

**WORLEY FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING**
January 28, 2020 4:30 PM
31541 S Highway 95, Worley, ID 83876

CALL TO ORDER

CHAIRMAN HISE called the meeting to order at 04:30 p.m.

COMMISSIONERS PRESENT: Chairman Hise, Commissioner Joy, Commissioner Drechsel

OTHERS PRESENT: Chief Sneve, Deputy Chief Templeton, Secretary Saranto, Kris Mayhew, CPA

AMEND AGENDA

There were no amendments to the agenda.

AUDIT REVIEW - MAGNUSON, MCHUGH & COMPANY - Kris Mayhew, CPA

Mr. Mayhew introduced himself to the Board; gave them a brief summary of his background and that of his firms.

Explained what and why an audit is required and what their role as auditors is. We are state mandated to get an audit every year. We do not audit for fraud, and we cannot audit our own work. Having third party CPA participation which is Mary Richter is highly recommended. It is good to have that third-party professional look at the books.

Mr. Mayhew then walked the Commissioners through the audit report explaining the financials and asset reports. The Audit report is sent to the State Department of Legislative Audit.

Value of Internal Controls - this is where we would put any finding or material weaknesses. We did not find any deficiencies; these reports are reliable. I have no recommendations for the Board.

Carmen does a great job getting everything ready and the system you have in place with Mary Richter's oversight, checking assets and journal entries is a very efficient way to do that.

CONSENT CALENDAR

The consent calendar was presented for review as follows:

- a. Approval of Regular Monthly Meeting of December 17, 2019 as presented
- b. Approval of Paid Bills Lists
- c. Review of Financial Reports

COMMISSIONER JOY moved to approve the January 28, 2020 Consent Calendar as presented. **COMMISSIONER DRECHSEL 2nd.** Motion Carried.

CHAIRMAN HISE called for roll call vote:

ROLL CALL VOTE:

Chairman Hise:	Yes
Commissioner Drechsel:	Yes
Commissioner Joy:	Yes

Motion Carried

CHIEF'S REPORT

Report Provided

DEPUTY CHIEF'S REPORT

Report Provided

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTARY

None

COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE

COMMISSIONER JOY inquired about the upcoming union negotiations. Could we possible do them before summer?

DEPUTY CHIEF TEMPLETON asked who was on the committee? CHAIRMAN HISE stated last time it was the board and the district's attorney, but he thought the Chiefs should be involved as members of management. DEPUTY CHIEF TEMPLETON stated that the only time the district's attorney should be involved is if the union brings there' attorney in.

MOTION TO ADJOURN

COMMISSIONER DRECHSEL moved to adjourn the meeting, COMMISSIONER JOY 2nd the motion: Motion Carried 5:43 P.M.



RON HISE, Chairman



GARY DRECHSEL, Commissioner



ED JOY, Commissioner

ATTEST BY:


Carmen Saranto, District Secretary



Chiefs Report

January 2020

- Performed on-site Sprinkler Inspection for residence at The Ridge at Sun-Up Bay 01/07
- Plow truck to Rockford Auto for repairs 01/07 Unit returned 01/09
- Met with Larry Naccarato, Chief St, Maries Fire District 01/09
- Plow truck not starting again contacted Rockford Auto 01/10 Unit returned 01/15
- Contacted Washington Auto Carriage about installing 2nd. Plow mount on unit 498 01/10
- Contacted Commissioner Drechsel to plow Sta. #1 01/10
- Rented Bob Cat from United Rentals to plow snow 01/13
- Met with Glenn Potter, Territory Sales Manager, McNeil and Co. Ins. Regarding our existing Insurance Agent concerns 01/14
- Contacted Lonnie Aller, Maintenance Supervisor, Black Rock Maintenance to plow Sta. #6 01/14
- Received updated Kootenai County Emergency Medical Services System contract for review 01/17
- Plow truck back to Rockford Auto for same issues 01/21
- Unit 496 to Findlay Dodge for recall issues 01/22 Unit returned 01/23
- Lake City Heating was contacted regarding heater at Sta. #6 01/22 Blower fan repaired 01/24
- Our Insurance provider was contacted regarding water damage inside Sta. #6 from Roof leak 01/27
- Met with Rockford Auto regarding Plow Truck. 01/27, Wiring is burnt and would be cost prohibitive to repair. I will contact IDL for return and possibility of another pick up.
- Performed misc. repairs to apparatus and Equipment
- Signed a few Building Permit Apps., C/O signoffs

Next Month

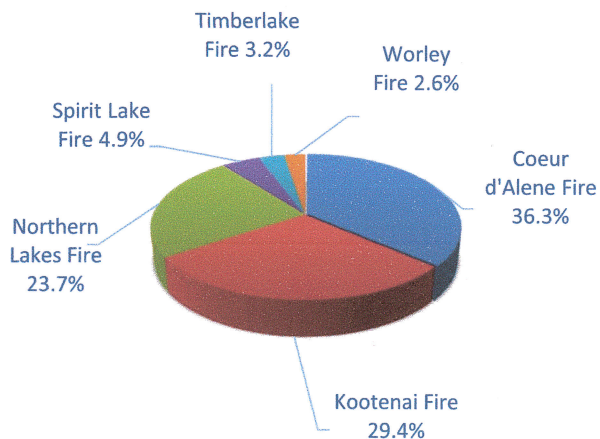
- Continue with Annual Maintenance on fleet
- Possibly utilize Capital monies to order 4 new SCBA's
- Install Plow mount and Controls on Unit 498

KCEMSS - FY 2020 Billable Call Information By District

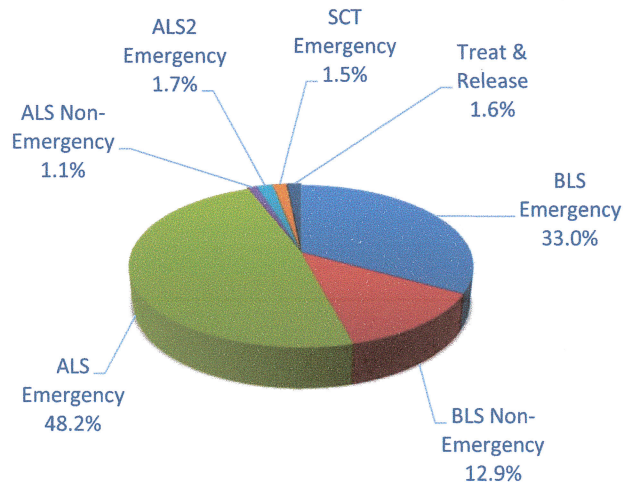
Note: This is gross revenue before contractual adjustments and bad debt writeoffs. For average collected revenue multiply by 51%.

District:	OCTOBER 2019		NOVEMBER 2019		DECEMBER 2019		YTD				
	Calls Billed	Charges	Calls Billed	Charges	Calls Billed	Charges	FY2020 YTD Calls	FY2020 YTD Gross Charges	Avg. Gross Billing	% of Calls	% of Rev.
M31	145	\$ 107,208	147	\$ 109,269	151	\$ 112,057	443	\$ 328,534			
A32	248	\$ 185,077	196	\$ 144,904	240	\$ 176,585	684	\$ 506,566			
A33	2	\$ 3,913	1	\$ 213	2	\$ 771	5	\$ 4,897			
Coeur d'Alene:	395	\$ 296,198	344	\$ 254,386	393	\$ 289,414	1132	\$ 839,998	\$ 742	41.3%	36.3%
M11	132	\$ 117,980	125	\$ 111,204	140	\$ 120,559	397	\$ 349,743			
A12	4	\$ 2,540	1	\$ 611	3	\$ 1,302	8	\$ 4,453			
M13	111	\$ 95,635	124	\$ 108,533	138	\$ 121,210	373	\$ 325,378			
Kootenai:	247	\$ 216,155	250	\$ 220,348	281	\$ 243,072	778	\$ 679,575	\$ 873	28.4%	29.4%
M51	122	\$ 95,399	105	\$ 82,226	129	\$ 105,120	356	\$ 282,745			
A53	2	\$ 1,222	1	\$ 5,317	1	\$ 213	4	\$ 6,752			
M52	84	\$ 83,127	75	\$ 86,413	87	\$ 90,226	246	\$ 259,767			
Northern Lakes:	208	\$ 179,749	181	\$ 173,956	217	\$ 195,558	606	\$ 549,263	\$ 906	22.1%	23.7%
EMS 81	32	\$ 35,712	30	\$ 34,783	37	\$ 42,026	99	\$ 112,520			
EMS 82	0	\$ -	0	\$ -	0	\$ -	0	\$ -			
Spirit Lake:	32	\$ 35,712	30	\$ 34,783	37	\$ 42,026	99	\$ 112,520	\$ 1,137	3.6%	4.9%
EMS 61	21	\$ 21,345	23	\$ 24,238	25	\$ 25,249	69	\$ 70,832			
EMS 63	3	\$ 2,968	0	\$ -	0	\$ -	3	\$ 2,968			
Timberlake:	24	\$ 24,313	23	\$ 24,238	25	\$ 25,249	72	\$ 73,800	\$ 1,025	2.6%	3.2%
EMS 41	20	\$ 23,145	11	\$ 11,949	21	\$ 24,119	52	\$ 59,213			
EMS 42	0	\$ -	0	\$ -	0	\$ -	0	\$ -			
Worley Fire:	20	\$ 23,145	11	\$ 11,949	21	\$ 24,119	52	\$ 59,213	\$ 1,139	1.9%	2.6%
Hauser Lake:	0	\$ -	0	\$ -	0	\$ -	0	\$ -		0.0%	0.0%
SYSTEM TOTAL:	926	\$ 775,271	839	\$ 719,660	974	\$ 819,437	2739	\$ 2,314,368	\$ 845	100%	100%

% OF GROSS REVENUE GENERATED BY DISTRICT



CALL TYPE % BREAKDOWN



KCEMSS - Emergency 9-1-1 Calls vs. Non-Emergent Facility to Facility Calls - FY2020 + Prior Year Comparison

(*Note - this is gross revenue. After contractual adjustments and bad debt write off - approximately 51% of this will be collected)

Rate Increase						Rate Increase									
DESCRIPTION	FY2016		% of	FY2017		% of	FY2018		% of	FY2019		% of	FY2020		% of
	Calls	Gross Rev.	Calls:	Calls	Gross Rev.	Calls:	Calls	Gross Rev.	Calls:	Calls	Gross Rev.	Calls:	Calls	Gross Rev.	Calls:
Oct - Dec				Oct - Dec				Oct - Dec				Oct - Dec			
Emergency:															
BLS EMERGENCY	699	\$ 427,526.00	30%	948	\$ 571,726	37%	996	\$ 599,280	37%	807	\$ 499,211	32%	917	\$ 569,165	33%
ALS EMERGENCY	1,107	\$ 863,642.00	48%	1,053	\$ 821,540	41%	1,123	\$ 875,958	42%	1,200	\$ 966,364	47%	1,248	\$ 1,005,680	46%
ALS2 EMERGENCY	70	\$ 62,247.00	3%	80	\$ 71,522	3%	57	\$ 50,344	2%	51	\$ 46,689	2%	58	\$ 52,904	2%
TREAT - NO TRANSPORT	72	\$ 17,747.50	3%	56	\$ 14,878	2%	72	\$ 15,244	3%	73	\$ 17,264	3%	41	\$ 9,157	1%
Mileage Split		\$ 231,464.06			\$ 258,623			\$ 281,841			\$ 271,805			\$ 291,230	
	1,948	\$ 1,602,626.56	84%	2,137	\$ 1,738,290	83%	2,248	\$ 1,822,667	83%	2,131	\$ 1,801,332	84%	2,264	\$ 1,928,136	83%
Non-Emergent & CCT:															
BLS NON EMERGENCY	282	\$ 160,097.00	12%	335	\$ 188,033	13%	335	\$ 189,578	12%	310	\$ 180,694	12%	381	\$ 223,516	14%
ALS NON EMERGENCY	30	\$ 22,763.00	1%	38	\$ 28,119	1%	44	\$ 33,166	2%	59	\$ 45,321	2%	54	\$ 41,818	2%
CRITICAL CARE	64	\$ 68,462.00	3%	50	\$ 53,766	2%	68	\$ 72,203	3%	44	\$ 48,168	2%	40	\$ 44,136	1%
Mileage Split		\$ 63,074.94			\$ 68,316			71,695.72			67,430.57			\$ 76,761	
	376	\$ 314,396.94	16%	423	\$ 338,234	17%	447	\$ 366,643	17%	413	\$ 341,613	16%	475	\$ 386,231	17%
Total to date:				2,560	\$ 2,076,523		2,695	\$ 2,189,310		2,544	\$ 2,142,946		2,739	\$ 2,314,368	

Emergency Calls: 133 Up from previous year
Non Emergency Calls: 66 Up from previous year
CCT Calls: (4) Down from previous year

Billable Call Increase (Decrease) Total: 195 Up from previous year
Billable Call Increase (Decrease) %: 7.7% Up from previous year

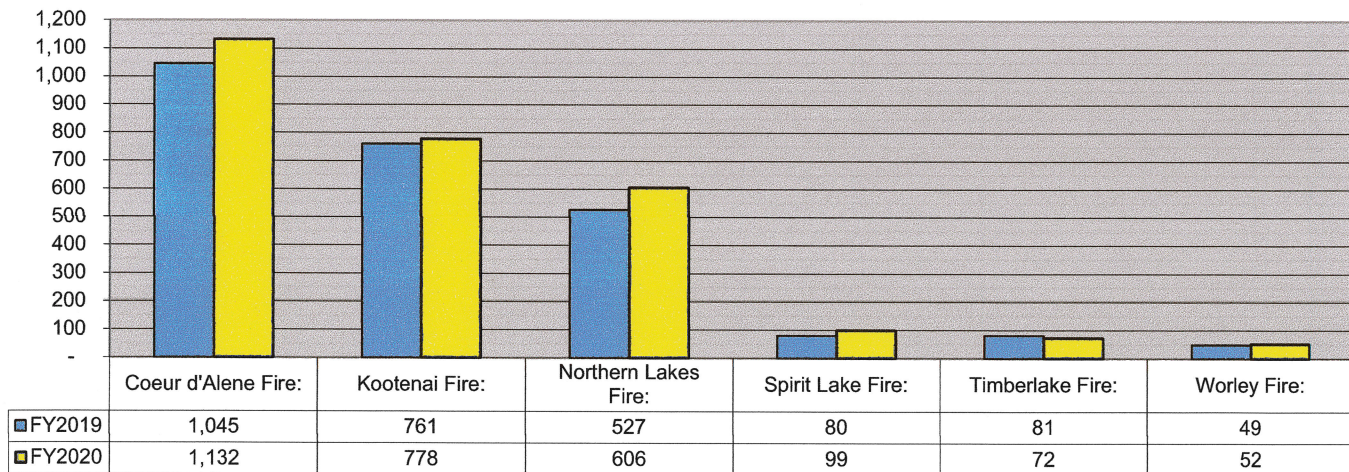
Gross Revenue Increase (Decrease): \$ 171,422 Up from previous year
Revenue Increase (Decrease) %: 8.0% Up from previous year

(Note: This is a comparison to prior year and does not take the budget into account)

KCEMSS - Billed Calls & Gross Revenue - 3 Month Comparison

Agency / Unit:	FY2019			FY2020			Increase (Decrease) in # of Billed Calls:	%	Increase (Decrease) in Gross Amb. Revenue:	%
	Oct - Dec			Oct - Dec						
	Calls Billed	Charges	Avg Bill	Calls Billed	Charges	Avg Bill				
M31	420	\$ 322,706		443	\$ 328,534					
A32	605	\$ 454,723		684	\$ 506,566					
A33	20	\$ 17,146		5	\$ 4,897					
Coeur d'Alene Fire:	1,045	\$ 794,575	\$ 760	1,132	\$ 839,998	\$ 742	87	8.3%	45,423	5.7%
M11	353	\$ 306,064		397	\$ 349,743					
A12	19	\$ 5,748		8	\$ 4,453					
M13	389	\$ 323,378		373	\$ 325,378					
Kootenai Fire:	761	\$ 635,189	\$ 835	778	\$ 679,575	\$ 873	17	2.2%	44,386	7.0%
M51	309	\$ 254,446		356	\$ 282,745					
A53	5	\$ 2,674		4	\$ 6,752					
M52	213	\$ 224,874		246	\$ 259,767					
Northern Lakes Fire:	527	\$ 481,994	\$ 915	606	\$ 549,263	\$ 906	79	15.0%	67,269	14.0%
EMS 81	80	\$ 90,374		99	\$ 112,520					
EMS 83										
Spirit Lake Fire:	80	\$ 90,374	\$ 1,130	99	\$ 112,520	\$ 1,137	19	23.8%	22,146	24.5%
EMS 61	77	\$ 80,865		69	\$ 70,832					
EMS 63	4	\$ 4,294		3	\$ 2,968					
Timberlake Fire:	81	\$ 85,159	\$ 1,051	72	\$ 73,800	\$ 1,025	-9	-11.1%	(11,359)	-13.3%
EMS 41	49	\$ 54,730		52	\$ 59,213					
EMS 42	-	\$ -								
Worley Fire:	49	\$ 54,730	\$ 1,117	52	\$ 59,213	\$ 1,139	3	6.1%	4,483	8.2%
Hauser Lake Fire:	1	\$ 925		-	\$ -		(1)		(925)	
System Total:	2,544	\$ 2,142,946	\$ 842	2,739	\$ 2,314,369	\$ 845	195	7.7%	171,423	8.0%

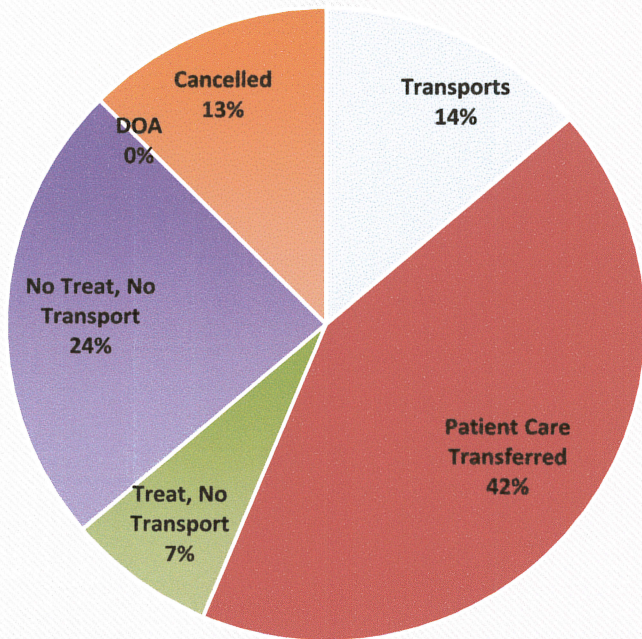
Billed Calls By District - Comparison FY19 vs. FY20



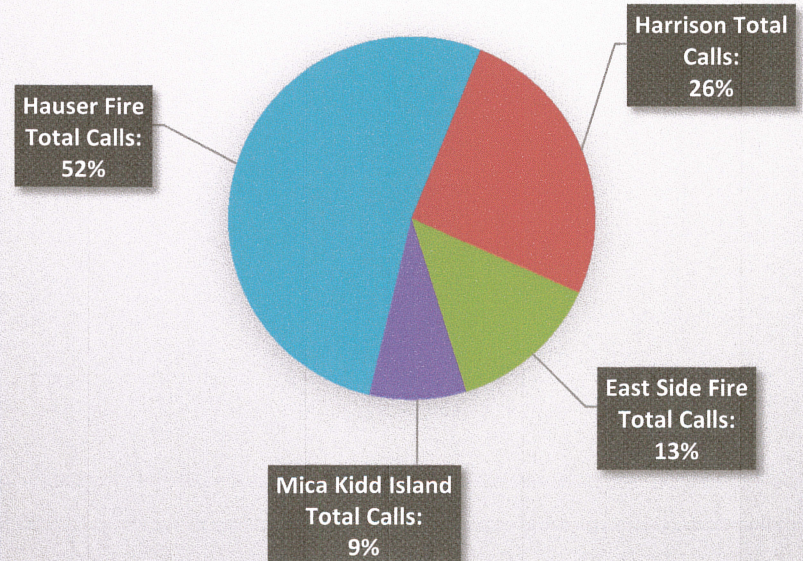
FY2020 - KCEMSS OUTLYING AGENCY RESPONSE DATA

Agency	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Year to Date
Harrison Total Calls:	8	5	8	0	0	0	0	0	0	0	0	0	21
East Side Fire Total Calls:	7	2	2	0	0	0	0	0	0	0	0	0	11
Mica Kidd Island Total Calls:	5	2	0	0	0	0	0	0	0	0	0	0	7
Hauser Fire Total Calls:	14	13	16	0	0	0	0	0	0	0	0	0	43
Totals:	34	22	26	0	0	0	0	0	0	0	0	0	82

Disposition Breakdown



FY2020 - CALLS YEAR TO DATE BY AGENCY





Worley Fire Protection District

Dedicated to the Protection of Life and Property

31541 S Highway 95, Worley, ID 83876
Office: 208.686.1718 *** worleyfire.com

Deputy Chief
Ron Templeton
rtempleton@worleyfire.com

Monthly Report

1. Responses:

- a. We are at 34 calls for the month NFIRS reporting is going well on the new reporting system. Calls are easy to review and the QA process is easy and efficient.

2. Operations:

- a. Stations: There has been a water leak at Station 6. We have contacted insurance and awaiting an adjuster to contact us to move forward. Not sure the full extent of the damage yet.
 - i. Due to several infrastructure issues we have instituted a new process that will put crews in the building at least every other day to ensure the building is warm dry and secure.
- b. Apparatus: Plow truck is no longer operational. We are working on getting a mount in place on 498 in the short term. Old truck will go back to IDL and see if they have anything else for us to use. In the interim we have a bobcat for snow removal.

3. Training:

- a. Training Calendar:
 - i. Working on annual refresher training for the rest of this month. We will resume regular fire and apparatus in the spring.
 - ii. We are in the beginning stage of planning our annual live burn later in the spring.
 - iii. Wildland training will begin in April/May in preparation for the fire season.

4. Projects:

- a. Promotion Testing: Lt. Krom is leaving around the 1st of March so we are conducting a Lieutenant Promotion test. Testing will be completed and promotion in effect as of Lt. Krom's departure.

- b. Records Management System: Implemented and using daily...system is easy to use and the reports feature will make it easy for us to pull meaningful data from the program.
- c. Radios: Radios will ship on 1/29/2020 and will then be programmed. FF Walker has been working with the vendor and dispatch to ensure a smooth programming process.
- d. Bunker Gear: Should be here anytime.
- e. Air Packs: We are working on strategic plan for replacing air packs, there is a slight possibility of getting some new airpacks through Benewah County due to a fire agency struggling. Again slight possibility.

5. Budget:

- a. Operating Budget:
 - i. Nothing to report, we are on track for the 2nd quarter of fiscal.