

Meridian Rural Fire Protection District

33 E. Broadway, Suite 210 - Meridian, Idaho 83642

Meeting Minutes – April 10, 2023

Call to Order:

The Meridian Rural Fire Protection District meeting for April 10, 2023, was called to order at 4:03 p.m. by Commissioner Shannon. Roll call was taken. Commissioner Ward en route. Arrived at 4:06 p.m MT

Roll Call:

Attendees: Commissioner Ward, Commissioner Derrick Shannon, Commissioner Randy Howell, Attorney John Fitzgerald, MFD Chief Charlie Butterfield, MFD Chief Warmouth, and John Zwycart with Zwycart John & Associates CPA's..

Approval of Agenda:

Motion was made and seconded to approve the meeting agenda as presented with two additions. Move Zwycart John & Associates presentation to after approved minutes (Commissioner Shannon). Add Opioid Settlement to New Business (Commissioner Howell). Motion approved.

Approval of the Minutes:

Motion was made and seconded to approve the minutes from the March 13, 2023 monthly meeting. Motion approved.

Zwycart John & Associates CPA's Annual Audit Report:

John Zwycart of Zwycart John & Associates CPA's provided a review of the annual audit of the Meridian Rural Fire Protection District.

John Zwycart provided recap documentation to each individual in attendance. Mr. Zwycart covered the highlights of the audit.

Page 5- Balance Sheet reflects full accrual of balance sheets. Covered specific line items including unassigned fund balance. Comparing funds and liability. MRFPD has two years of reserves based on actual. There is no recommended formula to use to determine fund reserves.

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Page 7- Net change in fund balances. The MRFPD had \$569,917.00 in revenue over expenses for a net positive.

Page 13- Note 2. Pertaining to deposits. No issues noted or risk observed.

Page 14- LGIP Investment pool. Funds managed by the state of Idaho. Secure fund and not covered by FDIC. Little risk associated with this fund. Fund does currently earn interest year over year.

Page 17- Budget to Actual comparison schedule. Actual Revenue was \$398,308 above budget due to grant received.

Page 19- Zwygart John Associates determined that the MRFPD has sound accounting practices and no issues noted.

Commission Shannon asked if there is a preferred formula to calculate the budget using fund balances. Attorney John Fitzgerald offered that managing the funds are fluid and work in collaboration with the city of Meridian providing a level of services highlighted in the JPA with the City of Meridian.

For the record. Commissioner Ward arrived at 4:06 p.m.

Commissioner Howell made motion to adopt the MRFPD FY 2022 audit presented by Zwygart John & Associates. Roll call vote- Commissioner Ward Yes, Commissioner Shannon Yes, Commission Howell Yes.

Treasurer's Report: Provided by Commissioner Howell:

- Approve and pay bills as follows:
 - Check #5469, City of Meridian, \$121,362.41 February 2023 A, B, & C Budgets, Invoice #2943
 - Check #5470, Fire Code Consultants Northwest, \$331.71 Fire Plan Reviews Fee's, Invoice #MAR_2023

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- Check #5471, John O. Fitzgerald, \$1,004.09 General Legal Services, Invoice #2023-04
 - Total of \$122,698.21 paid for the month
- Motion made by Commissioner Howell to accept and pay stated bills. Motion passed.
- LGIP \$5,607,732.92
- US Bank \$31,303.43
- Current net cash position is currently \$5,639,036.35
- Received statements from US Bank March 2023 to reconciled. LGIP reconciled for March 2023. All statements reconciled.
- Current computer hardware in use for MRFPD is a Microsoft Surface desktop computer system. Originally recommended but the City of Meridian but is not longer the equipment of choice. The hardware has been phased out. City of Meridian has recommended that the MRFPD switch to the accepted new equipment standard. Commissioner Howell received specs for a new laptop. Commissioner Howell made a motion to purchase a new computer system for the MRFPD purchase a new system through the City of Meridian in the amount of up to \$2,500. Commissioner Ward seconded the motion. All Commissioners responded yes and motion passed.

Old Business:

- Chief Butterfield provided updates on Stations 7 & 8. All construction at both locations is currently on track and on schedule within established budget guidelines. Station 7 to open in September and Station 8 to open October 2023. Lake Hazel road widening currently underway.

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- Staffing for both stations on track with new full 18-week Fire Academy as additional components added to curriculum. 16 new Meridian Fire recruits started April 10, 2023. All new recruits with EMT credential. Most recruits are local from the Treasure Valley. Primarily location for training is station #1 and the Training Center. Training Division is considering the purchase of a van or bus.
- Active Shooter Joint Powers Agreement Response Plan with Ada County Sheriff's Office and City of Meridian Update moved to May 2023 meeting.
- Potential sale of the current water tender after the new water tender arrives in service. Boise Fire is still interested in purchasing MRFPD water tender. Boise Fire Department has purchased the foam for use. Chief Butterfield suggested Boise Fire Department make the MRFPD an offer on MRFPD current water tender. The commission will look into options available for sale of the equipment.
- No other old business discussed

New Business:

- Commissioner Howell provided update on Opioid settlement paperwork. Provided rationale and how funds are used within other state of Idaho Agencies. MRFPD will receive no direct benefit but we are asked to sign on and support to settlement program. Attorney John Fitzgerald provided detail of the overarching Opioid Settlement and the continuation of the original settlement presented in 2022. City of Meridian has already received some funds from the settlement. Commissioner Howell made motion to support. Motion approved.
- WaterTower properties annual weed control. Commissioner Howell provided update that we have current weed abatement planned. Additionally, no current plans for City of Meridian to acquire Water Tower property presently.

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- Commission Ward to contact Fidelity Title regarding the title transfer and sale of the Lake Hazel property.
- No other New Business.

Motion was made by Commissioner Ward and seconded (Commissioner Howell) to adjourn the April 10, 2023, meeting of the Meridian Rural Fire Protection District. Motion approved. The meeting was adjourned at 4:47 PM MT.