

**STAR FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
May 14, 2020 – 5:00PM**

A Regular Meeting of the Star Fire Protection District was held in the Public Meeting Room of Star Fire Administrative Headquarters, 11665 W. State Street, Suite B, Star, Idaho. Chairman Moyle called the meeting to order at 5:00 p.m.

**Roll Call:** Commissioner Jared Moyle, Steve Martin and Tim Murray were all present at the meeting.

**Staff Present:** Chief Timinsky, District Administrator Robin Ward and Attorney Gigray were all present. Due to COVID-19 meeting restrictions, DC Sparks and DC Islas were not present.

**COVID 19 – Notice: Under authority of Governor’s partial Open Meeting Law Suspension Proclamation March 13, 2020:**

Meeting Room Occupancy Restrictions: Meeting attendance was restricted to minimal District staffing (ie. Commissioners, Fire Chief, District Administrator or District Secretary). Public attendance was limited to phone-in attendance only. No one from the public or staff requested to attend via teleconference.

**Approval of Meeting Agenda:** District Administrator Ward reported that the Original Agenda Notice of the Regular Meeting of the Board was posted prior to 5:00 p.m. on May 12, 2020, at Star Fire Station #1, Star Fire Administrative Headquarters and on the District website starfirerescue.org.

Chairman Moyle moved to approve the agenda as posted. Comm. Martin seconded the motion, motion passed unanimously.

*(NOTE: The original Agenda Notice has been attached to these Meeting Minutes.)*

**Approval of Minutes:** Chairman Moyle reported that the Board had reviewed the draft Minutes of the Regular Meeting held on April 9, 2020, as presented, and found them to be consistent with what occurred at those meetings.

Comm. Martin moved to approve the Minutes of the Regular Board Meeting held on April 9, 2020, as presented. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.

**Financial Reports:** District Administrator Ward presented the Treasurer’s Report of the District’s financial status and fund investments and requested approval for payment of expenses as presented in the *Treasurer’s Report*.

Comm. Martin moved to accept and approve the Treasurer's Report and Fund Investments as presented. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.

Comm. Martin moved that the disbursement of funds from the District’s treasury of available funds for the payment of bills in the total sum of \$490,465.09 be authorized. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.

*(NOTE: A copy of District Administrator Robin Ward’s detailed Treasurer Report has been attached to these Meeting Minutes.)*

**Public Comment/Special Presentations:**

2019 Audit Report was presented by Jordan Zwygart of Zwygart John CPA’s via teleconference.

**Staff Reports:**

**Chairman of the Board:** Chairman Moyle thanked the crews, recently had a family member that needed transported.

**Vice Chairman of the Board:** Comm. Murray had nothing additional to report.

**Treasurer of the Board:** Comm. Martin had nothing additional to report.

**Star Fire Chief, Greg Timinsky:** Chief Timinsky reported on the following items:

- **Operations and General Information:**
  - Coronavirus (COVID19) – Meetings continue to be on going, guidance and procedures are constantly changing. City of Star has had approximately 13 COVID-19 cases, one probable case since March 5<sup>th</sup>.
  - Vacant Firefighter Position – Interview process is complete for the internal posting of the fire fighter position within Star and Middleton. Went very well, had four candidates, plan to make an offer of employment by Friday.
  - Possible Vacancy – four Star employees have applied for a position in Eagle, if one of them is chosen we will have another vacancy in the next month or so.
  - Negotiations – Local President provided a letter from the Local to be presented this evening, notifying the District that they would like to start negotiations sometime June.
- **Prevention/Community Growth:**
  - Nothing to report.
- **Training:**
  - Due to the Coronavirus, all training has been postponed or cancelled.

**Deputy Chief Sparks:** None

**District Administrator:** Robin Ward reported that all items are on the agenda.

**Firefighters Union Representative:** Chief presented the letter received by the Local requesting that negotiations start sometime in June.

**Attorney Report:** Attorney Gigray provided his written report and gave a brief update on Impact Fees, as noted below.

**Committee Reports:**

- **Impact Fee Committee:**
  - Canyon County – Meeting schedule for June 12<sup>th</sup>, they should be adopting.
  - City of Eagle – Still no progress.

**Unfinished/Tabled Business Scheduled for the Regular Meeting:**

- **Treasure Valley Fire Authority JPA** – Chief Timinsky had nothing new to report.
- **ACCESS (Ada County City EMS System)** – Chief Timinsky reported that they continue to discuss on going changes to procedures due to COVID-19.
- **New Station 1 and District HQ Remodel** –
  - Chief Report – Progress continues on the remodel. Will provide a tour after the meeting.
  - Bond Update – DA Ward reported that the current draw amount to date is \$800,000. A second draw is in progress for an additional \$950,000.

- **Star Fire District and City of Star Agreement for Real Property Ownership for 11665 W State St., Star, Idaho** – Chief reported that the City plans to sign the amended agreement the first meeting in June and will then decide if they are interested in pursuing the purchase of old Station 1. He has received the appraisal.

**New Business:**

- **2019 Audit Report:** Chairman Moyle moved to approve the 2019 Audit Report as presented by Zwygart John CPA's. Comm. Martin seconded the motion, motion passed with a unanimous vote.
- **Policy Code Updates:**
  - Title 8, Chapter 2: Chairman Moyle moved to adopt Resolution 2020-05 Adding Section 6 to Chapter 2 of Title 8 Providing a Fiscal Policy when creating a Foregone Amount per House Bill No. 354. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
  - Title 12, Chapter 2, Section 3, Sub-Section 1: Chairman Moyle moved to adopt Resolution 2020-06 Providing for Changes to Title 12, Chapter 2, Section 3, Sub-section 1 - Public Records Law per House Bill 601. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
  - Title 13, Chapter 2, Section 2, Sub-section 6: Chairman Moyle moved to adopt Resolution 2020-07, Providing for Changes to Title 13, Chapter 2, Section 2, Sub-section 6, Public Records Law changes per Senate Bill 1338a. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
- **Cross Ingress Egress and Utility Deed of Easement and Maintenance Agreement:** Comm. Martin moved to approve the Cross Ingress Egress and Utility Deed of Easement and Maintenance Agreement with Fun and Games Holding LLC and to Authorize the Chairman to Execute the Agreement pertaining to the District's Station 2 Property on Kingsbury in Middleton. Comm. Murray seconded the motion, motion passed with a unanimous voice vote.
- **Surplus Equipment** – Chief Timinsky provided the Surplus Personal Property Recommendation Form to surplus 15 Scott SCBA airpicks, regulators and mask.  
  
Chairman Moyle moved to adopt Resolution 2020-08 Declaring that the 15 Scott SCBA Airpicks are no Longer Useful and Directing the Fire Chief to dispose of. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
- **2020 Amended Budget Hearing:** Comm. Murray moved to schedule a Budget Hearing for June 11, 2020, at 5:00 p.m. to consider Amending the 2020 Budget. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.
- **Records Destruction:** DA Ward reported that multiple boxes of old records had been sorted out and categorized and is requesting authorization to destruct those as listed.

Chairman Moyle moved to adopt Resolution 2020-09, Authorizing the Destruction of Fire Records upon Request of the Fire District Secretary/District Administrator as listed. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

**Executive Session:** Chairman Moyle announced that there was no need for an executive session at this time.

**Announcement of the Next Meeting:** Chairman Moyle announced that the next regular meeting is scheduled for Thursday, June 11, 2020, at 5:00 p.m. at 11665 W State St., Suite B, Star, Idaho.

Chairman Moyle moved to adjourn the meeting. Comm. Murray seconded the motion, motion passed unanimously. Regular Meeting adjourned at 5:45 p.m.

Minutes submitted by: \_\_\_\_\_  
Robin Ward, District Administrator

Minutes approved by the Board of Commissioners at the June 11, 2020, Regular Meeting of the Board.

\_\_\_\_\_  
Jared Moyle, Chairman

**Appended to these Minutes:**

- Agenda Notice
- Treasurer's Report prepared by District Administrator Robin Ward
- Attorney's Report and Memo's if Applicable