



Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

March 12, 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 March 5, 2025
- 2) Invoices: Risk

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

March 5, 2025 – 11:00 AM

Bonner County Administration Building

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

On Wednesday, March 5, 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 11:00 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 26, 2025

Commissioner Domke made a motion to approve the Consent Agenda as presented. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

CLERK/BCASD - Presented by Sarah Nixon

Action Item: Discussion/Decision Regarding FY25 Claims Batch #21, **Totaling \$10,093.79**

Commissioner Korn made a motion to approve payment of the FY25 BCASD Claims in Batch #21, totaling \$10,093.79. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

1) Fee Schedule Change Update

- Based on other counties, there was discussion of a non-resident fee - an additional \$200. Commissioners' comments were favorable of a non-resident fee.
- Discussion about fees for intercepts/transport and what those fees might be and how this would work with other agencies and insurance companies. Brief discussion on how often intercepts are done with Noxon and how this affects staffing levels.
- Will work on scheduling a hearing for the fee change schedule.
- Brief discussion on treat/no transport fees
- Standby rates – will this be implemented as well? Discussion followed regarding the flat rate and if it will cover a paramedic rate as well, and the purpose of a single rate

PUBLIC COMMENT:

- Dave Bowman – Has this proposed schedule been looked at to see how it will impact the current situation and moving forward

BCASD – Jeff Lindsey

1) Action Item: Discussion/Decision Regarding Producer of Record Letter for ICRMP Membership Application

Commissioner Korn made a motion to sign the Producer of Record Letter for the ICRMP Membership Application with John Naccarato. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

2) Develop Task List (Define KPI, Schedule & Percent Complete)

- Commissioner Domke created a draft schedule to track tasks based on suggestions from last meeting.
- Commissioner Korn commented that we need to get a handle on this as it has been going on for three months now. He commented on a suggestion of a JPA between the County and BCASD. Discussion followed regarding this.
- There was discussion on what to add/assign on the task list and what priority to assign to items added
- More discussion on potential JPA. Need to have legal opinion/presence to address this item, this should be a high priority
- Discussion on the Idaho Statutes, everyone needs to be clear on these so they can be removed from the task list
- Commissioner Domke would like this to be a workshop to work on this task list. Jeff will make time to help with this list to work through it and help to update it prior to the next meeting. There was discussion on the process for the creation of this living document and when it can be updated.
- There was further discussion regarding the task list and what items should be high priority and who would handle them. This included: who owns property/buildings/vehicles, insurance, ICRMP, and what Chief Lindsey is working on already. Clorrissa commented on the relationship of the Treasurer/Auditing for banking issues. Discussion on whether or not they can use an external accountant and still use the Treasurer/Auditing.
- Discussion on training and if HR provided their training.
- Went over several other lines on the task list that were suggested at the last meeting
- Discussion on the structure of the Ambulance District and legalities. Discussion on legal representation depending on potential JPA and County attorneys or third-party attorneys
- JPA options should be discussed first. This was followed by continued discussion on legalities and which attorneys can be utilized

PUBLIC COMMENT:

- Dave Bowman – Thinks that future levels of service/budget need to be highest priority. A JPA is complicated/months of works and is not in favor of this, why not put an MOU in place
- Merlin Glass – Commented on management by objectives and how this relates to emergency services

PUBLIC COMMENT*

The meeting was adjourned at 12:36 p.m.

Clerk: *Alisa Schoeffel*

By _____
Commissioner Asia Williams, Chair

Date



Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

February 28, 2025

Memorandum

**Consent
Agenda**

To: Bonner County Ambulance Service District Board

Payment of invoice 20250217 to Bonner County Risk Management in the amount of \$7595.00 for the repair of an ambulance.



APPROVED

Auditing Review: _____

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: _____

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: _____

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: _____

Original to BOCC

Copy to Bonner County EMS

A suggested Motion would be: Based on the information before us, I move to approve the payment of the Bonner County Risk Management in the amount of \$7,595.00.

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date

Bonner County Risk Management

521 S Division, Suite 202
Sandpoint, ID 83864
208-265-7974

Invoice

Sent on: February 27, 2025

Invoice for
Bonner County EMS
521 S Division
Sandpoint, ID 83864

Payable to
Tort Fund

Invoice#
20250217

Project
024 / 6870

Due date
4/1/25

Description

Reimbursement for Tort payment
for claim 202501291531 as per
BoCC and Auditor's instruction

Total price

\$7595.00

Note

Subtotal

7595.00

\$7595.00

BCASD Task Management Tracker

3/10/2025

| EXAMPLE | | | | | |
|------------------|----------|----------|-------------|-------------------------|------------|
| STATUS | PRIORITY | DEADLINE | ASSIGNED TO | NOTES | % COMPLETE |
| Objective | | | | | |
| Task | | | | | |
| On Hold | Low | 03/01/25 | First Last | Task details defined... | 20% |
| Not Yet Started | Medium | 04/01/25 | First Last | Task details defined... | 0% |
| In Progress | High | 05/01/25 | First Last | Task details defined... | 50% |
| Complete | High | 02/01/25 | First Last | Task details defined... | 100% |

| STATUS | PRIORITY | DEADLINE | ASSIGNED TO | NOTES | % COMPLETE |
|--|----------|----------|-------------|-------------------------|------------|
| Objective: Become Budget Neutral | | | | | |
| Task: Create multi-year budget plan to define when BCASD will be budget neutral (no longer requiring a TAN) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |

| | | | | | |
|--|------|--|-------|-------------------------|----|
| Objective: Establish Appropriate Legal Relationship Between BCASD & BC | | | | | |
| Task: Create JPA, MOU and/or other agreement(s) to define scope & cost of services BC will provide to BCASD | | | | | |
| Not Yet Started | High | | Domke | Task details defined... | 0% |

| | | | | | |
|--|------|--|----------|-------------------------|----|
| Objective: Define Desired Future Level of Service | | | | | |
| Task: Define staff & equipment requirements needed to support desired future level of service | | | | | |
| Not Yet Started | High | | Chief L. | Task details defined... | 0% |

| | | | | | |
|--|------|--|-------|---|----|
| Objective: Define Structure & Function of Independent Ambulance Taxing District | | | | | |
| Task: Amend Ordinance No. 456 to better define the BCASD & the Bonner County Emergency Medical Services Advisory Council | | | | | |
| Not Yet Started | High | | Domke | Clearly define BCASD as a separate taxing district, not a county department | 0% |
| Task: Explore alternative legal structure of ambulance district: Idaho Statute 31-3911 through 31-3922 or Combined Fire & Ambulance | | | | | |
| Not Yet Started | High | | Domke | Task details defined... | 0% |

| | | | | | |
|--|------|--|----------|-----------------------------------|-----|
| Objective: Establish Services Required to Fully Support BCASD | | | | | |
| Task: Technology Services – define type/scope/cost/form of agreement (contract, JPA, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |
| Task: Risk Services – define type/scope/cost/form of agreement (contract, JPA, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |
| Task: Legal Services – define type/scope/cost/form of agreement (contract, JPA, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Awaiting answer from county legal | 10% |
| Task: HR Services – define type/scope/cost/form of agreement (contract, JPA, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |
| Task: Auditing Services – define type/scope/cost/form of agreement (contract, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |
| Task: Facilities Services – define type/scope/cost/form of agreement (contract, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |
| Task: Clerk Services – define type/scope/cost/form of agreement (contract, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Must coordinate w/ Clerk | 10% |
| Task: Treasurer Services – define type/scope/cost/form of agreement (contract, MOU, Etc.) | | | | | |
| In Progress | High | | Chief L. | Task details defined... | 10% |

| | | | | | |
|--|--------|--|----------|--------------------------------------|-----|
| Buildings – define scope, cost and agreement type (lease, MOU, Etc.) | | | | | |
| Not Yet Started | Medium | | Domke | Coordinate w/ JPA & Insurance | 0% |
| Vehicles – define scope, cost and agreement type (lease, MOU, Etc.) | | | | | |
| Not Yet Started | Medium | | Chief L. | Coordinate w/ JPA & Insurance | 0% |
| Ambulance District Job Descriptions – modifying job descriptions as needed for alignment of EMS Dept vs BCASD | | | | | |
| Not Yet Started | Low | | HR | Task details defined... | 0% |
| Auto Insurance – define provider, coverage and cost for each line of insurance | | | | | |
| In Progress | Low | | Chief L. | Quote from ICRMP has been requested. | 10% |
| Liability Insurance – define provider, coverage and cost for each line of insurance | | | | | |
| In Progress | Low | | Chief L. | Quote from ICRMP has been requested. | 10% |
| Medical Insurance – define provider, coverage and cost for each line of insurance | | | | | |
| Not Yet Started | Low | | Chief L. | Task details defined... | 0% |

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|------------------|--|--|--|--|--|
| Task Name | | | | | |
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