



Bonner County
Board of Ambulance Service District

Brian Domke

Asia Williams

Ron Korn

**MINUTES FOR THE BONNER COUNTY
AMBULANCE SERVICE DISTRICT**

March 19, 2025 – 11:00 AM – 12:00 PM

Bonner County Administration Building

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

On Wednesday, March 19, 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 11:12 a.m.

ADOPT THE ORDER OF AGENDA

Commissioner Korn made a motion to change the order of the agenda by moving 2 to 1 and 1 to 2.

Commissioner Domke seconded the motion.

PUBLIC COMMENT: none. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

There was a discussion regarding whether legal was invited to this meeting; legal was not available.

BCASD –

2) Discussion/Decision Regarding Legal Services Agreement with White, Peterson, Gigray & Nichols, P.A. (WPGN) Hourly Rate: \$196.00 for Attorney Services and \$120.00 for Assistant Services. WPGN reserves the right to increase rates by 3% on January 1st of each year without notice or “such other amounts as WPGN may provide by thirty (30) days written notice.

Bill Punkoney of White Peterson was asked by Chief Lindsey to submit a proposal for civil legal services for BCAD. A packet has been submitted to the commissioners for review. Spoke about the firm noting they have been in business for 60 years and represents numerous fire districts in northern Idaho. Would propose to represent the BCAD, to be available to the BOCC as a client, work at your direction with your administrative and command staff via email, video or by cell phone. Noted he takes calls from clients as needed. Has a primary local government assistant, Ms. Lopez, that helps track most correspondence and keep track of tasks/deadlines; is a great form of contact. Spoke of contract rate at \$196/hr. which is significantly lower than the normal rate of \$350/hr. which is reduced for local government.

Commissioner Williams inquired about TAN experience, which Bill Punkoney responded that he has worked with 2 different districts in this regard and has significant experience with TAN’s.

Commissioner Domke noted that legal was favorable with the value he saw in having someone with this type and having a 3rd party acting as legal counsel. Commissioner Williams read Bill Wilson’s response to the board, “I think we should resolve the issue of representation for the district. Jeff has been in communication with a firm from Boise that can potentially provide independent legal advice for BCEMS at a heavily discounted rate and do TAN paperwork for much less than we paid the last time. If the board is leaning in that direction, we want to wait to kind of do other things until we decide legal.”

PUBLIC COMMENT:

Dave Bowman – spoke in favor, stating it would be a huge step up from having the county represent.

Commissioner Korn made a motion to enter into a representation agreement with William Punkoney from the law offices of White, Peterson, Gigray & Nichols. Commissioner Domke seconded the motion. Commissioner Domke noted that he agrees that we should move forward with this we can rely on legal counsel that is dedicated to the ambulance district and then we can maintain the County Prosecutor in a role of looking at the county's best interest. Commissioner Williams agreed and noted that the experience within Idaho in this industry as well as the TAN is significant and arguably might adjust the cost associated with what we pay versus what the hourly rate is.

Roll Call Vote: Commissioner Domke – Yes; Commissioner Korn – Yes; Commissioner Williams – Yes. The motion carries.

Commissioner Korn questioned seeing 3 different names on paperwork (Bonner County EMS, Bonner County Ambulance District and Bonner County Ambulance Service District).

CONSENT AGENDA – Action Item

- 1) Bonner County Ambulance Service District Minutes March 5, 2025
- 2) Invoice Over \$5k: Risk

Commissioner Korn made a motion to approve the Consent Agenda as presented. Commissioner Domke seconded the motion. PUBLIC COMMENT: none. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

BCASD –

- 1) Discussion/Decision Regarding FY25 Claims Batch #23, Totaling \$58,197.92

Commissioner Domke made a motion to approve Claims Batch FY25 #23, totaling \$58,197.92. Commissioner Korn seconded the motion. PUBLIC COMMENT: none. Roll Call Vote: Commissioner Korn – Yes; Commissioner Williams – Yes; Commissioner Domke – Yes. The motion carries.

- 3) Discussion/Decision Regarding Administrative Assistant/EMT Basic Job Description

Al Brinkmeier presented job descriptions for the board to review and asked to consolidate to free up funds to be able to add another person.

Commissioner Domke made a motion to approve the combining of the Administrative Assistant and the EMT basic job descriptions as presented. Commissioner Korn seconded the motion. There was a brief discussion amongst the board. Commissioner Korn made a motion to approve the changes of the administrative assistant job description to include the duties of an emergency medical technician. Commissioner Domke seconded the motion. PUBLIC COMMENT: none. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

- 1) Task List: Review & Updates

Commissioner Domke mentioned that the agenda items were to be light this week as we start moving into the first and third Wednesdays of the month starting next month. The third will be the heavier task list update and then continue to the first week of the month to make updates if someone has something relevant.

- 2) ICRMP Update

Jeff Lindsey noted that the ICRMP agent requested more information on Monday; we are still moving forward, pending follow up, the ball is in their court.

PUBLIC COMMENT: none

3) BCAD Budget Forecast

Jeff Lindsey provided handouts and noted they are a week old, reviewed current cash position. Spoke of Congress extending the super rural billing rate (22%) through the end of September allowing EMS to bill at a higher rate.

Commissioner Domke noted that as our population and needs grow, we need to think about the actual cost to operate this business. I believe our cash will be significantly less and I believe this is the best estimate on how we've been looking at things but as we begin to bring in outside services and pay for those directly through the ambulance district we will start to account for future projections and build our plan around that.

Commissioner Williams thanked the ambulance district for bringing the information forward and providing a bigger picture of where we are going personnel-wise and categorizing the cost savings aspect while also equally understanding the need for the moral build and the retention, and the need of the public to feel like the service we're providing is a high level.

PUBLIC COMMENT:

Clerk Rosedale mentioned that he is not fond of levies but his immediate family has used EMS 3 times for his mother; as you go through the numbers and as you are looking at different account services, not suggesting that you do or don't look at a levy override, but the deadline for a levy is at the end of this month and may want to review quickly to see if this is something you want to address or not.

Commissioner Williams stated we have looked at the override and will not run override this budget cycle.

Dave Bowman commented that it is important to do thorough analysis about the rate increases and are they going to be enough to get the ambulance district out of the hole they are in.

Merlin Glass mentioned the forecast for this year, in the conversation a forecast for year one, year four, year five you'd see a trend and we've had a big boom and increase with population. Where we are this year could reflect where we're going in year three. In terms of staffing, we need to increase our service level. How can you get a high service level with low staffing.

Commissioner Domke agreed and noted that until we know what costs are, we won't be able to project.

PUBLIC COMMENT*

Clerk Rosedale - as you post the agenda, it might be good as we continue through the separations process, to put this on the EMS website and not on the Commissioners website.

Commissioner Williams noted that staff is working with EMS and technology to post agendas.

The meeting was adjourned at 11:52 a.m.

Clerk: *Jennifer Ralls*

By *Asia Williams*
Commissioner Asia Williams, Chair

4-2-2025
Date