



Bonner County Ambulance District

Board of Commissioners

Brian Domke Asia Williams Ron Korn

March 19, 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 12, 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

March 12, 2025 – 11:00 AM

Bonner County Administration Building

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

On Wednesday, March 12, 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 11:05 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 March 5, 2025
- 2) Invoice Over \$5k: Risk

There was a discussion among the board regarding the invoice for Risk and how bills should be paid moving forward and what the current Risk processes.

Commissioner Domke made a motion to approve the Consent Agenda as presented. Commissioner Korn seconded the motion.

PUBLIC COMMENT:

• Dave Bowman – Agrees, does not understand why this would be going through Risk
Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes.
The motion carries.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

- 1) Fee Schedule Change Update
 - The Public Hearing for this has been scheduled for April 9, 2025, at 9:00 am
- 2) Develop Task List (Define KPI, Schedule & Percent Complete)
 - Focus on when the district will be budget neutral and the TAN
 - It may be better to move these meetings to be biweekly instead of weekly. Discussion followed regarding meeting scheduling moving forward and how this would affect the claims batches. Chief Lindsey commented on the bills, Clerk Rosedale also commented on the bills, including fuel and credit cards. Mike provided further information on how the bills are paid and why every two weeks works best for bills. Bill Wilson commented on the bills as well, and how the Fair Board recently addressed this issue and how it is working well for them. There was further discussion regarding meetings moving forward.
 - Discussion regarding EMSAC followed and potential MOU's and legal representation for BCASD with focus on what EMSAC was set up to be
 - Discussed the agreements between the County and BCASD, and Legal's perspective regarding outside Counsel vs County. Bill discussed the opportunity for legal representation with outside Counsel, especially counsel who is familiar with this type of situation, this would also allow for a great degree of separation. Discussion followed with a focus on legal counsel and the separation/autonomy of the district.
 - Chief Lindsey is ready to become autonomous and would like to present this at the next meeting. Brief discussion on health insurance for BCASD moving forward. There will be a cost if the district stays with the County for services (HR, Auditing, etc.) and a cost if they go to outside services.

- Further discussion followed regarding the future structure of the district, outside counsel, overall cost, and separation
- After next week's meeting, meetings will be held biweekly following

PUBLIC COMMENT:

- Dave Bowman – Weekly was needed at the initial process, but biweekly, from a public viewpoint, is appropriate, but limiting one meeting to bills only would be a mistake. The advisory committee is never mentioned, they only meet quarterly, why not step up those meetings?
- According to Hoyle, an ambulance district would preferably be under an MOU with the County for services and the cost should be comparable to outside services. If the district wants autonomy, it should be full autonomy, this district should be ended and new one created

PUBLIC COMMENT*

The meeting was adjourned at 12:00 p.m.

Clerk: *Alisa Schoeffel*

By _____
Commissioner Asia Williams, Chair

Date



Board of Bonner County
Ambulance Service District

Brian Domke

Asia Williams

Ron Korn

February 19, 2025

BONNER
COUNTY CLERK
Item #1

MEMORANDUM

To: Board of Bonner County Ambulance Service District

Re: FY25 BCASD Claims in Batch #23

The Auditor's Office presented the FY25 BCASD Claims Batch #23, **Totaling \$58,197.92**

A suggested Motion would be: Based on the information before us, I move to approve payment of the FY25 BCASD Claims in Batch #23, Totaling \$58,197.92.

Recommendation Acceptance: ☐ Yes ☐ No

Asia Williams, Chair

Date

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 03/13/2025 WARRANT: EMS2325 AMOUNT: \$ 58,197.92

COMMISSIONER'S APPROVAL REPORT

DRAFT

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
4700	AMAZON CAPITAL SERVICE 1 99918 6670	00001		INV NEWEMSGEN OTHER Invoice Net	03/04/2025	1PYN-HXF9-19CH 416.81 416.81 CHECK TOTAL 416.81	170902	-----
4980	AT&T MOBILITY LLC 1 99918 6900	00001		INV NEWEMSGEN CELL PHONE Invoice Net	03/04/2025	287297679098FEB25 1,077.77 1,077.77 CHECK TOTAL 1,077.77	170889	-----
1900	AVISTA UTILITIES 1 99918 6930	00001		INV NEWEMSGEN ELECTRIC Invoice Net	03/04/2025	2184720000FEB25 810.51 810.51 CHECK TOTAL 810.51	170912	-----
3862	BONNER COUNTY 1 99918 7040	00008		INV NEWEMSGEN REPAIR Invoice Net	03/10/2025	20250217 7,595.00 7,595.00 CHECK TOTAL 7,595.00	171409	-----
3800	BOUND TREE MEDICAL LLC 1 99918 6660	00000		INV NEWEMSGEN MEDICAL Invoice Net	03/04/2025	85673528 86.39 86.39 CHECK TOTAL 86.39	170915	-----
3800	BOUND TREE MEDICAL LLC 1 99918 6660	00000		INV NEWEMSGEN MEDICAL Invoice Net	03/10/2025	85686283 225.98 225.98 CHECK TOTAL 225.98	171393	-----
3800	BOUND TREE MEDICAL LLC 1 99918 6660	00000		INV NEWEMSGEN MEDICAL Invoice Net	03/10/2025	85686284 451.96 451.96 CHECK TOTAL 451.96	171394	-----
2065	BRAUN NORTHWEST INC 1 99918 7040	00001		INV NEWEMSGEN REPAIR Invoice Net	03/10/2025	40000 67.44 67.44 CHECK TOTAL 67.44	171401	-----
197	CLARK FORK VALLEY AMBU 1 99931 7820	00001		INV NEWEMSCFLK CTRCT SVCS Invoice Net	03/06/2025	MAR25 3,939.32 3,939.32 CHECK TOTAL 3,939.32	171310	-----
2558	COMDATA 1 99918 7000	00001		INV NEWEMSGEN GASOLINE Invoice Net	03/04/2025	20424697 4,536.81 4,536.81 CHECK TOTAL 4,536.81	170905	-----
1962	CORPORATE PAYMENT SYST	00001		INV	03/04/2025	8336FEB25	170919	

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
	1 99918 6490	NEWEMSGEN		EDUCATION		159.99		
	2 99918 7040	NEWEMSGEN		REPAIR		23.57		
		Invoice Net				183.56		
				CHECK TOTAL		183.56		-----
1962	CORPORATE PAYMENT SYST	00001		INV 03/04/2025		4827FEB25	170920	
	1 99918 7110	NEWEMSGEN		OTHER		23.04		
		Invoice Net				23.04		
				CHECK TOTAL		23.04		-----
4183	EMS CONNECT	00002		INV 03/04/2025		12467	170903	
	1 99918 6490	NEWEMSGEN		EDUCATION		317.00		
		Invoice Net				317.00		
				CHECK TOTAL		317.00		-----
4606	GRIPTION TIRES INC	00001		INV 03/04/2025		70244	170917	
	1 99918 7040	NEWEMSGEN		REPAIR		616.87		
		Invoice Net				616.87		
4606	GRIPTION TIRES INC	00001		INV 03/10/2025		70393	171385	
	1 99918 7040	NEWEMSGEN		REPAIR		721.51		
		Invoice Net				721.51		
4606	GRIPTION TIRES INC	00001		INV 03/11/2025		70422	171552	
	1 99918 7040	NEWEMSGEN		REPAIR		721.51		
		Invoice Net				721.51		
				CHECK TOTAL		2,059.89		-----
3799	HENRY SCHEIN	00001		INV 03/04/2025		35099629	170882	
	1 99918 6660	NEWEMSGEN		MEDICAL		257.65		
		Invoice Net				257.65		
3799	HENRY SCHEIN	00001		INV 03/04/2025		35128846	170884	
	1 99918 6660	NEWEMSGEN		MEDICAL		88.56		
		Invoice Net				88.56		
3799	HENRY SCHEIN	00001		INV 03/04/2025		37575929	170886	
	1 99918 6660	NEWEMSGEN		MEDICAL		211.60		
		Invoice Net				211.60		
3799	HENRY SCHEIN	00001		INV 03/10/2025		37956637	171404	
	1 99918 6660	NEWEMSGEN		MEDICAL		37.45		
		Invoice Net				37.45		
3799	HENRY SCHEIN	00001		INV 03/10/2025		37939027	171405	
	1 99918 6660	NEWEMSGEN		MEDICAL		141.60		
		Invoice Net				141.60		
				CHECK TOTAL		736.86		-----
3918	HILL, STEPHEN	00000		INV 03/10/2025		MAR25	171387	
	1 99918 7710	NEWEMSGEN		UNIFORMS		100.00		
		Invoice Net				100.00		
				CHECK TOTAL		100.00		-----

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3667 INSIGHT DISTRIBUTING I	1 99918 6670	00001		INV	03/10/2025	0523126-IN	171391	
		NEWEMSGEN		OTHER		440.95		
		Invoice Net				440.95		
				CHECK TOTAL		440.95		-----
3825 RONALD D JENKINS MD	1 99918 7820	00001		INV	03/06/2025	MAR25	171313	
		NEWEMSGEN		CTRCT SVCS		3,780.00		
		Invoice Net				3,780.00		
				CHECK TOTAL		3,780.00		-----
3829 KOOTENAI COUNTY EMS	1 99934 7820	00001		INV	03/06/2025	MAR25	171311	
		NEWEMSKOO		CTRCT SVCS		773.79		
		Invoice Net				773.79		
				CHECK TOTAL		773.79		-----
5695 DRUG TESTING EXPERTS	1 99918 7110	00001		INV	03/10/2025	339609	171390	
		NEWEMSGEN		OTHER		222.00		
		Invoice Net				222.00		
				CHECK TOTAL		222.00		-----
6018 GENUINE PARTS COMPANY	1 99918 7040	00001		INV	03/04/2025	216081	170921	
		NEWEMSGEN		REPAIR		25.58		
		Invoice Net				25.58		
6018 GENUINE PARTS COMPANY	1 99918 7040	00001		INV	03/10/2025	220859	171398	
		NEWEMSGEN		REPAIR		31.54		
		Invoice Net				31.54		
6018 GENUINE PARTS COMPANY	1 99918 7040	00001		INV	03/10/2025	220851	171417	
		NEWEMSGEN		REPAIR		15.77		
		Invoice Net				15.77		
				CHECK TOTAL		72.89		-----
2328 NORTH IDAHO PROPANE	1 99918 6980	00001		INV	03/10/2025	188385	171388	
		NEWEMSGEN		OTHER UTIL		458.04		
		Invoice Net				458.04		
				CHECK TOTAL		458.04		-----
2334 NORTHERN LIGHTS INC.	1 99918 6930	00001		INV	03/04/2025	50641560FEB25	170880	
		NEWEMSGEN		ELECTRIC		706.63		
		Invoice Net				706.63		
2334 NORTHERN LIGHTS INC.	1 99918 6930	00001		INV	03/04/2025	50317661FEB25	170893	
		NEWEMSGEN		ELECTRIC		192.40		
		Invoice Net				192.40		
				CHECK TOTAL		899.03		-----
9999 Dale Phillips	1 99918 7860	00000		INV	03/10/2025	228-24001749	171344	
		NEWEMSGEN		MISCEXPENS		530.00		
		Invoice Net				530.00		

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	530.00	-----
9999 Gene Glazier		00000		INV	03/10/2025	228-24007519	171346	
1 99918 7860		NEWEMSGEN		MISCEXPENS		265.00		
		Invoice Net				265.00		
						CHECK TOTAL	265.00	-----
9999 Gordon Woodby		00000		INV	03/10/2025	228-24005816	171349	
1 99918 7860		NEWEMSGEN		MISCEXPENS		300.00		
		Invoice Net				300.00		
						CHECK TOTAL	300.00	-----
9999 Joy Strand		00000		INV	03/10/2025	228-240049268	171343	
1 99918 7860		NEWEMSGEN		MISCEXPENS		112.63		
		Invoice Net				112.63		
						CHECK TOTAL	112.63	-----
9999 Mary Bouse		00000		INV	03/10/2025	228-24006378	171348	
1 99918 7860		NEWEMSGEN		MISCEXPENS		121.00		
		Invoice Net				121.00		
						CHECK TOTAL	121.00	-----
9999 Natasha Hansen		00000		INV	03/10/2025	228-24005922	171345	
1 99918 7860		NEWEMSGEN		MISCEXPENS		178.60		
		Invoice Net				178.60		
						CHECK TOTAL	178.60	-----
9999 Robert Brimmer		00000		INV	03/10/2025	228-24006185	171347	
1 99918 7860		NEWEMSGEN		MISCEXPENS		724.20		
		Invoice Net				724.20		
						CHECK TOTAL	724.20	-----
5721 EMS TECHNOLOGY SOLUTIO		00001		INV	03/04/2025	67411	170908	
1 99918 7820		NEWEMSGEN		CTRCT SVCS		920.00		
		Invoice Net				920.00		
						CHECK TOTAL	920.00	-----
2788 OXARC		00001		INV	03/04/2025	0032273115	170914	
1 99918 6650		NEWEMSGEN		OXYGEN		152.24		
		Invoice Net				152.24		
2788 OXARC		00001		INV	03/10/2025	0061955124	171392	
1 99918 6650		NEWEMSGEN		OXYGEN		1,016.25		
		Invoice Net				1,016.25		
						CHECK TOTAL	1,168.49	-----
5755 PERFORMANCE SYSTEMS IN		00002		INV	03/10/2025	12664647	171395	
1 99918 7110		NEWEMSGEN		OTHER		796.60		
		Invoice Net				796.60		

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	796.60	-----
3828	PRIEST LAKE EMTS INC	00001		INV	03/06/2025	MAR25	171312	
	1 99932 7820	NEWEMSPRLK		CTRCT SVCS		3,939.32		
		Invoice Net				3,939.32		
						CHECK TOTAL	3,939.32	-----
3325	PRIEST RIVER CITY OF U	00001		INV	03/10/2025	0685-00FEB25	171397	
	1 99918 6980	NEWEMSGEN		OTHER UTIL		114.01		
		Invoice Net				114.01		
						CHECK TOTAL	114.01	-----
3329	PRIEST RIVER ACE HARDW	00002		INV	03/04/2025	401868	170898	
	1 99918 6670	NEWEMSGEN		OTHER		17.98		
		Invoice Net				17.98		
						CHECK TOTAL	17.98	-----
800	SANDPOINT CITY OF - UT	00001		INV	03/04/2025	02-02880.01FEB25	170896	
	1 99918 6980	NEWEMSGEN		OTHER UTIL		35.44		
		Invoice Net				35.44		
800	SANDPOINT CITY OF - UT	00001		INV	03/04/2025	05-02410.02MAR25	170994	
	1 99918 6980	NEWEMSGEN		OTHER UTIL		165.24		
		Invoice Net				165.24		
						CHECK TOTAL	200.68	-----
779	SANDPOINT GARAGE DOORS	00001		INV	03/04/2025	161030	170899	
	1 99918 7530	NEWEMSGEN		REPFACILIT		2,543.25		
		Invoice Net				2,543.25		
						CHECK TOTAL	2,543.25	-----
2437	SCHWEITZER FIRE DISTRI	00001		INV	03/06/2025	MAR25	171314	
	1 99933 7820	NEWEMSSCH		CTRCT SVCS		3,323.82		
		Invoice Net				3,323.82		
						CHECK TOTAL	3,323.82	-----
4522	SYSTEMS DESIGN WEST LL	00001		INV	03/04/2025	20250452	170910	
	1 99918 7820	NEWEMSGEN		CTRCT SVCS		6,712.53		
		Invoice Net				6,712.53		
4522	SYSTEMS DESIGN WEST LL	00001		INV	03/11/2025	20250540	171553	
	1 99918 7820	NEWEMSGEN		CTRCT SVCS		5,973.16		
		Invoice Net				5,973.16		
						CHECK TOTAL	12,685.69	-----
2474	VERIZON WIRELESS	00001		INV	03/04/2025	770268648-00003FEB25	170891	
	1 99918 6900	NEWEMSGEN		CELL PHONE		488.20		
		Invoice Net				488.20		
						CHECK TOTAL	488.20	-----

DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2919 WASTE MANAGEMENT OF ID	1 99918 6980	00001		INV	03/10/2025	0237988-1827-6	171406	
		NEWEMSGEN		OTHER UTIL		247.34		
		Invoice Net				247.34		
2919 WASTE MANAGEMENT OF ID	1 99918 6980	00001		INV	03/10/2025	0418629-1827-7	171407	
		NEWEMSGEN		OTHER UTIL		71.62		
		Invoice Net				71.62		
2919 WASTE MANAGEMENT OF ID	1 99918 6980	00001		INV	03/10/2025	0418501-1827-8	171408	
		NEWEMSGEN		OTHER UTIL		64.50		
		Invoice Net				64.50		
				CHECK TOTAL		383.46		-----
1756 WIRED OR WIRELESS INC.	1 99918 6980	00001		INV	03/04/2025	60960	170901	
		NEWEMSGEN		OTHER UTIL		109.95		
		Invoice Net				109.95		
				CHECK TOTAL		109.95		-----
57 INVOICES				WARRANT TOTAL		58,197.92	58,197.92	

WARRANT SUMMARY

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

FUND	ORG		ACCOUNT		AMOUNT	AVLB	BUDGET
999	99918	NEW EMS - GENERAL	999-18-00-000-6490-	EDUCATION	476.99	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-6650-	SUPPLIES - OXYGEN	1,168.49	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-6660-	SUPPLIES - MEDICAL	1,501.19	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-6670-	SUPPLIES - OTHER	875.74	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-6900-	UTILITIES - CELLULAR T	1,565.97	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-6930-	UTILITIES - ELECTRICIT	1,709.54	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-6980-	UTILITIES - OTHER	1,266.14	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7000-	VEHICLES - FUEL, GASOL	4,536.81	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7040-	VEHICLES - REPAIR/MAIN	9,818.79	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7110-	PROF. SVCS - OTHER	1,041.64	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7530-	REPAIRS/MAINT - FACILI	2,543.25	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7710-	UNIFORMS	100.00	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7820-	CONTRACT SERVICES	17,385.69	301,292.71	
999	99918	NEW EMS - GENERAL	999-18-00-000-7860-	MISCELLANEOUS EXPENSES	2,231.43	301,292.71	
999	99931	NEW EMS - CLARK FO	999-18-31-000-7820-	CONTRACT SERVICES	3,939.32	301,292.71	
999	99932	NEW EMS - PRIEST L	999-18-32-000-7820-	CONTRACT SERVICES	3,939.32	301,292.71	
999	99933	NEW EMS - SCHWEITZ	999-18-33-000-7820-	CONTRACT SERVICES	3,323.82	301,292.71	
999	99934	NEW EMS - KOOTENAI	999-18-34-000-7820-	CONTRACT SERVICES	773.79	301,292.71	
				FUND TOTAL	58,197.92		
WARRANT SUMMARY TOTAL					58,197.92		
GRAND TOTAL					58,197.92		

WARRANT LIST BY VOUCHER

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
170880	2334	NORTHERN LIGHTS INC.	50641560FEB25		INV	03/04/2025	706.63	Electric MUF
170882	3799	HENRY SCHEIN	35099629		INV	03/04/2025	257.65	Bougies, Igels, test s
170884	3799	HENRY SCHEIN	35128846		INV	03/04/2025	88.56	MAD devices
170886	3799	HENRY SCHEIN	37575929		INV	03/04/2025	211.60	Filterlines, C-collars
170889	4980	AT&T MOBILITY LLC	287297679098FEB25		INV	03/04/2025	1,077.77	Cell phones, cradle po
170891	2474	VERIZON WIRELESS	770268648-00003FEB25		INV	03/04/2025	488.20	Phones, MDCs
170893	2334	NORTHERN LIGHTS INC.	50317661FEB25		INV	03/04/2025	192.40	Electric Groomer build
170896	800	SANDPOINT CITY OF - UTILITI	02-02880.01FEB25		INV	03/04/2025	35.44	Water station 4
170898	3329	PRIEST RIVER ACE HARDWARE	401868		INV	03/04/2025	17.98	Hose nozzle, Dish soap
170899	779	SANDPOINT GARAGE DOORS	161030		INV	03/04/2025	2,543.25	Station 1 garage door
170901	1756	WIRED OR WIRELESS INC.	60960		INV	03/04/2025	109.95	Internet MUF
170902	4700	AMAZON CAPITAL SERVICES INC	1PYN-HXF9-19CH		INV	03/04/2025	416.81	Radio batteries, dish
170903	4183	EMS CONNECT	12467		INV	03/04/2025	317.00	Online training
170905	2558	COMDATA	20424697		INV	03/04/2025	4,536.81	February fuel charges
170908	5721	EMS TECHNOLOGY SOLUTIONS LL	67411		INV	03/04/2025	920.00	Fleet and inventory ma
170910	4522	SYSTEMS DESIGN WEST LLC	20250452		INV	03/04/2025	6,712.53	February billings
170912	1900	AVISTA UTILITIES	2184720000FEB25		INV	03/04/2025	810.51	Electric Station 2
170914	2788	OXARC	0032273115		INV	03/04/2025	152.24	Oxygen
170915	3800	BOUND TREE MEDICAL LLC	85673528		INV	03/04/2025	86.39	Pillows
170917	4606	GRIPTION TIRES INC	70244		INV	03/04/2025	616.87	C01832 LOF, Fuel filte
170919	1962	CORPORATE PAYMENT SYSTEMS	8336FEB25		INV	03/04/2025	183.56	Training, license plat
170920	1962	CORPORATE PAYMENT SYSTEMS	4827FEB25		INV	03/04/2025	23.04	Shipping for radio rep
170921	6018	GENUINE PARTS COMPANY	216081		INV	03/04/2025	25.58	DEF
170994	800	SANDPOINT CITY OF - UTILITI	05-02410.02MAR25		INV	03/04/2025	165.24	521 S DIVISION SEWER/W
171310	197	CLARK FORK VALLEY AMBULANCE	MAR25		INV	03/06/2025	3,939.32	MEDICAL TRANSPORT SERV

WARRANT LIST BY VOUCHER

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
171311	3829	KOOTENAI COUNTY EMS	MAR25		INV	03/06/2025	773.79	MEDICAL TRANSPORT SERV
171312	3828	PRIEST LAKE EMTS INC	MAR25		INV	03/06/2025	3,939.32	MEDICAL TRANSPORT SERV
171313	3825	RONALD D JENKINS MD	MAR25		INV	03/06/2025	3,780.00	MEDICAL DIRECTOR SERVI
171314	2437	SCHWEITZER FIRE DISTRICT	MAR25		INV	03/06/2025	3,323.82	MEDICAL TRANSPORT SERV
171343	9999	Joy Strand	228-240049268		INV	03/10/2025	112.63	Pt overpayment
171344	9999	Dale Phillips	228-24001749		INV	03/10/2025	530.00	Pt Overpayment
171345	9999	Natasha Hansen	228-24005922		INV	03/10/2025	178.60	Pt overpayment
171346	9999	Gene Glazier	228-24007519		INV	03/10/2025	265.00	Pt overpayment
171347	9999	Robert Brimmer	228-24006185		INV	03/10/2025	724.20	Pt overpayment
171348	9999	Mary Bouse	228-24006378		INV	03/10/2025	121.00	Pt overpayment
171349	9999	Gordon Woodby	228-24005816		INV	03/10/2025	300.00	Pt overpayment
171385	4606	GRIPTION TIRES INC	70393		INV	03/10/2025	721.51	C21997 LOF, Air filter
171387	3918	HILL, STEPHEN	MAR25		INV	03/10/2025	100.00	Boot Reimbursement
171388	2328	NORTH IDAHO PROPANE	188385		INV	03/10/2025	458.04	Propane Groomer buildi
171390	5695	DRUG TESTING EXPERTS	339609		INV	03/10/2025	222.00	Random drug testing
171391	3667	INSIGHT DISTRIBUTING INC	0523126-IN		INV	03/10/2025	440.95	Household supplies
171392	2788	OXARC	0061955124		INV	03/10/2025	1,016.25	Cylinder Rental
171393	3800	BOUND TREE MEDICAL LLC	85686283		INV	03/10/2025	225.98	Sheets, IV caths
171394	3800	BOUND TREE MEDICAL LLC	85686284		INV	03/10/2025	451.96	Sheets
171395	5755	PERFORMANCE SYSTEMS INTEGRA	12664647		INV	03/10/2025	796.60	Fire extinguisher serv
171397	3325	PRIEST RIVER CITY OF UTILIT	0685-00FEB25		INV	03/10/2025	114.01	Water, sewer station 2
171398	6018	GENUINE PARTS COMPANY	220859		INV	03/10/2025	31.54	DEF
171401	2065	BRAUN NORTHWEST INC	40000		INV	03/10/2025	67.44	Bracket for gurney
171404	3799	HENRY SCHEIN	37956637		INV	03/10/2025	37.45	Amiodarone

WARRANT LIST BY VOUCHER

WARRANT: EMS2325 03/13/2025

DUE DATE: 04/30/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
171405	3799	HENRY SCHEIN	37939027		INV	03/10/2025	141.60	Saline
171406	2919	WASTE MANAGEMENT OF IDAHO I	0237988-1827-6		INV	03/10/2025	247.34	Station 1 dumpster
171407	2919	WASTE MANAGEMENT OF IDAHO I	0418629-1827-7		INV	03/10/2025	71.62	Station 4 trash
171408	2919	WASTE MANAGEMENT OF IDAHO I	0418501-1827-8		INV	03/10/2025	64.50	MUF dumpster
171409	3862	BONNER COUNTY	20250217		INV	03/10/2025	7,595.00	Reimburse for tort pay
171417	6018	GENUINE PARTS COMPANY	220851		INV	03/10/2025	15.77	DEF
171552	4606	GRIPTION TIRES INC	70422		INV	03/11/2025	721.51	C01431 LOF, Fuel filte
171553	4522	SYSTEMS DESIGN WEST LLC	20250540		INV	03/11/2025	5,973.16	February billings
WARRANT TOTAL							58,197.92	

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



Bonner County Ambulance District
Board of Commissioners

Asia Williams Ron Korn Brian Domke

March 19, 2025

Memorandum

MEMO

To: Commissioners

From: Bonner County EMS

Re:

Bonner County EMS wishes to enter into an agreement with William Punkoney from the law offices of White, Peterson, Gigray and Nichols at a billed rate of 196.00 hourly.

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 Bonner County EMS

A suggested motion would be: **Based on the information before us I move to enter into a representation agreement with William Punkoney from the law offices of White, Peterson, Gigray & Nichols**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Asia Williams, Chairwoman

AGREEMENT FOR AMBULANCE DISTRICT LEGAL SERVICES

Parties:

Bonner County Ambulance District	<i>Ambulance District</i>	521 S. Division Ave. Sandpoint, ID 83864
White, Peterson, Gigray & Nichols, P.A.	<i>White Peterson</i>	5700 E. Franklin Rd., Ste. 200 Nampa, Idaho 83687

Effective Term: Date of Signature by both parties through December 31, 2025. Automatically renewal for one-year term thereafter, commencing January 1, 2026, until terminated by either party.

THIS AGREEMENT FOR AMBULANCE DISTRICT LEGAL SERVICES (hereinafter referred to as "Agreement") is made this th day of March, 2025, between BONNER COUNTY AMBULANCE DISTRICT, BONNER COUNTY, STATE OF IDAHO, an Ambulance District organized and existing by virtue of the laws of the State of Idaho (hereinafter referred to as "Ambulance District"), and WHITE, PETERSON, GIGRAY & NICHOLS, P.A., an Idaho professional association (hereinafter referred to as "White Peterson").

ARTICLE 1 RECITALS

- 1.1 The firm of White Peterson is a law firm in Idaho whose shareholders and attorneys are licensed to provide legal counsel to clients in the State of Idaho; and
- 1.2 Pursuant to Chapter 39, Title 31 Idaho Code, the Bonner County Board of Commissioners as the Bonner County Board of Ambulance District Commissioners (hereinafter "Board of Commissioners") has the authority to contract with an attorney or attorneys when deemed necessary by the Board of Commissioners; and
- 1.3 The Board of Commissioners deems it in the best interests of the Ambulance District that it contract with White Peterson to provide legal services to the Ambulance District as herein provided, to which White Peterson is agreeable;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and intending to be legally bound thereby, the Ambulance District and White Peterson covenant and agree as follows:

ARTICLE 2 DEFINITIONS

In addition to any other definitions set forth in this Agreement, for all purposes of this Agreement, the following terms are defined and interpreted as herein provided for unless the clear context of the presentation of the same requires otherwise:

2.1 Litigation and Litigation Related Legal Services, means and refers to:

- 2.2.1 Representing the Ambulance District in litigation, including arbitration and mediation, brought on behalf of, or against, the Ambulance District and which is not covered under the Ambulance District's insurance policy or policies; and

- 2.2.2 Representing the Ambulance District in prosecuting or defending claims (before litigation is filed) not covered by the Ambulance District's insurance policy or policies; and
- 2.2.3 Attending hearings and drafting recommendations, findings or orders for quasi-judicial matters coming before the Board of Commissioners.
- 2.2.4 Coordinating with local litigation counsel to pursue the best interest of the Ambulance District during the course of the foregoing litigation services.
- 2.3 **Non-Litigation Related Legal Services:** means and refers to providing legal services to the Administrative staff and/or to the Board of Commissioners involving Ambulance District operations which are not otherwise herein defined, specifically to include, but not limited to, advice and counsel regarding human resources and employment law matters.
- 2.4 **Meeting Attendance Legal Services:** means and refers to attendance, whether in person, by video conference or by telephone, at regular and special meetings Board of Commissioners, and Ambulance District Staff meetings by attorney from White Peterson to provide legal counsel as advisable during such meetings as requested.

ARTICLE 3

SERVICES PROVIDED BY WHITE PETERSON

- 3.1 Pursuant to the terms of this Agreement, White Peterson is hereby engaged as an independent contractor by the Ambulance District to perform Meeting Attendance Legal Services, Litigation and Litigation Related Legal Services, Non-Litigation Related Legal Services and such other additional legal services as and when requested by any member of the Board of Commissioners or other officers or administrators of the Ambulance District in accordance with the following:
 - 3.1.1 Use of this firm's services may be authorized by the Board of Commissioners or any individual member of the Board of Commissioners, or by other officers or administrators of the Ambulance District; and
 - 3.1.2 The Attorney will attend and report to the Board of Commissioners at regular or special meetings, only as requested, on matters authorized for legal services to the District.

ARTICLE 4

PAYMENT FOR SERVICES

The Ambulance District agrees to pay White Peterson for services rendered pursuant to the terms of this Agreement as follows:

- 4.1 All legal services will be billed at a rate of:
 - 4.1.1 One hundred ninety-six and no/100 dollars (\$196.00) per hour for attorney services;
 - 4.1.2 One hundred twenty dollars and no/100 dollars (\$120.00) per hour for assistant time.

- 4.1.3 White Peterson reserves the right to increase the above stated rates of compensation annually, without notice, commencing on January 1st of each year by 3%, or such other amounts as White Peterson may provide by thirty (30) days' written notice to the Ambulance District.
- 4.2 White Peterson agrees to maintain accurate monthly time records of all Legal Services provided by its attorneys and legal assistants (itemized by date, attorney performing services) and to provide the same to the Ambulance District on a monthly basis.
- 4.3 Ambulance District shall also reimburse White Peterson for out-of-pocket expenses and costs advanced (such as filing fees, witness fees and costs, postage, etc.) incurred by White Peterson in the performance of the Legal Services as authorized by the Ambulance District.
- 4.4 White Peterson shall provide the Ambulance District with a monthly itemized invoice of all actual costs advanced and out-of-pocket expenses.
- 4.5 The Ambulance District shall remit payment to White Peterson within 35 days of receipt of an invoice for services provided under this agreement.

ARTICLE 5

TERM

- 5.1 The term of this Agreement shall commence upon the date of signing by both the Ambulance District and White Peterson, and shall continue until the end of the Ambulance District's current Fiscal Year, thereafter the agreement shall automatically renew for successive one-year terms unless and until the agreement is terminated by either party.

ARTICLE 6

REPRESENTATIONS AND WARRANTIES OF WHITE PETERSON

White Peterson represents and warrants to Ambulance District as follows:

- 6.1 **Authority.** White Peterson has the right, power, legal capacity and authority to enter into and perform its obligations under this Agreement.
- 6.2 **No Prohibition to Performance.** There are no judgments, liens, actions or proceedings existing or pending against White Peterson which would materially affect White Peterson's ability to enter into or perform under this Agreement.
- 6.3 **Corporate Status.** White Peterson is a professional service corporation duly organized, validly existing and in good standing under the laws of the State of Idaho and has all necessary corporate powers to enter into this Agreement.
- 6.4 **Designated Primary Attorney.** William L. Punkoney is designated as the attorney shareholder with primary responsibility for providing legal services to the Ambulance District pursuant to this Agreement. Other attorneys and staff members may be assigned to specific tasks.
- 6.5 **Performance of Services.** White Peterson agrees to perform all of the services and work set forth in this Agreement in a timely, efficient and professional manner in accordance with the terms of this Agreement and in compliance with existing laws, rules or regulations of any

applicable regulatory authority or governmental body.

- 6.6 **Non-Exclusive Agreement.** White Peterson acknowledges that this Agreement shall not be interpreted to limit the Ambulance District's authority to retain the services of other outside legal counsel to perform any legal services, whether as a result of the Ambulance District's need for special expertise or otherwise.

ARTICLE 7 INSURANCE

- 7.1 For the purposes of this Agreement, White Peterson shall carry the following types of insurance in at least the per occurrence limits specified below:

<i>Coverage</i>	<i>Limits of Liability</i>
Professional Liability (errors and omissions)	\$2,000,000.00
Worker's Compensation	Statutory limits
Employer's Liability	\$2,000,000.00
General Liability (bodily injury and/or property damage)	\$2,000,000.00

ARTICLE 8 TERMINATION

- 8.1 This Agreement may be terminated by written notice delivered by one party to the other. Any termination of this agreement shall be effective upon service of written notice to the non-terminating party as set forth herein. In the event of a termination, the Ambulance District shall remain responsible to pay White Peterson for all services provided through the date of termination pursuant to the terms of this Agreement.

ARTICLE 9 GENERAL PROVISIONS

- 9.1 **Choice of Law.** This Agreement will be interpreted in accordance with the laws and statutes of the State of Idaho.
- 9.3 **Notices.** Any notice under this Agreement shall be in writing and shall be treated as duly delivered if the same is personally delivered or deposited in the United States mail, certified, return receipt requested, postage prepaid, and properly addressed as follows:

AMBULANCE DISTRICT:
Bonner County Ambulance District
521 S. Division Ave.
Sandpoint, ID 83864

WHITE PETERSON:
William L. Punkoney
White Peterson
5700 E. Franklin Road, Suite 200
Nampa, ID 83687-7901
wpunkoney@whitepeterson.com

- 9.4 **Paragraph Headings.** The paragraph headings of this Agreement are for clarity in reading and not intended to limit or expand the contents of the respective paragraphs.
- 9.5 **Partial Invalidity.** Whenever possible, each provision of this Agreement shall be interpreted in such a way as to be effective and valid under applicable law. If a provision of this Agreement is prohibited by or invalid under applicable law, it shall be ineffective only to the extent of such

prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

- 9.6 **Waiver.** The rights and remedies of the Parties to this Agreement are cumulative and not alternative. Neither the failure nor any delay by any party in exercising any right, power or privilege under this Agreement or the documents referenced in this Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of any such right, power or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege.
- 9.7 **No Assignment by White Peterson.** White Peterson shall not sell, assign or transfer all or any portion of its interest in this Agreement at any time.
- 9.8 **Execution and Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original Agreement, but all of which shall be considered one instrument.
- 9.9 **Amendments.** This Agreement may not be amended, modified, altered or changed in any respect whatsoever, except by further agreement in writing duly executed by the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

**BONNER COUNTY AMBULANCE
DISTRICT**

By: _____
Brian Domke, District 1

By: _____
Asia Williams, District 2

By: _____
Ron Korn, District 3

ATTEST:

_____, Secretary of the Board

**WHITE, PETERSON, GIGRAY & NICHOLS,
P.A.**

By: _____
William L. Punkoney, *Director*

WHITE PETERSON

ATTORNEYS AT LAW

WHITE, PETERSON, GIGRAY & NICHOLS, P.A.

CANYON PARK AT THE IDAHO CENTER

5700 E. FRANKLIN RD., SUITE 200

NAMPA, IDAHO 83687-7901

TEL (208) 466-9272

FAX (208) 466-4405

PROPOSAL FOR LEGAL SERVICES

FOR THE

Bonner County Ambulance District

WHITE PETERSON

ATTORNEYS AT LAW

MARC J. BYBEE
MAREN C. ERICSON
WM. F. GIGRAY, III
LINDA C. HALSEY
MATTHEW A. JOHNSON
JACOB M. JONES
WILLIAM F. NICHOLS *
BRIAN T. O'BANNON *

WHITE, PETERSON, GIGRAY & NICHOLS, P.A.
CANYON PARK AT THE IDAHO CENTER
5700 E. FRANKLIN RD., SUITE 200
NAMPA, IDAHO 83687-7901

TEL (208) 466-9272
FAX (208) 466-4405

EMAIL: wpunkoney@whitepeterson.com

PHILIP A. PETERSON
WILLIAM L. PUNKONEY

TERRENCE R. WHITE
OF COUNSEL
WILLIAM F. "BUD" YOST
OF COUNSEL

* Also admitted in OR

March 6, 2025

Brian Domke
Asia Williams
Ron Korn
Bonner County Board of Commissioners
1500 Hwy. 2
Sandpoint, ID 83864

RE: Proposal for Legal Services

Dear Commissioners:

White, Peterson, Gigray, & Nichols, P.A. ("White Peterson") respectfully submits for your consideration our Proposal for Legal Services for the Bonner County Ambulance District.

The attorneys and staff at White Peterson take great pride in the quality of legal services we provide to municipal and public entities. All of our attorneys are licensed to practice in the State of Idaho. Several of our attorneys have received highly regarded awards from the Idaho State Bar and Idaho Municipal Attorneys Association. All are involved in various community organizations and many are very involved in various civic organizations (Rotary, Kiwanis, etc.).

We welcome the opportunity to discuss the terms of our legal service available to the Bonner County Ambulance District. If you have any questions about our proposal, please feel free to contact me. We look forward to further discussion with you.

Very truly yours,

WHITE PETERSON



William L. Punkoney

WLP:il

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ABOUT THE FIRM

White Peterson is a general practice law firm with a specialization in representing and advising local government clients. The Firm's collective experience in representing local government clients includes ongoing legal services in all phases of municipal, fire and EMS, special service, and school district operations. This firm has been in Nampa since 1968 and has represented municipal clients across the state for over 50 years. Presently, there are ten attorneys practicing in the Firm. Our offices are located directly in front of the Ford Idaho Center in Nampa, Idaho with easy access to Interstate 84.

The following is a list of many of our municipal and special service district clients:

Ambulance

Districts: Canyon County Ambulance District

Fire Districts:

Nampa Fire Protection District; Timberlake Rural Fire Protection District; Spirit Lake Fire District; East Priest Lake Fire Protection District; North of the Narrows Fire District; West Pend Oreille Fire District; Elk Bend Fire Protection District; Caldwell Rural Fire Protection District; Eagle Fire Protection District; Homedale Rural Fire Protection District; Jerome Fire Protection District; Ketchum Rural Fire Protection District; Kuna Rural Fire District; Meadows Valley Fire Protection District; Middleton Rural Fire Protection District; Moscow Rural Fire Protection District; New Plymouth Fire Protection District; North Ada County Fire and Rescue District; North Bannock Fire Protection District; Star Fire Protection District; Sunset Fire Protection District; Swan Valley Fire Protection District; Wilder Rural Fire Protection District.

Cities:

City of McCall; City of Cascade; City of Ketchum; City of Kuna; City of Melba; City of Sun Valley; City of Wilder; City of Carey.

Highway Districts:

Nampa Highway District No. 1; Canyon Highway District No. 4; Golden Gate Highway District No. 3; Notus Parma Highway District No. 2.

Cemetery Districts:

Greenleaf Cemetery District; Joint Fairview Cemetery Maintenance District; Kuna Cemetery District; Pleasant Ridge Cemetery Maintenance District

Irrigation Districts:

Golden Gate Irrigation District; Canyon Hill Irrigation District; Emmett Irrigation District

Other:

Blaine County Housing Authority; Garden Valley Recreation District; Greater Middleton Parks & Recreation District; Housing Authority of the City of Wilder; 2 Forks Recreational Water and Sewer District; North Lake Recreational Sewer and Water District; Nampa Development Corporation; Wilder Free Library District.

White Peterson specializes in the following areas of law directly related to its municipal clients:

Local Government Law

Our Firm works with our local government clients on a daily basis to understand, handle, and administer under Idaho's municipal corporations law and associated governance laws such as the Open Meetings Law, Public Records Law, and Ethics in Government Law. We routinely assist with public records reviews and requests, records management policy, municipal powers questions, meeting organization, executive session issues, ethics and conflict of interest questions, elections administration, and budget issues and concerns. Our legal support staff also works closely with local government clerks to track, calendar, notice, and record as necessary on these general municipal corporation procedures.

Ordinance/Policy/Regulations Drafting

Our Firm has experience in drafting all types of ordinances, regulations and policy for local government entities. It is an everyday part of our practice.

We also are active in monitoring, and at times participating, in legislative and regulatory activity that will impact our local government clients. This includes active involvement in both the Idaho Municipal Attorneys and the Association of Idaho Cities. We are also members of the International Municipal Lawyers Association. Our involvement in tracking and commenting on legislation helps us to provide counsel to our local government clients on issues of concern and of local statute or policy changes needed in response to state or federal legislative or regulatory changes.

Land Use and Real Estate Law

In the process of representing governmental clients, we have experience in real property and right-of-way acquisitions, and land use regulation. Our real property acquisitions and development experience includes: annexations, platting, special use, variances, vacations, easements, administrative facilities, recreational property, public rights-of-way, material sites and acquisitions involving joint powers of a number of governmental entities as well as local improvement district formation and projects. We have assisted in large construction and development projects, including new water systems, sewer system upgrades, city halls, fire stations, administrative offices, real estate purchases, elementary and high schools, and the Idaho Center in Nampa, to name just a few.

We also have handled the wide variety of land use matters within planning, zoning, and development. This includes assisting clients with comprehensive planning, areas of city impact, subdivision and development ordinances, zoning amendments and regulations, land use hearings, administrative appeals, and additional land use issues under the Local Land Use Planning Act (LLUPA).

Public Safety and Code Enforcement

White Peterson has worked closely with police and fire departments for municipal clients of all sizes. We have assisted in a variety of matters including public records, personnel matters, labor negotiations, analysis of constitutional issues such as due process, and departmental organization.

White Peterson also has ongoing experience with the enforcement of international safety codes, fire codes, building codes, nuisance abatement, and municipal codes.

Public Works and Municipal Utilities

The Firm has extensive experience with municipal public works and administrative utilities, including wastewater, storm water, drinking water, irrigation, parks and roads and streets. Our attorneys have decades of legal experience counseling cities, highway districts, water and sewer districts, and irrigation districts. In addition, we are experienced and have assisted with municipal utility rate-setting and adjustments, obtaining public works project financing and working with the Idaho Revenue Bond Act (including assisting with both elections and judicial confirmation lawsuits), acquiring rights-of-way, handling eminent domain issues (including prosecuting and defending), handling water rights, and negotiating use of qualified facilities by private utilities, as well as advising in the creation, application, and enforcement of city public works policy.

Water Rights, Environmental Law, Administrative Law and Regulatory Compliance

White Peterson is experienced in negotiations, compliance, and administrative agency actions related to wastewater, storm water, drinking water and water rights, irrigation, airports, highways and transportation. Our firm is able to assist clients with issues arising from federal regulatory programs, such as the Clean Water Act, National Environmental Policy Act, Clean Air Act, RCRA, and CERCLA. In addition, we assist clients with state regulatory issues arising under the Idaho Environmental Protection and Health Act, the state water quality standards, underground storage tank requirements, and general natural resource and environmental concerns. We are experienced with administrative rule-making and administrative review processes, as well as assisting city staff with enforcing local restrictions and permits required by federal and state law.

Collections

Our Firm has worked closely with our local government clients to address collections policies and practices. We have advised and assisted on collections policy, collections process updates, collections notices, options for small-claims courts proceedings, and additional options such as special assessments when appropriate.

Litigation

White Peterson has considerable litigation experience. The following is a list of the types of litigation our Firm has handled for local government clients: declaratory judgment actions; defense of ACLU suits and claims involving speech, rights of assembly and petition gathering; defense of claimed violations of Article VIII, Section 3 of the Idaho Constitution; election contests; eminent domain; fair housing; highway validation; human rights; inverse and de facto condemnation claims; judicial review; land use planning matters; Open Meeting Law; quiet title actions; and tort claims.

Employment Law

Our Firm helps clients develop effective personnel policies which address hiring practices and protocols, pre-employment inquiry process, employee evaluation, discipline and discharge hearings, including issues unique to public sector employers, and unemployment claims and hearings. We have

conducted investigations into allegations of employee misconduct and have made recommendations to the employers regarding employee discipline ranging from oral reprimands to discharge. We have reviewed, commented upon, and revised employee improvement plans to clarify expectations and consequences. We have also assisted in the development of employee benefits policies and addressed employee benefit issues. Part of our work in this area is to coordinate with our client's employment insurance carrier to improve the likelihood that adverse action against an employee will not result in litigation, or, if litigation ensues, increase the probability of a favorable outcome for the client.

Labor Law

The attorneys at White Peterson have considerable experience with a variety of federal and state laws regarding labor. This includes familiarity with the Fair Labor Standards Act, Equal Employment Opportunity Act of 1972 together with the Presidential Executive Orders Nos. 12898 and 13166 and the regulations issued by the Equal Employment Opportunity Commission, Americans with Disabilities Act, Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974, Uniformed Services Employment and Reemployment Rights Act of 1994, Age Discrimination in Employment Act, Family and Medical Leave Act, Equal Pay Act of 1963, Civil Rights Acts of 1964 and 1991 which prohibit discrimination in employment, and the Drug Free Schools and Communities Act of 1989 which through the Federal Department of Education rules require all schools receiving federal funds to take steps to implement programs to prevent the unlawful possession, use, or distribution of drugs by faculty or students. We have defended cases before the Idaho Human Rights Commission and in federal court.

Finance

White Peterson now and has for years been very involved in the financial side of municipal administration. This has included involvement in the budgeting process. We have provided legal services in the development and establishment of standing funds (including standing funds under joint powers agreements with other governmental agencies). Our attorneys also work with government auditors on a regular basis to ensure best accounting practices are followed. Additionally, our firm has also had experience with the Idaho Depository Law, municipal bonds, and impact fees.

Intergovernmental Relations

It is very important for municipalities to work together with neighboring jurisdictions, State and Federal agencies. We have experience in drafting and coordinating joint powers agreements, cooperative efforts of various jurisdictions, including state agencies, when there is a common problem or a need to coordinate. These efforts have included responses to NPDES, FEMA, MS4 regulation, highway jurisdictional matters involving work agreements, material site ownership and operation, joint crushing operations, corridor access management, highway exchange maintenance agreements, joint lobbying efforts on legislation both involving state and county legislative efforts and bill drafting. Our firm members are very involved in the Association of Idaho Cities and Idaho Municipal Attorneys Association.

ATTORNEYS

Designation of Proposed Primary Attorney: White Peterson proposes that the primary attorney that will be coordinating work for the Bonner County Ambulance District will be William L. Punkoney. Jacob M. Jones, and Maren C. Ericson will serve as primary backup on coordination, additional points of contact and as team members in providing legal counsel as needed.

William L. Punkoney

<i>Practice Areas</i>	Municipal and Local Government; Fire and EMS Law; Planning and Zoning; Land Use; Administrative Law and Regulatory Compliance; Public Policy; Employment Law; Real Estate; Estate Planning; Business Planning.
<i>Education</i>	University of Idaho, J.D. 2010; College of Idaho, B.A. 2005
<i>Admitted</i>	2010, Idaho and U.S. District Court, District of Idaho
<i>Memberships</i>	Idaho Municipal Attorneys (Board Member); Third Judicial District Bar Association Idaho; State Bar Real Property Section; State Bar Estate Planning Section
<i>Community Interests</i>	Nampa Chamber of Commerce; Caldwell Chamber of Commerce; Idaho State Fire Commissioners Association (General Counsel).
<i>Awards</i>	2019 Idaho Municipal Attorneys Rising Star Award;
<i>References</i>	<p>Michael Stowell, Chief LeAnn Axe Office and Finance Admin. Canyon County Ambulance District 6116 Graye Ln. Caldwell, ID 83607 208-795-6920</p> <p>Kirk Carpenter Chief Nampa Fire Protection District 9 12th Ave. S. Nampa, ID 83651 208-468-5770</p> <p>Brandon Hermanet Fire Chief Timberlake Fire Protection District 5985 ID-54 Athol, ID 83801 208-683-3333</p>

Mr. Punkoney has focused a significant portion of his practice on local government entities. He has served as the primary attorney for Fire Districts throughout the State of Idaho for nearly fifteen years. He has served as general counsel for the Idaho State Fire Commissioners' Association since 2013. He has represented the Canyon County Ambulance District since 2018. He has also served as City Attorney for McCall, Idaho since 2015. He currently serves on the firm's local government practice group, and is the chairperson for the firm's litigation practice group.

Mr. Punkoney works closely with the elected officials and administrators for the local government clients he represents. He has significant experience with personnel and human resources matters, intergovernmental and mutual aid agreements, as well as code and regulatory compliance. Mr. Punkoney has also successfully handled human resources investigations into matters such as hostile work environment, harassment, discrimination and wrongful termination.

Mr. Punkoney also has significant land use, permitting and public works experience. He is the primary attorney for the McCall Community Development and Public Works departments. He has helped his clients manage all phases of construction of significant public works such as new fire and EMS stations, libraries and airports. He has also advised clients on financial matters such as special levies, bonds and tax anticipation notes.

No complaints have been filed against Mr. Punkoney by the Idaho State Bar. No local government or any other client has sued Mr. Punkoney for malpractice.

JACOB M. JONES

<i>Practice Areas</i>	Municipal and Local Government; Real Estate; Corporate and Business Formation; Civil Litigation.	
<i>Education</i>	University of Idaho, J.D., 2022, Brigham Young University, B.A. Political Science, 2019.	
<i>Admitted</i>	2022, Idaho State Courts.	
<i>Memberships</i>	Idaho State Bar Association.	
<i>Community Interests</i>	Idaho Municipal Attorney's Association	
<i>References</i>	Judith Nissula, Mayor City of Cascade 105 S. Main St. P.O. Box 649 Cascade, Idaho 83611 (208) 315-1962	Scott Davis, Deputy Prosecutor Bonneville County 605 N. Capital Ave., Idaho Falls, Idaho 83402 (208) 529-1350

Mr. Jones attended the University of Idaho College of Law where he graduated *magna cum laude* (top six percent of his class). He was also the Chief Managing Editor of the Idaho Law Review, where he oversaw and managed more than thirty student editors in review and revision of legal scholarship.

During law school, he worked as a legal clerk for the Honorable Judge Faren Eddins. He also interned with the City of Idaho Falls Legal Department, participating in meetings with City Officials and making recommendations to the City Attorney. Mr. Jones also interned with the City of Moscow Legal Department where he worked as a prosecutor. He also worked at Herrington & Associates, PLLC, a private law firm specializing in representing local government entities. Upon graduating from law school, he began work as a Deputy Prosecutor in Bonneville County. While there, Mr. Jones also assisted Randy Neal, the Elected Prosecutor, with research and preparation of various motions and memoranda in preparation for the trial of one of the County's homicide cases.

Mr. Jones serves as the primary city attorney for the City of Cascade; during such time he has aided the city with personnel matters, contract negotiation between the city and county for law enforcement services, water rights, and multiple complex enforcement issues.

Mr. Jones joined White Peterson in June of 2023, and has been actively engaged in the firm's local government practice, including contract review, ordinance enforcement, and ordinance drafting for the Cities of Ketchum, Kuna, Sun Valley, McCall, and Cascade. His practice areas focus on local government, business law, real estate, and civil litigation.

MAREN C. ERICSON

<i>Practice Areas</i>	Municipal and Local Government; Real Estate; Business Transactions; Employment & HR; Civil Litigation.
<i>Education</i>	University of Idaho, J.D. 2013
<i>Admitted</i>	2013, Idaho State Courts
<i>Memberships</i>	Idaho State Bar Association
<i>Community Interests</i>	Club Volleyball (coach)
<i>References</i>	Carissa Connolly, Executive Director Blaine County Housing Authority 151 4 th Street West, Unit 2315 Ketchum, Idaho 83340 (208)727-5088

Maren joined the firm in May 2024. She focuses on all things “local government,” and works with the firm’s various public clients. Prior to joining White Peterson, Maren worked for 9 years as an associate and a partner at firms representing municipal agencies in Southern Idaho. She received the Idaho Municipal Attorneys “Rising Star” Award for her work with a few of the largest cities in Idaho. Maren’s practice has also included business transactions, real estate, corporate counsel, employment and HR, and civil litigation.

Maren graduated from University of Idaho College of Law in 2013, where she was a member of the Idaho Law Review and was one of three students selected for the National Moot Court team. During her summers, she spent time as an intern with the United States District Court where she worked closely with Staff Attorneys on drafting opinions for federal judges.

Prior to law school, Maren played volleyball at Boise State University and now coaches volleyball in the area through both high school and competitive club seasons. Due to her busy coaching schedule and also being a mom, Maren does not have much free time. When she does have free time, she enjoys spending time with her family, organizing, and watching her husband play in local bands.

LEGAL ASSISTANT

Itzel Lopez, our municipal law and policy legal assistant, would serve as primary support staff member to Mr. Punkoney and the Bonner County Ambulance District. Itzel coordinates and communicates with our local government clients, particularly with administrators, to assist in policy and legal support, project tracking and scheduling.

ADDITIONAL ATTORNEYS

The following attorneys would be available on specialized issues or projects as needed:

- **William F. Gigray** – Mr. Gigray has significant experience in municipal law, impact fees and land use law. Additionally, Mr. Gigray has more than 40 years of experience serving as general counsel for municipal and numerous special service districts since the mid-1970s.
- **Matthew A. Johnson** - Mr. Johnson has significant experience providing legal counsel to municipalities including the Cities of Ketchum and Sun Valley; Mr. Johnson also provides legal counsel to private clients on land-use and other property related issues.
- **Marc J. Bybee** -- firm Mr. Bybee has developed a substantial practice in local government law, and presently works as the primary attorney for the City of Kuna, City of Wilder (which also involves representing the Wilder Housing Authority), City of Melba, and the Kuna Rural Fire District.
- **Brian O'Bannon** – Mr. O'Bannon focuses on intellectual property, constitutional and appellate law, and supports the other attorneys in the office with his expertise in legal research and writing. Mr. O'Bannon regularly supports our local government attorneys with litigation and appellate matters.
- **Phillip A. Peterson** – Mr. Peterson has significant experience with employment benefits and tax law.
- **Linda C. Halsey** – Linda Halsey joined the firm in September 2024. Her practice areas focus on business law, local government, and civil litigation. She earned her J.D. from University of Idaho in 2024, and graduated cum laude with an emphasis in business law.

The attorneys of our Firm are all in good standing and licensed to practice before all courts and administrative agencies of the State of Idaho.

Martindale-Hubbell Rating: White Peterson has an AV Preeminent rating

ACCESS, COMMUNICATION AND AVAILABILITY

Our office is located at 5700 E. Franklin Rd., Suite 200, in Nampa, Idaho. Although quite distant from Bonner County, we are prepared to offer remote legal services as well as in-person attendance for meetings and legal services as necessary or requested. For efficiency purposes and to manage costs to the Ambulance District, our intention would be to primarily provide legal counsel and communication via telephone, electronic mail, and video-conferencing. In-person attendance of meetings and/or conferences would be available on an as-needed basis, taking into consideration District's needs and budgetary considerations. No travel would occur without explicit authorization

from the Chief, or Board of Commissioners. Mileage and travel costs would be billed to the District at standard firm rates.

Members of the Board, the District Chief and other administrators will be provided Mr. Punkoney's personal cell phone and are welcome to communicate with him by that method virtually anytime. Mr. Punkoney regularly communicates with his clients via cellphone on weekends and after normal business hours.

Our normal office hours are 8:30 a.m. to 5:00 p.m. Services during the evening, weekends, or holidays are available via appointment. Our local government attorneys are experienced with handling meetings and appointments outside of normal business hours.

Our Firm provides all attorneys with communication technology, including smart phones, such that they are reasonably available at most times, including by e-mail, and are able to respond promptly when needed in emergency situations or upon appointment outside regular business hours. We are experienced in making arrangements to be available in emergency or urgent situations, including in-person attendance of meetings, telephonic attendance, and videoconference attendance.

Our local government team of attorneys and support staff allows us to timely handle needed legal services. We encourage open and regular communication between District officials and staff and our office to assist in expediting information gathering and responses on issues. An initial contact, via telephone or e-mail, on a question or issue would typically be through Mr. Punkoney as primary attorney or Ms. Lopez as our local government support staff member. That inquiry would then be addressed directly by Mr. Punkoney or Ms. Lopez, or if they are unavailable it will be forwarded to another member of our local government team for review and response. An initial verbal or electronic response will typically be provided within one day of inquiry. Most standard inquiries will be fully addressed and a written response provided within five to fourteen days depending on complexity, or in situations requiring substantial additional research or drafting an anticipated schedule of response will be provided within that same timeframe. For situations falling under an hourly rate, a scope of work including a description of the task, estimated timeframe, and estimated cost, is provided within the above timeframes. Our office is experienced and fully prepared to handle and address emergency or urgent issues within shorter timeframes when necessary.

Our local government team is experienced in working with outside legal counsel in specialized areas such as bond counsel or with insurance-provided defense counsel. We are fully willing to coordinate with the District as needed in such situations where outside counsel is needed or desired by the District.

CONFLICT OF INTEREST

We have performed a conflict-of-interest review on clients of the firm, looking back three years, and have identified no current legal engagements where our firm is representing a client directly adverse to the Bonner County Ambulance District or imminently likely to be adverse to the Bonner County Ambulance District. Although we represent many Fire and EMS agencies in and around Bonner County, at this time, we do not anticipate any conflicts of interest regularly arising with respect to performance of City Attorney duties for the Bonner County Ambulance District. If a conflict of interest arises, the same would be immediately disclosed to the Chief and Board of Commissioners, and options for proceeding within the limitations of the Idaho State Bar Professional Rules of Conduct will be offered.

DRAFT

PROACTIVE APPROACH TO LEGAL SERVICES

White Peterson has successfully helped local government clients of all sizes navigate challenges and opportunities through an approach that emphasizes experienced and preventative legal counsel. Our approach to legal services encourages that the Attorney be a key sounding board for the District's governance and management team. We emphasize a pro-active and preventative approach to legal services that seeks to identify potential issues and problems early so they can be prevented via planning, policy and administration, minimizing the need to handle problems retroactively or through costly litigation. While we have significant experience in problem-solving and fixing and can do so as needed; we encourage an approach to legal services that is problem-preventing. To this end, while being budget-conscious, we encourage provision of legal services that allows for regular and early communication of District management with the Attorney and provides for regular attendance and participation of the Attorney in governing meetings.

Municipal law is an area that is becoming increasingly complex and specialized. The breadth of our firm's experience and practice areas allows us to provide Bonner County Ambulance District an experienced primary Attorney who is the main point of contact and a consistent point of communication, while also providing the experience and capabilities of a full-service law firm. Since our attorneys representing local government clients also coordinate through our local government practice group, we are also able to offer experiences and insights from a variety of local governments so as to share and provide ideas and solutions. In addition, our practice group proactively monitors the Idaho Legislature in order to understand proposed legislation that could affect our municipal clients. By doing so, we are able to prepare our clients for changes in the law that could affect daily operations. The diversity of experience and practice areas within our firm also allows us to provide a broader range of legal services, which helps to minimize the need to bring in outside counsel.

White Peterson's preventative legal services philosophy also focuses on helping our local government clients, as needed, to develop policies and procedures to help streamline and standardize processes. This also includes being available for training and education for District leaders and staff. Such training and process development can help achieve cost-savings through minimizing ad hoc decision making and by providing guidance and consistency through staff or governance transitions.

A pro-active approach to legal services also helps promote the values of transparency, openness, civility, and responsiveness in our representation of the Bonner County Ambulance District.

GENERAL COMPANY DATA

Legal Name and Address:

White, Peterson, Gigray & Nichols, P.A.
5700 E. Franklin Road, Suite 200
Nampa, Idaho 83687-7901

Point of Contact:

William L. Punkoney
5700 E. Franklin Road, Suite 200
Nampa, Idaho 83687-7901
Tel: (208) 466-9272
Fax: (208) 466-4405
Email: wpunkoney@whitepeterson.com

Type of Entity:

Professional Association

Federal Employer Identification Number:

82-0309660

Professional Liability Insurance:

White Peterson carries professional liability insurance with Travelers with coverage limits over \$1,000,000 per occurrence. Certificate of proof of insurance will be provided as necessary.



Bonner County Ambulance District

Board of Commissioners

Asia Williams

Ron Korn

Brian Domke

March 19, 2025

Memorandum

Memo

To: Ambulance District Commissioners

From: Bonner County EMS

Re: Job Description Modification

Bonner County EMS wishes to modify the current Administrative Assistant Job description to include the duties of Emergency Medical Technician (EMT).

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: NA _____

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: NA _____

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

Distribution: _____ Original to Bonner County EMS

A suggested motion would be: **Based on the information before us I move to approve the changes to the Administrative Assistant job description to include the duties of an Emergency Medical Technician.**

Recommendation Acceptance: ☐ yes ☐ no _____ Date: _____
Asia Williams, Chairwoman

JOB TITLE: ADMINISTRATIVE ASSISTANT/EMT BASIC



Department: Emergency Medical Services
Supervisor: EMS Chief & Deputy Chief
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: ?

SUMMARY

Under General and direct supervision of the EMS Chief & Deputy Chief, performs responsible bookkeeping and administrative work. Directly responsible for collecting and submitting payroll information to Bonner county Auditing, working with Bonner county Human Resources regarding employee benefit programs, accounts payable, general ledger, posting accounts receivable, preparing annual audit, financial reporting, maintain general and personnel files, transcribing, disbursing mail, maintain office equipment/supplies, answering incoming calls, processing insurance claims, and any duties as assigned by the EMS Chief or Deputy Chief. Some duties described may not be implemented until a later date but are considered essential to the position.

Provides Emergency medical care at the basic life support level to the ill and injured as defined within the Bonner County EMS patient care guidelines.

ESSENTIAL FUNCTIONS (Administrative Assistant)

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Responsible for answering the phone and directing calls to the appropriate personnel
- Responsible for opening and distributing mail to appropriate personnel
- Maintains general and personnel files
- Assists in grant writing
- Produces memos and letters
- Maintains office equipment and orders office supplies
- Listens to documents and refers customer service complaints, issues and concerns to the appropriate personnel for follow up and loop closure.
- Performs duties requiring discretion and independent action and handles confidential matters (medical records, patient information. And employee personnel files)

ESSENTIAL FUNCTIONS (EMT)

- Help to resuscitate patients in an emergency before hospital admission

- Provide medical assistance during emergency situations, such as CPR, AED, prevent shock, control severe bleeding, prevent spinal damage, etc.
- Evaluate a patient's condition in order to determine the right course of treatment
- Monitor patient's condition and keep it stable while en route to the hospital
- Aid in the transfer of patients to the emergency units of hospitals
- Help to calm down the family members of the victim and the public on the scene
- Create a patient care report and take notes of the medical treatment given to the patient
- Keep the equipment clean after use; check and replace damaged and used supplies
- Decontaminate the interior of the ambulance if it is used to transport a patient suffering from a contagious disease
- Maintains all professional licensure as required by BCEMS for continued employment.
- Performs all other duties as assigned.

SECONDARY FUNCTIONS

- Other Duties as assigned

JOB SPECIFICATIONS (Administrative Assistant)

- Minimum of three (3) years' experience performing responsible general administrative work.
- High school education or equivalent
- Working effectively and accurately under narrow time limitations
- Knowledge of equipment and materials used in an office setting
- Works effectively with others
- Customer service skills both in person and by electronic or telephone communication
- Time management

JOB SPECIFICATIONS (EMT)

- Must be 19 years of age and possess a high school diploma or equivalent.
- Must possess a current 2011 Basic EMT certification for Idaho or have reciprocity complete within two weeks of a conditional offer.
- Must provide a valid driver's license accompanied by a current driving record of a minimum of three (3) years at time of application and maintain a good driving record throughout the course of employment.
- Must have a current Healthcare Provider level CPR certification.
- Must possess and provide proof of current inoculations: Hepatitis B Series, MMR, Pertussis, Tetanus, and TB.
- Candidate must pass, with at least 75%, a written exam along with a hands-on skills test.
- Ability to follow directions, work in an effective and professional manner, and develop effective working relationships with co-workers, supervisors, and the general public.
- After a conditional offer is made, the candidate must be able to successfully complete a physical assessment test, drug test and a background check.

PHYSICAL ABILITIES & WORKING CONDITIONS (Administrative Assistant)

Ability to perform those physical activities necessary to complete the essential functions of the job either with or without reasonable accommodation. Requires continual communication (hear and talk both in person and over the telephone). Requires frequent fingering, grasping, standing, walking, physical activity and repetitive motions. Requires good general vision. Must be able to lift 50 pounds with or without assistance. Must possess or have the ability to obtain a valid driver's license and insurance. Must be able to safely operate a motor vehicle.

PHYSICAL ABILITIES & WORKING CONDITIONS (EMT)

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

- Standing and walking on uneven or rough terrain for an unspecified amount of time.
- Lifting and carrying in excess of 50lbs from floor or ground to stretcher.
- Transferring a patient in excess of 50lbs from bed or chair to stretcher.
- Pushing and pulling in excess of 50lbs.
- Bending, stooping, crouching or kneeling for an unspecified amount of time.
- Climbing or repelling while carrying equipment necessary to render care.
- Take all precautions necessary to avoid hazards.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____

BCAD Financial Forecast through Fiscal Year 2025

Total Projected Income:

- Billing Revenue for the remaining year: \$1,092,000
- Tax Levy Deposit (expected in July): \$1,100,000

Total Projected Income = \$1,092,000 + \$1,100,000 = \$2,192,000

Total Operational Expenses:

- Projected Operational Expenses: \$640,000
-

Total Payroll Expense:

- Average pay per period: \$140,000
- Number of pay periods left: 14

Total Payroll Expense = \$140,000 * 14 = \$1,960,000

Cash Position:

- Current cash (after TAN repayment): \$1,397,837
- Total Projected Income: \$2,192,000
- Total Operational Expenses: \$640,000
- Total Payroll Expense: \$1,960,000

Cash Position = Current cash + Total Projected Income - Total Operational Expenses - Total Payroll Expense

Cash Position = \$1,397,837 + \$2,192,000 - \$640,000 - \$1,960,000

Cash Position = \$989,837
