



Bonner County Ambulance District
Board of Commissioners
Brian Domke Asia Williams Ron Korn

February 5, 2025

Memorandum

CONSENT
AGENDA

To: Bonner County Ambulance Service District Board

Adopting the Order of the Agenda As Presented

A suggested Motion would be: Based on the information before us, I move to Adopt the Order of the Agenda as presented.

Consent Agenda

The Consent Agenda Includes:

- 1) Bonner County Ambulance Service District Minutes January 15, 2025

A suggested Motion would be: Based on the information before us, I move to approve the Consent Agenda as presented.

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date



Bonner County
Board of Ambulance Service District

Brian Domke

Asia Williams

Ron Korn

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

January 15, 2025 – 11:00 AM

Bonner County Administration Building

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

On Wednesday, January 15, 2025, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Bradshaw, Williams, and Korn were present. Commissioner Williams called the meeting to order at 11:05 a.m.

Clerk – Jessica Stephany

Action Item: Discussion/Decision Regarding FY25 Claims Batch #15, **Totaling \$24,997.46**

Commissioner Korn made a motion to approve payment of the FY25 EMS Claims in Batch #15, Totaling \$24,997.46. Commissioner Domke **seconded** the motion. Brief discussion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Domke – Yes; Commissioner Korn – Yes. The motion carries.

BCASD – Chief Lindsey

Action Item: Discussion/Decision Regarding Approval of Bonner County Board of Bonner County Ambulance Service District January 7, 2025 Minutes

Commissioner Domke made a motion to approve the meeting minutes from January 7, 2025.

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

The meeting was adjourned at 11:08 a.m.

Clerk: *Alisa Schoeffel*

ATTEST: Michael W. Rosedale

By _____
Commissioner Asia Williams, Chair

By _____
Deputy Clerk

Date



Board of Bonner County
Ambulance Service District

Brian Domke

Asia Williams

Ron Korn

February 5, 2025

BONNER
COUNTY CLERK
Item #1

MEMORANDUM

To: Board of Bonner County Ambulance Service District

Re: FY25 BCASD Claims in Batch #17

The Auditor's Office presented the FY25 BCASD Claims Batch #17, **Totaling \$35,959.43**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY25 BCASD Claims in Batch #17, totaling \$35,959.43

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/30/2025 WARRANT: EMS1725 AMOUNT: \$ 35,959.43

COMMISSIONER'S APPROVAL REPORT

DRAFT

DETAIL INVOICE LIST

CASH ACCOUNT: 999

1099

EMS TREASURER/WARRANT

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1900 AVISTA UTILITIES		00001		INV	01/21/2025	4788807179JAN25	168956	
1 99918 6930		NEWEMSGEN		ELECTRIC		140.53		
2 99918 6980		NEWEMSGEN		OTHER UTIL		62.88		
		Invoice Net				203.41		
				CHECK		TOTAL	203.41	-----
1900 AVISTA UTILITIES		00001		INV	01/23/2025	2184720000JAN25	169112	
1 99918 6930		NEWEMSGEN		ELECTRIC		721.34		
		Invoice Net				721.34		
1900 AVISTA UTILITIES		00001		INV	01/28/2025	0727737636JAN25	169221	
1 99918 6930		NEWEMSGEN		ELECTRIC		458.00		
2 99918 6980		NEWEMSGEN		OTHER UTIL		599.39		
		Invoice Net				1,057.39		
				CHECK		TOTAL	1,778.73	-----
1953 BONNER GENERAL HEALTH		00001		INV	01/21/2025	125NOV24	169040	
1 99918 6660		NEWEMSGEN		MEDICAL		655.27		
		Invoice Net				655.27		
1953 BONNER GENERAL HEALTH		00001		INV	01/21/2025	125DEC24	169041	
1 99918 6660		NEWEMSGEN		MEDICAL		757.82		
		Invoice Net				757.82		
				CHECK		TOTAL	1,413.09	-----
3800 BOUND TREE MEDICAL LLC		00000		INV	01/14/2025	85622240	168451	
1 99918 6660		NEWEMSGEN		MEDICAL		957.78		
		Invoice Net				957.78		
3800 BOUND TREE MEDICAL LLC		00000		INV	01/21/2025	85631226	168949	
1 99918 6660		NEWEMSGEN		MEDICAL		129.06		
		Invoice Net				129.06		
				CHECK		TOTAL	1,086.84	-----
965 CANON FINANCIAL SERVIC		00001		INV	01/21/2025	37726723	168818	
1 99918 7820		NEWEMSGEN		CTRCT SVCS		3.31		
2 99918 9350		NEWEMSGEN		CAP - LEAS		88.00		
		Invoice Net				91.31		
				CHECK		TOTAL	91.31	-----
6358 FOAMFRAT LLC		00001		INV	01/21/2025	F80394B3-0001	168958	
1 99918 6490		NEWEMSGEN		EDUCATION		159.99		
		Invoice Net				159.99		
				CHECK		TOTAL	159.99	-----
310 GALLS PARENT HOLDINGS		00002		INV	01/21/2025	030122804	168950	
1 99918 7710		NEWEMSGEN		UNIFORMS		372.44		
		Invoice Net				372.44		
310 GALLS PARENT HOLDINGS		00002		INV	01/21/2025	030103824	168952	
1 99918 7710		NEWEMSGEN		UNIFORMS		268.14		
		Invoice Net				268.14		

DETAIL INVOICE LIST

CASH ACCOUNT: 999

1099

EMS TREASURER/WARRANT

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	640.58	-----
4606	GRIPTION TIRES INC	00001		INV	01/14/2025	69870	168446	
	1 99918 7040	NEWEMSGEN		REPAIR		45.00		
		Invoice Net				45.00		
4606	GRIPTION TIRES INC	00001		INV	01/14/2025	69860	168448	
	1 99918 7040	NEWEMSGEN		REPAIR		137.33		
		Invoice Net				137.33		
4606	GRIPTION TIRES INC	00001		INV	01/14/2025	69839	168449	
	1 99918 7040	NEWEMSGEN		REPAIR		150.00		
		Invoice Net				150.00		
4606	GRIPTION TIRES INC	00001		INV	01/14/2025	69267	168450	
	1 99918 7040	NEWEMSGEN		REPAIR		4,051.08		
		Invoice Net				4,051.08		
4606	GRIPTION TIRES INC	00001		INV	01/21/2025	69947	168810	
	1 99918 7040	NEWEMSGEN		REPAIR		350.00		
		Invoice Net				350.00		
4606	GRIPTION TIRES INC	00001		INV	01/22/2025	69967	169042	
	1 99918 7040	NEWEMSGEN		REPAIR		784.46		
		Invoice Net				784.46		
						CHECK TOTAL	5,517.87	-----
3799	HENRY SCHEIN	00001		INV	01/14/2025	30368467	168462	
	1 99918 6660	NEWEMSGEN		MEDICAL		191.72		
		Invoice Net				191.72		
3799	HENRY SCHEIN	00001		INV	01/21/2025	30360340	168819	
	1 99918 6660	NEWEMSGEN		MEDICAL		571.20		
		Invoice Net				571.20		
3799	HENRY SCHEIN	00001		INV	01/21/2025	30368466	168820	
	1 99918 6660	NEWEMSGEN		MEDICAL		113.17		
		Invoice Net				113.17		
3799	HENRY SCHEIN	00001		INV	01/21/2025	30804850	168957	
	1 99918 6660	NEWEMSGEN		MEDICAL		399.85		
		Invoice Net				399.85		
3799	HENRY SCHEIN	00001		INV	01/23/2025	30903672	169114	
	1 99918 6660	NEWEMSGEN		MEDICAL		542.17		
		Invoice Net				542.17		
						CHECK TOTAL	1,818.11	-----
3667	INSIGHT DISTRIBUTING I	00001		INV	01/14/2025	0518850-IN	168460	
	1 99918 6670	NEWEMSGEN		OTHER		515.40		
		Invoice Net				515.40		
						CHECK TOTAL	515.40	-----
1383	MOORE SMITH BUXTON & T	00000		INV	01/21/2025	83355	168821	
	1 99918 7110	NEWEMSGEN		OTHER		11,150.00		
		Invoice Net				11,150.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	11,150.00	-----
6018	GENUINE PARTS COMPANY	00001		INV	01/14/2025	214224	168457	
	1 99918 7040	NEWEMSGEN		REPAIR		41.40		
		Invoice Net				41.40		
6018	GENUINE PARTS COMPANY	00001		INV	01/14/2025	793533	168458	
	1 99918 7040	NEWEMSGEN		REPAIR		92.34		
		Invoice Net				92.34		
						CHECK TOTAL	133.74	-----
2328	NORTH IDAHO PROPANE	00001		INV	01/14/2025	171845	168445	
	1 99918 6980	NEWEMSGEN		OTHER UTIL		353.22		
		Invoice Net				353.22		
2328	NORTH IDAHO PROPANE	00001		INV	01/27/2025	175882	169118	
	1 99918 6980	NEWEMSGEN		OTHER UTIL		847.92		
		Invoice Net				847.92		
						CHECK TOTAL	1,201.14	-----
9999	Harvey Rutherford	00000		INV	01/14/2025	228-24001887	168455	
	1 99918 7860	NEWEMSGEN		MISCEXPENS		20.00		
		Invoice Net				20.00		
						CHECK TOTAL	20.00	-----
9999	Legrande Campbell	00000		INV	01/14/2025	228-23001570	168453	
	1 99918 7860	NEWEMSGEN		MISCEXPENS		1,139.40		
		Invoice Net				1,139.40		
						CHECK TOTAL	1,139.40	-----
9999	Marjorie Cooke	00000		INV	01/14/2025	228-23000577	168456	
	1 99918 7860	NEWEMSGEN		MISCEXPENS		99.94		
		Invoice Net				99.94		
						CHECK TOTAL	99.94	-----
9999	Mark Winkler	00000		INV	01/14/2025	228-24003491	168454	
	1 99918 7860	NEWEMSGEN		MISCEXPENS		208.87		
		Invoice Net				208.87		
						CHECK TOTAL	208.87	-----
2788	OXARC	00001		INV	01/21/2025	0032245961	168815	
	1 99918 6650	NEWEMSGEN		OXYGEN		257.44		
		Invoice Net				257.44		
						CHECK TOTAL	257.44	-----
3329	PRIEST RIVER ACE HARDW	00002		INV	01/21/2025	400520	168816	
	1 99918 6670	NEWEMSGEN		OTHER		9.38		
		Invoice Net				9.38		
						CHECK TOTAL	9.38	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
768 FRIGGLE PICKLE LLC	1 99918 7710	00001		INV	01/21/2025	09760	168817	
		NEWEMSGEN		UNIFORMS		72.50		
		Invoice Net				72.50		
				CHECK TOTAL		72.50		-----
779 SANDPOINT GARAGE DOORS	1 99918 7530	00001		INV	01/21/2025	161044	168812	
		NEWEMSGEN		REPFACILIT		457.00		
		Invoice Net				457.00		
				CHECK TOTAL		457.00		-----
1631 SOUTH FORK HARDWARE -	1 99918 6670	00001		INV	01/21/2025	396269	168814	
		NEWEMSGEN		OTHER		11.99		
		Invoice Net				11.99		
				CHECK TOTAL		11.99		-----
4522 SYSTEMS DESIGN WEST LL	1 99918 7820	00001		INV	01/27/2025	20250183	169115	
		NEWEMSGEN		CTRCT SVCS		6,120.24		
		Invoice Net				6,120.24		
				CHECK TOTAL		6,120.24		-----
5117 TELEFLEX LLC	1 99918 6660	00001		INV	01/14/2025	9509417237	168463	
		NEWEMSGEN		MEDICAL		550.00		
		Invoice Net				550.00		
				CHECK TOTAL		550.00		-----
5641 TRILOGY MEDWASTE WEST	1 99918 6990	00002		INV	01/14/2025	1668631	168461	
		NEWEMSGEN		MED WASTE		116.43		
		Invoice Net				116.43		
				CHECK TOTAL		116.43		-----
2919 WASTE MANAGEMENT OF ID	1 99918 6980	00001		INV	01/21/2025	0415199-1827-4	168953	
		NEWEMSGEN		OTHER UTIL		71.62		
		Invoice Net				71.62		
2919 WASTE MANAGEMENT OF ID	1 99918 6980	00001		INV	01/21/2025	0415070-1827-7	168954	
		NEWEMSGEN		OTHER UTIL		15.07		
		Invoice Net				15.07		
2919 WASTE MANAGEMENT OF ID	1 99918 6980	00001		INV	01/21/2025	0237052-1827-1	168955	
		NEWEMSGEN		OTHER UTIL		252.34		
		Invoice Net				252.34		
				CHECK TOTAL		339.03		-----
6365 TYSSON CASE, TYLER CAS	1 99918 7530	00001		INV	01/27/2025	1098	169151	
		NEWEMSGEN		REPFACILIT		847.00		
		Invoice Net				847.00		
				CHECK TOTAL		847.00		-----

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099 EMS TREASURER/WARRANT WARRANT: EMS1725 01/30/2025 DUE DATE: 02/28/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
44 INVOICES			WARRANT TOTAL			35,959.43	35,959.43	

DRAFT

WARRANT SUMMARY

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

FUND	ORG		ACCOUNT		AMOUNT	AVLB	BUDGET
999	99918	NEW EMS - GENERAL	999-18-00-000-6490-	EDUCATION	159.99	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-6650-	SUPPLIES - OXYGEN	257.44	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-6660-	SUPPLIES - MEDICAL	4,868.04	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-6670-	SUPPLIES - OTHER	536.77	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-6930-	UTILITIES - ELECTRICIT	1,319.87	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-6980-	UTILITIES - OTHER	2,202.44	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-6990-	UTILITIES - MEDICAL WA	116.43	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-7040-	VEHICLES - REPAIR/MAIN	5,651.61	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-7110-	PROF. SVCS - OTHER	11,150.00	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-7530-	REPAIRS/MAINT - FACILI	1,304.00	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-7710-	UNIFORMS	713.08	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-7820-	CONTRACT SERVICES	6,123.55	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-7860-	MISCELLANEOUS EXPENSES	1,468.21	398,190.37	
999	99918	NEW EMS - GENERAL	999-18-00-000-9350-	CAPITAL - LEASE EXPEND	88.00	124,355.00	
				FUND TOTAL	35,959.43		
WARRANT SUMMARY TOTAL					35,959.43		
GRAND TOTAL					35,959.43		

WARRANT LIST BY VOUCHER

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
168445	2328	NORTH IDAHO PROPANE	171845		INV	01/14/2025	353.22	Propane Groomer buildi
168446	4606	GRIPTION TIRES INC	69870		INV	01/14/2025	45.00	Towing
168448	4606	GRIPTION TIRES INC	69860		INV	01/14/2025	137.33	C01833 LOF
168449	4606	GRIPTION TIRES INC	69839		INV	01/14/2025	150.00	Towing service
168450	4606	GRIPTION TIRES INC	69267		INV	01/14/2025	4,051.08	Unit 26 Tires
168451	3800	BOUND TREE MEDICAL LLC	85622240		INV	01/14/2025	957.78	Gloves, sheets, emesis
168453	9999	Legrande Campbell	228-23001570		INV	01/14/2025	1,139.40	Pt Overpayment
168454	9999	Mark Winkler	228-24003491		INV	01/14/2025	208.87	Pt Overpayment
168455	9999	Harvey Rutherford	228-24001887		INV	01/14/2025	20.00	Pt Overpayment
168456	9999	Marjorie Cooke	228-23000577		INV	01/14/2025	99.94	Pt Overpayment
168457	6018	GENUINE PARTS COMPANY	214224		INV	01/14/2025	41.40	Air Filters
168458	6018	GENUINE PARTS COMPANY	793533		INV	01/14/2025	92.34	DEF, wrenchs
168460	3667	INSIGHT DISTRIBUTING INC	0518850-IN		INV	01/14/2025	515.40	Household items
168461	5641	TRILOGY MEDWASTE WEST LLC	1668631		INV	01/14/2025	116.43	Medical waste
168462	3799	HENRY SCHEIN	30368467		INV	01/14/2025	191.72	Ducantos
168463	5117	TELEFLEX LLC	9509417237		INV	01/14/2025	550.00	IO Needles
168810	4606	GRIPTION TIRES INC	69947		INV	01/21/2025	350.00	Towing service
168812	779	SANDPOINT GARAGE DOORS	161044		INV	01/21/2025	457.00	Garage door remote pro
168814	1631	SOUTH FORK HARDWARE - SANDP	396269		INV	01/21/2025	11.99	Connectors
168815	2788	OXARC	0032245961		INV	01/21/2025	257.44	Oxygen
168816	3329	PRIEST RIVER ACE HARDWARE	400520		INV	01/21/2025	9.38	Propane
168817	768	FRIGGLE PICKLE LLC	09760		INV	01/21/2025	72.50	Uniform embroidery
168818	965	CANON FINANCIAL SERVICES IN	37726723		INV	01/21/2025	91.31	Copier Lease and usage
168819	3799	HENRY SCHEIN	30360340		INV	01/21/2025	571.20	CPAP, ET tubes, IV Cat
168820	3799	HENRY SCHEIN	30368466		INV	01/21/2025	113.17	C-collars, EKG paper

WARRANT LIST BY VOUCHER

WARRANT: EMS1725 01/30/2025

DUE DATE: 02/28/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
168821	1383	MOORE SMITH BUXTON & TURCKE	83355		INV	01/21/2025	11,150.00	TAN legal fees
168949	3800	BOUND TREE MEDICAL LLC	85631226		INV	01/21/2025	129.06	IV caths
168950	310	GALLS PARENT HOLDINGS LLC	030122804		INV	01/21/2025	372.44	Uniforms
168952	310	GALLS PARENT HOLDINGS LLC	030103824		INV	01/21/2025	268.14	Uniforms
168953	2919	WASTE MANAGEMENT OF IDAHO I	0415199-1827-4		INV	01/21/2025	71.62	Station 4 trash
168954	2919	WASTE MANAGEMENT OF IDAHO I	0415070-1827-7		INV	01/21/2025	15.07	MUF dumpster
168955	2919	WASTE MANAGEMENT OF IDAHO I	0237052-1827-1		INV	01/21/2025	252.34	Dumpster station 1
168956	1900	AVISTA UTILITIES	4788807179JAN25		INV	01/21/2025	203.41	Gas, electric station
168957	3799	HENRY SCHEIN	30804850		INV	01/21/2025	399.85	BVMs, Capnoline, gluco
168958	6358	FOAMFRAT LLC	F8039483-0001		INV	01/21/2025	159.99	CCT online training
169040	1953	BONNER GENERAL HEALTH	125NOV24		INV	01/21/2025	655.27	November pharmacy supp
169041	1953	BONNER GENERAL HEALTH	125DEC24		INV	01/21/2025	757.82	December pharmacy supp
169042	4606	GRIPTION TIRES INC	69967		INV	01/22/2025	784.46	C21995 LOF, Fuel filte
169112	1900	AVISTA UTILITIES	2184720000JAN25		INV	01/23/2025	721.34	Electric Station 2
169114	3799	HENRY SCHEIN	30903672		INV	01/23/2025	542.17	Sensors
169115	4522	SYSTEMS DESIGN WEST LLC	20250183		INV	01/27/2025	6,120.24	December billings
169118	2328	NORTH IDAHO PROPANE	175882		INV	01/27/2025	847.92	Propane MUF
169151	6365	TYSSON CASE, TYLER CASE, ME	1098		INV	01/27/2025	847.00	Station 4 water heater
169221	1900	AVISTA UTILITIES	0727737636JAN25		INV	01/28/2025	1,057.39	521 S DIVISION (EMS 40
WARRANT TOTAL							35,959.43	

** END OF REPORT - Generated by Nichole Janes **



Ambulance District Update

February 5, 2025

Budget Update

Tax levy first payment was deposited January 23, 2025.

The cash position on January 23 was \$402,720 which included outstanding checks.

This meant without the TAN we would have been in the red \$98,000, by the time our first tax deposit arrived.

TAN can remain available until January 2026, which would require a much simpler process to extend the maturity date.

Still projecting >900K cash position by end of FY25

Budget Update [2024 YTD vs 2025 YTD]

YTD employee cost were 319,803 higher in 2024

YTD revenue is 86,376 lower than 2024

2024 YTD Revenue \$2,529,172 YTD Expenses \$2,579,304

2025 YTD Revenue \$2,442,797 YTD Expenses \$1,610,039

Personnel Attrition Update

Through attrition down 3 positions since January 1.

Additional (4th) position could be leaving this month or March.

We can lose up to 6 positions to remain at our minimum staffing levels.

We can remain at minimal staffing levels to build up reserves to ensure continuous service into the future.

How does this affect deployment model

Currently Paramedic chase vehicle scheduled full time in Priest River

Cutting this to only our busy summer season we could staff with part-time staff

This does not reduce the number of ambulances on the road daily

This falls inside of our minimum staffing policy

This provides the normal 4 ALS ambulances and 1 Paramedic fly car

What does attrition do to the budget

3 positions currently closed out returns roughly \$355,000/yr to our cash flow

Additional attrition is around \$115,000/yr per employee depending on wage

Currently payroll is averaging \$153,000 per pay period or \$3,984,000/yr

Current attrition of 3 staff members predicted average \$140,000 per pay period or \$3,640,000/yr

Additional attrition up to 6 will lead to additional cash towards reserve building

We are hoping to be able to add additional slots for part-time staff, specifically for full-time to part-time positions that do not require FTO.

Direction Forward as a District

The legal opinion is we could continue to utilize county administrative services, however we need some kind of document outlining the relationship

The county could charge for those services or not

We could realign ourselves like other special districts ie FD's and outsource current services or accept them internally.

Would like the opportunity to continue to work on what this will look like with my current opinion leaning towards option 2



Bonner County Ambulance District
Board of Commissioners
Brian Domke Asia Williams Ron Korn

February 5, 2025

Memorandum

**BUDGET
ITEM #1**

To: Bonner County Ambulance Service District Board

North Idaho Credit Crop Collection Agreement

This agreement is between the Bonner County Ambulance District and North Idaho Credit Corp for collection of outstanding accounts. North Idaho Credit Corp is our current collection agency.

A suggested Motion would be: Based on the information before us, I move to approve and sign the Collection Agreement between the Bonner County Ambulance District and North Idaho Credit Corp.

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date

COLLECTION AGREEMENT

Bonner County EMS (BCEMS) by this agreement with North Idaho Credit Corp (NIC) retains the service of NIC to attempt collection of bona-fide accounts and or returned checks as may be individually assigned to NIC by BCEMS. For the purpose of check collection, BCEMS agrees to post and keep visible at each point of sale an NIC notice "A Collection Fee of \$20.00 will be charged on each returned check."

NIC will acknowledge receipt of each assigned account, and shall use reasonable efforts to attempt collection. The contingent collection fee charged BCEMS shall be 33 percent and pursuant to Idaho Code 67-2358(1)(b) this shall be payable by the debtor and will be added to the amount assigned. BCEMS agrees to fully comply with all requirements of said Idaho Code in order for the fee to be the responsibility of the debtor. In the event that the contingent collection fee of 33 percent is deemed to not be the responsibility of the debtor, BCEMS agrees to pay the contingent fee on collected funds out of the amount assigned NIC. All interest that shall accrue after assignment shall be retained by NIC. If legal action is necessary or the account is forwarded out of this area, the contingent collection fee will be an additional 7 percent for a total of 40 percent. The additional fee of 7 percent will be paid out as a commission from the amount assigned NIC. In consideration of this additional fee charged BCEMS, NIC will advance all legal costs of suit and BCEMS shall not be responsible for those costs advanced. Any legal costs and attorney fees awarded NIC, as prevailing party in any legal action will be added to the amount assigned and shall be repaid NIC out of first monies recovered from a debtor. NIC shall within 30 days after the close of each calendar month report to BCEMS all collections made during said month and remit said net amounts.

BCEMS agrees to make no payment arrangement with a debtor after assignment, but will instruct debtor to contact NIC. BCEMS shall immediately notify NIC of any post assignment direct payments and or contacts by debtors and shall hold NIC harmless from any liability resulting for failure to do so. Further, BCEMS shall hold NIC harmless and waive any claim resulting from any alleged damages resulting from failure to pursue an account or the lapse of any applicable Statute of Limitations. NIC shall hold BCEMS harmless from any liability resulting from NIC collection effort. NIC shall have exclusive authority to determine which accounts to pursue through collection or litigation and does not guarantee collection.

BCEMS hereby grants power of attorney and appoints NIC its attorney-in-fact granting to it the right to endorse any checks, drafts or money orders received on behalf of and/or payable to BCEMS for deposit into the NIC trust account.

This agreement is terminable upon thirty days written notice by either party. If so requested, NIC will return any unpaid accounts except those that are in litigation, judgment or are in payment arrangements, provided any monies due NIC by BCEMS have been fully paid.

Bonner County EMS
521 S Division Ste 131
Sandpoint, ID 83864-1506
Tel 208-255-2194 x 200
Fax 208-263-0349

North Idaho Credit Corp
1919 N 3rd Street
Coeur d'Alene, ID 83814
Tel 667-5491
Fax 667-1742

Dated this _____ day of February, 2025

Bonner County EMS

North Idaho Credit Corp

By: _____

Asia Williams, Chairwoman
Bonner County Commissioners

By:  _____

Mark A. Ness, Vice President

CONTRACT ADDENDUM No. 1

BOYCOTTING ISRAEL- If payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, then Contractor hereby certifies that it is not currently engaged in and will not, for the duration the Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the Anti-Boycott Against Israel Act (Idaho Code § 67-2346).

GOVERNMENT OF CHINA- Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, be owned or operated by the government of China as set forth at Idaho Code § 67-2359.

CONTRACT WITH ABORTION PROVIDERS- To the extent the Agreement is subject to the use of public funds, Contractor hereby certifies that it is not, and will not, for the duration of the Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the No Public Funds for Abortions Act (Idaho Code §§ 18-8701 et seq.).



Agent for Contractor

NORTH IDHO CREDIT
Mark New, UP

1/30/2025

Date



Ambulance District Update

February 5, 2025

TAN info

Tax levy first payment was deposited January 23, 2025.

The cash position on January 23 was \$402,720 which included outstanding checks.

This meant without the TAN we would have been in the red \$98,000, by the time our first tax deposit arrived.

TAN info

February 3 cash position - \$2,194,125.40

TAN Interest Accrued - \$4,300

TAN payoff would stop accruing interest.

Current TAN can remain available until January 2026, which would require a much simpler process to extend the maturity date.

Need to assure we have enough to make it until next levy deposit (end of July)

Based on current projections between 150K and 200K by July end

Budget Update [2024 YTD vs 2025 YTD]

YTD employee cost are \$67,643 lower than 2024

YTD revenue is \$167,702 higher than 2024

YTD expenses are \$286,830 lower than 2024

2024 YTD Revenue \$2,311,014 YTD Expenses \$1,897,926

2025 YTD Revenue \$2,478,716 YTD Expenses \$1,611,096

Personnel Attrition Update

Through attrition down 3 positions since January 1.

We can lose up to 3 additional positions to remain at our minimum staffing levels.

We can remain at minimal staffing levels to build up reserves to ensure continuous service into the future.

How does this affect deployment model

Currently Paramedic chase vehicle scheduled full time in Priest River

Cutting this to only our busy summer season we could staff with part-time staff

Currently moving this position as needed during sick call offs

This does not reduce the number of ambulances on the road daily

This falls inside of our minimum staffing policy

This provides the normal 4 ALS ambulances and 1 Paramedic fly car

What does attrition do to the budget

3 positions currently closed out since Jan 1

Additional attrition is dependent on the employee's wage

Currently payroll is averaging \$153,000 per pay period or \$3,984,000/yr

Current attrition of 3 staff members predicted average \$140,000 per pay period or \$3,640,000/yr

Additional attrition up to 6 will lead to additional cash towards reserve building

We are adding additional slots for part-time staff, specifically, full-time to part-time positions that do not require FTO.

Direction Forward as a District

The current legal opinion (Bill Wilson) is we are a district based on Idaho 31-3908

We could continue to utilize county administrative services, however we need some kind of document outlining the relationship

The county could elect to charge or not charge for the services

We could realign ourselves like other special districts ie FD's and outsource current services or accept them internally. Currently working on quotes from ICRMP, iii-A, Local Bookkeeping CPA Services for (AP, Payroll etc)

Will continue working on this through the coming months

Idaho Statute 31-3908

31-3908. Ambulance district authorized – **districts formed before July 1, 2020**. The provisions set forth in this section shall govern an ambulance district formed prior to July 1, 2020:

The board of county commissioners shall be the governing board of an ambulance service district created pursuant to this section and shall exercise the duties and responsibilities provided in chapter 39, title 31, Idaho Code.

The board of county commissioners is authorized by resolution to create an ambulance district **capital improvement account**. The board may dedicate all or a portion of the fees and taxes collected pursuant to this chapter to the capital improvement account for the purpose of purchasing necessary buildings, land or equipment for the operation of the district. The board is further authorized to carry over and add to the funds in the account from year to year in order to make the purchases authorized by this subsection.