

NORTH BENCH VOLUNTEER FIRE DEPARTMENT MEETING
NBVFD FIREHOUSE #1

1. DATE: Monday, July 14, 2025

2. THOSE IN ATTENDANCE:

- 🍏 Vice President Casy West.
- 🍏 Director Greg Mead
- 🍏 Chief Ken Baker
- 🍏 Director Jim Hill
- 🍏 Edna Runyan
- 🍏 Aaron Rutherford

3. TIME MEETING COMMENCED: 6:30

CALLED TO ORDER BY: Jim

4. PLEDGE OF ALLEGIANCE: Casey

5. INVOCATION: Aaron

6. PUBLIC COMMENT(S):

Public question as to how things are generally going for the department. Jim responded that things are going well with many things progressing nicely.

7. PREVIOUS MINUTES:

March 10TH minutes received. Casey motioned to approve the March minutes.

Jim seconded. All in favor, no opposed.

8. CHIEF REPORT

a. Discussion

A structure fire was kept out of the woods, Contract with Dept of Lands, stipend program in need of adjustment, vehicle maintenance progressing, reporting on equipment maintenance and standards. Public question regarding whether part of the cost on the Naples fire will be covered, discussion on the stipulations for that contract and reimbursement. Naples fire response went well. Payments coming in on second billing. Letters still needing to go out. Some addresses still needing corrected.

9. TREASURER'S REPORT

a. Profit and Loss: June 2025

i. Income: \$5,521.42

ii. Expenses: \$26,799.87

iii. Net Income: \$(21,278.45)

iv. Total Current Assets (Checking, Savings & CDs) \$152,071.65

b. Discussion

Second mailing created awareness plus \$8K in additional dues paid.

Public Comment on budget review meeting needed. Edna stated that she worked with Chief Baker on budget. Discussion regarding budget line items and discretion of the board to re-allocate budget line item monies as needed. Chief Baker stated that maintenance will go over the budgeted amount.

i. Motion to approve treasurers report: Edna

i. Seconded: Jim

ii. All in Favor, None opposed.

11. 501(c)(3) UPDATE

Edna stated she was waiting for a responses.

12. AUXILIARY UPDATE

Teresa said she needs board members and firefighters to help with the fair booth.

Items to be sold. First event since car show. They will be trying to recruit members as well. Discernment needed about auxiliary responsibilities from chief.

13. DISTRICT INFORMATION

Chief statement regarding keeping information on computers private and that he isn't aware of a policy for the information security or user's authorization for access. Suggestion of Chief's office being locked with only chief having access.

Chief stated that the investigator needs access. Edna stated that the firefighters could have access to needed items in the main room rather than in the office. Edna suggested the lock be changed. Jim recommended establishing a subcommittee to create the info/office security policy. Jim stated that it won't be acted on at this meeting, but the discussion will be continued before next meeting.

14. FOREST SERVICE DOVE ROAD CULVERT

Public Comment: No one wants to say they are responsible. 12 families that are not sure how the fire dept would be able to get to them with the bridge the way it is. Chief stated that the dept can get there through the back side. Casey stated the requirements are up to the Chief of the dist. Casey stated an engineer is needed. Chief mentioned he thought 45K lbs minimum is requirement for a bridge for the equipment. Jim suggested the members draft the letter and submit. Public comment regarding emergency protocol. Chief Baker referred them to the Sheriff's dept. with emergency calls. Public question as to what they might do that may help the fire dept. Chief stated ISO has recommendations for those items. Question regarding the locked gates with fire dept access. Chief said they will cut the chain or lock if necessary to obtain access for fire fighting. Discussion regarding easement details on public Forest Service road and responsibility for maintenance.

15. 3 YEAR PLAN

Discussion tabled.

16. ON BOARDING

Process for hiring fire fighters, back ground check, establishing hiring system, items required by accountant's office in regards to new employee information.

Jim suggested a volunteer might be interested in helping with the on boarding process.

17. NEW ADMINISTRATION POSITION

Explanation from chief regarding all the different sources of info that need consolidated for the billing process in regards to the need for the potential administrative position.

Discussion concerning admin job description, job duties. Chief read the admin job description details, qualifications, position hours, rates, annual cost. Edna stated \$18 per hour was reasonable. Jim stated that with Jack Douglas leaving the district there was a surplus of \$200 per month to allocate towards the administration position. Edna estimated cost of \$1500 per month. Public comment on volunteers available. Discussion regarding the skills required not likely in a volunteer and the necessity of consistency. Public question regarding whether the work could be done remotely. Jim questioned where the funds would come from? Edna expressed that the printed financials were necessary to determine the budget for the administrative positions. Jim suggested that the details be determined before a decision can be made. Chief said the amount saved would more than cover the admin position. Edna suggested that the position be

temporary so if it doesn't work out the employee has already agreed to that. Greg asked what the main goal was for the position. Ken stated that the department needed to increase income, discussed the details in which that was likely with the position's ability to execute tasks that have cost the district money. Public comment by Teresa to work out budget finances before deciding to hire and to pay for someone with what is determined to be available. Jim recommended budget review in two weeks. Jim asked for approval of July 28th meeting for budget review meeting. Jim stated the board will plan on the special meeting on July 28th to discuss the matter of the financials and administrative position. Discussion concerning the difference between tax based funded and volunteer funded departments.

17. Firefighters

Discussion continued from last meeting regarding armed fire fighters after the shooting in CDA. Jim recommended not having an official policy but rather let it be left to the laws of right to carry for Idaho. Jim stated that policy is not necessary at this time.

14. VIPR Engine Employee Rates

Casey stated the dept received first dispatch call for this program. Wage rates need to be set for the fire bosses and firefighters. He needs the rates in order to hire fire fighters. Discussion for the hourly rates, overtime, benefits, etc, with specific numbers and gross profit amounts. 50% profit margin for type 4. 47%

profit margin for type 6. Discussion regarding VIPR requirements. Public question regarding the fees. Public question regarding repairs and who is responsible. Casey stated repairs are the fire departments responsibility with lodging being provided by the government. Board question regarding distance willing to travel. Casey explained regions and that the dept is within region 1. Northern Idaho, western Montana. Question from board regarding who makes the call whether to go out. Answer from chief was that it depends on circumstances. Casey described details to the reason for the rates as discussed. Suggested the rates be revisited over the winter and being prepared for fire season next year. Discussion regarding guys being out of area, hiring process with chief and couple board members being involved with back ground check and physical. Casey to forward prospects to chief after prescreening. Casey suggested that the radius be discussed. Edna stated that there is a process for hiring and it's better to have the process set before starting. Casey reiterated the need for prescreening.

Jim requested a motion for a rate of \$27/32 for crew, \$40/45 for fire boss with Casey and Chief prescreening applicants. Greg seconded. All in favor, no opposed.

15. Jack Douglas Letter

Letter of resignation received. District sent thank you letter for his work.

Casey west left the meeting at 7:30.

MEETING ADJOURNED TIME: 7:46

10. PREPARED MEETING MINUTES PROVIDED TO BOARD MEMBERS:

a. Date: 7/16/25

11. SUGGESTED CORRECTIONS TO MINUTES: Y/N

12. CORRECTED MINUTES PROVIDED TO BOARD MEMBERS

a. Date: