

# ROCK CREEK FIRE PROTECTION DISTRICT

RCFD Commissioner's  
Meeting Minutes

December 11, 2019  
9:00 AM

Location: 1559 Main St. North, Kimberly, ID 83341

The RCFD regular meeting was called to order at 9:00 a.m. by Commissioner Norris.

## **Attendance:**

**Commissioners:** Marvin Norris, Doug Fisher, Brad Perkins

**Staff:** Fire Chief Aaron Zent, Asst. Chief Greg Vawser, District Clerk Jennifer Egbert, Tim Daniels, Gary Sabin, Captain Jason Freeman, Brent Black, Kyler Hartley, Taylor Hunsaker, Dee Hunsaker

**Others:** Todd Ballard

**Flag Salute / Pledge of Allegiance:** Commissioner Norris asked Fire Chief Aaron Zent to lead us in the Pledge of Allegiance.

A motion to amend the agenda to add an Executive Session for Idaho Code 74-206(1)(a) was presented.

**MOTION** by Commissioner Norris, 2<sup>nd</sup> by Commissioner Fisher to amend the agenda as presented...

**MOTION CARRIED...**

## **EXECUTIVE SESSION**

**MOTION** by Commissioner Norris, 2<sup>nd</sup> by Commissioner Fisher to enter Executive Session as pursuant to Idaho Code 74-206 (1) (a) as presented ...

**MOTION CARRIED...**

Entered 9:02 a.m.      Exited 9:13 a.m.

**Approval of Previous Minutes:** Copy on file.

The Minutes from the November 2019 regular meeting minutes were presented.

**MOTION** by Commissioner Fisher, 2<sup>nd</sup> by Commissioner Norris to approve minutes for the November meeting as presented...

**MOTION CARRIED...**

## **REPORTS:**

### **Fire Chief's Report: Aaron Zent**

For the month of November, the Fire Department and QRU responded to 119 calls.

- Our Fire and QRU members were recognized by Magic Valley Paramedics last week for the great working relationship we have.
- Three members received their Driver/Operator certification: Tim Daniels, Kyler Hartley, and Brent Black.
- Promotional testing for the Captain position was completed with Gary Sabin being selected as the new shift captain. We also completed firefighter testing and built an eligibility list for hiring.
- We have advertised for new volunteer members and received several applications and hope to bring in some new members after the first of the new year.
- Jennifer, Greg, and Chief Sent attended the Fire Commissioner conference in Coeur d'Alene. We will be updating some of our policies and procedures to go with the recommendations that were given at the conference.
- The district Christmas party will be held December 16<sup>th</sup> at 6:00 at the station.
- The annual banquet will be January 11<sup>th</sup> at 6:00 at the station.
- The 2020 SAFER Grant will be opening soon. The Commissioners agreed it is something we want to put in for again.

- Discussion about going for a levy increase in May was brought up. The Commissioners agreed they do want to look into this and we will be getting more information for the January meeting.
- TFFD will begin charging a plan review fee January 1, 2020 and we will follow suit.
- Jennifer and Chief Zent met with Lori Bergsma with Balanced Rock Insurance to discuss our insurance renewal for the next year. Chief Zent presented a new policy for volunteers for and EAP benefit to be added to included volunteers. The cost would be around \$120.00 a month for this benefit.

**MOTION** by Commissioner Perkins, 2<sup>nd</sup> by Commissioner Norris to approve the insurance renewal and add the EAP policy for the volunteers as presented...

**MOTION CARRIED...**

- Shift assignments for the new year have been made. Gary Sabin will do training, Jason Freeman will do ISO, inspections, reports and records, and Stacey Thomas will do maintenance.
- We have added the additional closets to the meeting room for storage to open the sleeping quarters for the shift change.
- We had to replace the copy machines in the lobby and kitchen due to Microsoft update issues.
- We are looking at sending a volunteer through the CSI EMT course this spring and hosting an EMR class through the district.
- We received a thank you email from the Interim Director at SIRComm thanking us for the hospitality and training of their new employees. Several of them came over and toured the station and worked the guys on shift.

#### **Maintenance Report:**

- 25-1121 Rebuilt the air auto eject solenoid and reinstalled. Kyler Hartley
- 25-812 Engine surging, Rush International found shavings in the fuel tank. They removed and filtered the fuel and replaced both fuel filters.
- 25-407 Pump discharge pressure sensor.
- Station 2 heater had a fan failure. Replaced the fan timers in both heaters.

#### **Training and EMS/ORU Report:**

In the month of November there was 201-man hours of training.

- We had 3 people attend the Ski & Mountain trauma conference in Sun Valley.
- There will be a training calendar for Fire and EMS for the upcoming year.
- We had 3 volunteers hired by Magic Valley Paramedics for full time EMT positions.

#### **Local 4973: Tim Daniels**

- The Memorandum of Understanding was presented regarding the new shift changes and how vacation, sick, and holiday pay is accumulated.

**MOTION** by Commissioner Perkins, 2<sup>nd</sup> by Commissioner Fisher to approve the memorandum of understanding with the Local 4973 as presented...

**MOTION CARRIED...**

#### **Financial, Accounts Payable and Payroll Report: Jennifer Egbert** Copy on file.

presented the Financial, Accounts Payable and Payroll Reports.

**MOTION** by Commissioner Fisher, 2<sup>nd</sup> by Commissioner Perkins to approve the Financial, Accounts Payable and Payroll reports as presented ...

**MOTION CARRIED...**

#### **PUBLIC INPUT**

## **OLD BUSINESS**

## **NEW BUSINESS**

- With the shift change schedule coming in January we will be moving to a 28-day pay period for the district. This will require our meeting schedule to change so we can approve the payroll and bills. Commissioner meetings will be held every 4 weeks beginning February 6, 2020. Jennifer will get the schedule sent out in the news paper and posted on the building, website and social media pages. **MOTION** by Commissioner Fisher, 2<sup>nd</sup> by Commissioner Norris to move to a 28 day pay cycle and change the meeting schedule as presented...  
**MOTION CARRIED...**

## **ADJOURNMENT**

The meeting adjourned at 10:35 a.m.

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**District Clerk**

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**Chairman**