

Minutes of the

SAGLE FIRE REGULAR Meeting

May 13, 2020

**Proudly Serving Sagle, Sandpoint & Westside Communities**



Chair Croft called the meeting to order at 5:30 p.m. Board members present: Mark Croft, Matt Linscott, Tom Trulock (by phone), Jim Woodward and Interim Chief Hopkins and recording Secretary RuthAnn Zigler.

**CONSENT AGENDA**

Commissioner Linscott made a motion to approve the Regular Meeting minutes on May 13, 2020 as presented. Commissioner Woodward seconded and the motion carried.

**FINANCIALS**

Commissioner Linscott made a motion to approve the accounts payable as presented. Commissioner Woodward seconded and the motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD COMMENTS**

There were no Board comments.

**REPORTS**

Chief’s Monthly Report

Incident update: For the month of April we responded to 88 incidents; Sandpoint responded to 43, Sagle/Careywood responded to 38 and Dover/Wrenco responded to 7.

Sagle and Westside are now responding to all EMS calls. Crews are still staging on COVID-19 calls unless Bonner County EMS requests them to respond in the event they are delayed. The Sandpoint crew are staging at the Sandpoint station for EMS calls instead of on scene. All crews will use the provided PPE equipment in the event they are requested to respond on a COVID-19 incident.

As of tomorrow morning, an email will be sent notifying the crew that we will be returning to normal operations in Sandpoint with the exception, of not going to nursing homes per the nursing homes request.

Employee update: Two Sandpoint employees have been out on medical leave; one has returned to full duty.

Volunteer/resident update: The Dover residents have been working with the Battalion Chiefs to clean and organize the Dover station. They are also working on a plan to improve the sleeping quarters.

Training update: Training has been returned to the regular schedule. Due to COVID-19, crews and volunteers from the different stations were not training together.

Maintenance Update: All apparatus is in service except for the fire boat. The jet pumps on the boat have been rebuilt and are now being installed and should be back in service in two to three weeks. Ladder 1141 went to Spokane for a water pump and drive shaft seal replacement and ladder realignment. The ladder rack on 1231 needs replaced due to a problem with the actuators which resulted in the tweaking and breaking of the cast ladder frame.

Other: The concrete flooring around one of the toilets at the Wrenco station is in the process of being pulled up and replaced, and plumbing is being repaired.

The living quarter walls at the Sandpoint station have been repainted; the kitchen cabinets will be refinished when time allows.

The Sagle Budget hearing has been scheduled for August 12, 2020 at 5:15 p.m.

Finance Report

Interim Chief Hopkins gave the April financial report.

**OLD BUSINESS**

Update on RFP’s for the Fire Service Operations Study: Interim Chief reported that we have received five RFP responses. Representatives from the Sagle, Sandpoint and Westside Boards will review the proposals and make a selection. Commissioner Woodward volunteered to be the representative for Sagle Fire.

Update on Deep South Tender: Interim Chief Hopkins reported that Deep South, the company that the water tender was ordered through from the Volkswagen Grant, is currently on shut-down from COVID-19; the completion and delivery of the new water tender is uncertain at this time.

Discussion and possible approval of wildland firefighter lead position job description: Interim Chief Hopkins emailed a revised limited-term firefighter job description for the Board’s review and comments. The revised job description includes an increase in pay for the lead wildland firefighter. Zach Pohl and Dan Parrish have been hired as this year’s limited-term firefighters with Zach Pohl as the lead.

Commissioner Linscott made a motion to increase the lead wildland firefighter rate by $2.00 and accept the revised job description as presented. Commissioner Trulock seconded and the motion carried.

**NEW BUSINESS**

Discussion and possible approval to accept and sign the DeCoria, Maichel & Teague’s representation letter: The representation letter from DeCoria, Maichel & Teague was distributed to the Board for their review. Interim Chief Hopkins stated that he reviewed the letter and the draft audit and also had the auditors explain questions he had with the audit in terms that he could understand.

The Board approved the representation letter from DeCoria, Maichel & Teague and Chairman Croft signed.

Discussion and possible approval of the revised Staffing Procedures: A copy of the revised Staffing procedures was distributed to the Board for their review and comments.

Commissioner Linscott made a motion to approve the revised Staffing Procedures as presented. Commissioner Trulock seconded and the motion carried.

**EXECUTIVE SESSION**

Commissioner Linscott made a motion to move into Executive Session pursuant to Idaho Code §74-206A (1) (b). Commissioner Woodward seconded and the motion carried.

Returned to regular session at 7:20 p.m.

**ADJOURNMENT**

The meeting adjourned at 7:21 p.m.