

**The Board of Commissioners has approved these Minutes and are the official record relating to the conduct or administration of the District’s business, as reflected herein.**

**BOARD OF COMMISSIONERS MINUTES**

Nampa Fire Protection District  
Regular Meeting July 10, 2023

Commissioner Ryan called to order the regular meeting Nampa Fire Protection District Board of Commissioners at 6:00 pm on Monday July 10, 2023.

Those present: Commissioner Frank Wolfkiel, Commissioner Daniel Ryan, Commissioner Cleo Miller, Commissioner Nicholas Chan, Chief Kirk Carpenter, Attorney William Punkoney, Chief Kirk Carpenter, Deputy Fire Chief of Operations Chris King, Deputy Chief of Logistics Nick Adams, Division Chief of Training Bobby Jardine, Division Chief of EMS Tom Wright, Local 804 President Adam Swift, and several members of the community.

APPROVAL OF BOARD MEETING AGENDA NOTICE POSTINGS REPORT BY THE SECRETARY INCLUSIVE OF WEBSITE OR SOCIAL MEDIA PLATFORM POSTINGS WHEN MAINTAINED BY THE DISTRICT.

A motion for approval of the July 10, 2023 agenda as posted was made by Commissioner Wolfkiel, seconded by Commissioner Miller and approved.

**Review of the June 12, 2023 Regular Meeting Minutes:**

Commissioner Wolfkiel moved to approve the June, 10 2023 regular meeting minutes and grant the Secretary’s record destruction of the audio, motion seconded by Commissioner Miller, and approved.

**Treasurer’s Report:**

Report was presented by Chief Adams:



ADMINISTRATIVE OFFICE  
9 – 12th Avenue South Nampa, ID 83851  
208.468.5770

Account Balances as of May 31, 2023:	Interest Earned
MTN West Checking 1171	\$ 10,000.42 \$ 0.42
MTN West Savings 4532	\$ 10,001.28 \$ 1.28
LGIP Fund 3269 (Capital and Reserves Fund)	\$ 315,883.48 \$ 1,175.57
LGIP Fund 3788 (Leave Liability Fund)	\$ 98,144.48 \$ 365.25
MTN West ICS Demand Fund 6490	\$ 2,199,390.31 \$ 11,405.43
Development Impact Fee Fund 3618	\$ 1.00
Development Impact Fee Fund ICS 8585	\$ 779,291.50 \$ 2,656.13
Private Fire Donations Fund 1743	\$ 33,420.33 \$ 1.42
Petty Cash at Fire Admin	\$ 141.90
<b>Investment Accounts:</b>	
Schwab - Tax Leavy Fund 5105	\$ 3,021,496.43
Schwab - Leave Liability Fund 9593	\$ 1,757,849.09
Schwab - Reserve Fund 6161	\$ 5,252,515.04
<b>TOTAL FUNDS</b>	<b>\$ 13,478,135.26</b>

Motion was made by Commissioner Wolfkiel to accept the financial report, Commissioner Miller motion seconded, and approved.

**Officer Reports:**

Chief of Operations King presented

Run Reports: Consistence number for incidents from 2022 as shown by the YTD Run report. Chief King (didn't include weekend of July 4<sup>th</sup> so numbers and calls verbally discussed. Commissioner Chan would like a response data by District. Would like a map with data "dotted" on map.

Operational Update: Reviewed budget, overtime, and injuries in Command Meeting. Currently 8 vacancies due to long term injuries. Approaching yearly overtime budget at the 6-month mark. Trying their best to manage funds.

Chief of Logistics Adams presented

Station #6 Update: Reminder August 16<sup>th</sup>. Norah will have the final flyer out soon. Took possession of building July 7<sup>th</sup>. Currently doing final installations.

Station #1 Update: Pavers are getting fixed by Clearwater landscaping.

Deputy Chief Fire Marshal Johnson report was given by Chief Carpenter

Update on Chief Johnson. Q2 Prevention Report 1,142. See packet for details. LIV compliance reporting is where the report is run from. A little short on revenue projections for Prevention.

Division Chief of Training Jardine

Total training hours combine with Caldwell 7,034 hrs. 15 Recruits passed final tests. Finalizing testing. Graduation is Friday at 6 pm at College of Idaho. BBQ noon on Friday at training.

Division Chief of EMS Wright

LogRx system for tracking controlled substances.

### District Administrator Report:

Chief Carpenter: Nampa sets expectation for physical agility. Proud leadership that promotes health. Detailed the importance of moving to an electronic narcotic tracking system which will help on multiple fronts. Both programs took a lot of work. Updated website nampafire.org. Update on 4<sup>th</sup> of July. Community members are very upset and feel like the City, Community and Fire Department are not doing anything to resolve the issue. However, policy change would be required.

### Correspondence:

No correspondence.

**Attorneys Report:** Bill Punkoney presented Nampa is moving to pooling costs of Lucas Maintenance between Caldwell, Star, Middleton, Wilder, etc. Lucas maintenance is very expensive so shared costs is important. Bill is also tasked with putting together draft of yearly things that need to happen for Commissioner meetings.

### WHITE PETERSON

ATTORNEYS AT LAW

KATELIN E. BARTLES  
KELSY R. BRIGGS  
MARC J. BYBEE  
WM. F. GGRAY, III  
DANIEL W. GOODMAN  
MATTHEW A. JOHNSON  
JACOB M. JONES  
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### Legal Counsel Report

To: Board of Commissioners, Nampa Fire Protection District  
From: Wm. L. Punkoney  
Re: Regular Meeting of Board of Commissioners -July 10<sup>th</sup>, 2023

The following is my report of legal service projects and activity and matters which we wish to bring to the attention of the Board of Commissioners:

PROJECT	DATE	ACTIVITY
Policy Code	On-going	Continuing to update the District's Policy Code.
HR Issues	On-going	Advised Leadership on non-emergent HR practices and issues.
Lucas Device Maintenance and Service Plan	On-going	Coordinate with EMS Chief on being included on Lucas Device Maintenance and Service Plan.
Yearly Timeline	On-going	Draft Yearly Timeline for Nampa Fire Protection District.
Union Negotiations	On-going	Partipate in Union Negotiations.

Dated: 07/10/2023

Signed: 

**Local – 804 Firefighters:**

Union representative. Adam Swift presented about Ignite Bootcamp originated to introduce women into the Firefighting. They have expanded to include young males as well. 4 our NFPD Female members donated time to the weekend Ignite Bootcamp. Cornhole tournament happening and part of the money from this tournament goes to the Local 804.

**Business:**

**Fiscal Year 2024 Budget** Publication - Chief of Logistics Adams reported on proposed FY 2024 Budget. Richard Davies suggested the Commissioners can come before the hearing (in a non-public hearing) to go over details of proposed budget. Commissioner Wolfkiel made a Motion to accept publication numbers with exception of increasing maximum possible tax revenue to 8%. Commissioner Chan seconded. Approved.

**NAMPA FIRE PROTECTION DISTRICT  
PROPOSED FY 2024 BUDGET (For Publication and Budget Hearing)**

Description	CAITY OVER	Revenue
1010 - Checking Account	\$ 10,000	
1020 - Savings Account	\$ 10,000	
1025 - Mtn West ICS Fund	\$ 1,457,550	
LGP Fund (Local Government Investment Pool)	\$ 414,028	
Development Impact Fees Trust Account	\$ 50,000	\$ 2,000,000
Schwab - Leave Liability 9593	\$ 1,765,502	
Schwab - Levy Investment 5105	\$ 1,537,424	
Schwab - Reserve Funds 6161	\$ 5,256,876	
Employee Recognition Fund (Farr Family Endowment)	\$ 33,422	
43400- Property Tax Revenue		\$ 18,722,981
43400- Canyon County Property Tax Judgement		\$ 389
43410- Sales Tax Refund Account		\$ 700,000
43440- Agricultural Equipment Property Replacement		\$ 25,257
43445- Personal Property Replacement		\$ 43,218
44800- Wildlife Refuge Surplus		\$ 250
44820- Tax Circuit Breaker		\$ 264,000
45000- Fire Prevention Revenue		\$ 400,000
45450- Burn Permits		\$ 16,000
45030- Cost Recovery (HazMat, Wildland, Idaho Center)		\$ 75,000
46430- Rental & Lease Revenue (CCP/CWD)		\$ 19,200
47200- Refunds and Reimbursements		\$ 12,000
47230- Interest on Accounts		\$ 200,000
47240- Miscellaneous Revenue (Confined Space/LIV)		\$ 20,000
47250- Donations		\$ 12,000
<b>Totals</b>	<b>\$ 10,534,802</b>	<b>\$ 22,510,295</b>
<b>TOTAL CASH ON HAND PLUS ESTIMATED REVENUE \$ 33,045,097</b>		
<b>EXPENSE DESCRIPTION</b>		
<b>Salaries &amp; Benefits</b>	<b>\$ 13,313,791</b>	
<b>Medical, Health, Dental Insurance</b>	<b>\$ 2,018,460</b>	
<b>Operational Expenses</b>	<b>\$ 3,000,000</b>	
<b>Employee Earned Leave Liability (Restricted Fund)</b>	<b>\$ 2,200,000</b>	
<b>Employee Awards and Recognition (Farr Family Endowment Fund)</b>	<b>\$ 33,422</b>	
<b>Capital Expenditures</b>	<b>\$ 2,000,000</b>	
<b>Capital Emergency Vehicle Life Cycle Fund</b>	<b>\$ 1,500,000</b>	
<b>Capital Facilities Life Cycle Fund</b>	<b>\$ 1,100,000</b>	
<b>Development Impact Fee Expenditures</b>	<b>\$ 2,050,000</b>	
<b>Emergency Reserve Fund (LGP 15% of Total Budget)</b>	<b>\$ 5,829,424</b>	
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>\$ 33,045,097</b>	

**Executive Session 74-206A(J)(1)(a)** to discuss collective bargaining updates. Verbal Rollcall to go into executive Session. Commissioner Chan yes. Commissioner Ryan yes. Commissioner Wolfkiel yes. Commissioner Miller yes. Commissioner Wolfkiel made a motion to come out of executive session. Commissioner Miller approved.

**Non-Action Item, Business:** No non-action items this month. **Discussions:** No discussions at this time.

**EXECUTIVE SESSION:**  
**Under Idaho Code § 74-206(1)(b), (d), (f), (j)**

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

(d) To consider records that are exempt from disclosure as provided in [chapter 1, title 74](#), Idaho Code;

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

(j) To consider labor contract matters authorized under section [74-206A](#)(1)(a) and (b), Idaho Code.

*The action item is the motion calling for executive session and identification of the statutory authorization and who outside of the Commissioners will be in attendance.*

*The motion, if seconded, requires a roll call vote.*

*The Action item is also the voice vote to come out of executive session and resume regular session.*

*No final action or final decision will be taken or made in executive session.*

With no further discussion the meeting was adjourned. Commissioner Wolfkiel made a motion to adjourn, Commissioner Miller second. Approved.  
 Next scheduled meeting is for August 14, 2023

Dated: July 10, 2023.

Frank H. Wolfkiel, Commission Secretary.

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