



Bonner County

Board of Ambulance Service District

Brian Domke

Asia Williams

Ron Korn

MINUTES FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT

February 26, 2025 – 11:00 AM

Bonner County Administration Building

1500 Highway 2, First Floor Conference Room, Sandpoint, ID

On Wednesday, February 26, 2025, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Williams called the meeting to order at 11:01 a.m. and the Pledge of Allegiance followed.

ADOPT THE ORDER OF AGENDA

Commissioner Korn made a motion to adopt the order of agenda as presented. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

CONSENT AGENDA – Action Item

- 1) Bonner County Ambulance Service District Minutes February 19, 2025

Commissioner Domke made a motion to adopt the minutes from February 19, 2025 as presented. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

- 1) Budget Update

Chief Lindsey noted that the budget issue is a problem that was created 20 years ago, and we are going to clean it up. Reviewed the financial forecast prepared for 2025. A discussion ensued and Commissioner Korn requested to see an average monthly breakdown and Commissioner Williams also suggested to show a month in arrears reporting to get a better figure to project. See Attachments.

Jessica Stephany, Comptroller, Chief Deputy Clerk, mentioned that in her projection, everything up to February is current (actual expenses and revenue) the rest is projected based on an average of the prior five months. They lost another employee, and those employee expenses payroll/benefits will be less than projected and revenue may be a little higher than \$142,000 average projecting, and the TAN payment was not included, and her projection shows \$900K at the end of the year in cash without the \$500,000 payment. It should be between 400,000 – 800,000 in remaining cash at the end of the year, just know that they started with \$807,000 this year and will probably be a bit below that but we knew that going into this.

Commissioner Williams noted when we were looking at how many years of projections that it looked like this year might result in \$775,000 at the beginning of next fiscal year which projection wise we were looking at no smaller than a minimum of 3 years of the TAN, then the question was how much greater than 3 years will you go if you are banking 77 and you knew 880 wasn't enough, and then with each fiscal year with inflation we are really only banking incrementally with the recommendation that our cash available balance that we should have at a least 6 months of our driving costs which is salaries, in the bank to cover. We are at that foundational argument of 3 years of the TAN looks probable what does it look like greater than 3 years.

PUBLIC COMMENT for Budget Update:

Jessica Stephany, Comptroller, mentioned at the last meeting on the consent agenda was ambulance repairs and acknowledges that we are in a transitional period but wanted the board to know statutorily the county cannot continue to pay for expenses that are not the county's and will need direction going forward.

Dave Bowman noted that there are going to be needs of the district once we start treating it as a district that will shift from the county and are they accounted for in your budget.

The board noted that they are asking for feedback from each department to show what services are currently being provided to the Ambulance District and will determine if we continue to provide internally or externally, and then can determine if an MOU is needed.

2) Decision on TAN Principal Payment

This was a brief discussion and Commissioner Domke asked for clarification that the actual payment on the principle would be \$500,000, there is no adjustment to that or other cost we would be paying in order to stop the accrual of the interest and keep the TAN open. Chief Lindsey agreed \$500,000 not anything more.

Commissioner Domke made a motion that the Bonner County Ambulance Service District repay the \$500,000 principle amount from the initial TAN and keep the TAN open. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

3) Staffing Plan Update & Review of Recent Staff Promotion

Chief Brinkmeier thanked Bonner County HR group for all of their help. Reviewed staffing positions and have deactivated 3 positions, promotion of Captain and a promotion into a paramedic spot and we still have a savings of \$321,329.43 not accounting for the recent position from last week. Broke down the minimum staffing that they can function as an agency is 15 paramedics and 12 additional personnel for a total of 27 personnel; currently we have 29 personnel. There was a lengthy discussion about staffing.

PUBLIC COMMENT – Staffing Plan Update

Dave Bowman asked to clarify the \$140,000, got confused as we are down 3 personnel and another from Friday and you have currently have 29, and a minimum of 27; did the 140 include 6. Chief Lindsey noted that 140 is for 3, not 6.

Commissioner Domke noted we are talking about 30 full-time staff with a minimum staffing level target of 27 full-time equivalents.

Merlin Glass stated we are not hearing what is the correct size of our EMS system for the population? We are using criteria that would have been appropriate 5 years ago, then we are already behind the curve. This is not unlike what we are experiencing with fire districts so our grasp on what makes a good service has to be part of the planning process, otherwise we don't know how to pay for it.

Chief Brinkmeier noted that he did look into national standards based on ambulance personnel versus population growth, reviewed NFPA standards with Sandpoint Fire Chief and cannot find anything driven as a third-party agency or non-fire based agency. NFPA standards for a fire district are one fire fighter on duty per 1,000 people and Sandpoint City has 10,000 population, he says I should have 40 firefighters on at one time.

A lengthy discussion regarding staffing levels occurred between Chief Lindsey, the Board, and the public.

Commissioner Korn suggested that EMS consider running a levy.

Commissioner Williams suggested that Chief Lindsey give the public the numbers of minimal staffing, optimal staffing and a growing population.

Commissioner Domke noted that we need to get the answer to define what's our desired level of service and what does it cost and how do we utilize the advisory committee to get these answers.

4) Insurance Update

Commissioner Williams sent Chief Lindsey contact information for insurance brokers.

Chief Lindsey stated commercially he would like to get ICRIMP and is working with local agents to get everything they have requested. Underwriting is working to see if they will be pushing forward. Regarding Employee Benefits, we have three. The insurers will touch base in June to begin the process in order to be ready by October.

Chief Lindsey would like to continue with SIF. Commissioner Williams asked that he get together with Risk Management to go over the details.

Commissioner Williams asked about the owner and insurer of the Ambulances. Alan is working to get them Auctioned off. It probably isn't cost effective to get them fixed and up to code to sell them. He was asked to work with Claire and Bob Howard to get them up on the Auction site.

There was a discussion regarding obtaining 2-3 quotes. Chief Lindsey stated that the one he is looking at is nationwide and specific to fire and EMS. Risk Manager, Christian Jostlein, was directed to assist Chief Lindsey to help with the information, but then Chief Lindsey needs to put the information together and present it to the board.

Christian Jostlein inquired about current claims for the ambulance district and stated that 99% of claims are paid in house and that tort deductibles pay for claims. They are not budgeted for handling claims in house. Commissioner Williams stated they have enough in their budget to pay for those claims, it shouldn't come out of tort funds. The general budget cannot pay for those claims. They will end up with money left over at the end of the fiscal year and with money left over they can take a TAN. They have to start calculating for their needs.

A discussion ensued regarding how to transition from Bonner County paying for EMS/Ambulance District bills. Jessica Stephany, Comptroller, stated by statute, we cannot use county funds for another taxing district. It will have to come out of their bank account for the repairs. EMS has \$70,000 in the budget for repairs and torts. Clerk Rosedale noted we are bound by the law about the use of funds and to the best of our knowledge, Bonner County cannot pay the bills of the EMS district.

Public Comment – Insurance Update

Dave Bowman addressed Commissioner Williams and Commissioner Korn that they referred to the ambulance district as they; he believes it is 'we'. Currently the Ambulance District is the three of you and the Chief who reports to you; it isn't them.

Commissioner Domke asked that we make a hard stop at 1:00 p.m. to allow time to transition to our 1:30 p.m. public hearing.

5) Legal Update

Chief Lindsey stated that they are working to see if Bill Wilson can represent the district or if they need their own attorney; he has contacted 4 law firms. It was requested that he place on the next agenda and provide information of the rate quotes for review and move the discussion to the next meeting.

Commissioner Domke noted as per the Prosecutor's office, if any services are provided from the County to the Ambulance District, then a memorandum of understanding would be needed. It would be similar to what the county does with the fairgrounds.

6) Fee Schedule Change Update

Commissioner Williams recommends moving this discussion on the fee schedule change to next week to be able to show how you came up with the numbers.

Public Comment – Legal or Fee Schedule - None

7) Develop Task List (Define KPI, Schedule & % Complete)

Commissioner Domke shared his 'draft' spreadsheet to start tracking our progress and define what our tasks are; it is a simple project management tool. He would like to dedicate the next two meetings to flush out a first version of this task list. All Elected, staff, and members of the public are welcome to email him with additional suggestions for the task list.

Clorissa asked about where in the spreadsheet the Treasurer items (office supplies) would be; Commissioner Domke stated that it was under accounting.

The meeting was adjourned at 1:00 pm

Clerk: *Jennifer Ralls*

ATTEST: Michael W. Rosedale

By *Asia Williams*
Commissioner Asia Williams, Chair

By *Quinn Shoeffel*
Deputy Clerk

3-5-25
Date