AGENDA
PARMA RURAL FIRE PROTECTION DISTRICT
August 24, 2023

The regular meeting of the Parma Rural Fire Protection District will be held Thursday, August 24, 2023 at 6:30 P.M. at Station #1, 29200 Highway 95, Parma, Idaho, with the following items on the agenda:

ADOPTION OF AGENDA (Action Item)

BUSINESS:

Hearing for the amending of the 2023 Budget and the adopting of the 2024 Budget (Action Item)
Construction Management Agreement (Action Item)
Impact Fees Update (Action Item)
Approval and Payment of Bills (Action Item)
Signage and Emblems on District Apparatus, Equipment &Uniforms (Action Item)
Review of the proposed Standard Operation Guidelines(Action Item)

ADJOURNMENT

Please call the Secretary (208-722-5716) with any questions regarding this notice, the public meeting, or accommodations regarding the American with Disabilities Act. ADA Notice: The District Meeting Room is accessible to persons with disabilities.

This is a meeting open to the public under Idaho Statute Title 74 (Transparent and Ethical Government), Chapter 2 (Open Meetings Law)

THE PARMA RURAL FIRE PROTECTION DISTRICT August 24, 2023

The regular meeting of the Parma Rural Fire Protection District was held Thursday, August 24, 2023 at 6:30 P.M. at Station #1, 29200 Highway 95, Parma, Idaho.

PRESENT: Commissioners: Chair Nick Kingery, Bobbie Flores,

PRESENT BY PHONE: Commissioner: Lorraine Elfering

ALSO PRESENT: Fire Chief Jeff Rodgers, Secretary/Treasurer Kathryn Zaiss, Project Manager Shane Hotchkiss, Secretary / Treasurer of Yellow Pine Fire Department Rhonda Rogers and Yellow Pine Fire Chief Tim Rogers

AGENDA. MSC to accept the posted agenda as attached.

WELCOME TO VISITORS AND COMMENTS FROM THE PUBLIC. No visitors from the public were in attendance.

HEARING TO Adopt 2024 BUDGET AND TO AMEND 2023 BUDGET: Commissioner Kingery opened the hearing. Secretary/Treasurer Zaiss reported that the Notice of the Hearing had been published in the Argus Observer and the Idaho Press, as well as posted at Station #1 as required by Idaho Statutes.

The Amended 2023 Budget was presented. There were no comments. MSC to accept the Amended 2023 Budget as presented.

The 2024 Budget was presented. There were no comments. MSC to adopt the 2024 Budget as presented.

OLD BUSINESS:

IMPACT FEES UPDATE. Secretary / Treasurer reported that she had been in communication with Attorney Bill Gigray. The Payette County Commissioners were in the process of adopting the new ordinance and would be sending the Intergovernmental Agreement for the commissioners to sign.

SIGNAGE AND EMBLEMS ON DISTRICT APPARATUS, EQUIPMENT & UNIFORMS. A general discussion was held regarding signage and emblems and the Board will address this at a later date.

REVIEW OF THE PROPOSED STANDARD OPERATION GUIDELINES. The Board reviewed the following Standard Operations.

101.19 Annual Planning Calendar
101.21 Funeral Procedures
101.23 Use of Department Vehicles
101.24 Accident Procedures - Department Vehicles

These will be made available to all firefighters for their input and will be placed on the agenda of the October regular meeting for adoption.

NEW BUSINESS:

CONSTRUCTION MANAGEMENT AGREEMENT. The Commissioners reviewed the Construction Management Agreement between the District and Shane Hotchkiss of Rosehill Construction. MSC to enter into this agreement.

Project Manager Hotchkiss gave an update regarding Phase II remodel. There is still a question about the doors for the sleeping cubicles. He looked into folding doors and estimates that it will cost over $3,000 per door, and these may not be acceptable by the Canyon County. There is no rush to making a decision on the doors. He also presented a bid from Phoenix Fire for a sprinkler system that was a lot lower than what he expected. Hotchkiss also reported that all the existing sprinklers are out of code as well.

BILLS: The current bills were read. MSC to pay the bills as listed.

ADJOURNMENT: There being no further business to come before the board, the meeting was adjourned.

Kathryn J. Zaiss

Kathryn J. Zaiss, Secretary

	2023 Budget	Proposed Amended 2023 Budget	Proposed 2024 Budget
Income			
30 Tax Revenue			
Ag Replacement Tax	19,568	19,568	19,568
Per Property Replacement Tax	7,618	7,618	10,494
Real Property Tax	922,872	922,872	971,526
Sales Tax	45,000	45,000	45,000
Total 30 Tax Revenue	995,058	995,058	1,046,588
Total 31 Fire Department Other Income	13,500	35,000	13,500
32 Net Medical Income	120,000	100,000	100,000
Total Income	1,128,558	1,130,058	1,160,088
Expense			
11 Ambulance Administration	35,000	35,000	35,000
12 Ambulance Supplies	27,500	27,500	27,500
21 Administrative	12,500	12,500	12,500
22 Liability Insurance	18,000	19,150	20,000
23 Publishing, Election, Audit	7,000	7,000	7,000
24 Impact Fees		10,000	5,000
31 Personnel Expenses	796,353	796,353	820,244
41 Station #1 Improvements	5,000	171,972	5,000
42 Station #2 Maintenance	2,400	2,400	2,400
51 Gas & Oil, Phone, Utilities	85,000	85,000	85,000
61 Fire Equipment & Operations	23,000	23,000	23,000
62 Communication	5,000	5,000	5,000
63 Vehicle Purchase Fund	30,000	250,000	30,000
64 Fleet Maintenance	40,000	70,000	40,000
65 Supplies / Maintenance	15,000	15,000	15,000
90 Buildings & Equipment Fund	35,000		35,000
92 Grant Match	2,500	2,500	2,500
Total Expense	1,139,253	1,532,375	1,170,144
Net Income	(10,695)	(402,317)	(10,056)
Estimated Cash on Hand Jan 1st	250,477		117,031
Actual Cash on Hand Jan 1st		519,348	
The increase in B & E and Vehicle Funds			65,000
Total Estimated Cash on Hand Dec 31st	239,782	117,031	171,975
Designated Funds			
Burn out fund		7,839	8,000
Impact Fees		2,010	2,010
Workers Comp Set aside for increase in premium		36,000	36,000
Buildings & Equipment Fund			35,000
Vehicle Purchase Fund			30,000
Total Designated Funds		45,849	111,010
Estimated Undesignated Cash on Hand December 31st		71,182	60,965