

Meridian Rural Fire Protection District

33 E. Broadway, Suite 210 - Meridian, Idaho 83642

Meeting Minutes – August 10, 2020

Call to Order:

The Meridian Rural Fire Protection District meeting for August 10, 2020, was called to order at 6:00 p.m. by Commissioner Ward. Roll call was taken.

Attendees: Commissioner Marvin Ward, Commissioner Derrick Shannon, Commissioner Randy Howell, Fire Chief Mark Niemeyer, Councilman Brad Hoaglun, John Fitzgerald and Deputy Chief Charlie Butterfield joined the meeting by telephone

It was confirmed that the City Hall doors are open to the public and directional signs have been placed in the lobby directing citizens to the meeting location. Deputy Chief Butterfield confirmed that he is able to hear the meeting.

Approval of the Agenda:

Motion was made and seconded to approve the meeting agenda as presented. Motion approved.

Approval of the minutes:

Motion was made and seconded to approve the minutes from the July 13, 2020, MRFPD meeting and the July 20, 2020 MRFPD special meeting. Motion approved.

Public Hearing for Fiscal Year 2020 Budget from October 1, 2020 through September 30, 2021 for the Meridian Rural Fire Protection District, pursuant to Idaho Code Section 31-1422.

(Budget Hearing portion of the meeting minutes transcribed verbatim)

Commissioner Ward: Proposed Budget for Fiscal Year 2021 (October 1, 2020 to September 30, 2021) This is the time and place for the public hearing on Meridian Rural Fire Protection District's proposed budget for fiscal year 2021 (October 1, 2020 to September 30, 2021). This hearing is being conducted pursuant to Idaho Code Section 31-1422, as required by Idaho's Fire Protection District Law. By way of background, the Meridian Rural Fire Protection District's Commissioners have prepared the proposed budget in conjunction with the City of Meridian's proposed fire department budget. The District has caused the proposed budget to be published in accordance with Idaho Code Section 31-1422, specifying this date and time as the date and time for any person to appear and present testimony on the proposed budget. Anyone who wishes to testify on the budget is requested to sign the sign-in sheet listing your name, address and telephone number. When you testify, please state your name and address for the record. Randy Howell, a Meridian Rural Fire Protection District Commissioner and the Treasurer, will now give a brief overview of the proposed budget. Randy.

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Commissioner Howell: I'm going to pass out the proposed budget. Everyone got it? Ok, so this year's budget, the City of Meridian did a calculation that the Meridian Rural Fire Protection District will contribute 8% toward the overall Fire Department budget based on the number of residents we have compared to the number of residents that the City has. It's about 1% different than last year. Last year was 9%. The budget is broken down into three areas. We have personnel budget, we have operation's budget and a capital outlay budget. Numbers are not too far different from what they were in the current budget that we are currently in. We will have about a \$1,003,994 in the personnel budget, \$254,604 in the operations budget and \$51,303 in the capital budget. So our total expenses will \$1,309,901.00. We had a meeting, a special meeting, a few weeks ago and it's the same budget but there is one minor change that occurred. If you look underneath the C Budget, the ladder truck, 8% of the 21% not impact fee eligible, for \$21,840. That was actually up in the Operations budget when it's actually a capital item. It did nothing to change the bottom line of our total expenses. It just got put in the right category. And so that's the only change that we talked about at the meeting, and that was also the same document that we published. We did publish it in the local newspaper two consecutive weeks and Judy had sent me the proof that that got published. So that's the only change, or the only thing that is different is that one line item got moved. So, if there is no other questions, that is kind of an overview of where we're at.

Commissioner Ward: Thank you Randy. Before opening the public hearing and taking any public testimony, do any Commissioners have any questions or comments about the proposed budget or Mr. Howell's summary and explanation of the proposed budget?

Commissioner Shannon: No

Commissioner Ward: Randy? Okay. This time nobody has any questions or comments. We will now open the public hearing. Would anyone in the audience like to testify regarding the proposed budget?

Attorney Fitzgerald: Let's make a quick run out to the front...

Fire Chief Niemeyer: And confirm no one is here? Absolutely. *(Chief Niemeyer checked the hallway for anyone that may be coming in to testify)* Mr. Chairman, I did confirm that the front doors are still unlocked; there was nobody standing outside or in the lobby of City Hall.

Commissioner Ward: Thank you, appreciate that. We will now close the public hearing as there has been no testimony. Is there any information presented during the public hearing that creates any additional thoughts or analysis from the Commissioners that prompts any discussion regarding or modification to the proposed budget?

Commissioner Howell: No

Commissioner Shannon: No

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Commissioner Ward: No? Okay, thank you. I would now entertain a motion to approve the Meridian Rural Fire Protection District's budget for fiscal year 2021 (October 1, 2020 to September 30, 2021), which will be Resolution 20-002.

Commissioner Shannon: I second the motion.

Commissioner Ward: All those in favor, say aye.

(all ayes)

Commissioner Ward: Okay, the public hearing for the budget is done and approved. Thank you.

Fire Chief Mark Niemeyer: Mr. Chairman, do you have the resolution 002?

Commissioner Ward: The Resolution I have is 001.

Attorney Fitzgerald: You will need to consider Resolution number 1, which is the Memorandum of Understanding to adopt the 8%.

Commissioner Ward: So we will do that first right?

Attorney Fitzgerald: You have adopted the budget, now it's just *(inaudible)*

Commissioner Ward: So the proposal is that we accept the Meridian Rural Fire Protection District Resolution 20-001.

Attorney Fitzgerald: If I may, for the record, what that amounts to is a Memorandum of Understanding and Agreement between the District and the City of Meridian for the allocation that Commissioner Howell spoke about of 92% and 8% relative to the Fire Department Budget. This is a document that will be signed off on by the District and then signed by the City to document that allocation. It is intended to be effective for this budget year and then the calculation will go back to the Joint Powers Agreement unless another agreement is struck between the City and the District.

Commissioner Ward: So with that I propose that we ratify Resolution number 20-001.

Commissioner Shannon: I second.

Commissioner Ward: All those in favor, say aye.

(all ayes)

Commissioner Ward: Thank you.

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Fire Chief Niemeyer: Mr. Chairman, what I have for you is the MOU which I will need signed by you and attested and then I will take that original copy to the City for original signature by the Mayor and the Clerk and then we will get copies to the District. *(signatures followed)* And then John can confirm that 002 Resolution is the adoption of the budget.

Attorney Fitzgerald: Correct.

Commissioner Ward: So now we have Resolution number 20-002, the Resolution of the Board of Commissioners adopting the 2021 fiscal year budget for the Meridian Rural Fire Protection District.

Attorney Fitzgerald: Chairman, you just moved and adopted that Resolution adopting the budget. So we are good. It just needs signed. Attach a copy of the budget that was adopted as well as a copy of the memorandum. And here is a clean sign-in sheet with nobody.

(End verbatim portion of the meeting minutes)

Treasurer's Report:

- Approve and pay bills as follows:
 - ✓ Check #5339, City of Meridian, \$92,119.74 for June for 2020, Invoice #2717
 - ✓ Check #5340, Lawn Co., \$380.00, for Watertower property Mowing and Weed Control services, Invoice #10402
 - ✓ Check #5341, John O. Fitzgerald, \$1,061.24 for July 2020 legal services
 - ✓ Check #5342, State Insurance Fund, \$150.00 for Workers Comp, Statement #23262435

A motion was made and seconded to approve and pay checks numbered 5339 through 5342 as presented. Motion approved.

- Current net cash position is currently \$4,126,209.72.
- US Bank and LGIP statements for July 2020 were presented for review and approval. Motion made and seconded to approve the reconciliation of the statements. Motion approved.
- Form filled out and mailed to the State Insurance Fund.

Old Business:

1. Chief Niemeyer gave a brief update on Covid-19, current numbers of cases and testing for Idaho and Ada County.
2. Update on Lake Hazel property, Chief Niemeyer. Training is on-going at the property. Chief Butterfield added that the crews are using the structure for training on firefighter safety techniques. Another house has been acquired on Ten Mile for future additional fire training. Chief Niemeyer also added that the old equipment on the Lake Hazel property is being removed.

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New Business:

1. Station 8 Staffing Discussion, Chief Niemeyer: We have a presentation to City Council tomorrow night on plan A that we put together based on Mayor Simison's intent of trying to get the next two fire stations built to meet the growth of the City. The property in the southwest will serve a large population of Rural Fire District residents. The northwest property has mostly City residents. We can complete the design of the two stations and the build with impact fees. The challenge is the staffing costs. Part of our plan to present to Council would be first to pursue grants to cover part of the staffing costs. The City has the funds to cover the cost of personnel of one of the stations. Chief Niemeyer would like to continue the discussion with the District to see if the Commission has an interest and willingness on the District's part to potentially cover some of the costs of personnel for the station in the southwest area. In fiscal year 2021, we do have approval in the budget to do the design work. We also have the land purchase approval for the northwest property. Fiscal year 2022 would be ordering the fire engines, starting the construction (potentially) and then the personnel would be in the beginning of fiscal year 2023. Chief Niemeyer asked what information or data he can provide to the District that would help these discussions continue. Commissioners asked for some clarification and details on the SAFER grant which Chief Niemeyer provided. Chief Niemeyer briefly discussed the call data and how we arrive at the decision as to where stations are needed. Commissioner Ward asked for maps to show the areas of the proposed stations and to also show some of the call data for those areas.
2. Chief Niemeyer presented a de-annexation letter that was received today. The letter requests de-annexation from the Meridian Rural Fire Protection District's fire protection district. The property lies north of Chinden and was missed in a de-annexation done a few years prior. Eagle Fire can respond much quicker to this area and Chief Niemeyer recommends granting the de-annexation request. Chief Niemeyer gave the letter to Attorney Fitzgerald to draft a response and asked this topic be placed on next month's meeting agenda.

Motion was made and seconded to adjourn the August 10, 2020, meeting of the Meridian Rural Fire Protection District. Motion approved. The meeting was adjourned at 6:37 p.m.

**MERIDIAN RURAL FIRE PROTECTION DISTRICT
RESOLUTION NO. 20-001**

A Resolution of the Board of Commissioners of the Meridian Rural Fire Protection District, setting forth certain findings and purposes; authorizing the Chairman and Secretary to sign and enter into, on behalf of said district, that certain document entitled "MEMORANDUM OF UNDERSTANDING AND AGREEMENT."

WHEREAS, it is in the best interest of the Meridian Rural Fire Protection District to join with the City of Meridian, and enter into that certain "MEMORANDUM OF UNDERSTANDING AND AGREEMENT," a copy of which is attached hereto, the reasons for which are as set forth in said memorandum;

NOW, THEREFORE, be it resolved and the Board of Commissioners of the Meridian Rural Fire Protection District hereby resolves as follows:

The Chairman and Secretary are hereby authorized to join with the City of Meridian and to enter into that certain document entitled "MEMORANDUM OF UNDERSTANDING AND AGREEMENT," a copy of which is attached hereto, with the City of Meridian.

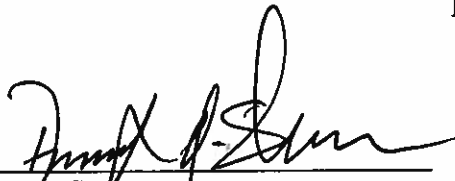
PASSED BY THE BOARD OF COMMISSIONERS OF THE MERIDIAN RURAL FIRE PROTECTION DISTRICT the 10th day of August, 2020.

Meridian Rural Fire Protection District

By: 

Chairman

Attested:


Secretary

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

WHEREAS, a certain agreement entitled the "CITY OF MERIDIAN / MERIDIAN RURAL FIRE PROTECTION DISTRICT FIREFIGHTING AND LIFE PRESERVATION SERVICE CONTRACT AND JOINT EXERCISE OF POWER AGREEMENT", dated September 22, 1998, (the "Agreement") exists between the City of Meridian (the "City") and the Meridian Rural Fire Protection District (the "District"); and

WHEREAS, pursuant to the Agreement, the District pays a fee (the "Contract Service Fee") to the City for the protection of property, both real and personal, against fire and for life preservation services, which includes those services a fire protection district, in the state of Idaho, is authorized to and does provide (the "Fire and Life Protection Services"); and

WHEREAS, the Contract Service Fee is determined, pursuant to the Agreement, as a percentage of the "Gross Market Valuation Percentage", the "Population Percentage", and the "Market Valuation", all of which are delineated in section 8 of the Agreement; and

WHEREAS, pursuant to the Agreement, the method used to determine the Contract Service Fee is the method used to determine the funding of the Capital Outlay Expenditure budget as between the City and the District; and

WHEREAS, the Agreement permits the parties to amend or modify, by written amendment to the Agreement, the method used to determine the Contract Service Fee and the Capital Outlay Expenditure budget; and

WHEREAS, the City and the District previously entered into a certain Memorandum of Understanding and Agreement (the "2019/2020 Budget Year Memorandum"), dated July 9, 2019, a copy of which is on file in the records of the City and the records of the District respectively, pursuant to which the City and the District amended and modified the method used to determine the Contract Service Fee and the Capital Outlay Expenditure budget, between the City and the District, for the 2019/2020 fiscal year, as the term "fiscal year" is defined by the Agreement, by agreeing to a particular percentage allocation of such costs and expenses as between the City and the District; and

WHEREAS, the City and the District desire: (a) to confirm the expiration, end and termination of the 2019/2020 Budget Year Memorandum; and (b) pursuant to this Memorandum of Understanding and Agreement to amend and modify the method used to determine the Contract Service Fee and the Capital Outlay Expenditure budget, between the City and the District, by setting the percentage allocation for purposes of the Contract Service Fee and the Capital Outlay Expenditure budget between the City and the District for the 2020/2021 fiscal year; and

WHEREAS, the City and the District desire to enter into this Memorandum of Understanding and Agreement and effectuate its purposes and agreements because the City and the District, jointly and severally, through their respective Council and Board, find and conclude the citizens of the City and the District, respectively, will benefit, directly and indirectly, from its purposes and agreements as set forth herein above.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged by the parties hereto, the City and the District hereby acknowledge and memorialize their agreement as follows.

1. The 2019/2020 Budget Year Memorandum is expired, terminated and ended, and of no further force or effect as of the end of the 2019/2020 fiscal year, as the term "fiscal year" is defined by the Agreement.

2. Notwithstanding the calculated percentage of the "Gross Market Valuation Percentage", the "Population Percentage", and the "Market Valuation", as provided in section 8 of the Agreement, for purposes of the Contract Service Fee and the Capital Outlay Expenditure budget, the allocation between the City and the District for the 2020/2021 fiscal year shall be NINETY-TWO PERCENT (92%) attributable to the City and EIGHT PERCENT (8%) attributable to the District. The foregoing shall be and is effective for and as of the 2020/2021 fiscal year, and the parties shall return to the method provided in section 8 of the Agreement for determining the percentage allocation for the Contract Service Fee and the Capital Outlay Expenditure budget for subsequent fiscal years.

3. All other terms, provisions, covenants and agreements set forth in the Agreement shall remain and be the same.

4. The City and the District shall execute such further and additional documents and instruments necessary to give this Memorandum of Understanding and Agreement full force and effect.

IN WITNESS WHEREOF, the parties have herein executed this Memorandum of Understanding and Agreement.


DATED AND SIGNED this 1st day of September, 2020.

City of Meridian

By: [Signature]
Mayor

Attest:

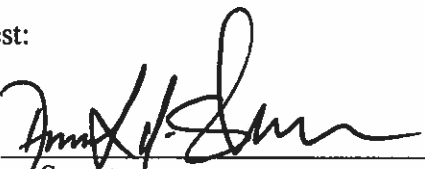
By: [Signature]
City Clerk Christina Johnson



Meridian Rural Fire Protection District

By: 
Chairman

Attest:

By: 
Secretary

By Resolution No. 20-001

**MERIDIAN RURAL FIRE PROTECTION DISTRICT
RESOLUTION NO. 20-002**

A Resolution of the Board of Commissioners of the Meridian Rural Fire Protection District, adopting the 2021 fiscal year (October 1, 2020 to September 30, 2021) budget for Meridian Rural Fire Protection District.

Be it resolved by the Board of Commissioners of the Meridian Rural Fire Protection District to hereby accept and adopt the Meridian Rural Fire Protection District Fiscal Year 2020 / 2021 Annual Budget, a copy of which is attached hereto.

PASSED BY THE BOARD OF COMMISSIONERS OF THE MERIDIAN RURAL FIRE PROTECTION DISTRICT the 10th day of August, 2020.

Meridian Rural Fire Protection District

By: _____

Chairman

Attested: _____

Secretary

**MERIDIAN RURAL FIRE PROTECTION DISTRICT
FY2021 ANNUAL BUDGET**

EXPENSES **MRFPD 8%**

A Budget - Personnel

Administration	\$86,729
Fire Station #1 through #6	\$800,849
Training Division	\$40,889
Fire Prevention Division	\$21,417
Fire Safety Center, Public Education Division	\$11,403
City Hall Personnel Proportionate Share	\$2,094
Fire Inspector	\$10,614
Commissioners' Pay (100% MRFPD Cost)	\$30,000

Subtotal \$1,003,994

B Budget - Operations

Administration	\$90,427
Fire Station #1	\$1,277
Fire Station #2	\$990
Fire Station #3	\$864
Fire Station #4	\$922
Fire Station #5	\$896
Fire Station #6	\$715
Training Division	\$5,623
Fire Prevention Division	\$375
Fire Safehouse	\$1,522
Computer Replacements I.T.	\$5,269
City Hall Operating Proportionate Share	\$3,717
Fire Station Repairs & Replacements	\$15,286
Fire Inspector - operating	\$1,536
Narcotics Vaults	\$1,056
Heartsaver Alarms	\$1,800
AED's	\$972
Ladder truck one-time operating & ongoing operating	\$32,018
Status monitors	\$288
City Hall Operating replacements, share	\$51
Legal (100% MRFPD Cost)	\$15,000
Accounting, Payroll fees & Audit (100% MRFPD Cost)	\$10,000
Inspection Fees (100% MRFPD Cost)	\$10,500
Insurances (100% MRFPD Cost)	\$2,500
Idaho Fire Comm. Assoc. Dues (100% MRFPD Cost)	\$1,000
Contingency (100% MRFPD Cost)	\$50,000

Subtotal \$254,604

C Budget - Capital Outlay

Ladder truck 8% of the 21% not impact fee eligible	\$21,840
Replace 8 Cardiac Monitors	\$23,277
Replace MF030, Fire Chief Veh.	\$4,960
Vehicle for Fire Inspector	\$1,226

Subtotal \$51,303

Grand Total of Expenses **\$1,309,901**

REVENUE

Property Taxes	\$ 1,500,000
Ag Tax Replacement	\$6,000
Sales Tax Redistribution	\$105,000
Inspection Fees	\$15,000
Use of/(Contribution to) Fund Balance (Capt Impv Fund)	(\$316,099)

Grand Total of Revenue **\$ 1,309,901**