

**STAR FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
July 14, 2016 – 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 7:02 p.m.

**Roll Call:** Commissioners Jared Moyle, Steve Martin and Brian Fendley were present.

**Staff Present:** Fire Chief Greg Timinsky, Recording Secretary/Treasurer Robin Ward and White Peterson Attorney William Gigray were also present. Some of the District firefighters were also present.

**Public Present:** None

**Approval of Meeting Agenda and Postings:** Recording Secretary Robin Ward reported the original Agenda Notice of the Regular Meeting of the Board was posted by Chief Greg Timinsky on July 12, 2016, at Fire Station #1 at 2:35 p.m. and at Star City Hall at 2:40 p.m.

Chairman Moyle moved to accept Ward's report of the agenda posting and to approve the agenda as posted. Comm. Fendley 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 June 9, 2016, as provided by Recording Secretary Robin Ward and found them to be consistent with what occurred at that meeting.

Comm. Fendley then moved to approve the Minutes from the Regular Board Meeting held on June 9, 2016. Chairman Moyle seconded the motion, motion passed unanimously.

**Financial Reports:** Robin Ward reported on the District's financial status and requested approval for payment of expenses as presented in the *Treasurer Report*.

Comm. Martin then moved that the disbursement of funds from the District's treasury of available funds for the payment of bills in the total sum of \$126,108.36 be authorized. Comm. Fendley 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:** No public in attendance. Comm. Martin took this opportunity to thank the crews that responded on a medical call to his mother and commended them for doing a great job.

**Staff Reports:**

**Chairman of the Board:** Chairman Moyle reported that he felt labor negotiations went well.

**Secretary of the Board:** Commissioner Fendley also felt that the negotiations went very well.

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

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

- **Master Plan:** Chief requested input and comments from Commissioners on the completed Master Plan. He also provided the current status of recommendations outlined in the plan.
  - Performance Evaluation System: Has started a new performance enhancement tool that will provide guidance on performance evaluations. System called Tenzinga.
  - County Wide Stress Debriefing System: Working with other departments to develop a peer counseling training, hope to complete in 2017.
  - Asset Management Tracking: Will use new Manager Plus to begin tracking all assets, have purchased the asset tags that will be used.
  - Distribution of Annual Training to the Community: These are displayed at Station 1 and get updated each quarter.
  - Training Lesson Plans: In the process of developing a complete training plan, working with partnering agencies.
  - Safety Committee: Complete and have been meeting over the past couple months.
  - 6 Minute Review of Policy & SOG's: Is currently done in joint trainings, working towards implementation locally.
  - Strategic Plan: Will be working on for next five years.
  - Future Station Placement: Will be incorporated in strategic plan.
  - Critical Task Analysis: Currently have in Ada County, working on Canyon County.
  - Enhance District Website: Almost complete, working on organization chart.
  - Annual Report: Have used Firehouse in the past and the annual audit, will continue working on getting additional information to include.
  - Develop a Robust External Communication Process: In the process of putting a plan in place to reach out to the Community, possibly use surveys to evaluate the District.
- **Impact Fees:** He is in the process of gathering additional information and work with Bill to move forward with this process.
- **McMillan Property:** Ward has reached out to Mr. Jones and discussed a possibly setting up a meeting with her and the Chief. Will be discussing with Mr. Jones over the next couple weeks.
- **Maintenance Division:** Continues to exceed expectations.
- **Regional Partnerships:**
  - In addition to the current JPA for Maintenance, we are also working on and MOU for Treasure Valley Fire Testing, Hiring and Academy. This will achieve standardization hiring practices across the valley with several agencies involved.
  - Valley Wide Fire Services: As discussed with you in the past, several agency Chiefs have been meeting on a regular basis to discuss the pros and cons of a valley wide fire service agency. This currently includes Star, Meridian, Middleton, Caldwell, and Nampa. We recently traveled to Oregon along with other department Chiefs and Union representatives to gather additional information and guidance on possibly merging multiple agencies into one large valley wide service. Gathered some very valuable information from Eugene and Springfield, also met with TVF&R. They both provided insight on the difficulties as well as the advantages of merging departments. Chief asked the Commissioners if they were in support of this idea and if he should continue meeting and gathering information to take under consideration? All three Commissioners voiced their support of the idea and recommended that the Chief continue researching the idea.
- **Black Canyon RFP (Rangeland Protection Association):** David Little could not attend the meeting, he has forwarded additional information to Gigray and thinks we can come up with a simple agreement that will work for both.
- **District BBQ:** Chief invited the Commissioners to attend a District BBQ planned for August 6th, said they should have an official invitation in their email.

**Firefighters Union Representative:** Local President Danny Garringer reported that they felt negotiations went very well and they appreciated that. He also commented on learning a lot by going to Oregon with the Chief and researching the merging process.

**Recording Secretary/Bookkeeper:** Ward reported that she had attended a PERSI meeting that provided additional information about the possible increase. They are required to consider an increase due to the current market performance being under estimates. If an increase is approved it can be postponed or cancelled depending on the market performance at that time. 2018 would be the earliest an increase would take place and if so they are guessing it would be approximately 1.5% split between the employer and employee. That is all dependent on the market.

**Attorney Report:** Attorney Gigray discussed the current items being worked on including the possibility of the implementation of impact fees. He recommended developing a Committee that would work on a proposal and develop a capital improvement plan. He recommended that the Chief, a Firefighter, Secretary Ward, a Commissioner and himself be on that committee.

#### **Committee Reports:**

- 2016 Budget Committee: Presented the proposed 2017 Budget for consideration of publishing.
- 2016 Negotiations Committee: As previously discussed, negotiations went well. Have agreed on the proposed changes. The Local will be voting on those in the next week, then plan to have completed by the next meeting.

Chairman Moyle discussed Mr. Gigray's proposal to develop a committee to research and develop a proposal for moving forward with a plan for impact fees. Chairman Moyle then moved to form an Impact Fee Committee with committee members being Comm. Martin, Chief Timinsky, Attorney Gigray, a Firefighter representative, and Robin Ward. Comm. Fendley seconded the motion, motion passed with a unanimous voice vote.

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

- **McMillan Property** - as discussed previously in the Chief's report.
- **Black Canyon RFP** - Mr. Little will plan to attend the next meeting to discuss a possible agreement.

#### **New Business:**

- **Commissioner Compensation:** A discussion took place in regards to compensation for monthly meetings, Comm. Fendley and Martin both voiced against the idea.
- **Consideration of Employee Pay Cycle Change:** It was discussed in negotiations of a possible change from monthly payroll cycles to bi-weekly. The Commissioners are in favor of this to bring the district to a more common accounting practice, it will take additional funds the year it is implemented. The Local will be discussing when they meet to consider approval.
- **Consider Policy Code for Voluntary Personal Leave Transfers:** It was discussed in negotiations of a policy to allow employees of the District to have the option of transferring personal leave hours to another employee under special circumstances. Proposed language and change will be discussed at the next meeting. The Local will also be discussing this item.

- **2017 Proposed Budget Publication and Hearing Notices:** Chairman Moyle moved to approval the publication of the proposed budget and notice of public hearings for the Foregone Amount at 7:05 and the 2017 Proposed Budget at 7:15 on August 11, 2016. Comm. Martin seconded the motion, motion passed with a unanimous voice vote.
- **Policy Code Update Title 4:** Chairman Moyle moved to adopt Resolution 2016-125 Amending Section 4.2 of Chapter 2 of Title 4, by redefining the reason to consider labor contract matters in executive sessions and adding a new Section 6 entitle Union Negotiations. Comm. Martin seconded the motion, motion passed with a unanimous vote.

**EXECUTIVE SESSION OF THE BOARD OF COMMISSIONERS:** None needed.

**Announcement of the Next Meeting:** The next Regular Meeting of the Board is scheduled for August 11, 2016 at 7:00 p.m. at Star City Hall.

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

Regular Meeting adjourned at 8:30 p.m.

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Minutes submitted by: \_\_\_\_\_  
Robin Ward, Recording Secretary

Minutes approved by the Board of Commissioners at the June 9, 2016, Regular Meeting of the Board.

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Secretary, Brian Fendley

**Appended to these Minutes:**

- Agenda Notice
- Public Input Sign-up Sheet; and,
- *Treasurer's Report* prepared by Ward
- *Attorney's Report*