

**STAR FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
January 9, 2020 – 7:00PM**

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, Star, Idaho. Chairman Moyle called the meeting to order at 7:00 p.m.

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

Staff Present: Chief Timinsky, District Administrator Ward, Deputy Chief Sparks and White Peterson Attorney William Gigray were present.

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 January 7, 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.)

Swearing in of Fire District Commissioners and Oath of Office Certificates: Comm. Martin swore in the two newly elected officials, Comm. Moyle and Comm. Murray, each recited the “Oath of Office” and he presented the Oath of Office Certificates to each.

Approval of Minutes: Chairman Moyle reported that the Board had reviewed the draft Minutes of the Regular Meeting held on December 12, 2019, and the Special Meeting on December 17, 2019, as presented, and found them to be consistent with what occurred at those meetings.

Chairman Moyle moved to approve the Minutes of the Regular Board Meeting held on December 12, 2019, and the Special Meeting held on December 17, 2019, as presented. Comm. Martin 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 noted that the increased amount of bills presented was due to two months of health insurance as well as building remodel costs.

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 \$227,122.54 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.)

Commissioners directed DA Ward to contact the bank and make the necessary arrangements to remove ex-commissioner Fendley as a signer on the District bank accounts and to add new Commissioner Murray as a signer on the accounts.

Public Comment/Special Presentations: None

Staff Reports:

Chairman of the Board: Chairman Moyle thanked the Chief and District for the Commissioner Helmet that was given to his Dad for his past years of service. He was very grateful and appreciative.

Vice Chairman of the Board: Vacant

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 – Shop is busy as normal.
 - Victor Islas, Deputy Chief of Health and Safety has relocated to District Headquarters location. His responsibilities will include Fire Code Official, EMS, Dispatch Communications, Public Relations, Health and Safety for our internal and external customers, and so on for both Star and Middleton.
 - Deputy Chief Sparks has taken over Operations for Middleton and will continue for Star.
 - Tenzinga evaluations for Star and Middleton are being merged, so it will be under one platform and easier to manage.
 - Future Star Station 1 building remodel is moving forward, rough plumbing is almost complete and they will be pouring concrete and cutting windows soon.
 - Apparatus Committee findings are complete and will be presented later in the meeting.
 - We have a new City Mayor, Council Woman and Mr. David Hershey is the new City Council President, we look forward to working together.
 - 2020 is going to be a lot of work and learning for everyone. I am very optimistic that we are going to see a tremendous amount of growth in Star, even more than in the past couple years, and it will include Middleton and the entire Hwy 44 corridor.
 - I will be working on a list of goals for both Districts and plan to work on a forecast for the next couple of years.
- **Prevention/Community Growth:**
 - Continue to see new development being proposed from this building to the west on both sides of Hwy 44, several commercial lots with apartments and townhouses.
- **Training:**
 - Joint basement fire training in Meridian went well, all other training is also going well.

Firefighters Union Representative: Kelly Chadd was present and welcomed Comm. Murray. He would like the opportunity to meet with each board member. Fire Ops 101 is coming up and he invited Comm. Murray to participate.

District Administrator: Robin Ward had nothing additional to report, all items are on the agenda.

Attorney Report: Attorney Gigray reported on the items being worked on, all items are on the agenda.

Committee Reports:

- **Impact Fee Committee:** Attorney Gigray reported on the following:
 - Ada County – All documents required by the District are complete. Everything is in process at the County. Mr. Gigray suggested that DA Ward get in touch with Anne Wescott and plan a conference call with the County to figure out the administration fee with the County.
 - Canyon County – Seems to be moving forward, P&Z has scheduled a hearing for February 20th, 2020, at 6:30 p.m. Sounds like they will be recognizing the existing Committees of each District.
 - City of Eagle – No progress, sent requested documents on December 19th to the City Attorney.

Unfinished/Tabled Business Scheduled for the Regular Meeting:

- **Treasure Valley Fire Authority JPA** – Chief Timinsky reported that he was unable to attend the last meeting due to a conflict in scheduling. Nothing new to report.
- **ACCESS (Ada County City EMS System)** – Chief Timinsky ask for a volunteer from the Board to be the District’s representative on the Executive Board since Brian Fendley was no longer serving. Comm. Martin was appointed the Districts Representative to service on the ACCESS Board.
- **New Station 1 and District HQ Remodel** –
 - Chief Report – As reported earlier, making progress on the remodel.
 - Bond RFP Update – Reviewed the RFP Responses and Recommendation by Clearwater, Bond Council and District Staff. All recommended the proposal from Umpqua Bank with the 15 year fixed rate, with a rate adjustment in year 16 and no cap.

Chairman Moyle moved to award the Bond RFP to Umpqua Bank with a 15 year fixed rate and a rate adjustment in the 16th year, with no early payoff fee after the fifth year, as presented and to authorize Bond Council, Municipal Advisor and Staff to work with the Awardee to draft the Bond Ordinance for consideration. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

- **Star Fire District and City of Star Agreement for Real Property Ownership for 11665 W State St., Star, Idaho** - This item was tabled until after the successful closing of the Bond sale.

New Business:

- **Annual Election of Officers -**
Chairman Moyle moved to nominate the following 2020 Officers:
 - Chairman – Jared Moyle
 - Vice Chairman – Tim Murray
 - Treasurer – Steve Martin
 - Secretary – Robin WardComm. Murray seconded the motion, motion passed with a unanimous voice vote.
- **Annual Appointments -**
Chairman Moyle moved to make the following appointments for 2020:
 - Fire Chief – Greg Timinsky
 - Attorney – White Peterson
 - Star Fire District Development Impact Fee Advisory Committee for the City of Star, Ada County, Canyon County, and City of Eagle Impact Fees.
 - Larry Osborn
 - Nate Mitchell
 - Mike Sautebin
 - Melody Smedick
 - Larry Clucas
 - Impact Fee Administrator – Robin WardComm. Murray seconded the motion, motion passed with a unanimous voice vote.
- **Schedule Regular Monthly Meetings –**

Chairman Moyle moved to schedule the regular monthly meetings for 2020 on the 2nd Thursday of each month at 5:00 p.m. in the meeting room at the Star Fire District Headquarters, 11665 W State St., Suite B, Star, Idaho. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.

- **Consider Purchase of New Fire Engine** - Chief Timinsky reported on the findings and recommendation of the Star Fire/Middleton Fire Joint Apparatus Committee and District Staff. Chief Timinsky then requested authorization to purchase through the HGAC bid process and to enter into a purchase agreement with Pierce Manufacturing to purchase two engines (1 for Middleton and 1 for Star), a substantial discount was offered if purchased through HGAC, if the engines were ordered prior to January 31, and a prepayment discount was also offered. Chief reported that the Middleton Board of Commissioners authorized the purchase of their engine through this process on January 8, 2020.

Chairman Moyle ask for clarification from staff and the Budget Committee, he was under the impression a brush truck was the priority. Chief Timinsky explained that during the budget process it was determined that a new engine was identified as priority to allow for a reliable second out engine while E51 is still in good working condition. DA Ward also explained the apparatus funds that were ear marked for the purchase of an engine during the budget planning process.

Comm. Martin moved to authorize the Chief to execute the HGAC Interlocal Contract for Cooperative Purchasing and to proceed with the purchase order and purchase agreement with Pierce for the two new engines, with a not to exceed amount of \$625,000 per engine through the HGAC joint purchasing and with the understanding that Middleton Rural Fire District will pay directly or reimburse the District for their engine. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.

- **ISFCA Annual Membership** – Commissioners discussed the annual membership to the Idaho State Fire Commissioners Association.

Comm. Martin moved to renew the annual membership to the ISFCA. Chairman Moyle seconded the motion, motion passed with a unanimous voice vote.

- **Firehouse Grant Award** – DC Sparks reported that the District has been awarded the Firehouse Grant for the Zodiac Rescue Boat for \$24,594.

Executive Session Board of Commissioners Regular Meeting of January 9, 2020– The Commissioners, upon a unanimous roll call vote, went into the Executive Session, pursuant to Idaho Code Section 74-206 (1) (b) to consider the evaluation of, public officers, employees, and staff members. The Executive Session started at 8:20 p.m. at which time Robin Ward was excused and Commissioners assigned Wm. F. Gigray, III as secretary of the 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. At 8:37 p.m. Fire Chief Greg Timinsky was invited and in attendance at which time information was exchanged between the Commissions and Chief Timinsky regarding the subject of the executive session. At 8:39 p.m. a motion was the made by Commissioner Moyle and seconded by Commissioner Martin to come out of executive session. The motion passed unanimously.

Open Session: The Chairman announced that information was received in Executive Session on the matters identified for the Executive Session and no action was taken. Robin Ward then assumed the duties as Secretary of the continuing open session.

Wm. F. Gigray, Secretary of Executive Sessions

Administrative and Maintenance Division Staff Wages for 2020 –

Chairman Moyle moved to authorize the following wage increases to each individual's annual base salary:

- Fire Chief – 5%
- Deputy Chief of Operations – 3%
- District Administrator – 3%
- Maintenance Division Chief – 3%
- Maintenance Division Technician – 7% (due to additional certifications employee obtained)

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 is scheduled for Thursday, February 13, 2020, at 5:00 p.m. at 11665 W State St., Suite B, Star, Idaho.

Chairman Moyle moved to adjourn the meeting. Comm. Martin seconded the motion, motion passed unanimously. Regular Meeting adjourned at 8:45 p.m.

Minutes submitted by: _____
Robin Ward, District Administrator

Minutes approved by the Board of Commissioners at the February 13, 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