

**CASCADE RURAL FIRE PROTECTION DISTRICT
COMMISSIONER'S MEETING MINUTES
July 14, 2022**

Commissioner Larry Scarborough called the commissioner's meeting of the Cascade Rural Fire Protection District to order 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, Fire Chief Steven Hull, and Secretary / Treasurer Pam DeChambeau.

LaDawn Saxton made a motion to approve the agenda, and Mike Arnold seconded the motion. Motion carried.

Steven Hull reported no sealed offers were received to purchase the 2007 Ford 350 four-wheel drive ambulance.

Larry Scarborough closed the regular meeting and opened the public hearing. Stated the purpose of the public hearing is to consider public comment on the establishment of a fire inspection fee for mobile food preparation vehicles effective August 1, 2022. Stated the new fire inspection fee for mobile food preparation vehicles is \$45.00. Stated the notice of the public hearing was published for two weeks in The Star-News on June 30 and July 7, 2022. Steven Hull reported on the Southwest Idaho group of fire departments and the fire inspection completed on mobile food preparation vehicles. Reported on the 2018 International Fire Code requirements for mobile food preparation vehicles. Reviewed the Mobile Food Unit Requirements form, the Mobile Food Unit Inspection form and the sticker placed after a completed and approved fire inspection of mobile food preparation vehicle. Deborah Powell, 37 Goslin Loop, Cascade, confirmed the fire inspection is annual and an Idaho Central District Health Food Establishment License is required before the fire inspection is completed. There were no other questions or comments received from the public. Larry Scarborough closed the public hearing.

Larry Scarborough made a motion to approve the minutes of the June 9, 2022 regular Commissioner's meeting, and LaDawn Saxton seconded the motion. Motion carried.

LaDawn Saxton made a motion to accept the Treasurer's Report and payment of the bills dated July 14, 2022, and Larry Scarborough seconded the motion. Motion carried.

UNFINISHED BUSINESS:

Steven Hull reported on the Impact Fee Study and Capital Improvement Plan establishing a fire impact fee in the amount of \$2,409 and an EMS impact fee in the amount of \$482. Reported on updating the capital improvement plan to combine the Fire and EMS impact fee because Valley County does not want to establish impact fees or manage impact fees collected. Reported the Development Impact Fee Advisory Committee met and approved

the updated Impact Fee Study and Capital Improvement Plan with the combined impact fee dated June 2, 2022. Reported the next step in the process of establishing impact fees is to hold combined public hearings with the City of Cascade to adopt the Cascade Rural Fire Protection District Impact Fee Study and Capital Improvement Plan Final Report – June 2, 2022 and to establish new development impact fees. Reported on tentatively scheduling the combined public hearings on Monday, August 15, 2022 at 7 p.m. at Cascade City Hall, 105 South Main Street. Steven Hull reported on the requirement to establish a third Development Impact Fee Advisory Committee that represents Valley County and on working to find five (5) members for the committee.

Steven Hull reporting for Keri Rueth reported the update on the controlled substance licensure application is that the Idaho Board of Pharmacy completed an inspection and the inspection passed.

NEW BUSINESS:

Steven Hull reported thirty-six (36) incidents for the month of June 2022 and reported the average for June is forty-three (43). Reported on working on the 2022-2023 budget, the process of establishing impact fees, and plan reviews for proposed developments. Reported on proposed developments on Cabarton Road and 1455 South Main Street.

Resolution 22-04 establishing a fire inspection fee for mobile food preparation vehicles was reviewed. Larry Scarborough made a motion to approve Resolution 22-04 to establish a \$45 fire inspection fee for mobile food preparation vehicles, and LaDawn Saxton seconded the motion. Motion carried.

The agreement for audit services with Zwygart John & Associates for the year October 1, 2021 to September 30, 2022, in the amount of \$4,600.00, a three hundred (300) dollar increase in the fee charged last year, was reviewed. Larry Scarborough made a motion to approve the agreement for audit services for the year October 1, 2021 to September 30, 2022 with Zwygart John & Associates in the amount of \$4,600.00, and LaDawn Saxton seconded the motion. Motion carried.

Gerry Gallupe, 10148 Timberrim Drive, Cascade, introduced herself, stated she was new to the community and had questions about the permanent tax levy override election the fire department is holding Tuesday, November 8, 2022. Asked if grants are being pursued for the money the fire department needs. Reported on State of Idaho grant money available. Reported on Valley County grant money available. Confirmed the Firewise grant money available to help her subdivision live safely near a fire-dependent natural community. Asked what the City of Cascade's supply of drinking water is in regard to future growth. Confirmed the increase in the fire department's property tax levy rate for the permanent tax levy override election. Confirmed the Watkins Pharmacy structure fire started on the roof and came from the air conditioner unit. Confirmed there are no fire code requirements for existing public buildings in Idaho. Confirmed Cascade Medical Center followed fire code requirements when the hospital was remodeled. Confirmed fire alarms and fire suppression systems are approved by the Idaho State Fire

Marshal office. Discussion followed on the Watkins Pharmacy structure fire. Discussion followed on the 2018 International Fire Code requirements. Discussion followed on the public buildings in the City of Cascade that have no fire alarms or fire suppression systems. Gerry Gallupe confirmed the proposed fire department impact fee is a fixed amount for residential and for industry is a price per square foot. Reported on the State of Idaho proposing a sales tax increase and proposing eliminating property tax. Reported on the Idaho Transportation Department plan for a roundabout at Main Street and Market Street.

Steven Hull presented and reviewed the proposed budget for 2022-2023. Reviewed the increase in property tax income in the amount of \$10,836, a three percent (3%) increase in last year's \$361,200, plus new construction in the approximate amount of \$3,147, for a total property tax income of \$375,183. Reported one percent (1%) is also available in forgone in the amount of \$3,751. Reported no budget increases in the remaining income line items. Reviewed the Assistance to Firefighters grant income line item in the amount of \$423,620 for a Type 3 Wildland Fire Engine. Reviewed the Valley County EMS District Contract Services income and reported on estimating a three percent (3%) increase. Reported the wages expenditure line is a three percent (3%) increase for all employees. Reviewed the health insurance expenditure line item increase. Reviewed the Medical Direction expenditure line item. Reported on the length of service award program for the volunteer employees not being possible to accomplish because of the coronavirus. Reported on working on an estimate for repair work to stairs at the fire station. Reported on transitioning from Firehouse incident reporting software to First Due incident software for fire reporting, emergency medical services reporting and also for incident planning for buildings, in the amount of \$3,000 annually. Requested to schedule a special meeting to present the final proposed budget for 2022-2023. A special meeting is tentatively scheduled for Thursday, August 4, 2022 at 5:30 p.m.

Steven Hull presented a five-year budget and proposed wages to hire six additional employees, to hire an Assistant Fire Chief and to increase the Secretary / Treasurer position to full-time, to estimate the levy rate and to hold an election for a permanent tax levy override. Reviewed the property tax revenue increase for the permanent tax levy override in the amount of \$650,000. Reviewed the estimated tax levy rate increase for the permanent tax levy override in the amount of \$650,000. Reported on hiring three (3) Paramedic / Firefighters, an Assistant Chief, and the Secretary / Treasurer position from part time to full time in 2023-2024, and hiring three (3) Emergency Medical Technicians in 2024-2025.

There being no further business, the commissioner's meeting of the Cascade Rural Fire Protection District adjourned at 7:20 p.m.

Respectfully submitted,



Pamela J. DeChambeau
Secretary/Treasurer

Approved:



Larry V. Scarborough
Chairperson