Bonner County
Board of Ambulance Service District

Brian Domke Asia Williams Ron Korn

MINUTES FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT
November 5, 2025 – 11:00 AM – 12:00 PM
Bonner County Administration Building
1500 Highway 2, Third Floor Conference Room, Sandpoint, ID

On Wednesday, November 5, 2025, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Domke called the meeting to order at 11:01 a.m.

ADOPT THE ORDER OF AGENDA AS PRESENTED / AMENDED
Commissioner Korn made a motion to adopt the Order of the Agenda as presented.
Commissioner Williams 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, October 15, 2025
2) Invoice Over $5k: Acrisure Insurance, **$9,267.00**

Commissioner Williams made a motion to adopt 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.

BCASD – Sarah Nixon
1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #2, **Totaling $16,669.28**

Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #2
Commissioner Williams 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) Task List: Review & Updates
   - Jeff said they are currently working with the bank to create a TAN. They are at roughly $1.38 million currently. Last year, they only had about $100,000 in the bank, so they are doing much better this year than last. He said they are just trying to get everything ready to go in case they do need a TAN. Commissioner Williams talked about the TAN last year versus potentially needing one this year. Discussion followed regarding the possibility of a TAN.
   - Jeff talked about the budget forecast update. There should be at least a half million or more after January. Commissioner Domke confirmed that they anticipate still being in the positive funds. Lengthy discussion followed regarding half a million being pretty low toward the end of January and how the district should mitigate that. Commissioner Williams asked what the least amount in the account would be for Jeff to still feel comfortable. He said half a million. Discussion followed with the district's accountant to identify a definite comfort number. The commissioners talked about predicting outgoing cash versus incoming cash, and the difficulty in managing when they will line up or when they will put the district in the negatives. Commissioner Williams told the district that they should hold roughly 6 months of salary and expenses in their account, which is over

$2 million. They need to work on getting to that point. Commissioner Williams talked about the possibility of one more year of a TAN to have a safety net.

- Jeff is working on an EMS handbook as they are now district employees rather than county employees. This will be brought before the board and legal upon its completion. Most of it is the same.

2) Insurance Update

- Commissioner Williams talked about what she has heard with insurance regarding base pay. There will possibly be no HSA for the district starting in January. She talked about what the employees will pay versus what the district will pay. She is working getting a grant for the district to lower costs.

Commissioner Williams talked with the accountant about the transition and a few bumps in the road. She asked if the board can do anything to make things easier for her. The accountant talked about the difference in accounting systems and her inability to compare reports, which has created a bit more work for her. She talked about errors that have been made that are not normal due to the difference in systems and trying to work across both the district and the county.

The meeting was adjourned at 11:43 a.m.

Clerk: *Lauren Reichenbach*

By _____ 11/19/25
Commissioner Brian Domke, Chair Date