

**STAR FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES  
February 27, 2019, 12:00 PM**

A Special Meeting of the Star Fire Protection District was held in the Meeting Room of Star Fire Station 2, 22585 Kingsbury, Middleton, Idaho. Chairman Moyle called the meeting to order at 12:00 p.m.

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

**Staff Present:** Chief Timinsky and District Administrator Robin Ward were present.

**Approval of Meeting Agenda:** District Administrator Robin Ward reported that the Original Agenda Notice of the Special Meeting of the Board was posted prior to 12:00 p.m. on February 26, 2019, at Star Fire Station #1, Star Fire Station #2 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.)*

**RFQP SF19-01 – Request for Architectural Design and Engineering Services for the Remodel of the New Facility located at 11665 W State St., Star, Idaho:**

- District Administrator Robin Ward reported that she and the Fire Chief had conducted interviews with each of the submitters as directed:
  - BRS Architects on February 22, 2019
  - neUdesign Architecture on February 25, 2019
- Chief Timinsky provided his report and Final Recommendation and Ranking to the Board based on the additional information obtained through the interview process.
- The Commissioners reviewed and discussed the information provided by the Chief.

Chairman Moyle moved to approve the Star Fire Protection District Request for Architectural/Engineering Services Qualifications and Proposal No SF19-01 Board Determination Form that reflects the First Preference to be BRS Architects and the Second Preference to be neUdesign Architecture and to authorize Chief Timinsky to commence negotiations with BRS Architects for a contract or agreement and to report back to the board. Comm. Martin seconded the motion, motion passed unanimously.

Comm. Martin moved to adjourn the meeting. Chairman Moyle seconded the motion, motion passed unanimously. Special Meeting adjourned at 12:15 p.m.

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

Minutes approved by the Board of Commissioners at the March 14, 2019, Regular Meeting of the Board.

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

**Appended to these Minutes:**

- Agenda Notice