

Spirit Lake Fire Commissioner Meeting Minutes	05/17/22
	9:00 AM
	SLFPD Station 1 Training Room

Meeting called by	Commissioner Mike Sexsmith
Type of meeting	Regular Meeting
Facilitator	Commissioner Mike Sexsmith
Note taker	District Secretary Tammy May
Attendees	Commissioners: Dave Esterly, Gary Pfahler, and Mike Sexsmith. Fire Chief John DeBernardi. District Secretary/Treasurer Tammy May
Pledge of Allegiance:	Dave Esterly
Public comments:	There were no members of public in attendance.
Agenda change:	None.

Agenda Topic:	Additions/Deletions/Corrections/Approval of Minutes – April 20, 2022.
Presenter:	N/A
<p>COMMISSIONER SEXSMITH made a motion to approve and sign the minutes for April 20, 2022.</p> <p>COMMISSIONER PFAHLER seconded.</p> <p>The motion carried.</p>	
Conclusion:	<i>The minutes for April 20, 2022, were approved and signed.</i>

Agenda Topic:	Financials
Presenter:	N/A
<p>a. Approval of Bills. The Board reviewed the list of bills and cash disbursements presented. Total cash disbursements for the period April 14, 2022, through May 11, 2022, were \$(16,141.99). There was one transfer from LGIP for \$60,000 to cover bills and payroll. The bills for this period totaled \$7,160.16. The bills included payments to Mastercard (\$1,118.74), State Insurance Fund for worker’s compensation (\$1,778.00), and Multicare Centers of Occupational Medicine (\$1,262) for a firefighter medical physical evaluation.</p> <p>COMMISSIONER SEXSMITH made a motion to approve the bills and financial reports for this period.</p> <p>COMMISSIONER ESTERLY seconded.</p> <p>The motion passed.</p> <p>b. Checks were signed.</p> <p>c. New structural engine: We received the invoice for the chassis. We did not receive notification from the General Fire salesman that the invoice would be coming. If we pay within 15 days of the invoice, we will receive a discount. The Board agreed to transfer funds from LGIP and have a check available for signing at the next meeting. In addition, the Board directed the secretary to contact Rosenbauer and inform them of our process.</p>	

d. **Impact Fees.** The current status is that the cities of Post Falls, Hayden Lake, and Rathdrum could begin collecting fees in July. The cities of Hauser Lake and Spirit Lake are lagging for reasons that are not clear. There was a discussion about what could be done to encourage the city of Spirit Lake to move forward. CHIEF DEBERNARDI has spoken with Mayor Cowperthwaite and there seems to be some confusion or misunderstanding about the process. Anne Wescott has talked with the city attorney to clarify the process. CHIEF DEBERNARDI did ask Anne Wescott to go ahead and start the process for getting Bonner County to approve collecting impact fees for Spirit Lake Fire, and not to wait for the process in Kootenai County to be complete.

Conclusion: *The Board approved the bills and financial reports for April 2022. Fire Chief DeBernardi will contact the mayor of Spirit Lake about impact fees.*

Agenda Topic:	Old Business – Update on Fire Chief Position
Presenter:	Secretary/Treasurer May
Discussion:	SECRETARY/TREASURER MAY reported that the background checks were complete, there were no issues with any of the candidates. The interviews have been scheduled for May 23 (three) and May 24 (two) at Station 1. CHIEF DEBERNARDI will not be present during the interviews but has spent some time with each candidate. Overall, the process of using Investigative Dynamics for the background checks was wonderful. The investigator was professional and indicated that this was an enjoyable case to work on. The Board agreed that we should use Investigative Dynamics for future background checks, including hiring lists.
Conclusion:	<i>None.</i>

Agenda Topic:	New Business – Discussion about establishment of bank accounts for impact fees
Presenter:	N/A
Discussion:	There was some discussion about the timing and the Board agreed that it is better to be prepared. The Board directed the secretary to gather some information from First Interstate about account type and fees required. A question was raised about collecting interest on the impact fees and the Board directed the secretary to ask our auditor about any issues with collecting interest.
Conclusion:	<i>District Secretary/Treasurer May will bring information about checking accounts and collecting interest on impact fees to the May 18 board meeting.</i>

Agenda Topic:	New Business – Discussion about public hearing for adoption of capital improvement plan
Presenter:	N/A
Discussion:	Idaho Statute 67-8206(3) requires any governmental agency intending to adopt a capital improvement plan to hold a public hearing. The board reviewed the draft for the public notice and suggested a minor clarification. The hearing will be June 8, 2022.
Conclusion:	<i>District Secretary/Treasurer May will submit a revised draft to the Board before publishing the notice of the public hearing.</i>

Agenda Topic:	Announcements
Presenter:	N/A
Discussion: COMMISSIONER PFAHLER and FIRE CHIEF DEBERNARDI attended a retired law enforcement luncheon last month in Coeur d'Alene. This is a regular meeting that usually has about 30 to 40 participants.	

Executive Session
<p>COMMISSIONER SEXSMITH made a motion, seconded by COMMISSIONER PFAHLER, to enter executive session pursuant to provisions of Idaho Code 74-206 Sub Section 1 (a) and (b) to discuss personnel issues.</p> <p>COMMISSIONER SEXSMITH called for a roll call vote:</p> <p>Commissioner Esterly – Yes Commissioner Pfahler – Yes Commissioner Sexsmith – Yes</p> <p>Motion carried. Executive Session entered at 9:57 AM.</p> <p>COMMISSIONER SEXSMITH made a motion, seconded by COMMISSIONER ESTERLY, to exit Executive Session and reconvene the Regular Meeting.</p> <p>Motion carried. Executive Session ended at 10:35 AM. There was a discussion about personnel issues. No decisions were made.</p>

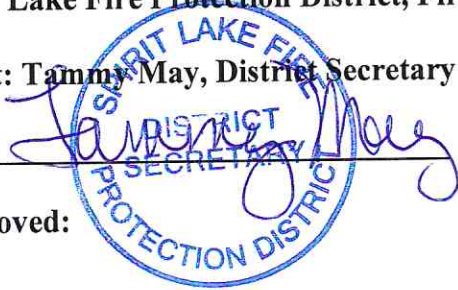
Adjournment

The Meeting was adjourned upon the motion of **COMMISSIONER SEXSMITH** and as seconded by **COMMISSIONER ESTERLY** at 10:35 AM. **COMMISSIONER SEXSMITH** called for the vote, and all agreed to the motion. No roll call vote was taken.

Motion carried.

Spirit Lake Fire Protection District, Fire Commissioners

Attest: Tammy May, District Secretary



Approved:

Commissioner District #1 Dave Esterly



Commissioner District #2, Gary Pfahler



Chair, Commissioner District #3 Mike Sexsmith



BOARD ACTION:

- *The minutes for April 20, 2022, were approved and signed.*
- *The Board approved the bills and financial reports for April 2022.*

FOLLOW UP:

- *Fire Chief DeBernardi will contact the mayor of Spirit Lake for an update about impact fees.*
- *District Secretary/Treasurer May will bring information about checking accounts and collecting interest on impact fees to the May 18 board meeting.*