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Spirit Lake Fire Commissioner Meeting Minutes	6/9/2021
	9:00 AM
	SLFPD Station 1 Training Room

Meeting called by	Commissioner Michael Sexsmith
Type of meeting	Regular Meeting
Facilitator	Commissioner Michael Sexsmith
Note taker	District Secretary Tammy May
Attendees	Commissioners: Dave Esterly and Mike Sexsmith. Commissioner Mark Miller was absent. Fire Chief John DeBernardi. District Secretary/Treasurer Tammy May
Pledge of Allegiance:	Commissioner Dave Esterly
Agenda change:	None.

Agenda Topic:	Additions/Deletions/Corrections/Approval of Minutes – May 19, 2021
Presenter:	N/A
COMMISSIONER ESTERLY made a motion to approve and sign the minutes for May 19, 2021.	
COMMISSIONER SEXSMITH seconded.	
The motion carried.	
Conclusion:	<i>The minutes for May 19, 2021 were approved and signed.</i>

Agenda Topic:	Financials
Presenter:	N/A
<p>a. <b>Approval of Bills.</b> The Board reviewed the list of bills and cash disbursements presented. Total cash disbursements for the period May 13, 2021 through June 9, 2021 were \$ (34,420.75). This included one transfer from LGIP (\$30,000) to cover bills and payroll. The bills for this period totaled \$5,708.39. The bills included credit card payments (1,684.68). Credit card payments included charges to Atomic Threads (\$919.47 for uniform polos). COMMISSIONER SEXSMITH made a motion to approve the bills and financial reports for this period.</p> <p>COMMISSIONER ESTERLY seconded. The motion passed.</p> <p>b. <b>Checks were signed.</b></p> <p>c. DISTRICT SECRETARY/TREASURER May informed the Board that Commissioner Sexsmith had participated in three personnel meetings last month, in addition to the 2 regularly scheduled Board Meetings. The Board agreed that Commissioner Sexsmith could be paid for the additional days he worked for the District on personnel matters.</p> <p>d. CHIEF DEBERNARDI mentioned that the Board had previously approved purchase of new recliners for the day room and that purchase was delayed due to COVID-19. He presented an updated quote for recliners for \$799 each. Lt Hill has requested two recliners at this time. We</p>	

can purchase two additional recliners later. The Board discussed this and decided to purchase all 4 recliners.

COMMISSIONER SEXSMITH made a motion to purchase 4 recliners at \$799 each.

COMMISSIONER ESTERLY seconded.

The motion passed.

- e. CHIEF DEBERNARDI informed the Board that in January of this year, we were invoiced for three sets of turnouts that had been ordered and received in the previous budget cycle. We had never received the invoice. This has caused our PPE budget to be at 90%. We need to purchase two sets of turnouts which will cause the budget to go over.

COMMISSIONER ESTERLY made a motion to purchase two sets of turnouts.

COMMISSIONER SEXSMITH seconded.

The motion passed.

<b>Conclusion:</b>	<i>The Board approved the bills and financial reports for May 2021. The Board approved purchasing 4 new recliners. The Board approved purchased 2 sets of turnouts.</i>
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<b>Agenda Topic:</b>	Old Business – Impact Fees
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<b>Presenter:</b>	Fire Chief DeBernardi
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**Discussion:** CHIEF DEBERNARDI reported that he had met with Anne Wescott Tuesday morning and discussed our vision for the future of the District including potential capital purchases. He then attended the Spirit Lake city council meeting Tuesday evening along with Chief Keeley (from KCEMSS) and Anne Wescott (from Galena Consulting). Anne Wescott gave the presentation. The City of Spirit Lake deferred making any decisions until their July meeting. CHIEF DEBERNARDI does have two potential members who are willing to sit on our committee.

<b>Conclusion:</b>	<i>None.</i>
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<b>Agenda Topic:</b>	New Business – Discussion about Commissioner Position #2
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<b>Presenter:</b>	n/a
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**Discussion:** SECRETARY/TREASURER MAY reported our deadline for moving forward is at our first July meeting (July 14, 2021). The Board was presented with gift options for discussion.

<b>Conclusion:</b>	<i>None.</i>
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<b>Agenda Topic:</b>	New Business – Discussion about Rank Consolidation
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<b>Presenter:</b>	Fire Chief DeBernardi
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**Discussion:** CHIEF DEBERNARDI stated that we have a dissimilar command structure between our three shifts and recommends making all three shift officers Captains. Thus, our two Lieutenants will need to be promoted to Captain. The Board agreed with this idea. Discussion ensued about how to strategically implement this change.

DISTRICT SECRETARY/TREASURER MAY has spoken with other fire districts in the area and their shifts have similar command structures. A few have no captains, just lieutenants. Northern Lakes has not

had Lieutenants since 2015. There was a discussion about how their changes were implemented. Currently, we have no additional funds to make a monetary change along with the title change. The contract has approximately \$6,000 difference between the Lieutenant and the Captain wage. We need to develop a job description for the Captain position. We will start with a title change and move in the direction of increasing wages as the budget allows. We want to be fair and transparent about this process. We will continue working on a job description and verbiage for an MOU.

<b>Conclusion:</b>	<i>We will continue working on a job description and verbiage for an MOU to change the title of Lieutenant to Captain and promote our current Lieutenants.</i>
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<b>Executive Session</b>
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COMMISSIONER SEXSMITH made a motion, seconded by COMMISSIONER ESTERLY, to enter executive session pursuant to provisions of Idaho Code 74-206 Sub Section 1 (a) to discuss the annual employee evaluation for Tammy May.

COMMISSIONER SEXSMITH called for a roll call vote:

- Commissioner Esterly – Yes
- Commissioner Miller – Absent
- Commissioner Sexsmith – Yes

Motion carried.  
Executive Session entered at 10:12 AM.

COMMISSIONER SEXSMITH made a motion, seconded by COMMISSIONER ESTERLY, to exit Executive Session and reconvene the Regular Meeting.

Motion carried.  
Executive Session ended at 10:40 AM. There was a discussion about Tammy May’s employee evaluation. No decisions were made. —

<b>Agenda Topic:</b>	New Business – Personnel Updates
<b>Presenter:</b>	n/a
<b>Discussion:</b> We will begin reviewing the documents for the new fire chief hiring process at the next Board meeting. The administrative assistant position will not need to be reviewed until next year.	
<b>Conclusion:</b>	<i>We will begin reviewing the documents for the new fire chief hiring process at the next Board meeting.</i>

## Adjournment

The Meeting was adjourned upon the motion of COMMISSIONER SEXSMITH and as seconded by COMMISSIONER ESTERLY at 10:50 AM. COMMISSIONER SEXSMITH called for a roll call vote:  
ROLL CALL VOTE:

Commissioner Esterly – Yes  
Commissioner Miller – Absent  
Commissioner Sexsmith – Yes

Motion carried.

Spirit Lake Fire Protection District, Fire Commissioners

Attest: Tammy May, District Secretary

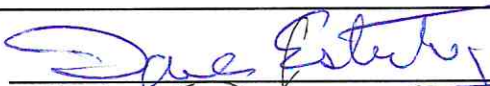

  


Approved:

Chairman, Commissioner District #2 Mark Miller \_\_\_\_\_

Commissioner District #1 Dave Esterly \_\_\_\_\_

Commissioner District #3 Mike Sexsmith \_\_\_\_\_

## BOARD ACTION:

- *The minutes for May 19, 2021 were approved and signed.*
- *The Board approved the bills and financial reports for May 2021.*
- *The Board agreed that Commissioner Sexsmith could be paid for additional days he worked for the District on personnel matters.*
- *The Board approved purchasing 4 new recliners.*
- *The Board approved purchased 2 sets of turnouts.*

## FOLLOW UP:

- *We will continue working on a job description and verbiage for an MOU to change the title of Lieutenant to Captain and promote our current Lieutenants.*
- *We will begin reviewing the documents for the new fire chief hiring process at the next Board meeting.*