



Commissioner Meeting January 9, 2017

Attendance: Commissioners Margaret Dimmick
Jeff Ramey
Mike Irvan (via telephone)
Sr Administrative Assistant Shelley Young
Attorney for the District Lance Salladay
Boise Fire Marshal Romeo Gervais - Absent

Call to Order: 16:00 Hours

APPROVAL OF MINUTES: Commissioner Meeting Minutes from December 12, 2016. Commissioner Dimmick made motion to approve the Minutes noted above. Commissioner Ramey second. No discussion. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

APPROVAL OF BILLS: Check List Dated 1-9-17
Commissioner Ramey made motion to approve the check list dated 1-9-16. Commissioner Dimmick second. Discussion: Commissioner Dimmick asked SAA Young if there is anything unusual to note regarding the check list. SAA Young stated that there is a first quarter JPA Contract payment to Boise City in the amount of \$766,172.50. Other than that, the check list contains standard monthly invoices. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

GENERAL BUSINESS

DEVELOPER AGREEMENT – MIKE WINKLE

Mr. Winkle was unable to attend the Commissioner Meeting and will reschedule at a later date.

PURCHASE OF THERMAL IMAGER FOR E-16

Fire Marshal Gervais sent an e-mail for clarification of the Thermal Imager topic. He stated the following: "I don't think I need any action from the Commission on the Thermal Imager topic and it was really more of an FYI and to close the loop from previous meetings. The \$7,500 can be spent out of the

existing 30k equipment budget that we have established with the ability of BFD to prioritize the needs. If that helps, I can remove that from the Agenda". The Commission agreed with FM Gervais' course of action. The Board agreed no further action was required.

PREVENTION DEPARTMENT UPDATE– Fire Marshal Romeo Gervais (ABSENT)

Fire Marshal Gervais did not attend the meeting.

DISTRICT BUSINESS

JOB DESCRIPTION DISCUSSION

Commissioner Dimmick stated that with the retirement of the Administrative Chief position it is the goal of the Board to take the Admin Chief position description, the Sr. Administrative Assistant (SAA) position description, and the Idaho Code information and decide where to allocate duties (keeping in mind Fire Marshal Gervais' input on what he thought Boise's role should be). Some of the edits to the SAA position description are clarification from previous versions of the SAA position description, some make sure new responsibilities the Board has already approved (such as the SAA's ability to assign the M&O technician and delegating spending authority over daily operations within the approved budget) are covered, and others are reassignments of things that were listed under the Admin Chief but that SAA Young has in fact been doing, such as managing the remodels. The Board's position description is primarily expansion of the Idaho Code, with a separate break out explaining what the Chair duties are.

Commissioner Irvan stated that he did not believe the SAA position description needed to be revised as it seemed to have been revised multiple times in the recent past. Commissioner Dimmick stated that The Board had not reviewed/revised the Admin Asst. position since 2012, and there is a need to reflect not having the Administrative Chief position.

Commissioner Ramey stated that he had read through the SAA Position Description as well as the Board of Fire Protection Commissioner Duties documents, and both looked to be in good order.

Attorney Salladay stated that he had reviewed both documents and had a few minor edits to the SAA Position Description. Attorney Salladay's edits met with Board approval. Commissioner Dimmick asked SAA Young if there were any other issues to be discussed regarding the position description. SAA Young stated that with new duties and responsibilities she would like for the Board to consider a new title. The Board discussed new title options, and "District Administrator" was approved.

Commissioner Ramey made motion to accept the new Position Description for "District Administrator" with changes as approved during review with Attorney Salladay. Commissioner Dimmick second. No further discussion. Roll Call: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

NEW BUSINESS

APPOINTMENT OF NEW CHAIRMAN

Commissioner Ramey noted that with the start of a new year it is time to nominate a Chairman of the Board. Commissioner Dimmick has been interim chairman through 2016 year end. Commissioner

Ramey made motion to elect Commissioner Dimmick as Chairman for the year 2017. Commissioner Irvan second. Motion carried.

STRATEGIC PLANNING

Commissioner Dimmick stated that the next Strategic Planning meeting is scheduled for February 21, 2017 from 2:00 to 4:00 p.m. at Station 16. The Eagle Fire Department Master Plan was made available to Commissioner Dimmick, and Commissioner Dimmick requested that SAA Young forward copies to the Board for review prior to the next meeting.

ADJORN: Commissioner Ramey made motion to adjourn. Commissioner Irvan second. Motion carried. Meeting adjourned.

ADJOURN: 16:35

Margaret Dimmick, Chair

Date