

**CASCADE RURAL FIRE PROTECTION DISTRICT  
REGULAR COMMISSIONER'S MEETING MINUTES  
May 13, 2021**

The commissioner's meeting of the Cascade Rural Fire Protection District was called to order by Commissioner Larry Scarborough at 5:30 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, Emergency Medical Services Director Keri Rueth and Secretary / Treasurer Pam DeChambeau.

A motion was made by Larry Scarborough to amend the agenda and add approval of a fire protection services agreement because the agreement was not on the agenda timely, in error, but was added to the agenda as soon as the error was found, and LaDawn Saxton seconded the motion. Motion carried.

A motion was made by Mike Arnold to approve the agenda as amended and Larry Scarborough seconded the motion. Motion carried.

John Russell with Zwygart John & Associates presented the report on audited basic financial statements and supplemental information for the year ended September 30, 2020. Reported the financial statements present fairly, in all material respects, the financial position of the District, a clean audit opinion. Reviewed the budget to actual comparison report, discussed the purchase of the fire truck not being budgeted correctly and reported actual expenditures were higher than budgeted expenditures. Reported when purchasing the fire truck, the total purchase price of the truck should have been budgeted and the total loan proceeds should have been budgeted. Reviewed the income statement, balance sheet, and cash and cash equivalents. Reviewed the revenues for the year. Discussed the fund balance. Reviewed the notes to the financial statements. Reviewed the capital assets and depreciation expense. Reviewed the accounts receivable and compensated absences. Reviewed the Idaho First Bank loan received to finance the purchase of a fire engine. Reported on the importance of reviewing expenditures because of the lack of segregation of duties. A motion was made by LaDawn Saxton to accept the report on audited basic financial statements and supplemental information for the year October 1, 2019 to September 30, 2020, prepared by Zwygart John & Associates CPAs, PLLC, and Larry Scarborough seconded the motion. Motion carried.

A motion was made by Larry Scarborough to approve the minutes of the April 8, 2021 regular Commissioner's meeting, and LaDawn Saxton seconded the motion. Motion carried.

A motion was made by LaDawn Saxton to approve the Treasurer's Report and payment of the bills dated May 13, 2021, and Larry Scarborough seconded the motion. Motion carried.

### **UNFINISHED BUSINESS:**

Keri Rueth reported on reviewing the requirements and employment application for volunteer employees. Reported on updating the application and adding an Idaho State Police background check form. Reported the applicant is required to pay the \$20.00 background check fee and submit the background check form. Reported once the applicant is offered and accepts a position, the Department will reimburse the background check fee paid. Reported a drug test form is attached to the application and applicants are sent to Cascade Medical Center for the drug test. Reported Fire Chief Steven Hull will begin advertising on social media May 17 for volunteer employee applicants. Reported the Bring It Don't Burn It woody debris container will be at the Fire Station from May 28 through June 9, 2021. Reported the woody debris container was also here for one day on May 1 for Community Wildfire Preparedness Day. Reported the two fire trucks located at 671 West Mountain Road are at the Fire Station. Reported on disconnecting the power service to 671 West Mountain Road with Idaho Power.

Keri Rueth reported on completing the Idaho Emergency Medical Services grant application for a new ambulance. Reported on waiting for a letter of support from Valley County for the grant application. Reported Cammack Medical Billing is working on a spreadsheet of the fees charged for emergency medical services by their ambulance service clients for review and comparison. Reported the last increase in the fees charged for Cascade emergency medical services was September 2017. Reported on the Valley County Commissioners approving and entering into the Memorandum of Understanding between St. Luke's and Valley County Emergency Medical Services District for a Community Health Emergency Medical Services Program and for St. Luke's to be a resource in case of a Mass Casualty Incident. Reported on the Community Health Emergency Medical Services Program being great for the communities of McCall, Donnelly, and Cascade.

### **NEW BUSINESS:**

Keri Rueth reported 23 incidents for the month of April 2021 and reported the average is 22 for April. Reported Steven Hull applied for an Idaho Department of Lands Rural Fire Capacity grant for two more Bendix King handheld radios. Reported on interested buyers for the 2001 American General Fire Truck from Clear Creek Fire Sub-Station and the 1993 American General Fire Truck and 1992 Kovatch Fire Truck from 671 West Mountain Road. Reported wildland fire refresher training will be held Wednesday, May 19 at the Fire Station. Reported on responding to burn piles and brush fires out of control and reported it is unusually dry.

Keri Rueth reported on applying for and the approval process for Narcotics Licensure for the Department with the Drug Enforcement Administration. Reported on ambulance service in Yellow Pine and visiting with former volunteer employees Jeff and Ann Forster. Reported on hiring a volunteer employee, an advanced emergency medical technician from Placerville. Reported on volunteer employee Deanna Paine instructing an emergency medical technician certification course in Garden Valley and on five of our

employees going to Garden Valley next week to help with the skills testing. Reported Pediatric Advanced Life Support and Advance Cardiovascular Life Support renewal training will be held in June.

Resolution 21-04 declaring the 2001 American General fire truck surplus property was reviewed. The fire truck is from the Clear Creek Fire Sub-Station and has an interested buyer. A motion was made by Larry Scarborough to approve Resolution 21-04, and declare the 2001 American General fire truck, vehicle identification number 504310, surplus property, and LaDawn Saxton seconded the motion. Motion carried.

Keri Rueth reported a \$1,200.00 offer for the 2001 American General Fire Truck. A motion was made by Larry Scarborough to accept the offer of \$1,200.00 for the 2001 American General Fire Truck, and LaDawn Saxton seconded the motion. Motion carried.

Keri Rueth reported a \$2,000.00 offer for the 1993 American General Fire Truck. A motion was made by Larry Scarborough to accept the offer of \$2,000.00 for the 1993 American General Fire Truck, and LaDawn Saxton seconded the motion. Motion carried.

Discussion followed confirming Idaho Statute 31-1420 states real or personal property of a fire protection district may be sold, conveyed and disposed of by its board of commissioners whenever the board finds and by resolution declares that the district no longer has use therefore, subject to the following. If, in the opinion of the board any such personal property does not exceed ten thousand dollars (\$10,000) in value, the same may be sold without independent valuations, notice or competitive bids.

The notice of regular meetings changing the Commissioner's meeting time to 5:30 p.m. was reviewed and discussed. A motion was made by Larry Scarborough to change the meeting time to 5:30 p.m. from 5 p.m. on the second Thursday of each month, and LaDawn Saxton seconded the motion. Motion carried.

A motion was made by Larry Scarborough to approve the agreement to provide adequate fire protection for real and personal property located at 167 Pointes Road, for Stephen and Cindy Bramel, for the period May 13, 2021 to December 31, 2021, in the amount of \$76.96, and Mike Arnold seconded the motion. Motion carried.

There being no further business, the regular commissioner's meeting of the Cascade Rural Fire Protection District was adjourned at 6:45 p.m.

Respectfully submitted,



Pamela J. DeChambeau  
Secretary/Treasurer

Approved:



Larry V. Scarborough  
Chairman