

**WORLEY FIRE PROTECTION DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 27, 2018 4:30 PM**

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**CALL TO ORDER**

**COMMISSIONER HISE** called the meeting to order at 04:30 p.m.

**COMMISSIONERS PRESENT:** Commissioner Hise, Pro-Tem Commissioner Matt Drechsel, Commissioner Joy

**OTHERS PRESENT:** Chief Sneve, Deputy Chief Maines, Admin Asst. Saranto

**AMENDMENTS TO THE AGENDA**

Corrected January 17, 2018 Regular Meeting Minutes

**TEMPORARY INTERIM SUCCESSOR FOR COMMISSIONER DRECHSEL - MR MATT DRECHSEL SWEAR IN**

Matt Drechsel took oath.

**APPROVAL OF MINUTES FROM THE PRIOR MEETING (S)**

**a. Regular Monthly Meeting of January 30, 2018**

**COMMISSIONER JOY** moved to approve the minutes for Regular Monthly Meeting of January 30, 2018, as presented. **PRO-TEM COMMISSIONER MATT DRECHSEL 2<sup>nd</sup>** the motion:  
**Motion Carried.**

**b. Special Meeting of January 17, 2018 Amended**

**COMMISSIONER JOY** moved to approve the amended minutes for Special Meeting of January 17, 2018, as presented. **PRO-TEM COMMISSIONER MATT DRECHSEL 2<sup>nd</sup>** the motion:  
**Motion Carried.**

**APPROVAL OF BILLS AND FINANCIAL REPORTS**

Bills and Financial Reports for February 2018

**COMMISSIONER JOY** moved to approve the financial reports as submitted. **PRO-TEM COMMISSIONER MATT DRECHSEL 2<sup>nd</sup>** the motion: **Motion Carried**

**CHIEF'S REPORT**

Report provided

**DEPUTY CHIEF'S REPORT**

Report Provided

## OLD BUSINESS

### **a. Administrative Vacation Time Off**

**CHIEF SNEVE** in the process of cleaning up our policies. The admin position has 3 different policies. What we are proposing for the admin position for vacation time is:

0 - 6 Months	None (On Probation)
7 - 12 Months	40 Hrs (1 Week)
13 - 36 Months	80 Hrs (2 Weeks)
37 - 60 Months	120 Hrs (3 Weeks)
61 - 120 Months	160 Hrs (4 Weeks)
121 - 180 Months	200 Hrs (5 Weeks)

This will be front loaded on her anniversary date with the ability to carry over 40 hours.

Discussion:

**PRO-TEM COMMISSIONER MATT DRECHSEL** asked if we have a backup for Carmen when she is gone? **CHIEF SNEVE** state that we do, one of the other fire districts admin would come in and help us if need be.

**CHIEF SNEVE** presented his vacation situation. He has been maxed out for quite some time, because of his length of service. His max vacation time is four weeks. His vacation starts with his anniversary date; it's use it or lose it. Looking at other departments and their chief's contracts they get seven weeks and it's frontloaded. I'm proposing to be able to carry over 40 hours. The max vacation time would be seven weeks and it would be frontloaded.

**COMMISSIONER JOY** stated his concern that the chief might be taking seven weeks off in one year. **CHIEF SNEVE** assured the board of commissioners he would not be taking his vacation all at once and it would be dependent upon fire conditions. The reason we did not have carryover before was because the auditor didn't like the unfunded liability. Currently our policy states you cannot take more than two weeks' vacation at a time.

**CHAIRMAN HISE** stated he is in favor of both of them, from an auditor's standpoint they're worried about unfunded liability but every business or agency in the state of Idaho that provides vacation benefits to their employees has the same thing; the accrual rate might be a little easier on the eyes. **CHIEF SNEVE** was more in favor of the accrual rate but the district changed from the accrual rate to frontloading it years ago.

**COMMISSIONER JOY** moved to approve the length of service/vacation time off for the administrative assistant position with the ability to carry over 40 hours. See attachment. **PRO-TEM COMMISSIONER MATT DRECHSEL** 2<sup>nd</sup> the motion: **Motion Carried**

**CHAIRMAN HISE** asked if we would need to change the policy after this, **CHIEF SNEVE** stated that we would; maybe at the next meeting.

**COMMISSIONER JOY** moved to approve the chief's annual vacation be seven weeks with a maximum carryover from year-to-year of 40 hours. **PRO-TEM COMMISSIONER MATT DRECHSEL** 2<sup>nd</sup> the motion: **Motion Carried**

### **b. MOU - Mica Kidd Island Fire District**

**COMMISSIONER JOY** only concern was if the chiefs would have enough time to do both districts and the MOU stated going on EMS calls also. **CHIEF SNEVE** stated we already help each other

with our mutual aid agreements; it's a management position not an emergency responder position. I have also met with Glenn Potter our insurance agent and he has assured me that we will be covered under any situation. **PRO-TEM COMMISSIONER MATT DRECHSEL** asked if the district was going to be compensated? **CHIEF SNEVE:** Yes, we will receive \$3,350.00 per month and Chief Maines and myself will get \$1,000.00 per month and the remainder goes to Worley Fire.

**COMMISSIONER JOY** moved to approve the MOU with Mica Kidd Island Fire Protection District as presented. **PRO-TEM COMMISSIONER MATT DRECHSEL** 2<sup>nd</sup> the motion: **Motion Carried**

**NEW BUSINESS**

**a. KCEMSS - HIPPA Policy 18 - Amend**

**COMMISSIONER JOY** moved to approve the amended KCEMSS - HIPPA Policy 18 as presented. **PRO-TEM COMMISSIONER MATT DRECHSEL** 2<sup>nd</sup> the motion: **Motion Carried**

**COMMISSIONERS COMMENTS AND/OR CORRESPONDENCE**

None

**PUBLIC COMMENTARY**

None

**MOTION TO ADJOURN**

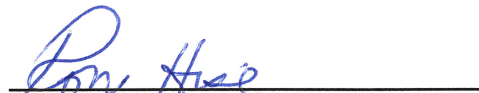
**PRO-TEM COMMISSIONER MATT DRECHSEL** moved to adjourn the meeting, **COMMISSIONER JOY** 2<sup>nd</sup> the motion: **Motion carried 5:41 P.M.**

Respectfully Submitted,



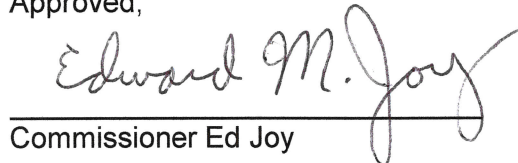
Admin Asst. Carmen Saranto

Approved,



Chairman Ron Hise

Approved,



Commissioner Ed Joy

Approved,



Pro-Tem Commissioner Matt Drechsel