A picture containing text

Description automatically generated

September 11, 2023

The regular meeting of the Shoshone City & Rural Fire District was called to order at 6:02 P.M.

The following members of the SCRFPD Board were present: Commissioner Owens, Commissioner Kelley, and Commissioner Race.

Others present: Captain Rast and Angela Hubert (secretary)

Citizens Correspondence, Issues, and Reports (speakers shall be limited to 3 minutes of discussion) – No Citizen Correspondence

Action Item –

Minutes – The August 2023 Minutes and August 31st Special Meeting Minutes were presented to the board for review.

Action Item – A motion was made by Commissioner Kelley to approve the August Minutes and the August 31st Special Meeting Minutes. The motion was seconded by Commissioner Race. All in favor, motion carried.

Claims/Payroll – The claims and payroll were presented to the board for review.

Action Item –A motion was made by Commissioner Kelley to accept the claims and payroll. The motion was seconded by Commissioner Race. All in favor, motion carried.

Commission Media Relations Update – There is no update on the website. The board is still interested in creating a website. There are other things that currently take priority.

Action Item –

Health Insurance Update – Commissioner Race received some information about different plans available for the fire department’s two full-time employees. She plans to forward the information to the other board members and the two employees for review. Upon review, the employees should have insurance beginning October 1, 2023.

Action Item –

Fire District Lines – No update

Action Item –

Facebook Page – The board is still interested in a Facebook page for the department. There are currently other things that take precedence.

Action Item –

Email Domains – The department ran into some issues with its email domains. It was decided to switch emails over to a different domain. Kendall needs to be reimbursed for his cost in completing this task.

Action Item –

Timecards and Leave Requests – The board believes that it is important to have a system for tracking hours spent and how much leave department employees have. Commissioner Race shared a sample for leave requests she created. She stated that she could create a system for tracking hours as well.

Action Item –

Ambulance Surplus Property – It was brought to the board’s attention that the department owns an ambulance that is currently not in working order. The ambulance has been sitting in storage for a few years. The board agreed that the department does not need the ambulance. Commissioner Owens stated that he will look into how to surplus the ambulance correctly.

Action Item – A motion was made by Commissioner Kelley to surplus the fire department’s ambulance. The motion was seconded by Commissioner Race. All in favor, motion carried.

Discussion on Keith Hairston’s Purchase of Wildland Pack – Keith Hairston asked the board members if he is able to purchase his wildland pack, upon leaving the fire department. After some discussion the board decided that it is necessary to find out the cost of replacing this pack, before reaching a decision. Commissioner Owens stated that he will check into the cost. Keith Hairston is also interested in keeping the shield and name tag off his helmet. The board members agreed that he can have the name tag and shield.

Action Item –

Update on Cellphone Issues – Angela Hubert presented quotes from Verizon about different plans available for the department. The board reviewed the plans. Commissioner Race asked if we should check into other phone carriers. It was decided that Verizon has the best coverage for our area. There was also discussion about switching internet providers. The board agreed that we should move forward with switching to a business cell phone account and switching internet providers. Angela Hubert stated that she will get a final quote from Verizon. Upon approval from the board, a new business cell phone account with Verizon will be created for the department.

Action Item –

Credit Cards- First Federal Bank – Commissioner Race shared options for credit cards that are available through First Federal Bank. A discussion was held about what was best for the department. Commissioner Owens stated that it is important that the cardholders have limits, but not so restricting that they cannot complete their jobs. The cardholders would be responsible to get permission from board members, prior to spending over a set limit. Commissioner Race asked if the board members and employees would be interested in a demo by First Federal Bank. The board agreed that this would be beneficial. Commissioner Race stated that she would get a demo arranged. The board also agreed that after approval for credit cards through First Federal Bank, the credit card through Wells Fargo should be cancelled.

Action Item –

Update on Budget and L-2 – Commissioner Race stated that there was a small issue with submitting the L-2. Everything has been corrected and was submitted on time.

Operational Updates – There were 16 calls during the month of August. Truck 71701 is currently at Rush getting some repairs completed. The truck needs repairs to its rotors, the AC system, and the brake pads need to be replaced. The fire department will be participating in Lost N Lava September 14th through the 16th. Captain Rast is sending out invoices to the BLM for a couple fires that our fire department has helped with. The department will receive reimbursement for their time. The department has also been asked to cook for the Trunk or Treat happening the end of October.

Action Item –

Other Business – Angela Hubert asked the board about how to continue with following the department’s current policy on bill review. The board agreed that Kendall should sign off on bills. The board would still like the bills emailed to them prior to the meeting. Angela Hubert also asked if someone could take the minutes in her absence next month. Commissioner Race volunteered to take the minutes during the October meeting. Kendall will help complete the bills next month.

Commissioner Owens asked Captain Rast what has gone well for him since being hired on as a full-time employee and what improvements need to be made. Captain Rast stated that things have gone well so far. He mentioned that it is going to take some time figuring out what things require board approval. He has been working on decluttering Station 1. He stated there are lots of documents from years ago. The board agreed that we need to determine what documents the department is required by law to keep and for how long, before disposing of them. Commissioner Owens also mentioned that the department needs to look into getting another desk, since we will have three employees in the office.

Action Item –

Commissioner Owens moved and Commissioner Race seconded the motion to enter Executive Session at 7:36 P.M. for personnel selection and evaluation – Idaho Code 74-206(1)(a) and (b). A motion was made at 8:05 P.M to exit Executive Session.

Executive Session as needed per Idaho Code 74-206

• Personnel selection and evaluation - Idaho Code 74-206(1)(a) and (b)  
• Acquire interest in real property - Idaho Code 74-206(1)(c)  
• Consider records exempt from disclosure - Idaho Code 74-206(1)(d)  
• Discuss litigation – with your attorney - Idaho Code 74-206(1)(f)  
• Consider claims or potential claims – with your risk manager or insurer - Idaho  
Code 74-206(1)(i)

**Adjourn: 8:05 P.M.**