moved to approve the 2017-18 operating and maintenance. Pam seconded the motion. Les questioned what Andrew had done with KMVT and where the funding was for the firewise budget. Andrew explained that was in the fire prevention line item in the operational budget. Andrew added that a lot of that budget will be fuel for driving around, then literature, then minor personnel costs. Michael questioned if the fire truck had been approved. Elizabeth explained the fire truck was in the capital projects budget which was approved at the June 19, 2017 meeting. There was no further discussion and there was a vote on the motion. For the BRFPD Neal voted yes, John voted yes and Les voted no. For the Buhl City Council Kyle voted yes, Pam voted yes, Sue voted yes and Michael voted yes. The motion passed.

Approval of 17-18 FY Fire Donation Fund Budget: Elizabeth explained the fire donation fund was previously referred to as the Loden Fund. She added that only donations that are specific to the Buhl Fire Department are put in this fund. Other revenue would be from the rental of the chipper. The only expenditures would be for maintenance to the chipper. Les confirmed the \$8000.00 from the county ambulance district did not go into this account. Elizabeth confirmed that it does not; that money is in the operating and maintenance budget. Michael moved to approve the 2017-18 fire donation budget. Neal seconded the motion. There was no discussion and there was a vote on the motion. For the BRFPD Neal voted yes, John voted yes and Les voted yes. For the Buhl City Council Kyle voted yes, Pam voted yes, Sue voted yes and Michael voted yes. The motion passed.

CITIZENS CONCERNS – There was none.

MEETING ADJOURNED

Les moved to adjourn the meeting; Michael seconded the motion. There was no discussion. The meeting was adjourned at 7:23 PM.

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 8th, 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.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JANUARY 31, 2018

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	City Treasurer
Kyle Hauser	Council Member	Neal Gier	Fire District Chairman
Sue Gabardi	Council Member	Les Preader	Fire District Commissioner
Pam McClain	Council Member	Andrew Stevens	Fire Chief
Karen Drown	City Clerk	Andrew Wright	Buhl City Attorney
		Concerned Citizens	

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

OLD BUSINESS

Minutes of January 15, 2018: Pam moved to approve the minutes from January 15, 2018. Kyle seconded the motion. Neal wanted clarification in the minutes on page 2 paragraph 2 and wanted the minutes to read: "Idaho Code 67-2805 (3) (v) -- when sealed bids have been received, they shall be opened in public at a designated place and time". Les moved that the minutes be approved with the changes as noted. Sue seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS

Consideration of Submitted Bids for Fire Equipment: Pam moved to consider bids for fire equipment. Kyle seconded the motion. Andrew summarized his presentations from the last meeting on the bids received. He noted that manufacturers were looked at based on available service in the area for the equipment. Rosenbauer helped write the specs but the bid package stated that equipment could be equal or equivalent so they were not brand specific. Andrew stated that Rosenbauer is the lowest bidder. Sutphen was the next lowest bid with a mid-mount truck but that is not what was specced. Tom asked Chief Stevens if the trucks met the specifications of the bid and Andrew replied yes. Tom asked if any of the trucks had come in at or below budgeted amount and Andrew again replied yes.

There was discussion about the difference between a rear-mount and a mid-mount and why the rear-mount was preferred. It was noted that the Fire Capital Fund budget was jointly approved on June 19, 2017. Tom asked Andrew if he had been present at District Fire meetings when the truck had been discussed and Andrew replied that he had. Les stated that he didn't know specs were drawn up.

There was discussion about the specs for the truck and the opportunity to review or discuss that with Chief Stevens. Kyle commented on how the process works through Council and that direction is given to staff through the budget and they proceed with that plan. Les commented that he had been asked by a constituent what was being bought and why a different apparatus was not being considered. Andrew responded with information regarding the different types of apparatus. Pam questioned what happened between the time the budget was voted on and now to change the direction of the Buhl Rural Fire Protection District plans for the apparatus. Les stated he would like to see more emphasis on fire prevention and mitigation. There was discussion on options for that prevention and mitigation. Kyle asked Les why he hasn't asked for that to be an agenda item for previous meetings.

The discussion continued on the difference between the functions of the City Council and the BRFPD commissioners. Neal stated the commissioners are more hands-on than Council.

Kyle added that he relied on Chief Stevens to do the job he was hired to do. He added that he originally was against the truck but Chief Stevens presentation broaden his outlook to the equipment needed to fight fires on structures both in the city and the district. It would also make it safer for the firefighters on the front lines.

Time was taken to allow the members to look through the bids. There was a discussion about the size of the truck and some of the features that was different from current apparatus that is used. It was also discussed the maneuverability of the truck in areas of the city and the district.

The discussion concluded. It was noted there was no action required for this agenda item so no vote was necessary for the motion on the floor. The vote would be for the next agenda item.

Decision regarding Notice of Intent to Award Contract: It was noted the bid price was lower than the budgeted amount. Pam moved to award the bid to Rosenbauer. Kyle seconded the motion. Neal noted according to the Joint Management Agreement (JMA) there needs to be a written agreement. He read paragraph 2 section 2.1. Mayor McCauley stated he felt that the agreement shown by the written budget serves as a written agreement. Elizabeth retrieved the approved budget worksheets. She noted that the group had approved a Joint Capital Fund Budget with a city contribution of \$400,000 and a BRFPD contribution of \$400,000. On the expenditure side, the purchase of a quint for \$750,000 was budgeted with \$50,000 budgeted for future fire equipment. There was a roll call vote on the motion. For the BRFPD Les voted no and Neal voted no. For the Buhl City Council Sue voted yes, Pam voted yes and Kyle voted yes. It was noted that because the Joint Management Agreement requires one vote for the District and one vote for the City, the motion failed.

Direction to the Administration to send Letters to Bidders: It was noted that since the motion failed there was no reason to send letters. Pam asked Neal why he had changed his mind since voting on budget in July. Neal noted that he voted on the budget but the district works different from the city. Kyle asked what the gap was and how the two groups could move forward together. Neal moved that we wash our hands of the current bid process by rejecting all bids then get a clear written agreement between the city and BRFPD outlining the purchase and the ownership of the truck as per JMA, as well as establishing written joint bid policies before re-entering the bid process. Kyle seconded the motion. Mayor McCauley stated that because this topic was not on the agenda, a motion to amend the agenda would be required. Kyle moved to amend the agenda and add discussion of bidding process. Neal seconded the motion. There was a roll call vote. For the BRFPD Les voted no, Neal voted yes. For the Buhl City Council Sue voted yes, Pam voted no, Kyle voted yes. The motion failed.

CITIZENS CONCERNS – Glenn Van Patten addressed the group stating they need to come together. He added he knows Andrew and trained him. He wants the community to be covered by Andrew and his crew. He stated the group didn't need to dissolve over one deal, which has never been done before. He noted the error of his appointment and was glad that was brought the attention of BRFPD and he hopes he can be in the group in the future .

Bob Linderman stated he supported what Glenn had said. He also suggested getting training for the meetings and that hopefully that training would help the group move forward in the joint venture smoothly.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 7:32 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
MAY 8, 2018

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Michael Higbee	Council President	Glenn Van Patten	Fire District Commissioner
Kyle Hauser	Council Member	Les Preader	Fire District Commissioner
Sue Gabardi	Council Member	Andrew Stevens	Fire Chief
Pam McClain	Council Member	Andrew Wright	Buhl City Attorney
Karen Drown	Clerk	Concerned Citizens	

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

OLD BUSINESS

Minutes of January 31, 2018: Pam moved to approve the minutes from January 31, 2018. Les seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Update on changes to Open Meeting Law requirements & Records Retention: Karen informed the group that as of July 1, 2018 Idaho Code will have new requirements for Open Meeting Laws and Public Records. The open meeting law changes include posting agendas on websites and social media sites if the entity has a site already created. Also the agenda that will be posted will be changing because any item that could require action needs to be listed as an action item for public information. On the public records there is now a requirement to have a records custodian for each department and it must be outlined in a resolution passed by the governing board. There are portions of employee records that are now classified as not public record.

Discussion of Joint Purchasing Agreement: Glenn started the discussion by commenting there was the Joint Management Agreement (JMA) to keep the department running. He continued the discussion by stating that there needed to be an agreement to purchase all capital improvements and recommended a 50/50 split on those purchases. The agreement would make it easier to come up with a 10 year plan and budget for purchasing. He felt it doesn't need to be elaborate and it needs input from all sides. There was discussion if the same purpose could be done with a small change to the JMA. There was further discussion about possibly needing to readdress the percentages in the JMA. Kyle commented that he is first and foremost looking at protecting citizens.

It was noted the items that should be addressed in the agreement such as how the bids are advertised and accepted and all the steps to the process. There was additional discussion about the funding formula and the components that come into the agreement. Michael moved that administration draft a capital purchase agreement, review numbers on funding sources and gather feedback from the attorneys. Pam seconded the motion. There was further discussion and it was noted that this agreement was strictly for capital purchases which would have to be approved by the joint board.

10 Year Strategic Plan Presentation: Andrew presented his 10 year plan and noted that he understands the city has to build other departments sometimes. Also the figures he erred on the high side but some items like the brush truck can be built within the department for less than purchasing prebuilt. He is trying to provide for the staff, city and the district with the funding he has available. Going forward he is also trying to change the mind set of wearing an apparatus out in the first 10 years and letting it set of the next 10 years. Rotating trucks allow for better training for staff on all the equipment so they don't get comfortable using just one.

In regards to his plans on staffing Andrew is looking to growth in the future. With the plan for a 60 bed care facility, two new clinics and possibly 50 new homes staff will need to be available to cover calls. He noted there is the possibility that Buhl could end up transporting patients to Twin. Buhl has a QRU that is dependable but he does not have people stepping up to become certified EMT's. It was commented that there would have to be good reasons or triggers to add staff. Andrew stated he sees staff as a type of infrastructure and when money allows you increase the infrastructure to be prepared for the future growth.

Michael asked about the costs figured for training grounds. Andrew explained that he needs training grounds to advance his volunteers and practice the situations they could possibly be in on any call.

CITIZENS CONCERNS – David McClain stated there is a difference with the millennial generation and they want to know what is next and how they move up. He discussed ways to find firefighters and volunteers were to look at business owners and their employees within the community. He commented the Buhl QRU is the highest in the state and that is something to commend them on.

Bob Linderman stated he got to experience the QRU staff at work on a call recently and he was impressed and thought they were well organized. He did have a concern that a volunteer did not glove up and felt that safety was necessary. Bob commented on the possible options for the split of equipment and questioned the difference between a 50/50 split and just following the Joint Management Agreement Split.

MEETING ADJOURNED

Michael moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 8:32 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JULY 16, 2018

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Michael Higbee	Council President	Glenn Van Patten	Fire District Commissioner
Kyle Hauser	Council Member	Andrew Stevens	Fire Chief
Pam McClain	Council Member	Andrew Wright	Buhl City Attorney
Karen Drown	Clerk	Mike Ruffing	Fire District Clerk
Elizabeth Barker	Treasurer	Concerned Citizens	

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

OLD BUSINESS

Minutes of May 8, 2018: Pam moved to approve the minutes from May 8, 2018. Neal seconded the motion. There was no discussion and the motion passed.

Capital Funding Formula Presentation: Elizabeth noted this item was on the agenda because of a concern brought up by Michael that we are not using an apples to apples comparison. She presented a spreadsheet that explained two scenarios. The first scenario showed how it is now with the district contributions taxing on structures only and the city a contribution taxing on structures and land, the second scenario is both the district and the city contributions taxing on structures only. There was discussion about these formulas and the concerns and questions from the group. Kyle noted that the possibility of different factors that might have worked into the discussion years ago such as insurance rating for those in the city verses those in the district. Consensus of the group was to take the information and look it over and discuss it further at the next meeting.

Review of Draft Capital Purchasing Agreement: Pam moved to approve the Supplemental Joint Management Agreement for Capital Purchases. Kyle seconded the motion. Glenn noted this was a good start and several concerns the commissioners had with it. Paragraph #2 under definitions they would like it to be anything that goes out for bid and don't have a dollar value. Glenn also noted starting in 3.1 remove "City" when referring to the Fire Chief in the document. They would also like to see a paragraph added to explain the percentage of ownership for each purchase. The commissioners would like to meet more often, possibly monthly, when looking at capital purchases. Neal noted he would like to have added under paragraph 3.3 "in accordance with Idaho Code". There was a voted on the motion to approve the agreement as presented. The motion failed.

Glenn moved to approve the agreement with the changes discussed. There was no second to the motion.

Kyle moved to table this item until an updated agreement was presented to the group. Michael seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Budget Discussion – Initial Review of 2018-19 Budgets and Salary Discussion: Michael moved to table until the district had time to review the proposed budget sheets. Kyle seconded the motion. There was no discussion and the motion passed.

Set Meeting Date to Review and Approve Budgets: Consensus was they would meet again on July 30th at 6:00 PM. They would have an initial review of the budget at that time.

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.

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 8th, 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.

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

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Michael Higbee	Council President	Glenn Van Patten	Fire District Commissioner
Kyle Hauser	Council Member	Andrew Stevens	Fire Chief
Pam McClain	Council Member	Andrew Wright	Buhl City Attorney
Karen Drown	Clerk	Concerned Citizens	

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

OLD BUSINESS

Minutes of July 30, 2018: Pam moved to approve the minutes from July 30, 2018. Neal seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Review and Consideration of Salary Survey and Recommendations: Karen presented information on the salary survey the city had been conducting on all positions within the city. Weaver and Associates out of Meridian had been hired to do the preliminary report and from that information the administrative staff had reviewed the data gathered and did additional research. From that research Rock Creek and Gooding Fire Departments were reviewed for their salary levels. Karen and Andrew worked with all the data and compiled a new salary level chart which included promotional certification requirements and incentive pay options. A worksheet was created to breakdown where each employee was at and the incentives they were eligible for. Once the structure was built that was then reviewed against the data that was gathered and each employee fell close in total salary to where they would if they were in the other city fire departments. There was further discussion about the total proposed reset amount and that there was the contingency amount that had been held in reserve for the possibility some was needed for this project. Karen also informed the group that the health/vision insurance renewal had come in with a 4% decrease instead of the 17% increase that was budgeted. Between the decrease for the salary reset and the increase for the savings on insurance the contingency has a remaining balance of \$54,548.00.

Andrew noted that the proposed scale allows him to budget better for the coming years because he will know what each of his firemen are working towards. He also stated it takes the emotional component out of the budgeting process. There was further discussion by the group about the information Karen and Andrew provided.

Michael moved to approve the salary reset. Glenn seconded the motion. There was no discussion. There was a vote on the motion and the motion passed.

Revisiting Purchase of New Fire Apparatus: Glenn stated it is time to start using the budgeted money and that the district is good to start looking at the quint. He noted follow the capital purchase plan and start the process. Glenn moved to proceed and purchase the quint truck if Andrew felt that is the truck his department needs. Michael seconded the motion. There was a brief discussion about the features that the quint that can help in a number of situations the department is called to. Andrew pointed out the elevated master stream can be beneficial for many calls and the ladder had the ability to go below grade if need be, for example on properties on River Road. Glenn asked Andrew to re-spec the truck, setup a timeline for the project and update the District and the City on the progress. Also if necessary meet monthly with the joint group if anyone is uncomfortable with something that is happening. There was no further discussion and there was a roll call vote on the motion. Neal voted yes, Glenn voted yes, Kyle voted yes, Pam voted yes and Michael voted yes. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Glenn moved to adjourn the meeting; Neal seconded the motion. There was no discussion. The meeting was adjourned at 7:17 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JANUARY 21, 2019

PRESENT:

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

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

OLD BUSINESS

Minutes of October 15, 2018: Michael moved to approve the minutes from October 15, 2018. Neal seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Approval of annual transfer of remaining balance: Elizabeth explained a liability had been posted to the city fund and the district fund so it accrues in the budget for that year. Kyle moved to approve the transfer of funds to respected parties. Neal seconded the motion. Michael confirmed this was in the 2017-2018 fiscal year, Elizabeth did confirm that was correct. There was no further discussion and the motion passed.

Review of Specifications for Quint Fire Truck: Andrew explained the specifications were the same as before. They had looked at new technology and didn't see anything to change. Some specifications are a 500 gallon water tank, a 1500 gal per minute pump, an elevated master stream. It does have a foam tank but no cafs units. Andrew added that Rosenbauer helped spec the truck with the specs stated equal or equivalent; if the bidder does not have exact equipment they may substitute an equivalent item. It was asked what else would be needed to finish supplying the truck once it was delivered. Andrew stated hoses, vent fans and general axes and halligans. Andrew noted there was \$50,000.00 budgeted in tech rescue equipment to help pay for equipment. It will take approximately 1 year for delivery after officially ordering. It will have a viper chassis and the second most powerful engine.

There was a discussion about the comparison of the elevated master stream to the two trucks that had been in town helping with the B & L Meat fire. It was noted that Filer's was a 75' ladder and Twin Falls was a 110' platform/tower and the outrigger won't go out as far as the tower.

Andrew also added the controls are manual or computer operated and can be run remotely so someone does not have to be at the end of the ladder to run the hose. The discussion continued with the warranty for different items on the truck and also the size of the truck. The size had been a discussion point on getting it into the current station with the sidewalk approach angle and if it will work with this truck design, Andrew confirmed the fuel tank was angled to allow for more clearance.

Kyle moved to approve the specifications as presented by Chief Stevens. Glenn seconded the motion. There was no further discussion, there was a general vote and the motion passed.

Timeline for Truck Bidding: Three vendors had been identified and will be notified of the specifications. Andrew noted the minimum requirements for publishing in the Buhl Herald it was noted that those minimums would be doubled. So the publication dates would be January 29, February 12, bids would be due February 22nd and then a special joint meeting would be held on March 11 at 6 pm to open bids.

There was a short discussion about payment options and the possibility of discounts if certain prepayments were made.

Michael moved to have Andrew publish the notice on the above mentioned dates which would have bids due on February 22, 2019 at 5 pm. And the bid opening would be March 11 at 6pm. Glenn seconded the motion. There was no further discussion, there was a general vote and the motion passed.

Consideration of Capital Purchase Agreement: Karen presented the proposed Capital Purchase Agreement that would be completed with each capital purchase and within the City files be kept with the title or related documents for the equipment. Each item in the agreement is outlined in the Supplemental Joint Management Agreement for Capital Purchases. Michael moved to approve the Capital Purchase Agreement as presented. Kyle seconded the motion. There was no further discussion, there was a general vote and the motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Neal moved to adjourn the meeting; Kyle seconded the motion. There was no discussion. The meeting was adjourned at 7:24 PM.

MINUTES
JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
MARCH 11, 2019

PRESENT:

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

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

OLD BUSINESS

Minutes of January 21, 2019: Kyle moved to approve the minutes from October 15, 2018. Glenn seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Opening of Bids for Fire Truck: Andrew opened the sealed bids that had been submitted.

HME:

Stock Truck Bid: \$782,599.00

Spec Truck Bid: \$878,467.00

Rosenbauer:

Spec Truck Bid: \$781,775.00

Pierce:

Spec Truck Bid: \$853,984.00

Sutphen:

Spec Truck Bid: \$839,582.62 (This bid was for a mid-mount truck.)

Andrew noted they would have to look at compartment space to see if it would work for equipment. He added the reason they did not spec a mid-mount truck is that they are usually more expensive. There was a discussion about the difference on ladder placement and design and the feature that changed.

Andrew was directed to review all the submitted bids and find out about financing for the truck and options for payment discounts. He would also review the specs on the stock truck bid submitted by HME.

Consideration of Special Meeting for April 8, 2019: Kyle moved to schedule a special meeting on April 8, 2019 to award the bid. Pam seconded the motion. There was discussion about the time and Kyle amended his motion to include 6:30 PM. There was further discussion on how long the bids were valid for. The shortest one was Rosenbauer which was 30 days from date of bid. There was a vote on the motion and it failed.

Michael moved to call a special meeting on March 21, 2019 at noon to award the bid. Pam 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 6:43 PM.

MINUTES
MARCH 21, 2019

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

PRESENT:

Kyle Hauser	Council Member	Neal Gier	Fire District Chairman
Sue Gabardi	Council Member	Glenn Van Patten	Fire District Commissioner
Karen Drown	Clerk	Les Preader	Fire District Commissioner
Elizabeth Barker	Treasurer	Andrew Stevens	Fire Chief

The meeting was opened at 12:00 p.m. Karen Drown confirmed a quorum for the meeting.

OLD BUSINESS

Minutes of March 11, 2019: Les moved to approve the minutes from March 11, 2019. Sue seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Review of Bids Received for Fire Truck: Andrew summarized the bids opened on March 11, 2019.

HME:

Stock Truck Bid: \$782,599.00 No Discounts and doesn't meet specs.

Spec Truck Bid: \$878,467.00 No Discounts and not ISO compliant.

Sutphen:

Spec Truck Bid: \$839,582.62 Mid-mount truck, no ax and pipe and not ISO compliant.

Pierce:

Spec Truck Bid \$853,984.00 Discount if paid in full. Truck exceeds specs.

Rosenbauer:

Spec Truck Bid: \$781,775.00 Discounts for chassis and aerial completion. It has a smaller brow light and different telescoping light placement because of the aerial placement but just because of the design of the truck.

There was a discussion of the bids and the items Andrew had detailed out in his summary. Les asked if there were policies in place for getting this truck in and out of the fire bays. Andrew noted he is working with Lexipol to setup new Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's). He is working with the staff for input and should be in place by the time of delivery for the truck.

Andrew stated based on specs of the truck and the submitted bids his recommendation was the Rosenbauer bid.

Awarding of Bid for new Fire Truck: Kyle moved to award the bid to Rosenbauer. Glenn seconded the motion. There was no discussion. There was a roll call vote. Pam voted yes, Glenn voted yes, Sue voted yes, Kyle voted yes, Neal voted yes, Les voted no. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Glenn seconded the motion. There was no discussion. The meeting was adjourned at 12:20 PM.

MINUTES
MARCH 25, 2019

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT

PRESENT:

Michael Higbee	Council President	Neal Gier	Fire District Chairman
Kyle Hauser	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk		
Elizabeth Barker	Treasurer		

The meeting was opened at 6:21 p.m. Karen Drown confirmed a quorum for the meeting.

NEW BUSINESS

Review and Consideration of Pre-Pay Options for Rosenbaur Fire Truck: Andrew explained the discounts that Rosenbaur offered in the bid was for when the chassis was complete and paid for and then an additional discount once the aerial is complete and paid for which Rosenbaur refers to as the progressive pay. He noted that when he called to talk to them about the discounts they also offered an additional discount if the entire truck was paid for. So the detail discount amounts were:

Progressive Pay Option:

Payment in 7 months \$288,773.00 but with chassis discount \$277,686.00

Payment in 9 months \$194,421.00 but with aerial discounts \$190,609.00

On delivery	<u>\$298,581.00</u>	<u>\$298,581.00</u>
Total	\$781,775.00	\$766,876.00

Pre-pay Option:

Additional \$14,400.00 discount bringing truck to \$752,476.00

There was discussion. Neal felt the progressive pay was a better option because it left us with some leverage in the deal. Andrew did note that Rosenbaur has part of the bid to fly our staff out to inspect the truck during the process and added that once a truck is in line, trucks do not jump around it in the process. Neal moved to prepay the chassis and the aerial and do final payment upon delivery. Kyle seconded the motion. There was further discussion about the interest of having the money in the bank versus prepaying the entire truck. Kyle would like to prepay to lock in the deal. Michael also noted the money has been budgeted in the previous budget so he was willing to prepay because the interest was earned because the money wasn't spent last year. Andrew informed the group there is approximately \$30,000.00 of equipment and gear that will need to be put on the truck once it arrives. There was a roll call vote. Sue voted no, Pam voted no, Glenn voted no, Neal voted yes, Kyle voted no and Michael voted no. The motion failed.

Pam moved to approve prepaying the full amount. Sue seconded the motion. There was additional discussion about the Rosenbaur company. Andrew noted this company builds 100's of trucks every year. Glenn stated he didn't want this to come back between the groups and wants everyone to stay in the same picture. Warranties on the different components were discussed. There was a roll call vote. Sue voted yes, Pam voted yes, Glenn voted yes, Neal voted no, Kyle voted yes and Michael voted yes. The motion failed.

Michael moved to use the progressive pay schedule. Neal seconded the motion. Kyle stated he just wanted to get it done. There was no further discussion. There was a roll call vote. Sue voted yes, Pam voted no, Glenn voted yes, Neal voted yes, Kyle voted yes and Michael voted yes. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Glenn seconded the motion. There was no discussion. The meeting was adjourned at 6:35 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
APRIL 15, 2019

PRESENT:

Tom McCauley	Mayor	Neal Gier	Fire District Chairman
Michael Higbee	Council President	Glenn Van Patten	Fire District Commissioner
Kyle Hauser	Council Member	Andrew Stevens	Fire Chief
Sue Gabardi	Council Member		
Karen Drown	Clerk		

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

OLD BUSINESS

Minutes of March 21, 2019: Kyle moved to approve the minutes from March 21, 2019. Glenn seconded the motion. There was no discussion and the motion passed.

Minutes of March 25, 2019: Neal moved to approve the minutes from March 25, 2019. Sue seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Presentation by Pivot North Design on Third Party Consulting: Clint Sievers with Pivot North Design introduced his company and Gunn Gladics. He detailed they concentrate on School District, Cities, and Fire Departments. They have done hundreds over the last 30 years. Their staff has national experience in fire station designs and how they work. He detailed the span of work from facility evaluation to final construction. Gunner presented a PowerPoint presentation explaining the steps and showing examples of work they do. The discussion continued with examples of ideas that could be looked at like stairs inside the building are more expensive, stairs on the outside double as access and a training tool. They explained that a schedule and costs could be put together and plans could be designed in phases for additions down the road.

There was a discussion about location and the property owned by the district. It was noted that the property looked well placed at the time it was for sale and it might still be or might not be for the future. Part of the process would be activity workshops to look at options and needs versus wants. They explained what would be a good plan for now which would give the city the best bang for the buck. If the plan is to build in the future but an exact time frame is not set, they recommended to do "check-ins" every few years to check costs.

Presentation of 10 Year Strategic Plan: Andrew stated that if he were to get everything on the plan, he would be a very happy chief. The items listed for capital projects are high ball numbers. He explained the training grounds could change based on the fire station ideas and designs. He noted that he would like an area for live fire training and the importance of it but it needs to be done right. The additional staff would allow him to have two in the station at night and cover for the aging out of the QRU staff. There was a discussion about the Safer Grant that is available to cover a percentage of salaries but they reduce over a three-year timeframe. The additional would allow for a better way to cover PTO and COMP time.

There was a discussion on the plan for the new station. Michael commented he felt the group needs to figure out site and plan and needs a much cleaner number to determine what we are doing. Glenn felt some leg work needed to be done before getting in too deep for example number of bays for short term and long term and number of people requirements.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Neal moved to adjourn the meeting; Kyle seconded the motion. There was no discussion. The meeting was adjourned at 8:01 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
JULY 15, 2019

PRESENT:

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

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

OLD BUSINESS

Minutes of April 15, 2019: Michael moved to approve the minutes from April 15, 2019. Pam seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Review and Consideration for Evaluation Services with Pivot North: Andrew detailed an email and proposal sent by Pivot North. It broke down into the scope of work the contract would cover. Michael moved to approve the contract with Pivot North. Pam seconded the motion. There was discussion about details of the proposal and consideration of if the work is necessary right now. Michael noted that grants could not be applied for without this work and it would need done in plenty of time to apply. There was also a discussion the difference between this proposal and the ESCI study the district had done prior. Glenn moved to table the decision until the proposal could be reviewed by everyone. Michael seconded the motion. There was no further discussion and the motion passed.

Presentation of proposal of Magic Valley Paramedics at Station 1: Andrew presented a proposal from St. Luke's to put a paramedic rig in Buhl for 12 hours per day. Andrew added that the Buhl and West End has the 3rd highest call volume in the valley. At this point in the discussion they would park outside and have a desk and access to wifi upstairs. They are looking to begin this in October. There was discussion about the way calls would be handled and that the same level of service would remain. Andrew noted that further discussion will take place prior to any final plans are made.

Review and Consideration of 2019-2020 Fiscal Budget:

Joint Fire Suppression Fund: Andrew presented his proposed budget. He explained the change from the original draft budget that had two new hire. The updated had one new hire and additional funds for the paid on-call staff to cover shifts. Pam moved to approve the joint suppression budget for 2019-2020. Les seconded the motion. There was further discussion about employee coverage and there are some bugs to be worked out. Andrew has been covering all shifts when short staffed. He noted two new hires would make scheduling the easiest but that takes more money, but one will help. There was further discussion for the change on the salary increases. Kyle explained that the city had to look at all funds and the money is not there for the larger increase this year. There was a roll call vote on the motion. Kyle voted yes, Pam voted yes, Michael voted yes, Les abstained, Neal voted yes and Glenn voted yes.

Joint Fire Capital Investment Fund: There was a discussion about the funds that were encumbered in the 2018-2019 budget year for the new fire truck and if and how they needed to be shown on the 2019-2020 budget when the funds would be expended. It was noted that Elizabeth and Mike Riffing would work on having that post correctly. Michael moved to drop the \$100,000 contribution from both the city and the district and remove the \$200,300 in expenses for architectural plans for a new station. Les seconded the motion. There was no further discussion and the motion passed. Michael moved to approve the joint fire capital investment budget. Pam seconded the motion. There was no further discussion and a roll call vote on the motion was taken. Kyle voted yes, Pam voted yes, Michael voted yes, Les voted yes, Neal voted yes, Glenn voted yes. The motion passed.

Fire Donation Fund: Michael moved to approve the fire donation fund. Pam seconded the motion. There was no discussion and there was a roll call vote on the motion. Kyle voted yes, Pam voted yes, Michael voted yes, Neal voted yes and Glenn voted yes. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 7:26 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
SEPTEMBER 9, 2019

PRESENT:

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
Karen Drown	Clerk	Andrew Stevens	Fire Chief
Elizabeth Barker	Treasurer		

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

NEW BUSINESS

Review and Consideration for Evaluation Services with Pivot North: Andrew noted that there is money budgeted for this project this year but nothing was budgeted in the 2019-2020 budget. Pam moved to approve the project with Pivot North. Kyle seconded the motion. He also noted they are overflowing the station now. There was discussion about Pivot North looking into other items if the group sees areas of concerns that need addressed. Andrew stated this firm would be looking at what the needs would be for a new station including square footage, bays, housing and general plan of a building. They would provide a third-party review of the needs for the next few years to allow for planning. Andrew stated he had already done some work in regards to heat mapping calls from the last 5 years to see if there were heavier areas that needed to be looked at. Les stated a concern about the fee schedule for 2019 and current billing rate.

The discussion continued with Glenn asking if they are ready to spend money on the new station. Andrew stated he is looking for something concrete to plan for the future. Kyle stated he felt is was and incredible amount of information for the money. There was further discussion about possible sites and the situation if the site the rural district already owns is a good fit or not.

There was a vote on the motion. Pam voted yes, Sue voted yes, Glenn voted yes, Les voted no, Neal voted no, Kyle voted yes, and Michael voted yes. The motion failed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Pam moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 6:57 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
OCTOBER 21, 2019

PRESENT:

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

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

OLD BUSINESS

Minutes of July 15, 2019: Pam moved to approve the minutes from July 15, 2019. Neal seconded the motion. There was no discussion and the motion passed.

Minutes of September 9, 2019: Pam moved to approve the minutes from September 9, 2019. Michael seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Discussion of Purpose of Capital Fund Use: Michael began the discussion concerning the capital fund by his understanding that both would put money into the fund but the district is getting a higher interest where their money is than the city is getting. Elizabeth detailed that previously budgeted capital purchases were in the joint operating budget. A recommendation was made by Mike Ruffing to create the capital fund for the capital purchases. Contributions would be made 50/50 and moved into that fund. She noted she didn't see the purpose of a capital fund existing if they were not going to make capital purchases from it. There was further discussion when jointly purchased 50% of the purchase with show on the city books and 50% on the district books. Elizabeth also noted that if money was not going into the fund then money was not there to be scheduled and planned for future needs and plans. It was noted that \$100,000 would be the seed money for the capital fund. Michael moved to take the year end distribution amount in excess of \$100,000 and move it to the joint capital purchases fund. Pam seconded the motion. There was further discussion that if the capital fund was funded by the city and the district each 50% then each purchase would then always be a 50/50 split purchase. Glenn stated that each purchase needed to be agreed upon each time for capital purchases based on the capital purchase agreement. There was a vote on the motion Glenn voted no, Neal voted no, Kyle voted no, Michael voted no, Pam voted no and Sue voted no. The motion failed. Elizabeth suggested the district talk with their accountant.

Discussion of Future Fire Station: Michael also began the discussion stated he was confused on where the group is moving forward on the new station and he asked for suggestions on steps to move forward. Neal stated he didn't like the wording in the proposal from Pivot North because it stated "city" and didn't have the group presented right. There was a discussion if Andrew needed to bring this back up because the money was approved in the budget. Mayor McCauley noted that the agreement could be gone through and reflect the proper entities. Glenn also commented he appreciated Andrew coming back to the group and noted in the agreement the fees were not clear. He would like to see a flat cut rate on fees for deliverables. Andrew stated he would like a third party to look at the project and have it be data driven to guide the new station. He will work on a plan that both the city and the district will be comfortable with.

CITIZENS CONCERNS – Dave McClain noted he was proud to see the group working together for the benefit of our community.

MEETING ADJOURNED

Kyle moved to adjourn the meeting; Glenn seconded the motion. There was no discussion. The meeting was adjourned at 7:28 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
January 20, 2020

PRESENT:

Michael Higbee	Council President	Neal Gier	Fire District Chairman
Sue Gabardi	Council Member	Glenn Van Patten	Fire District Commissioner
Kelly Peterson	Council Member	Bob Linderman	Fire District Commissioner
Karen Drown	Clerk	Andrew Stevens	Fire Chief

The meeting was opened at 6:35 p.m. Karen Drown confirmed a quorum for the meeting.

OLD BUSINESS

Minutes of October 21, 2019: Neal moved to approve the minutes from October 21, 2019. Sue seconded the motion. Bob noted that on line five it stated exiting and he thought it should be existing and Sue noted that she was not listed as being at the meeting and she did actually attend. There was no further discussion and the motion passed with the noted changes.

NEW BUSINESS

Review of Pending Fund Transfer: Karen noted Elizabeth was unable to attend the meeting but noted in a general discussion about the item that the transfer would follow the Joint Management Agreement. She didn't provide any exact numbers to not misquote the amount to be divided. She also noted this is not an action item because the agreement states the transfer will take place. The only action needed to be done is by city council on the city's portion to transfer their portion from the fire fund to the general fund.

Discussion of Health Insurance Coverage for Fire Personal: Neal explained he had discussed health coverage with a company at the commissioner's conference. III-A had presented him information regarding coverage available and the process to get a quote for coverage. He added the Buhl Highway District just switched to III-A in November and it will save them about \$20,000.00 on premium costs. Michael stated he was familiar with the coverage through the pharmacy but from what he has seen they have a limited network on prescriptions. Karen explained she had made contact with the city's current insurance broker who said they are familiar with the coverage. She noted that some carriers will not allow an entity to have multiple policies and coverage from the current plan would need to be compared to what was being offered. The final piece was the city's policy just renewed on January 1, 2020 any kind for change would probably need to occur January 1, 2021. Neal stated he had contacted several of the other entities that had the III-A coverage and they felt good about the plan. He added he just wants the firemen to have the best coverage possible. There was a discussion of the possibility that a plan might be different for firefighters than those of city and highway districts. Consensus of the group was Karen would do additional research into the coverage and report back at the April quarterly meeting.

Discussion of Fire Donation Fund and History of Fund: Neal stated Elizabeth had emailed out a copy of the city audit and he noticed there was \$88,000.00 in the fire donation fund. He was just wondering if there were plans for the funds and if not, should it be put into something that gets a better interest rate. Andrew explained he always saw the account as a rainy-day fund, for example he is attempting to go after a grant for a new compressor but if that is not awarded then he might have to use these funds because his operating and maintenance budget does not allow for those expenses. Consensus was to have Elizabeth research possible interest rates and options for the funds.

Update on Quint Truck: Chassis should be completed around the first of February and they will send the first invoice. They will then mount the latter and do finish work. Andrew stated he has figured around the end of April for delivery. There was a discussion on who should go and do the inspection on the truck. Andrew stated it maybe a good idea to have a mechanic look it over for anything that stands out to him. He also noted that if they needed to be there quickly, he would have Paul go. It was commented that Paul did help spec the truck for the bid.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Neal moved to adjourn the meeting; Kelly seconded the motion. There was no discussion. The meeting was adjourned at 7:31 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
APRIL 20, 2020

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Treasurer
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Pam McClain	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Bob Linderman	Fire District Commissioner
Kelly Peterson	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk		

Because of the recent COVID-19 pandemic this meeting was held telephonically.

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

OLD BUSINESS

Minutes of January 20, 2020: Sue moved to approve the minutes from January 20, 2020. Neal seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Anticipated Shortfall in Revenues for 2019-2020 Fiscal Budget: Elizabeth detailed information from revenue projections provided by the Association of Idaho Cities and a review of her financial statements. Currently she is estimated a reduction of \$100,000.00 in revenues for the remainder of this fiscal year. She explained she had met with all department heads to look at every budget within the city where that money could be saved if possible. She said most departments are looking at the special projects they have budgeted and if possible, put those on hold. She did note that some of those had already been done or items were ordered so those were not options to look at. She summarized by stating the projections are changing rapidly but she is watching it closely. Glenn asked about the property tax that have been billed. Elizabeth noted the amount that had been levied for remains the same but won't collect that amount currently so the tax collection amount potentially will decrease.

Presentation of 10-year Strategic Plan: Andrew noted he was presenting two options with his 10-year plan. The first one has everything to improve services which include additional staffing, new station plan, training grounds over 2 years and a new station in 2027-2028. The second option allows for some of the items but not all if revenues cannot be maintained such as additional staffing remained but a new station was not included in the plan. There was discussion of the services having St. Luke's responding from the Buhl station has provided such as a more advanced level of care closer but Andrew did note that is doesn't lessen his departments work. There was further discussion about the details of property and a new station and options that would work for training grounds. The group noted their appreciation for the work Andrew had put into both plans.

Presentation of Investment Options for Fire Donation Fund: Elizabeth noted the memo she had provided in the packet for the group to review with investment options. Sue moved to approve Fire Donation Funds in the option with Idaho Central Credit Union with a 12-month CD. Neal seconded the motion. There was discussion of the different options and pros and cons to each and the possibility to withdraw early without penalty. The general consensus was the 12-month would be better because of the unpredictability of the market currently. Elizabeth noted these funds are currently in a money market account at Farmers National Bank and some would need to remain to leave the account open. There was a vote on the motion and it failed. Sue moved to leave \$2500.00 in the Farmers Bank Money Market account and invest the remaining in the Idaho Central Credit Union 12-month CD. Neal seconded the motion. There was no additional discussion. There was a vote on the motion with all voting yes. The motion passed.

Update on III-A Insurance Plans: Karen presented information that several other cities had provided with pros and cons of using III-A. She did note the question about if there could be two different policies, one with III-A for the fire department and the other with Blue Cross for other employees could occur and the answer was no it could not. Also, the only way to find out a price quote was to have every employee fill out an application and submit. III-A would then review those and then either accept us into the plan and provide premium figures or deny our group entirely. There was discussion about the information provided by the other cities and effort it would take to get application filled out during the current circumstances with the pandemic. Consensus was to hold off until closer to renewal time and not put something else on everyone's plate. There was no motion made.

Clarification of Future Meeting Times: Karen noted this item was on the agenda because it was pointed out that the Joint Management Agreement states the meetings will be held at 7:00 PM. She added that some time back a meeting was held at 6:30 PM and they had remained at that time. Sue moved to change the meeting time to 6:30 PM. Neal seconded the motion. There was a short discussion. There was a vote on the motion. Sue, Neal, Michael, Pam, Kelly, and Glenn voted yes; Bob voted no. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Glenn moved to adjourn the meeting; he noted his appreciation of the efforts of hard work to have the meeting during this time of uncertainty; Kelly seconded the motion. There was no discussion. The meeting was adjourned at 7:54 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
July 20, 2020

PRESENT:

Tom McCauley	Mayor	Karen Drown	Clerk
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Pam McClain	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Bob Linderman	Fire District Commissioner
Kelly Peterson	Council Member	Andrew Stevens	Fire Chief

Because of the recent COVID-19 pandemic this meeting was made available telephonically.

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

OLD BUSINESS

Minutes of April 20, 2020: Neal moved to approve the minutes from April 20, 2020. Pam seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Discussion of New Station proposal and Evaluation of Feasibility study: Andrew detailed he has had the evaluation in his 10-year plan for several years. He noted the cost didn't seem to much for the amount of the cost of a new station. Neal discussed the option the district was looking at for a new station and a contract with the city for fire services. Glenn also detailed other points such as the district would have the employees and the district would charge the city of services. He noted the City of Hagerman does it with their district. There would be a negotiation each year for the contract. Council members stated they would like to see examples and specific plans and ideas and we don't want to end up with a "Filer", a shell of a building that cannot be used. Neal detailed other points such as it would be easier if one entity goes after grants for a new station and more feasible for one boss for Andrew to go to. Michael asked for examples of pros for the idea because his concern he was seeing was the city had taxation without representation is huge.

Mayor McCauley directed the group back to the topic on the agenda which was for the station evaluation and feasibility study that was included in Andrew's operating and maintenance budget. Andrew noted that \$40,000.00 was budgeted and he will get it for the best price he can.

Review and Consideration of 2020-2021 Fiscal Budget:

Operating Fund: Andrew pointed out a few items on his agenda with the salary and position changes and allow funds to pay on-call staff to cover shifts. The station evaluation item he wouldn't contact until approval to spend money was directed. There was a question regarding the health insurance increase and Karen noted the new rates are not received until mid-October so a 17% increase was in the budget but in the past, we have not seen that kind of increase. Andrew also noted he would like to add an incentive for a training officer for dedicated individual to carry out the task of setting up trainings and track items for the staff. Pam moved to approve the Joint Fire Operating Fund Budget for 2020-2021. Michael seconded the motion. There was no further discussion. There was a vote on the motion and all voted yes.

Capital Fund: Karen explained Elizabeth's recommendation to discontinue this fund if both entities will not be putting money into the fund. Neal moved to discontinue as of September 30, 2020. Bob seconded the motion. The fund balance would be split back at the percentage the money was put into the fund. There was a discussion about the funds that would go back to the city would be put back into the general fund. Michael noted this fund was setup in good faith so Andrew knew how to plan for future money for purchases. There was no further discussion and there was vote on the motion. Bob, Neal, Glenn, Sue, Kelly and Michael voted yes; Pam voted no. The motion passed to discontinue the capital fund as of September 30, 2020.

Pam moved to approve the Joint Fire Capital Budget for 2020-2021; which contained not revenues or expenditures. Glenn seconded the motion. There was no discussion and there was a vote on the motion. All voted yes and the motion passed.

Fire Donation: Andrew noted that \$60,000.00 was budgeted incase the grant wasn't successful for the compressor. It would only be spent if he doesn't get the grant. Pam moved to approve the Fire Donation Fund. Neal seconded the motion. There was no discussion and there was a vote on the motion. All voted yes and the motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Pam moved to adjourn the meeting; Kelly seconded the motion. There was no discussion. The meeting was adjourned at 7:44 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
February 15, 2021

PRESENT:

Tom McCauley	Mayor	Karen Drown	Clerk
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Pam McClain	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Andrew Stevens	Fire Chief
Kelly Peterson	Council Member	Concerned Citizens	

Because of the recent COVID-19 pandemic this meeting was made available telephonically.

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

OLD BUSINESS

Minutes of July 20, 2020: Pam moved to approve the minutes from July 20, 2020. Neal seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Update on new fire district building – Stage 1 with Morton Building: Neal presented a summarized list of dates and topics that had been done to gather information regarding building a new station. That list is attached to these minutes. Pam questioned why there wasn't a meeting in October or January to discuss this with the two boards. Neal stated the district didn't have any fact to present at those meetings and Glenn added they were gathering information. There was a question from Michael concerning the whereabouts of the minutes and agendas for several of the meetings held that were detailed on the list and not included in the request Mayor McCauley had asked for from the district. There were concerns from Council members about the transparency from the district and it was noted the district minutes were vague compared to the information that Neal presented at this meeting. There also were concerns from Council about the two boards not being on the same page. Michael noted a study had been approved jointly in the current budget and the district was proceeding with that on their own. Michael also stated the constituents want and need to know what is being considered. Neal made a comment about when the truck was put up for bid, he didn't know until he read it in the paper. He added there are very few districts like Buhl left.

Mayor McCauley noted that when the JMA board approves the budget that gives him his marching orders for his employees. That includes the 10-year plan that is approved by the JMA board. He stated he is waiting for direction to give the fire chief and felt the district is moving in a different direction. Glenn noted plans may have come out premature to gathering facts but felt the district wasn't trying to go behind anyone's back and shove anything down anyone's throat. Mayor McCauley added the meeting on July 20, 2020 brought fears after getting presented with ideas after several years of working great together.

There was further discussion about concerns of the cost, amount of building and notification to citizens if a new station was being considered. Mayor McCauley questioned with the study the district was considering contracting for does that require them to go with Morton and it was confirmed it did not restrict them to that company. Michael asked if the study is equally examining the district and the city if only the district is paying for it and he added it doesn't work without the support of the city along with the district.

Update for Alternate Plan to Replace Joint Management Agreement: Mayor McCauley noted the Joint Management Agreement had been in place for more that 30 years. The current agreement was up in April of 2020 and with no change was automatically renewed for another 5 years.

Clarification of City as Administrator of Personnel & Fire Services: Mayor McCauley explained that through the Joint Management Agreement the District contracts with the city for administration services. That includes hiring/firing employees, human resources and jointly approve the appointment of the fire chief. The JMA approves the functions to the administrator and directions they see through the jointly approved budget. Mayor McCauley noted the previous chief didn't know who his boss was which caused confusion. Michael noted the Council and Commissioners are not allowed to administer; they are legislators for policy. Glenn stated he didn't feel out of line asking Andrew to look at new building, and is looking at this building for the whole area. Michael commented he couldn't fathom why the district turned down the study last year and now are paying and doing one on their own. Neal noted the proposal was poorly written. Michael

frustratedly stated this just keeps circling. Pam added that she could not tell what is happening with the district from their minutes. She also requested the JMA minutes be emailed out well in advance of the quarterly JMA meetings.

Review of 2020-21 Budget: There was discussion the \$40,000.00 was budgeted in the joint budget to pay for a study. Michael moved to have the district contact Morton building and include the city in the study. Pam seconded the motion. Glenn noted it is not a feasibility study, it is a design of a building not a study on where the best place to build a building. Andrew mentioned he had done the heat mapping of the call and felt the district property is a good location because of access to Melon Valley, Highway 30 both ways and the city. He added the property will provide area for training, a landing area and a station. Glenn noted the department has outgrown the current station; all the trucks owned will not fit in current building. Michael was asking to get the city back in the game. There was a vote on the motion. Kelly voted no, Glenn voted yes, Pam voted yes, Sue voted yes, Neal voted no and Michael voted yes. The motion failed. Pam requested the item on the agenda for April.

Review of 2020-21 10 Year Plan: Michael voted to take the building off the 10-year plan. Sue seconded the motion. Kelly voted no, Glenn voted no, Pam voted no, Sue voted no, Neal voted no, Michael voted no. The motion failed.

Proposal of Pay Rate for Deployment to BLM Fires: Andrew informed the group it has been confusing to firefighters in the past when they respond to a BLM fire they are not really paid differently and sometimes less for the 2 weeks they are gone. He noted he doesn't want to increase the BLM engagements they go on but would like to have a pay that gives some incentive for firemen to go. Andrew explained the charges cover an hourly rate for the apparatus, damage such as tires and fuel and even back fill pay at the station. Andrew would like to have a pay rate for employees if they sign up for BLM coverage. There was a discussion on where and how far the apparatus could go, it was noted they didn't want the truck to leave the state. Andrew stated that was part of his job to know the situation and what he had available to send and not put a risk to department. Michael moved to have the contract updated for wildland services. Neal seconded the motion. Andrew commented it only happens when he has resources available. He stated if an apparatus goes to the GACK it could go anywhere and he has control over that, so he will not send equipment to the GACK. Kelly voted yes, Glenn voted yes, Pam voted yes, Sue voted yes, Neal voted yes and Michael voted yes. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Pam moved to adjourn the meeting; Kelly seconded the motion. There was no discussion. The meeting was adjourned at 8:16 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT April 19, 2021

PRESENT:

Tom McCauley	Mayor	Autumn Jones	Assistant Clerk/Treasurer
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Pam McClain	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Bob Linderman	Fire District Commissioner
Kelly Peterson	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk	Concerned Citizens	
Elizabeth Barker	Treasurer		

Because of the recent COVID-19 pandemic this meeting was made available telephonically.

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

OLD BUSINESS

Minutes of February 15, 2021: Pam moved to approve the minutes from February 15, 2021. Kelly seconded the motion. Neal asked to amend the minutes in the first paragraph and remove the line that stated Michael asked a question about minutes and agendas that were not provided for meeting the district had held. Neal stated he felt they had sent everything they had. Pam stated Michael had asked that question and that it just can't be removed. Michael added to Pam's comment. Neal withdrew his amendment. There was no further discussion and the motion passed.

Discussion of adding the city to the Morton Building Agreement: Pam moved to add the City of Buhl to the Morton Building Agreement. Michael seconded the motion. Bob began the discussion by stating they cannot add someone else to the contract. He detailed the information the district was gathering through Morton Building. Pam stated she was surprised there was nothing for the previous joint agendas to discuss. Bob stated it was a district issue. Michael commented the district is in a contract with the city right now. There was a discussion about the current agreement between the district and Morton Building and the \$40,000.00 that was approved in the current joint budget for a study. Bob stated they are looking at the best thing for the district and that they have a right to do so. Glenn detailed this contract is for building plans and is not a feasibility study and felt things were brought up prematurely.

Pam stated she felt if this board could get along for two years in a row there is great things the boards could do for the residents of 83316. She said there is no transparency. Glenn asked if the city council minutes and agendas would need to be requested. Karen noted they are all posted on the city website. Glenn stated as partners he felt the minutes and agendas could be sent to the city. There was further discussion of the \$40,000.00 that was on the current years budget and the reason that Chief Stevens had added that to the budget because he does not design fire stations. It continued with a discussion about the 10-year plans with Council looking at the future and they cannot say right now if the city could be a part of it. Glenn stated it is great that the Council is passionate and is involved with the district. Bob noted that all they have right now is lines on a piece of paper. Chief Stevens commented that he had contacted Morton Building and their attorney said the city could be added to the contract. There was a vote on the motion. Sue voted yes, Michael voted yes, Pam voted yes, Kelly voted no, Neal voted no, Bob voted no and Glenn voted no. The motion failed.

NEW BUSINESS

Update on Stage 1 with Morton Building: Steve Case with Morton Building had sent over the floor plan. There was a meeting with Steve, Andrew and Glenn and they went over the floor plan. Andrew was now running it by the fire staff. Andrew detailed some changes they were considering to the plans. Pam stated the staff know more than the Council does on the plans, she asked for the timeline Neal was presenting be added to the minutes. There was discussion on the work Chief Stevens was doing on this plan with direction from the District but not through the joint boards. Michael noted an email stating this doesn't affect the city that was sent by Michael Ruffing. Glenn noted this is not just a district building and Bob added Andrew undersells himself where he has been to a number of fire houses. They stated they are looking at all options including areas for community use. Glenn concluded if Council wanted to see a station, they need to go see Gooding.

Presentation of 10-Year Strategic Plan: Chief Stevens said he doesn't look at the 10-Year Strategic Plan as a wish list, he needs to be looking at replacing equipment and every fire department has to plan. He stated this plan looks at

equipment in the future but it is not always going to be needed when on plan. He stated he has removed a station on this plan.

QRU:

Chief Stevens presented in his plan to add an additional staff person next year. Chief Stevens went through a presentation detailing the tasks of the QRU staff and that he is possibly looking at eight retirements in the next year. He is looking at ideas for coverage and working with medical director on training. There was discussion if the station had a place for a unit from St. Luke's would they have a 24-hour unit in Buhl. Michelle Rogers stated they are looking at options for that but she added the QRU is strong enough to cover area.

Station:

Chief Stevens would like to implement a residency program which helps the career staff and supplement shifts. He still wants to maintain the QRU and have a model QRU in the state. There was a discussion about the changes to community members having odd hours which is not helpful to volunteering. Diane Clemens stated volunteerism has taken on a different picture over the years, she has always seen it as "a service to the community." Chief Stevens detailed options to the schedule he will be considering including sleep time exemption and training options with possible reimbursement from Twin Falls County.

Training Grounds:

Chief Stevens showed details of requirements for training grounds which he would like to keep locally instead of traveling to Twin Falls and helping pay for their grounds.

Staffing:

Chief Stevens went over the benefits of additional staff and options that would allow.

Apparatus:

Chief Stevens noted he is fine tuning line items year to year and watching the apparatus and usage. He is also working on rotating apparatus based on usage and hours.

Neal questioned the amount of turnover in the department. Andrew stated they had lost a few this year but it has not been huge. Pam asked to keep the group up to date on the EMT search. Tom asked if there was enough room for training grounds and Chief Stevens believes there is because there are about 5 acres. Chief Stevens stated he appreciates what both entities give to the department. Pam concluded that she appreciates Andrew, staff and the volunteers.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Pam moved to adjourn the meeting; Neal seconded the motion. There was no discussion. The meeting was adjourned at 8:25 PM.

MINUTES

SPECIAL JOINT MEETING OF THE BUHL CITY COUNCIL AND THE BUHL RURAL FIRE PROTECTION DISTRICT
July 19, 2021

PRESENT:

Tom McCauley	Mayor	Autumn Jones	Assistant Clerk/Treasurer
Michael Higbee	Council President	Neal Gier	Fire District Chairman
Pam McClain	Council Member	Glenn Van Patten	Fire District Commissioner
Sue Gabardi	Council Member	Bob Linderman	Fire District Commissioner
Kelly Peterson	Council Member	Andrew Stevens	Fire Chief
Karen Drown	Clerk	Mike Ruffing	Fire District Clerk
Elizabeth Barker	Treasurer	Concerned Citizens	

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

OLD BUSINESS

Minutes of April 19, 2021: Pam moved to approve the minutes from April 19, 2021. Neal seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS

Review and Consideration of 2021-2022 Joint Operations & Maintenance Fiscal Budget – Including additional staffing request and capital projects: Autumn reviewed the numbers that provided for the budget based on the Joint Management Agreement requirements. Michael moved to approve the preliminary budget with a 2% raise to the base salary. Pam seconded the motion. There was discussion on the increase of some items and the reduction of others. Michael noted it is crazy to see O & M going down but salaries going up. Andrew explained there is not a contingency figured into this budget as there was last year. He added he is making O & M leaner and meaner and moving into the 21st Century. Some of the technical rescue equipment they are upgrading is going to battery operated models. There was a discussion about volunteer numbers, Andrew noted fire volunteers are doing well but EMS is looking at a number of retirements. He also explained our career staff would cover EMS with the addition of the new career staff. Neal presented information in regards to an email Karen had sent to Mike Ruffing trying to determine the population of the fire district as it is not something the official census tracks. Neal had figures from the county they felt were close to what the district should be. Michael asked if the district was comfortable with the budget. Neal stated they were, but would like to see quarterly actual financial statements. There was a roll call vote on the motion. Kelly voted yes, Sue voted yes, Pam voted yes, Michael voted yes, Neal voted yes, Bob voted yes. The motion passed.

Review and Consideration of 2021-2022 Joint Fire Donation Fiscal Budget: Andrew stated he is still waiting on compressor grant and is nursing the current unit along. Kelly moved to approve the preliminary budget for the fire donation fund. Bob seconded the motion. It was noted the new compressor could be moved to a new station if the time came. If the grant is not received the fund would be reduced to pay for the compressor. There was no further discussion. Kelly voted yes, Sue voted yes, Pam voted yes, Michael voted yes, Neal voted yes, Bob voted yes. The motion passed.

CITIZENS CONCERNS – There were none.

MEETING ADJOURNED

Kelly moved to adjourn the meeting; Pam seconded the motion. There was no discussion. The meeting was adjourned at 7:02 PM.