

**STAR FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING AND PUBLIC HEARING MINUTES
January 10, 2019 – 7:00PM**

A Regular Meeting of the Star Fire Protection District was held in the Public Meeting Room of Star City Hall, 10769 W. State Street, Star, Idaho. Chairman Moyle called the meeting to order at 7:00 p.m.

Roll Call: Commissioner Jared Moyle and Steve Martin were present. Brian Fendley was absent from the meeting.

Staff Present: Chief Timinsky, District Administrator Robin Ward and White Peterson Attorney William F. Gigray were all present.

Approval of Meeting Agenda: District Administrator Robin Ward reported that the Original Agenda Notice of the Regular Meeting of the Board was posted prior to 5:00 p.m. on January 8, 2019, at Star Fire Station #1, Star Fire Station #2 and on the District website.

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 December 13, 2018, as presented, and found them to be consistent with what occurred at that meeting.

Comm. Martin moved to approve the Minutes of the Board Meetings held on December 13th, 2018, as presented. Chairman Moyle seconded the motion, motion passed unanimously.

Public Hearing: Consider Increasing Apparatus Maintenance Service Fees and Establishing an Annual Commercial Compliance Fee:

Chairman Moyle moved to open the public hearing. Comm. Martin seconded the motion, motion passed with a unanimous voice vote. Public hearing was opened at 7:02 p.m.

- Staff Report – District Administrator Robin Ward reported that the hearing notice was published in the Idaho Statesman and Idaho Press Tribune on December 29, 2018, and January 3, 2019, as required by law.
- Public Input – none

Chairman Moyle moved to close the public hearing. Comm. Martin seconded the motion, motion passed with a unanimous voice vote. Public hearing was closed at 7:03 p.m.

Chairman Moyle moved to adopt Resolution 2018-167 Adopting the New Annual Commercial Compliance Fee and Increasing the Apparatus Maintenance Service Fees. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

Financial Reports: District Administrator Robin 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 \$259,843.45 be authorized. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.

(NOTE: A copy of Robin Ward's detailed Treasurer Report has been attached to these Meeting Minutes for review.)

Public Comment/Special Presentations:

- A special presentation was made to Blake Trailers of Star. Star Firefighters Local 4716 presented the family with a wall plaque in appreciation for their continued support to the Fire District and for the donation of a shotgun to the annual Hunter's Breakfast for the past 40 years.
- IIIA Insurance Annual Report: Amy Manning presented the Annual Report, Lisa Fritz was also in attendance.

Staff Reports:

Chairman of the Board: Chairman Moyle had nothing additional to report.

Vice Chairman/Secretary of the Board: Comm. Fendley was not in attendance.

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:**
 - Maintenance Division – Continues to stay busy.
 - The District and the City of Star now own the old Vitamin Factory, we closed on the 27th of December as planned. We have walked all the crews through the building and contacted the architect that originally designed it. Robin Ward and I have been working on the RFQP process that is on the agenda.
 - I have been working with the City of Star on the Unified Development Code on addressing the possible need for a ladder truck in Star.
 - All other items are included on the agenda.
- **Prevention/Community Growth:**
 - Community is still growing fast, continue to have lots of interest in commercial and residential.
- **Training:**
 - Joint training is going great, the Joint Calendar is up and running for 2019.

Firefighters Union Representative: Preparing for the annual PFFI Convention and will be watching the legislative items.

District Administrator: Robin Ward had nothing additional to report.

Attorney Report: Attorney Gigray provided an updated report on current items being worked on which are included on the agenda. He also commended everyone that worked on the purchase of the new building with the City, thought they did an excellent job getting that done in such a short time frame.

- **Impact Fees:** Still working with Ada and Canyon Counties, have not made any progress in Ada County. A meeting is scheduled with Canyon County Commissioners on January 17th, hope to make some progress there.

Committee Reports:

- **Impact Fee Committee:** Attorney Gigray reported earlier that a meeting is scheduled with Canyon County on January 17th.

Unfinished/Tabled Business Scheduled for the Regular Meeting:

- **Treasure Valley Fire Authority JPA** – Continue working together on Lexipol Policies and have watched some presentations on the set up.
- **ACCESS (Ada County City EMS System)** – Chief Timinsky reported that they recently met and elected 2019 officers.
- **Policy Code Updates:**
 - Title 6, Chapter 1, Deputy Chief Position – On Hold

- Title 6, Chapter 5, District Administrator Position – On Hold
- **Consider Approving Kuna Interagency Contract for Administrative Services:** Kuna’s Chairman of the Board Bud Beatty was in attendance. Chairman Beatty expressed their appreciation for the agreement and continued support from Robin Ward to get her replacements trained.

Chairman Moyle moved to adopt Resolution 19-168, Authorizing the Chairman of the Board to Execute the “Kuna Interagency Contract for Administrative Services” between the Star Fire Protection District and Kuna Rural Fire District. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

New Business:

- **Annual Election of Officers -** Comm. Martin nominated and so moved the following for nominations for the 2019 Officer positions:
 - Chairman – Comm. Moyle
 - Vice Chairman – Comm. Fendley
 - Treasurer – Comm. Martin
 - Secretary – District Administrator Robin Ward
 Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.
- **Annual Appointments –** Chairman Moyle moved to make the following appointments for 2019:
 - Fire Chief – Greg Timinsky
 - Maintenance Division Chief – Dusty Ballantyne
 - Attorney – White Peterson
 Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
- **Annual Standing Committee Appointments -** Chairman Moyle moved to appoint the following Commissioners to each committee:
 - Budget Committee: Comm. Fendley
 - Negotiations Committee: Comm. Moyle, Martin and Fendley
- **Schedule Regular Monthly Meetings –** Chairman Moyle moved to hold the regular scheduled monthly meetings of the Board on the 2nd Thursday of each month for 2019. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
- **Consider Approving Middleton Interagency Contract for Administrative Services –** Comm. Martin moved to adopt Resolution 19-169, Authorizing the Chairman of the Board to Execute the “Middleton Interagency Contract for Administrative Services” between Star Fire Protection District and Middleton Rural Fire District. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.
- **Consider Approval of “Request for Qualifications and Proposal for Fire Station Remodel Design and Consulting Services” –** Commissioners reviewed the publication that had been prepared by Chief Timinsky and District Administrator Ward. Chairman Moyle moved to authorize the Chief and Ward to publish RFQP SF19-01 for Architectural and Engineering Services. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

EXECUTIVE SESSION OF THE BOARD OF COMMISSIONERS: Chairman Moyle moved to convene into Executive Session under Idaho Code 74-2016 (1) (b) and to have District Administrator Robin Ward and Attorney Gigray remain in the session. Comm. Martin seconded the motion, a roll call

vote was taken and passed unanimously. Commissioners convened into executive session at 8:00 p.m. Robin Ward was excused from the Executive Session at 8:05 p.m. and Attorney Gigray was appointed to act as the Secretary for the remainder of the Executive Session.

Second Portion of the Executive Session Board of Commissioners Special Meeting of January 10, 2019– These Executive Session minutes start at 8:05 p.m. at which time Robin Ward was excused from the Executive Session and Commissioners Moyle and Martin then assigned Wm. F. Gigray, III as secretary of the continuing Executive Session. The Commissioners and Wm. F. Gigray, III were in attendance. There was an exchanged information with all in attendance regarding the subject matter of the Executive Session. Fire Chief Timinsky was then invited to the Executive Session and was in attendance along with Wm. F. Gigray, III at 8:15 p.m.. The Commissioners, then exchanged information with all in attendance regarding the subject matter of the Executive Session. Then a motion was made by Commissioner Moyle and seconded by Commissioner Martin to come out of executive session. The motion passed unanimously.

This portion of the minutes by William F. Gigray

Chairman Moyle resumed the regular meeting at 8:30 p.m. and announced that information was received during the Executive Session in relation to the purposes for the session, and no action was taken.

Consider Administrative Staff and Maintenance Division Staff Annual Salary Increases and Benefits: Chairman Moyle moved to increase the following Administrative and Maintenance Division Staff Salaries to the following and to approve an HRA VEBA of \$500 per year, and 1/4% District match for each 1% contributed by the employees, up to a District maximum of 1% to a 401k PERSI Choice Plan:

- Fire Chief - \$100,700/annual salary
- Deputy Chief of Operations - \$87,555/annual salary
- District Administrator - \$85,696/annual salary
- Division Chief of Maintenance - \$81,900/annual salary

Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

Announcement of the Next Meeting:

Chairman Moyle announced that the next regular meeting scheduled for February 14th will be re-scheduled for possibly Wednesday February 13th depending on the availability of the meeting room. Chief Timinsky will check in to and notify the Board. Meeting will be held at Star City Hall.

Chairman Moyle moved to adjourn the meeting. Comm. Martin seconded the motion, motion passed unanimously.

Regular Meeting adjourned at 8:35 p.m.

Minutes submitted by: _____
Robin Ward, District Administrator

Minutes approved by the Board of Commissioners at the February 13, 2019, Regular Meeting of the Board.

Appended to these Minutes:

- Agenda Notice
- Treasurer's Report prepared by Ward
- Attorney's Report and Memo's