

**CASCADE RURAL FIRE PROTECTION DISTRICT  
COMMISSIONER'S MEETING MINUTES  
August 10, 2023**

Commissioner Larry Scarborough called the commissioner's meeting of the Cascade Rural Fire Protection District to order at 5:35 p.m. at the 109 East Pine Street Fire Station.

The following Cascade Rural Fire Protection District officials were present: Commissioner Larry Scarborough, Commissioner LaDawn Saxton, Commissioner Mike Arnold, Fire Chief Steven Hull, Emergency Medical Services Director Keri Rueth, and Secretary / Treasurer Pam DeChambeau.

Larry Scarborough made a motion to approve the agenda with the addition of the redistricting of the Fire District subdistricts because the item was left off in error, was added as soon as the error was found, but was posted for less than 48 hours, and LaDawn Saxton seconded the motion.

Larry Scarborough opened the public hearing and stated the hearing was to consider public comment on the proposed budget for the fiscal year October 1, 2023 to September 30, 2024, and on Resolution 23-09 declaring the intent to collect \$2,356 in forgone property taxes in the proposed budget for operating and maintenance expenditures. Reported the notice of the budget public hearing and the notice of the intent to collect \$2,356 in forgone property taxes was published in The Star-News on Thursday, August 3, 2023. No members of the public were present and no written correspondence was received commenting on the proposed budget. Larry Scarborough closed the public hearing.

LaDawn Saxton made a motion to approve the minutes of the July 13, 2023 regular Commissioner's meeting, and the July 27, 2023 special Commissioner's meeting, and Mike Arnold seconded the motion. Motion carried.

Larry Scarborough made a motion to approve the Treasurer's Report and payment of the bills dated August 10, 2023, and Mike Arnold seconded the motion. Motion carried.

**UNFINISHED BUSINESS:**

Steven Hull presented and reviewed the requested 2023-2024 budget from the Valley County Emergency Medical Services District to provide emergency medical services. Reported on receiving approval for \$438,996 of property tax revenue from the Valley County Emergency Medical Services District, and approval for \$216,000 of payment in lieu of taxes revenue from Valley County. Reported the Valley County Planning and Zoning Commission has scheduled the public hearing to establish Cascade Rural Fire Protection District Impact Fees within the County on Thursday, August 17, 2023.

Keri Rueth reported on the surprise annual inspection from the Idaho State Board of Pharmacy for the Drug Enforcement Administration controlled substance licensure. Reported on going through all the paperwork and all the locking systems on the narcotics, and reported the inspector said everything is above and beyond efficient and in

compliance with the State. Reported the inspector suggested getting rid of old records, and reported records only need to be kept for three (3) years. Reported East Boise County Ambulance District picked-up the AutoPulse device that was declared surplus property, was very appreciative for reaching out to them, and said it will be a life saver. Reported a hand-held carbon monoxide monitor was purchased with funds received from the Idaho Bureau of Emergency Medical Services and Preparedness grant, and is on board Medic 1.

**NEW BUSINESS:**

Steven Hull reported sixty-two (62) incidents for the month of July 2023, and reported sixty-five (65) is the most incidents responded to in a July. Reported a fire on the center ridge above Trinity Pines Camp and Conference Center, 349 Cabarton Road. Reported a seven (7) acre fire in Round Valley, named the Sixty Fire, which lasted a couple of days. Reported two incidents in July that the department was not able to respond to because of enough staffing, a fire alarm that was cancelled and a motor-vehicle accident by Cascade Reservoir that Donnelly Rural Fire Protection District responded to. Reported the Stibnite Foundation grant was received to purchase hand-held radios. Reported on damage to two (2) fire station bay door panels with the Rescue Truck, and on submitting an insurance claim. Reported on the skid unit built for the Ranger bed to haul the Stokes basket (stretcher), on the usefulness of the unit, and that it was designed, fabricated, and welded by Tony Applegate who donated eighty percent (80%) of the labor. Reported on working on purchasing a trailer for the Ranger.

Keri Rueth reported on applying for a controlled substance ordering system to order narcotics online instead of through paper Form 222. Reported narcotic orders take three to four weeks to receive when using Form 222. Reported the Drug Enforcement Administration approval process of the application to order narcotics online takes three to four weeks. Reported on attending a Stibnite Mine Advisory Committee meeting. Reported on the committee members wanting to meet with the three fire departments to find out what each department did, the square mileage of each coverage area, and the concerns of each department with the project at Stibnite Mine by the gold mining company Perpetua Resources. Reported on the department's concern with the hazmat situation and heavy extrication. Reported the mine, when hauling fuel or hazardous material, have pilot cars in front and in back of the haul and the pilot car drivers have hazmat training for any incident that might happen. Discussed scheduling combined training when the mine begins to move hazmat material down the road. Reported alterations for traffic on Warm Lake Highway. Reported a representative from Perpetua Resources will attend the September regular Commissioner's meeting to give an update on the mine project and progression plan over the next couple of years.

Keri Rueth presented and reviewed changes to the Controlled Substance Policy. Reported the main safe had a location change to the drug cabinet and Cascade Rural Fire District's Medical Director was removed from the Possible Diversion section because now the Fire District has the controlled substance licensure. Steven Hull presented and reviewed changes to the Training Policy. Reported on the addition of "Cascade Rural



Fire Protection District full-time and part-time staff will be paid their hourly wage for actual time in attendance of training (16 hour max). Personnel are responsible for keeping track of training hours on their employee timecard." Presented and reviewed changes to Bereavement Leave. Reported currently the policy does not differentiate between shift staff and 40-hour a week staff. Reported on changing "up to three days" to "up to 24 hours", and allowing an additional 48 hours of sick leave for bereavement for shift staff and allowing an additional three days of sick leave for bereavement for 40-hour a week staff. Presented and reviewed changes to Vacation Leave. Discussion followed on allowing a maximum of four (4) consecutive twenty-four (24) hour shifts, on requiring a Time-Off request form two months prior to the requested time off, and on giving the employee with longevity first preference when more than one employee requests the same vacation dates. The changes presented to Vacation Leave will be revised and resubmitted for approval. Mike Arnold made a motion to approve the changes presented and requested for the Controlled Substance Policy, the Training Policy, and Bereavement Leave, and LaDawn Saxton second the motion. Motion carried.

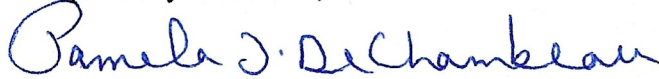
Steven Hull presented and reviewed the map of the redefined subdistricts for the Fire District. Reported the subdistricts were redefined because it is required after the 2020 United States census by Idaho State statute. Reported the redistricting of the subdistricts are based off population, road miles, and are to be within ten percent of each other. Larry Scarborough made a motion to approve the redistricting of the Fire District subdistricts, and LaDawn Saxton seconded the motion. Motion carried.

Larry Scarborough made a motion to accept the proposed budget for the fiscal year October 1, 2022 to September 30, 2023, as published, in the total amount of \$1,422,132.00, and LaDawn Saxton seconded the motion. Motion carried.

Mike Arnold made a motion to approve Resolution 23-09 declaring the intent to collect \$2,356 in forgone property taxes for fiscal year 2024 for maintenance and operating expenses, and LaDawn Saxton seconded the motion. Roll call vote: Larry Scarborough, aye; LaDawn Saxton, aye; Mike Arnold, aye. Motion carried.

There being no further business, the commissioner's meeting of the Cascade Rural Fire Protection District adjourned at 6:55 p.m.

Respectfully submitted,



Pamela J. DeChambeau  
Secretary/Treasurer

Approved:



Larry V. Scarborough  
Chairperson