

**NORTH BENCH VOLUNTEER FIRE DEPARTMENT MEETING**  
**NBVFD FIREHOUSE #1**

1. DATE: Monday, November 10, 2025
  
2. THOSE IN ATTENDANCE:
  - 🍏 Vice President Casy West
  - 🍏 Director Greg Mead
  - 🍏 Chief Ken Baker
  - 🍏 Director Jim Hill
  - 🍏 Treasurer Edna Runyan
  - 🍏 Secretary Aaron Rutherford

3. TIME MEETING COMMENCED: 6:30

CALLED TO ORDER BY: Jim

4. PLEDGE OF ALLEGIANCE
  
5. INVOCATION: Aaron
  
6. PUBLIC COMMENT(PC): request to set date for vote regarding proposal for subscription based or taxed based dept. Jim stated that the board has voted to recommend to the members to go to a tax-based system. PC regarding status to have website setup. Casey confirmed it is currently being done. Discussion concerning

payment platform and expected date to be up and running. Question regarding the auxiliary having access to the website. Jim asked if the auxiliary should have its own facebook page. Edna stated as long as one of the board officers was on the auxiliary facebook account. Board authorized auxiliary to have their own page.

7. PREVIOUS MINUTES:

a. Approved: Yes

b. Motion to approve: Edna

1. Seconded: Casey

2. All in favor, None Opposed.

8. CHIEF'S REPORT

Fire Call Report, members paying dues, north Idaho fire chiefs regarding authority to help road building directives, discussion regarding types of calls, and the reason the department runs medical calls and the logistics of the multiple calls. Chief's association meeting, amateur radio club and the ability to talk within system as a backup communication system. Fire prevention coop in regards to resources and funding. Upcoming trainings, protocols for fire EMS and dispatch communications, Roads that aren't accessible for fire fighting in winter, number of structure fires in the last three days, department vehicles that are out of service. Dept on scene in six minutes on recent call. Results from pump tests. All pumpers passed. Discussion

concerning maintenance needed and logistics. Day care inspection done. Conversation with the tribe still needed as well as IFG and the City of Moyie. Edna recommended setting up a meeting. Discussion regarding mutual aid with the City of BF. Jim asked about the hall mtn being without a chief and then read the elements of the Idaho Statutes regarding fire dept organization. Casey mentioned another statute that defines who is the authority in regards to the fire chief in a particular district. Jim stated that full authority is possessed. Public question regarding the location of the fires and were the people for whom the fires were responded to members? Ken stated that they weren't. Discussion regarding the process for those members that don't pay even after being billed and when a fire is responded to for that property. Edna recommended a notice in the paper. Public question about following up on the previous fires responded to in which the members had not paid and what was the course of action for collection. Public question regarding the Moyie Springs mill asking for the department for fire coverage. Ken stated they can sign a contract with anyone the department wants to. Meeting with the mayor needed.

## 9. TREASURER'S REPORT

### A. Assets

Savings CD	\$33,869.10
24 MO CD	10,281.01

Checking	78,066.21
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B. Income

Membership Income	\$ 1,093.00
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Interest Income	2.99
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C. Expenses	\$33,383.89
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Bills Paid	1,229.00
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Payroll, Estimated	13,000.00
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Discussion:

Money will need transferred from savings to the operating account. Funds transferred needed from P1FCU to Main operating account (MTN. WEST BANK). Discussion regarding not getting the financial on time for the board meeting. Heidi's concerns regarding Mtg to early in month for her to prepare information for the meeting.

Discussion regarding how moving the meeting later in the month would alleviate the matter. Public Comment from the newspaper representative to confirm budget numbers and question concerning whether the expenditures were average/normal. Jim and Edna clarified sources for memberships and grants. Jim asked whether Edna had a

recommendation between the choices 1. Continue as is 2. Change mtg dates 3. Change accountants. Discussion from Edna regarding the administrator help for Ken to get the information to Heidi sooner, items being expensed appropriately and categorizations. Ken asked if the board wants a repeat budget from last year or do they want a real budget that covers maintenance realistically. Discussion regarding critical nature of department financially. Public Comment regarding possible change of billing dates to alleviate the bookkeeper. Question regarding the cost of the accountant for the last month. Appx \$500. Ken questioned the values applied to vehicles and stated they don't align with replacement cost. Jim asked about requesting help from the post office and school district on the snow plowing for station. Question regarding rescinding or delaying offer for the IDL truck. Motion to authorize the treasurer to transfer funds as necessary from P1FCU ACC to cover current expenses, subject to informing the board of such transfers.

Motion to Approve: Casey

Seconded: Aaron

All in favor, None apposed,

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Motion for all expenses to be reported on the P&L as of January 1, 2026 and appropriate line item and then at the end of the year make journal entry as appropriate.

Motioned: Edna

Seconded: Casey

All in favor, None opposed

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Motion to approve treasurers report: Casey

Seconded: Edna

All in favor, None opposed

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## 10. Auxiliary Update

### A. Discussion

No expenses. \$394 beginning balance of account for September. October bake sale generated \$323 dollars. Current Account: \$718.17 according to the President of the Auxiliary. Ken said the Auxiliary goal is to make \$20K for the year. Jim emphasized appreciation for the Auxiliary.

## 11. Freeze on all Non-Essential Spending

### Discussion:

Casey suggested stretching out repairs and other essentials until membership dues start coming in. Edna asked if the Auxiliary might be able to make a dish for the trainings in

order to save money. Public Comment (Teresa Baker) regarding the auxiliary members already donating all the ingredients and raffle go bags, etc. Ken stated that time is already being donated for maintenance of vehicles.

## **9. Dues Rates Letter and Mailing Schedule**

Discussion:

Aaron updated the board, new computer for secretary, GIS capability, appx mid-November estimated to get billing done and discussion about timing with payments. Jim suggested getting billing done in next 10-12 days. Casey asked about amending the bi-laws. Public question regarding volunteers to help get the billing ready to send. Jim mentioned that he thought the letter was sufficient. Discussion regarding a portion of the by-laws regarding dues and due date and non-payment. Discussion regarding specific change to be made to the by laws and the current wording of the bylaws allowing for the amendment.

**Vote to amend by-laws to read:** Article 8 Section 3. All dues to be paid in full to the North Bench Fire Department by December 31<sup>st</sup> of each year for the following calendar year.

Motion: Casey

Seconded: Edna

All approved, None opposed, passed unanimously 5-0

Discussion regarding notice in the paper for the annual meeting and the billing of non-members. Newspaper notice could be posted anytime. Jim stated he would write a paragraph and Aaron would enter the notice in the paper. Public comment regarding the need to get the vote for taxing district on the 2026 election.

Aaron clarified need to get GIS done before the letter can be sent to the printer. Edna mentioned that there are multiple steps yet to take place. Casey mentioned the possibility of printing extra letters to be hand delivered to local businesses. Aaron stated that the letter would still need to be mailed even if hand delivered. Jim confirmed the by-laws requirement of the mailing by USPS for the notice of the annual meeting.

Jim mentioned a motion to approve the billing letter, discussion by edna regarding billing system fees. Discussion regarding adding notice of the fees to the letter.

## **10. Schedule Town Hall Meeting**

Discussion:

What is needed for next Town Hall meeting is cost for various levels of service in regards to what the members want. Casey mentioned tying the budget amount to the level of service provided. Current level of service is X amount, per 100K of assessed value.

Discussion regarding area departments failing financially due to various factors such as economy, etc. Edna recommended a special meeting with numbers and real data from



insurance companies and the cost adjustment based on the fire department service. Jim mentioned the items needed as 1. Cost per level of service, 2. Ins impact if dept is no longer able to operate and 3. Petition to be prepared before the next townhall meeting. Discussion regarding specific requirements of the petition. Jim suggested a mid-December town hall meeting date. Public question about individual duties assigned to accomplish everything prior to the town hall meeting. Discussion regarding obtaining information from various insurance companies for the rates if no fire department available for properties. Board to each get info from personal providers to compare. Discussion regarding date for special meeting, annual meeting and the townhall meeting. Proposal to have special meeting in December. Discussion regarding possibly being on the 2026 election ballot with the taxing district vote. Casey mentioned he liked the idea of the annual meeting and the townhall meeting being combined. Jim suggested laying out the plan and steps that need to be taken in order to make it happen. Discussion regarding gathering information via email. I.E: Basic fire service budget. Townhall to be combined with the annual meeting.

Special Meeting December 1, 6:00 PM for the special meeting.

Agenda: 2026 budget, petitions, insurance and cost of levels of service.

MEETING ADJOURNED TIME: 9:08

PREPARED MEETING MINUTES PROVIDED TO BOARD MEMBERS:

a. Date: \_\_\_\_\_

SUGGESTED CORRECTIONS TO MINUTES: YES/NO

CORRECTED MINUTES PROVIDED TO BOARD MEMBERS

b. Date: