



## Special Commissioner Meeting June 13, 2013

Attendance: Commissioners Mike Irvan  
Margaret Dimmick  
Jeff Ramey  
Sr. Administrative Assistant Shelley Young

Call to Order: 0900 Hours

### **EXECUTIVE SESSION**

Commissioner Irvan called for a motion to enter executive session as per IC 67-2345 (b) Commissioner Dimmick made the motion. Commissioner Ramey seconded the motion. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

9:15 Executive Session concluded; Commission reconvened to consider general business.

### **GENERAL BUSINESS**

Commissioner Ramey made motion give a 3% pay increase to all NACFR employees. Commissioner Dimmick second. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

### **STATION 16 REMODEL – Commissioner Ramey**

Commissioner Ramey recently spoke with Russ Phillips of Insight Architects. He has agreed to work with the District on the Station 16 remodel for an hourly rate. The estimate is \$12,000 to \$13,000 thousand dollars for his services. Mr. Phillips is available immediately. Commissioner Ramey met this a.m. with the B-shift crew including Capt. Christensen, Driver Mark Austin and Firefighter Geoff Challey. The crews will begin demolition on the second floor of station 16 as soon as a storage pod and dumpster are delivered to the site. Commissioner Ramey requested that SAA Young order the Pod and the dumpster for delivery as soon as possible.

### **STATION 16 PAVING**

Commissioner Ramey stated that the paving project for Station 16 should be scheduled after the remodel is complete.  
Station 20 will be scheduled for a sealcoat with Boswell Paving at the earliest convenience.

**HIDDEN SPRINGS QRU UPDATE – Commissioner Irvan**

Commissioner Irvan stated that he recently had a meeting with Colton Tippetts, Hidden Springs Town Manager and QRU Volunteer EMT. It appears that the volunteers for the QRU have dwindled. Mr. Tippetts and Commissioner Irvan will meet with the Ada County Paramedics Staff to determine if a lesser certification of EMR (Emergency Medical Responder) might help to lessen the turnover of the EMT volunteers at Hidden Springs.

The Scope of practice for EMR Vs. EMT was reviewed by the Board.

**PREVENTION STRATEGIC PLAN**

The Board discussed the presentation given by BFD Fire Marshal Gervais at the June 10 Commissioner meeting. SAA Young noted that two inspectors have been assigned to assist Capt. Bradshaw with site inspections in the NACFR District. Standard of Cover parameters were discussed. The possibility of hiring a fire inspector to do only site inspections on existing businesses was discussed. The Board will invite a representative from Boise PDS and also Subcontractor Rick Jackson to the next Board meeting to answer questions regarding outsourcing Fire Code Plan Reviews and answer questions about service levels.

**JPA CONTRACT REGARDING FTE'S**

One of the NACFR Administrative positions with Boise Fire is set for retirement. The NACFR Board would like to discuss plans to fill the position with Senior Staff at Boise Fire. SAA Young will compose an e-mail to request the discussion at the July Commissioner meeting.

**ADMINISTRATIVE FIRE CHIEF JOB DESCRIPTION--DELETION OF CODE 3 RESPONSE**

Commissioner Irvan stated that since he is currently in the Administrative Fire Chief Position for the District, he will recuse himself from voting on the job description or policy. Commissioner Ramey stated that he did not think it was necessary for Commissioner Irvan to recuse himself as the position could belong to any of the three Commissioners, and all three Commissioners should vote on policy concerning the position. Commissioner Dimmick concurred with Commissioner Ramey.

Commissioner Irvan addressed the issues concerning the proposed amendments to the Vehicle Use Policy and Administrative Fire Chief's Job Description.

Commissioner Ramey made motion to approve the Administrative Fire Chief Job Description as amended and the "Roll of the Commissioner policy will be attached to and made part of the Administrative Fire Chief's job description. Commissioner Dimmick second. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

## NORTH ADA COUNTY FIRE & RESCUE DISTRICT ADMINISTRATIVE FIRE CHIEF

### Duties/Responsibilities

#### ADMINISTRATION

- Serve as the Administrative Fire Chief of the North Ada County Fire & Rescue District
- Ensure contract compliance with City of Boise Fire Department, and Assist the NACFR Commission in negotiating the annual contract renewal.
- Perform review of Boise Fire Department performance under the service contract to ensure timely responses.
- Perform regular inspection in conjunction with the Administrative Manager of District assets, including those being used by the City of Boise.
- Serve as Liaison for the District to Ada County Emergency Medical Services, State of Idaho EMS Bureau.
- Supervise daily NACFR District office functions

#### PURCHASING

- Assist in application for grants for fire fighting equipment and programs.
- Coordinate with the NACFR Commission on the District's equipment purchasing and specifications.

#### CONSTRUCTION/FACILITIES MANAGEMENT

- Coordinate construction projects as the District's representative.

#### FIRE CODE

- Represent NACFR District on development projects at Ada County, Garden City and Boise City P&Z hearings.

#### AGENCY LIAISON

- Attend Ada County Fire Chiefs Assn. Meeting (monthly); attend the annual Idaho Fire Chiefs Conference; other conferences as assigned by the NACFR Commission.
- Represent the NACFR District at the Idaho Legislature and Garden City Council
- Attend neighborhood Association Meetings as needed.
- Handle media releases and contacts.

#### DEVELOPMENT MANAGEMENT

- Coordinate the negotiation of service agreements with developers for planned communities.
- Ensure compliance with planned unit service agreements, including the construction of fire stations, specification of apparatus, and other items within the various agreements.

#### OTHER

Other duties as assigned by the NACFR Commissioners

**POLICY NEW/REVISED  
– ROLL OF THE COMMISSION POLICY**

The Board discussed the Roll of the Commission Policy.

Commissioner Ramey made motion to adopt the policy of the Roll of the Commission as amended. Commissioner Dimmick second. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion carried.

Commissioner Irvan requested that the Policy on the Roll of a Commissioner be posted on the bulletin board at Station 16.

(see below)

**Commission**

**Purpose:**

*This policy defines the structure and role of the NACFR Commission.*

**Discussion:**

*The NACFR Commission will accomplish the duties, roles and responsibilities as defined by, and will at all times conduct itself according to Idaho Code § 31-1401 et seq.*

*To facilitate and to ensure the efficiency of District operations, the ~~Chair of the Commission may serve~~ **Commission may assign one of its members to serve as Administrative Fire Chief. The Administrative Fire Chief** serves at the pleasure of the Commission. ~~as the District's Administrative Fire Chief.~~ This position is not and does not make the Administrative Fire Chief an employee of the District, and such position shall receive no compensation beyond that authorized by Idaho Code §31-1421, for attending county or state agency meetings, educational classes and seminars and attending to other miscellaneous District business beyond that of normal Commissioner activities. The responsibilities of the position are more fully described in the position description.*

*An Incident Commander may request the on-scene presence of any NACFR Commissioner. Likewise, any affected jurisdiction within the District may request the presence of a Commissioner in its Emergency Operations Center. Commissioners have no role in the on-scene management structure of incidents or disasters.*

**--VEHICLE USE POLICY**

The Board discussed the Vehicle Use Policy and changes that were made.

Commissioner Irvan stated that he would like to park the Administrative Vehicle at Station 18 at night because of the close proximity to his home. The Board approved that request.

Commissioner Irvan stated that on occasion he will happen upon a traffic incident and will activate his emergency lights for scene safety. Commissioner Ramey stated that would be an approved activity and he might even do that in his personal car. The Board approved keeping

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an Administrative Vehicle in possession until the end of the business day when attending to multiple tasks for the District.

Commissioner Dimmick stated that the "Acknowledgement of Receipt" form in the back of the policy should be removed. The Board concurred.

Commissioner Ramey made motion to repeal the Vehicle Use Policy adopted January 14, 2013, and accept the new Vehicle Use Policy as written. Commissioner Dimmick second. Roll call vote: Irvan (yes), Dimmick (yes), Ramey (yes). Motion approved. See attached.



# **NORTH ADA COUNTY FIRE & RESCUE DISTRICT**

## Vehicle Use Policy

Approved by the Governing Board

Date: June 13, 2013

## 1) PURPOSE

The North Ada County Fire & Rescue District considers the use of vehicles part of the working environment. This Policy outlines the use of vehicles for work used on behalf of NACFR, and applies to all employees and volunteers who operate vehicles on District business. The day to day administration of this policy is the responsibility of the Administrative Chief.

## 2) AUTHORIZED USE

### A. PERSONAL VEHICLES FOR BUSINESS

If private vehicles are used for District business, liability insurance in the amount required by I.C. § 49-117(16) shall be in place. The employee's insurance is considered by Idaho statute to be primary before the District's insurance. If the employee uses his or her personal vehicle for District business the employee may be reimbursed for business related mileage at the IRS allowable reimbursement rate at the discretion of the Commission. An employee's drive between home and work is not eligible for mileage reimbursement. Any employee driving a personal vehicle for District business shall have a current and valid driver's license and current proof of insurance.

### B. ADMINISTRATION VEHICLE(S)

The administration vehicle is for official use only, and is not considered an emergency response vehicle and shall not be driven "code." For purposes of this Policy, "code" shall mean the use of lights and/or sirens, or at speeds greater than allowed by existing speed limits.

### C. ON CALL VEHICLES

The Commission has determined that the efficiency of medical response in the Hidden Springs area may be enhanced if the on-call crew can station the response vehicle at home. Employees or Volunteers on call must obtain permission from the Administrative Fire Chief or his Designate before taking an emergency response vehicle to their home for the purpose of being "On Call". Emergency Response Vehicles must be plugged in to Shore Power during the winter months.

### D. AUTHORIZED PASSENGERS

District vehicles may not be used to transport family, friends or other passengers including personal pets unless it is for official business or authorized and pursuant to District policy or regulation, or unless the employee is officially on-call and is expected to respond without delay in the event of an emergency. On-call employees who respond to an emergency shall discharge passengers, if practical. Emergency vehicle ride-alongs foster positive community relations; therefore NACFR does allow ride-alongs when there is a positive purpose and employee and/or public safety are not compromised. Ride-along participants must sign a Waiver and Release of Liability form. Children under the age of 16 are not allowed

as passengers in agency-owned vehicles unless permission is obtained from the Administrative Chief. A Waiver and Release of Liability form must be signed by a parent or guardian for any passenger under the age of 18.

E. REPRESENTING NACFR

All District vehicles, are to be easily identified as District vehicles by clearly displaying the District seal and exempt license tags. All drivers need to be aware that they are representing the District when they use District vehicles or their personal cars for District business. They shall act accordingly and drive defensively, responsibly and courteously.

**3) AUTHORIZED DRIVERS**

A. DRIVER QUALIFICATIONS

Drivers shall:

1. Be District Commissioners, employees or authorized volunteers with a valid driver's license and current proof of insurance.
2. Observe all traffic laws and speed limits. Emergency vehicles responding to an emergency shall adhere to internal emergency response procedures specific to the task.
3. Be personally responsible for all moving violations and for all parking tickets.
4. Not smoke in District vehicles.
5. Keep vehicles locked when not in use or view of the driver.
6. Immediately report to the Commission or Administrative Chief any traffic citation received on or off the job that is likely to result in a change of the motor vehicle operator's license status.
7. Immediately report from the scene any traffic accident to the Commission or Administrative Chief.
8. Service and maintain the vehicle in accordance with the manufacturer's recommendations;
9. Maintain vehicle registration, proof of insurance, license plates and inspections;
10. Complete a Defensive Driving course every three years. The course shall be equal to the Emergency Vehicle Operations Course (EVOC) that Boise Police Officers are required to. Employees involved in a preventable accident should complete the next scheduled defensive driver class.

Volunteers and/or employees of temporary agencies working on behalf of the District may drive District vehicles with proof of a valid driver's license and current proof of insurance at the District's discretion. These drivers are required to follow all District policies and regulations regarding vehicle usage and safety.

B. PROHIBITED DRIVERS

District Commissioners and employees may be required to travel as part of their duties. Any authorized person who is responsible for operating District - owned vehicles shall have an acceptable driving record. The following driving violations may prohibit any person from operating a District -owned vehicle:

1. Committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction.
2. Receiving a felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last 24 months.

3. Transporting a controlled substance unlawfully.
4. Driving a motor vehicle under the influence of alcohol, a controlled substance, or any drug that impairs driving ability.
5. Leaving the scene of an accident unlawfully.
6. Using a motor vehicle in commission of a felony.
7. Refusing to submit to a test to determine alcohol concentration while driving a motor vehicle, in accordance with applicable District policies and regulations.

#### 4) DRIVER SAFETY

##### A. SEAT BELT USE

All drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Code 49-673(2)(b)).

##### B. MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE

With the exception of two-way radios, drivers of a **North Ada County Fire & Rescue District** vehicle, or any other vehicle being used for **North Ada County Fire & Rescue District** business, are prohibited from using mobile communication devices, cell phones or computers of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. Exception: Emergency Services Operators may use mobile communication devices in specific situations

##### C. IMPAIRMENT

The driver must not operate a vehicle when his/her ability to do so is impaired or influenced

by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury. An employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

#### 5) VEHICLE ACCIDENTS, DAMAGE, REPAIR AND INSURANCE

##### A. ACCIDENTS

If an any person driving a District vehicle is involved in a vehicle accident the following shall occur:

1. Assess and ensure the safety of employee, passengers, and any other persons involved in the accident. Request appropriate emergency assistance.
2. Immediately report all traffic accidents involving a District vehicle to the local police and request them to respond.
3. Authorized drivers are prohibited from signing or making any statements regarding their, or other District personnel's, responsibility or fault for a traffic accident that occurs while they are driving on District business.
3. The police will file a police report and complete an exchange of information slip. The Driver shall retain a copy of this slip to attach to the vehicle accident report. If the information exchange slip is not available, the Driver shall obtain names, addresses, telephone numbers, and license numbers of the other drivers involved, and shall also shall collect insurance company contact information of the other party involved in the accident, and the address and telephone number of the police office where the accident report will be prepared.

4. Drivers are to immediately report all accidents to their supervisor regardless of lack of injury or property damage, shall report where it occurred and who was responsible, and supervisors are expected to submit a Vehicle Accident Report form to the Commission within 48 hours.

B. VEHICLE MAINTENANCE, REPAIR AND TOWING

1. District vehicles will be maintained according to manufacturer's recommendation.
2. If District vehicle is damaged, needs towing, or is inoperable the employee shall contact the Administrative Chief or the Commission. If the District vehicle is in need of repairs, the Administrative Fire Chief or his Designate shall determine where the vehicle should be taken for repair.
3. Prior to scheduling repairs or major maintenance, the driver must contact the Administrative Fire Chief or the Commission for approval and instructions.

C. INSURANCE

The District only obtains liability insurance for its vehicles. Collision and comprehensive damages are self-insured, and the cost of repairs comes from the District operating budget. In the event that the responsibility for an accident or incident is in dispute, the provisions of the following section will be followed.

D. LIABILITY

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any District vehicle. These costs are not reimbursable by the District and must be paid promptly by the driver.

**VEHICLE ASSIGNMENT AGREEMENT**

The undersigned hereby acknowledges receipt of a North Ada County Fire District owned or insured vehicle. I understand that this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual or the instructions issued by the Administrative Fire Chief or Designate, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant the North Ada County Fire & Rescue District the right to investigate my driving record any time. My current drivers license is issued from the State of \_\_\_\_\_ and is License Number \_\_\_\_\_.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Vehicle Use Policy.

\_\_\_\_\_  
**Print Full Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**NEW BUSINESS**

**CHANGE STANDARD OF COVER**

Commissioner Dimmick requested a discussion among the Board on whether or not NACFR wishes to change the Standard of Cover for EMS coverage at Hidden Springs. Commissioner Irvan responded that it is really up to Ada County Paramedics as to whether or not they would allow an EMR certification in their program. Commissioner Dimmick suggested the Board speak to Ada County Emergency Management regarding their CERT program and what kind of optional EMS modules might be included in the CERT training. Commissioner Irvan will be meeting with ACP in July to discuss the issue. SAA Young will construct an Agenda for the meeting with ACP.

The Board briefly discussed the issue of collecting EMT Course fees from volunteers who did not pass the course or no longer wish to participate. Uniforms will be collected.

**ADJOURN**

Commissioner Ramey made motion to adjourn. Commissioner Dimmick second. Motion carried. Meeting adjourned.

**ADJOURN: 10:37 hrs**

\_\_\_\_\_  
Michael G. Irvan  
Chairman of the Board

\_\_\_\_\_  
Date