

**CASCADE RURAL FIRE PROTECTION DISTRICT
COMMISSIONER'S MEETING MINUTES
June 9, 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, Emergency Medical Services Director Keri Rueth, and Secretary / Treasurer Pam DeChambeau.

Larry Scarborough made a motion to approve the agenda with the addition of approval of the updated Capital Improvement Plan 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. Motion carried.

Larry Scarborough opened the public hearing and stated the hearing was to consider public comment on the amendment to the budget for the fiscal year October 1, 2021 to September 30, 2022. Reported the reason for the amendment is to pay the amount due on the Idaho First loan for the 2021 tanker pumper to save interest expense. Reported the amendment will increase the fund balance revenue line item \$140,000 and increase the capital improvement expenditure line item \$140,000. There were no questions or comments from the public and no written correspondence has been received. The amended budget was reviewed. Larry Scarborough closed the public hearing.

William Gigray with White Peterson Attorneys at Law reported he has drafted all the documents needed in order to complete the process of getting an ordinance in the City of Cascade to provide the Fire District impact fees that are in the Capital Improvement Plan prepared by Galena Consulting and Anne Wescott. Reported on the 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 June 1, 2022 to combine the Fire and EMS impact fee because Valley County does not want to establish impact fees or manage impact fees collected. Reported because of the change in the amount of the impact fee that is charged, the Development Impact Fee Advisory Committee should approve the updated Capital Improvement Plan dated June 1, 2022. Reported after that approval, the drafted documents needed to complete the process of establishing impact fees will be shared with the City of Cascade Attorney so the process starts at the City of Cascade. Reviewed the City of Cascade ordinance establishing a City of Cascade Impact Fee Advisory Standing Committee. Reported the committee has to meet at least once a year to review the capital improvement plan to determine if there are any inequalities or assessments that need to be made based on new information, and a statutory requirement to review the capital improvement plan for necessary changes every five (5) years. Reported the committee has to continue to exist, has residency requirements, must meet under open meeting laws, must post agendas, and

take minutes. Reviewed the City of Cascade ordinance adding the Cascade Rural Fire Protection District Development Impact Fee chapter to Cascade City Code. Reviewed the notice of published summaries for the ordinances and reported ordinances are effective thirty (30) days after passed. Reviewed the Fire District resolution establishing an impact fee policy to administer impact fees collected. Reported the City collects the impact fee when a building permit is issued, the City remits the fee to the Fire District, and the Fire District manages the impact fees collected and appoints an administrator of the impact fees. Reported the impact fees are deposited to a separate interest-bearing bank account and are not included in the Fire District budget. Reported on the accounting made for each impact fee collected with identifying details. Reported impact fees must be expended initially within eight (8) years of when collected but can request for an additional three (3) years as long as notice to property owners is provided. Reported impact fees are expended first-in first-out. Reported on impact fee applications for a special assessment where a property owner feels the impact fee charged is not correct. Reported the property owner has to prove the impact fee is not correct and has to hire an expert to prove only have to pay at this level and this is why. Reported on impact fee applications for credits where a developer dedicates land and/or improvements and wants a credit against the impact fees. Reported on the required procedures under the development impact fee law in order to legally administer special assessments and credits. Reviewed the form outlining the steps of the credit procedure. Reported management of the impact fee funds includes tracking interest. Reviewed the notice of combined public hearings of the City for approval of the Comprehensive Plan Amendment and the Ordinance for Fire District Impact Fees. Reviewed the notice of combined public hearings of the City and the Fire District for approval of the Capital Improvement Plan and the new impact fees. Reported on notice requirements when establishing a new fee or increasing an existing fee by more than five (5) percent. Reported on the benefits of a combined public hearing. Reviewed the resolution approved by the City for the intergovernmental agreement and the resolution approved by the Fire District for the intergovernmental agreement. Reviewed the resolution approved by the Fire District approving the Capital Improvement Plan. Reviewed the resolution approved the by City adopting the Fire District Capital Improvement Plan. Reviewed the resolution approved by the City adopting the Comprehensive Amendment. Reviewed the approval process of the City on the Impact Fee Ordinance. Reported after approval of the previous resolutions and ordinances, and the notices published and the hearing held, and the notice of published summaries published and 30 days passes then the process is finished. Reported on needing to decide the amount of the fee the City charges to collect and remit the impact fee to the Fire District. Reported on charging a fee for each impact fee collected and on the amount of the fee being based on their expense. Reported on conducting the combined public hearing of the City and the Fire District at the same location and time. Reported the expense incurred for the expertise provided by Galena Consulting to write the Capital Improvement Plan may be recouped from impact fees collected. Reported the other expenses incurred for administering impact fees are expended from the general fund. Reported on expending and budgeting for impact fees for a project in the Capital Improvement Plan. Reported on establishing the Capital Projects Trust Fund to deposit, maintain and expend Fire District Impact Fees. Reported

the Trust Fund is a custodial holding fund, must be interest-bearing, is not a part of the Fire District financial statement and an annual audit is required.

The update to the Impact Fee Study and Capital Improvement Plan to combine the EMS impact fee and fire impact fee was reviewed. LaDawn Saxton made a motion to approve the updated Impact Fee Study and Capital Improvement Plan dated June 1, 2002, and Larry Scarborough second the motion. Motion carried.

Larry Scarborough made a motion to approve the minutes of the May 12, 2022 regular Commissioner's meeting, and LaDawn Saxton seconded the motion. Motion carried.

Mike Arnold made a motion to accept the Treasurer's Report as presented and payment of the bills dated June 9, 2022, and Larry Scarborough seconded the motion. Motion carried.

UNFINISHED BUSINESS:

Steven Hull reported the reason the proposed EMS Impact Fee and proposed Fire Impact Fee were combined is because Valley County does not want to manage EMS Impact Fees collected. Reported the Valley County EMS District is a Valley County taxing district and therefore Valley County would be required to manage EMS Impact Fees collected. Reported on collecting the combined impact fee from building permits issued in the Fire District boundaries. Reported on not receiving EMS Impact Fees from building permits issued in the EMS District boundaries that are outside the Fire District boundaries. Reported on the plan to track the EMS Impact Fees not charged to building permits issued in the EMS District boundaries that are outside the Fire District boundaries and to request reimbursement from Valley County. Reported on presenting the updated Impact Fee Study and Capital Improvement Plan to the Valley County Commissioners to discuss funding for the EMS capital improvements.

Keri Rueth reported on new hire Paramedic Firefighter Erica Benson. Reported on speaking with the Idaho Board of Pharmacy for an update on the controlled substance licensure application and reported an inspection will be scheduled.

Larry Scarborough reported the search and rescue equipment and vehicle extrication equipment donated to Valley County Search and Rescue by Yellow Pine Fire District was returned because Yellow Pine Fire District did not follow procedures correctly.

NEW BUSINESS:

Steven Hull reported twenty-two (22) incidents for the month of May 2022 and reported the average for May is twenty-eight (28). Reported on requiring fire inspections for mobile food preparation vehicles and establishing a fire inspection fee for mobile food preparation vehicles and requested this item be on the next Commissioner's meeting regular agenda. Reported on the 2018 International Fire Code new requirements for

mobile food preparation vehicles and on following the Southwest Idaho mobile food unit requirements.

Keri Rueth reported the Idaho Emergency Medical Services Bureau equipment grant for a mechanical chest compression device was submitted, accepted, and has moved to the second phase. Reported awards letters will be sent out by July 31, 2022. Reported on the Idaho Emergency Medical Services Bureau EMS COVID Recovery Grant offered for equipment and/or vehicles and reported the grant application is available August 1 and due November 1, 2022.

Resolution 22-03 to increase the 2021-2022 budget \$140,000 to pay the amount due on the Idaho First loan for the 2021 tanker pumper to save interest expense was reviewed. Larry Scarborough made a motion to approve Resolution 22-03 to amend and increase the 2021-2022 budget \$140,000 to pay the amount due on the Idaho First loan, and Mike Arnold seconded the motion. Motion carried.

Keri Rueth presented and reviewed a past due emergency medical services billing for incident 21-159 and requested time to contact the patient before sending the past due billing to the collection agent. Presented and reviewed a past due emergency medical services billing for incident 21-306 and reported the insurance payments received and suggested forgiving the balance due. Presented and reviewed past due emergency medical services billings for incident 21-203 and incident 19-257. Mike Arnold made a motion to hold the emergency medical services billing for incident 21-159 in order to contact the patient, to forgive the balance due on emergency medical services billing for incident 21-306, and to send the past due emergency medical service billings for incident 21-203 and 19-257 to the collection agent, and LaDawn Saxton seconded the motion. Motion carried.

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

Respectfully submitted,



Pamela J. DeChambeau
Secretary/Treasurer

Approved:



Larry V. Scarborough
Chairperson