Bonner County
Board of Ambulance Service District

Brian Domke Asia Williams Ron Korn

MINUTES FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT
December 3, 2025 – 11:00 AM – 12:00 PM
Bonner County Administration Building
1500 Highway 2, Third Floor Conference Room, Sandpoint, ID

On Wednesday, December 3, 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 11:00 a.m.

ADOPT THE ORDER OF AGENDA AS PRESENTED
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, November 19, 2025
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 #4 **Totaling $22,414.60**
Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #4
Commissioner Williams seconded the motion.
Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes.
The motion carries.

2) Action Item: Discussion/Decision Regarding Letter of Intent from Columbia Bank
This is a revenue anticipation, not tax anticipation. This will be in the amount of $500,000. Jeff said this is the first thing they have to get done, then the lawyers will draft the legal docs, which will be completed by the 17th of December.
Commissioner Korn asked why the signees are still the Treasurer and the Clerk. Jeff explained that this is a bank thing, even though they understand that those individuals will not be the signers.
Commissioner Korn made a motion to sign the Letter of Intent from Columbia Bank, for the purpose of securing a Revenue Anticipation Note in the amount of $500,000.00.
Commissioner Williams 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
1) Task List: Review & Updates
Commissioner Domke said that everything should be buttoned up just after the start of the new year in regards to the RAN. Jeff said they have an MOU template that is ready to go.
Commissioner Williams talked about the district segregating from the county and how that will affect them using HR. Discussion was had regarding the process of submitting things and how it is very arduous.

Jeff talked about creating their own district handbook. They want to create something that covers what the district does specifically. This should be done around February, provided it has legal approval.

2) Insurance Update

Jeff talked about employee insurance. They were unable to do this at the beginning of the year due to many reasons, but now it looks like they will be able to work something out after the beginning of the new year. He wants to figure out how to stay competitive so they keep their employees. He talked about the proposed costs of insuring their employees.
Commissioner Williams talked about the two available options that were most opportune for the employees. Doing two separate taxing districts is cumbersome and is creating problems. She discussed the HSA going away. Discussion followed. Commissioner Domke asked how many staff members are still using an HSA. Jeff said roughly six staff members are still using it.
Jeff talked about open enrollment and if they start a plan in February, would they be stuck with open enrollment in that month every year. Thankfully, no, open enrollment will be in August like the county. Discussion followed.

Commissioner Korn talked about the issue with the parking lot and ambulances struggling to get in and out. There will be one space removed to allow for better maneuverability.

Jordan Dehal said that these insurance talks are a great idea for the district. It will help retention greatly as it will help free up employee's paychecks, since much of it was being taken up by insurance costs.

3) Budget Forecast update

Jeff said there is an explanation in the document to explain why this month was a little bit high, as usually each month sits around $400,000. Things are looking like there will be roughly $500,000 in the bank, which is much more than last year.

Commissioner Williams talked about four employees who have high PTO balances and won't take time off. She again brought up the option to cash out some time at a percentage so they can supplement their current paychecks and keep their PTO down. Jeff said that this has been built into the new policy manual, that has not yet been passed, but he is planning for it to become an option for the district. He is also pushing to have a higher bracket for PTO so hours don't go into CAT so quickly. Alan talked about an option for the district for when an employee hits their PTO limit, everything else goes into a district CAT account that anyone can apply for and use should they need to be out for things like surgery. Discussion followed regarding PTO.

Commissioner Williams talked about paramedic classes being offered in the area as opposed to having employees drive to Spokane to do them.

Public Comment*
Jeff Linsdey – There were just two promotions for employees becoming Lieutenants from paramedics.

The meeting was adjourned at 11:38 a.m.

Clerk: *Lauren Reichenbach*

By _____ 12/19/25
Commissioner Brian Domke, Chair Date