



Bonner County Ambulance District

**Board of Commissioners**

Brian Domke Asia Williams Ron Korn

March 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 February 26, 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**

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.

Clorrissa 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 \_\_\_\_\_  
Commissioner Asia Williams, Chair

By \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date



**Board of Bonner County**  
**Ambulance Service District**

Brian Domke

Asia Williams

Ron Korn

March 5, 2025

BONNER  
COUNTY CLERK  
Item #1

**MEMORANDUM**

To: Board of Bonner County Ambulance Service District

Re: FY25 BCASD Claims in Batch #21

The Auditor's Office presented the FY25 BCASD Claims Batch #21, **Totaling \$10,093.79**

**A suggested Motion would be:** Based on the information before us, I move to approve payment of the FY25 BCASD Claims in Batch #21, totaling \$10,093.79

Recommendation Acceptance: ☐ Yes ☐ No

\_\_\_\_\_  
Asia Williams, Chair

\_\_\_\_\_  
Date

## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/27/2025    WARRANT: EMS2125    AMOUNT: \$ 10,093.79

COMMISSIONER'S APPROVAL REPORT

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DRAFT

## DETAIL INVOICE LIST

CASH ACCOUNT: 999

1099

EMS TREASURER/WARRANT

WARRANT: EMS2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3233	5TH AVENUE CAR WASH 1 99918 7040	00000 NEWEMSGEN Invoice Net		INV REPAIR	02/20/2025	10528 14.30 14.30 CHECK TOTAL	170479	-----
						14.30		
1900	AVISTA UTILITIES 1 99918 6930 2 99918 6980	00001 NEWEMSGEN NEWEMSGEN Invoice Net		INV ELECTRIC OTHER UTIL	02/24/2025	0727737636FEB25 418.85 647.65 1,066.50	170507	
1900	AVISTA UTILITIES 1 99918 6980 2 99918 6930	00001 NEWEMSGEN NEWEMSGEN Invoice Net		INV OTHER UTIL ELECTRIC	02/25/2025	4788807179FEB25 99.63 171.73 271.36 CHECK TOTAL	170524	-----
						1,337.86		
3800	BOUND TREE MEDICAL LLC 1 99918 6660	00000 NEWEMSGEN Invoice Net		INV MEDICAL	02/20/2025	85667430 337.59 337.59	170471	
3800	BOUND TREE MEDICAL LLC 1 99918 6660	00000 NEWEMSGEN Invoice Net		INV MEDICAL	02/20/2025	85662433 95.14 95.14 CHECK TOTAL	170472	-----
						432.73		
965	CANON FINANCIAL SERVIC 1 99918 7820 2 99918 9350	00001 NEWEMSGEN NEWEMSGEN Invoice Net		INV CTRCT SVCS CAP - LEAS	02/20/2025	38548151 5.45 88.00 93.45 CHECK TOTAL	170469	-----
						93.45		
4606	GRIPTION TIRES INC 1 99918 7040	00001 NEWEMSGEN Invoice Net		INV REPAIR	02/20/2025	70158 384.76 384.76 CHECK TOTAL	170474	-----
						384.76		
3799	HENRY SCHEIN 1 99918 6660	00001 NEWEMSGEN Invoice Net		INV MEDICAL	02/20/2025	31900025 519.53 519.53	170466	
3799	HENRY SCHEIN 1 99918 6660	00001 NEWEMSGEN Invoice Net		INV MEDICAL	02/20/2025	32636391 597.77 597.77	170467	
3799	HENRY SCHEIN 1 99918 6660	00001 NEWEMSGEN Invoice Net		INV MEDICAL	02/20/2025	31516741 143.78 143.78	170468	
3799	HENRY SCHEIN 1 99918 6660	00001 NEWEMSGEN Invoice Net		INV MEDICAL	02/25/2025	33904814 477.07 477.07	170521	
3799	HENRY SCHEIN	00001		INV	02/25/2025	33551019	170523	



## DETAIL INVOICE LIST

CASH ACCOUNT: 999

1099

EMS TREASURER/WARRANT

WARRANT: EMS2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 99918 6660	NEWEMSGEN		MEDICAL		143.78		
		Invoice Net				143.78		
						CHECK TOTAL	1,881.93	-----
6018	GENUINE PARTS COMPANY	00001		INV	02/25/2025	795633	170518	
	1 99918 7040	NEWEMSGEN		REPAIR		12.79		
		Invoice Net				12.79		
						CHECK TOTAL	12.79	-----
2328	NORTH IDAHO PROPANE	00001		INV	02/25/2025	184584	170532	
	1 99918 6980	NEWEMSGEN		OTHER UTIL		732.42		
		Invoice Net				732.42		
						CHECK TOTAL	732.42	-----
9999	Cathy Lamanna	00000		INV	02/20/2025	228-22003082	170478	
	1 99918 7860	NEWEMSGEN		MISCEXPENS		70.00		
		Invoice Net				70.00		
						CHECK TOTAL	70.00	-----
9999	Millie Ormesher	00000		INV	02/20/2025	228-24004060	170477	
	1 99918 7860	NEWEMSGEN		MISCEXPENS		285.00		
		Invoice Net				285.00		
						CHECK TOTAL	285.00	-----
2788	OXARC	00001		INV	02/20/2025	0032269694	170462	
	1 99918 6650	NEWEMSGEN		OXYGEN		25.80		
		Invoice Net				25.80		
						CHECK TOTAL	25.80	-----
4920	RACOM CORPORATION	00001		INV	02/20/2025	INV27965	170480	
	1 99918 7410	NEWEMSGEN		REPOFFICE		950.00		
		Invoice Net				950.00		
4920	RACOM CORPORATION	00001		INV	02/20/2025	INV27966	170481	
	1 99918 7410	NEWEMSGEN		REPOFFICE		950.00		
		Invoice Net				950.00		
4920	RACOM CORPORATION	00001		INV	02/25/2025	INV26289	170526	
	1 99918 7410	NEWEMSGEN		REPOFFICE		156.51		
		Invoice Net				156.51		
						CHECK TOTAL	2,056.51	-----
1631	SOUTH FORK HARDWARE -	00001		INV	02/20/2025	397841	170463	
	1 99918 6530	NEWEMSGEN		OFFICE		2.39		
		Invoice Net				2.39		
1631	SOUTH FORK HARDWARE -	00001		INV	02/25/2025	398133	170530	
	1 99918 6670	NEWEMSGEN		OTHER		28.43		
		Invoice Net				28.43		
						CHECK TOTAL	30.82	-----

## DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2125 02/27/2025

DUE DATE: 03/31/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4134 STRYKER SALES CORPORAT	00002	INV	02/25/2025	9208557775		170528		
1 99918 7110	NEWEMSGEN	OTHER		1,209.00				
	Invoice Net			1,209.00				
		CHECK TOTAL		1,209.00				
5117 TELEFLEX LLC	00001	INV	02/20/2025	9509547487		170476		
1 99918 6660	NEWEMSGEN	MEDICAL		600.00				
	Invoice Net			600.00				
5117 TELEFLEX LLC	00001	INV	02/25/2025	9509597344		170520		
1 99918 6660	NEWEMSGEN	MEDICAL		550.00				
	Invoice Net			550.00				
		CHECK TOTAL		1,150.00				
5343 THATCHER CORY	00001	INV	02/20/2025	JAN25		170475		
1 99918 7710	NEWEMSGEN	UNIFORMS		100.00				
	Invoice Net			100.00				
		CHECK TOTAL		100.00				
5641 TRILOGY MEDWASTE WEST	00002	INV	02/20/2025	1693267		170473		
1 99918 6990	NEWEMSGEN	MED WASTE		211.92				
	Invoice Net			211.92				
		CHECK TOTAL		211.92				
2919 WASTE MANAGEMENT OF ID	00001	INV	02/20/2025	0416793-1827-3		170470		
1 99918 6980	NEWEMSGEN	OTHER UTIL		64.50				
	Invoice Net			64.50				
		CHECK TOTAL		64.50				
28 INVOICES	WARRANT TOTAL			10,093.79		10,093.79		

## WARRANT SUMMARY

WARRANT: EMS2125 02/27/2025

DUE DATE: 03/31/2025

FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
999	99918	NEW EMS - GENERAL	999-18-00-000-6530-	SUPPLIES - OFFICE	2.39	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-6650-	SUPPLIES - OXYGEN	25.80	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-6660-	SUPPLIES - MEDICAL	3,464.66	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-6670-	SUPPLIES - OTHER	28.43	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-6930-	UTILITIES - ELECTRICIT	590.58	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-6980-	UTILITIES - OTHER	1,544.20	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-6990-	UTILITIES - MEDICAL WA	211.92	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-7040-	VEHICLES - REPAIR/MAIN	411.85	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-7110-	PROF. SVCS - OTHER	1,209.00	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-7410-	REPAIRS/MAINT - OFFICE	2,056.51	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-7710-	UNIFORMS	100.00	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-7820-	CONTRACT SERVICES	5.45	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-7860-	MISCELLANEOUS EXPENSES	355.00	359,295.63
999	99918	NEW EMS - GENERAL	999-18-00-000-9350-	CAPITAL - LEASE EXPEND	88.00	124,267.00
				FUND TOTAL	10,093.79	
WARRANT SUMMARY TOTAL					10,093.79	
GRAND TOTAL					10,093.79	

## WARRANT LIST BY VOUCHER

WARRANT: EMS2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170462	2788	OXARC	0032269694		INV	02/20/2025	25.80	Nitronox
170463	1631	SOUTH FORK HARDWARE - SANDP	397841		INV	02/20/2025	2.39	wire
170466	3799	HENRY SCHEIN	31900025		INV	02/20/2025	519.53	Filterlines, Igels, IV
170467	3799	HENRY SCHEIN	32636391		INV	02/20/2025	597.77	Ext. Sets, Pedi east c
170468	3799	HENRY SCHEIN	31516741		INV	02/20/2025	143.78	Luer adapters
170469	965	CANON FINANCIAL SERVICES IN	38548151		INV	02/20/2025	93.45	Copier lease and usage
170470	2919	WASTE MANAGEMENT OF IDAHO I	0416793-1827-3		INV	02/20/2025	64.50	MUF Dumpster
170471	3800	BOUND TREE MEDICAL LLC	85667430		INV	02/20/2025	337.59	Defib pads, prep pads
170472	3800	BOUND TREE MEDICAL LLC	85662433		INV	02/20/2025	95.14	Filterline
170473	5641	TRILOGY MEDWASTE WEST LLC	1693267		INV	02/20/2025	211.92	Medical waste
170474	4606	GRIPTION TIRES INC	70158		INV	02/20/2025	384.76	C21996 Turbo charge an
170475	5343	THATCHER CORY	JAN25		INV	02/20/2025	100.00	Boot Reimbursement
170476	5117	TELEFLEX LLC	9509547487		INV	02/20/2025	600.00	IO needles and stabili
170477	9999	Millie Ormesher	228-24004060		INV	02/20/2025	285.00	Pt Overpayment
170478	9999	Cathy Lamanna	228-22003082		INV	02/20/2025	70.00	Pt Overpayment
170479	3233	5TH AVENUE CAR WASH	10528		INV	02/20/2025	14.30	Car washes
170480	4920	RACOM CORPORATION	INV27965		INV	02/20/2025	950.00	Radio update and progr
170481	4920	RACOM CORPORATION	INV27966		INV	02/20/2025	950.00	Radio updates and prog
170507	1900	AVISTA UTILITIES	0727737636FEB25		INV	02/24/2025	1,066.50	521 S DIVISION (EMS 40
170518	6018	GENUINE PARTS COMPANY	795633		INV	02/25/2025	12.79	Def
170520	5117	TELEFLEX LLC	9509597344		INV	02/25/2025	550.00	IO Needles
170521	3799	HENRY SCHEIN	33904814		INV	02/25/2025	477.07	Mega movers, Zofran, s
170523	3799	HENRY SCHEIN	33551019		INV	02/25/2025	143.78	Luer adapters
170524	1900	AVISTA UTILITIES	4788807179FEB25		INV	02/25/2025	271.36	Station 4 Gas and Elec
170526	4920	RACOM CORPORATION	INV26289		INV	02/25/2025	156.51	Radio repair



## WARRANT LIST BY VOUCHER

WARRANT: EMS2125 02/27/2025

DUE DATE: 03/31/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170528	4134	STRYKER SALES CORPORATION	9208557775		INV	02/25/2025	1,209.00	Powerload repair
170530	1631	SOUTH FORK HARDWARE - SANDP	398133		INV	02/25/2025	28.43	Hose nozzle
170532	2328	NORTH IDAHO PROPANE	184584		INV	02/25/2025	732.42	Propane MUF
WARRANT TOTAL							10,093.79	

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

DRAFT