



**EAST SIDE FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING MINUTES**

March 12, 2025 | 10:30AM  
20338 S. Hwy 97, Harrison, ID 83833

**Commissioner: Moncrief, Ador, Nelson**  
**Fire Chief Lynn**  
**Deputy Chief Pegoraro**  
**Admin Chief Loewe**  
**Auxiliary President Deb Stone**  
**Public: Carlene Cada, Bill Anonymous**

Commissioner Ador opened the regularly scheduled meeting of the East Side Fire District Board of Commissioners at 1030 hours.

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL ACTION ITEMS**

- A. Agenda:** Commissioner Moncrief moved to approve the March 12, 2025 agenda. Commissioner Nelson seconded the motion, which carried by unanimous vote.
- B. Minutes:** Commissioner Moncrief moved to approve the minutes for February 19, 2025 as written. Commissioner Ador seconded the motion, all in favor.
- C. Financials and Expense Report:** Commissioner Moncrief moved to approve the financial and expense reports as presented. Commissioner Ador seconded the motion, all in favor.

**III. BUSINESS**

- A. ACTION ITEM: Motion to Enter into EXECUTIVE SESSION to discuss sale of real property [Idaho Code 74-206(1)(c)]**

Commissioner Ador MOVED THAT THE BOARD CONVENE IN EXECUTIVE SESSION AT 1031 HOURS TO DELIBERATE REGARDING REAL PROPERTY, PURSUANT TO IDAHO CODE 74-206(1)(c).

AND THE VOTE TO DO SO BY ROLL CALL:

Commissioner Ador: Aye  
Commissioner Nelson: Aye  
Commissioner Moncrief: Aye

District Clerk: 

Commissioner Moncrief moved to close the Executive Session at 1057 hours.  
Commissioner Nelson seconded, which carried by unanimous vote.

**B. Chief's Report: Lynn**

**1. Equipment:**

- a. A kill switch was installed on 1453 to prevent a power drain from the electrical system.
- b. A tire pressure equalizer has been installed on all the tenders and engines. We can install this on the brush trucks as well but they will need a different type of gauge. This allows the inner tire to be filled from the outside tire along with a display that shows the PSI of the tires.
- c. New tires have been installed on 1481. This completes the tire replacement project on all the apparatus. Although NFPA recommends tire replacement every seven years, we have opted to replace them on a 14-year cycle.

**2. Operations**

- a. **March Training:** We will be doing drills on specific skills that are essential for firefighting and rescue.
- b. **Development:** We received 31 permits in 2025 and have received a total of \$145,244.13 in Impact Fees since their inception.

**3. Facilities:**

- a. **Arrow Point Station:** We received the revised site plan which includes drainage, parking, ingress/egress, and the creation of a helipad for Life Flight. This work is expected to begin the week of 3/17. The painting has been completed with the exception of the trim. Flooring installation is scheduled for the week of 3/17. The fire suppression system has been completed and should be live the week of 3/10. The plumbing is scheduled for completion the week of 3/17.

**b. Building Schedule:**

- Septic - Complete
- Drywall - Complete
- Insulation- Ceiling - Complete
- Main water line - Complete
- Fire suppression/Mainline connection – Complete
- Interior painting - Complete
- Drainage- March
- Parking - March
- Ingress/Egress grading –March
- HVAC- A/C-Emergency Heat - March
- Plumbing Final - March
- Electrical Final - March
- Access Control Final - March
- Inside finish work – March
- Furnishing March
- Kitchen-April
- Concrete- April
- Asphalt – May/June
- Expected occupancy - April 2025

**C. EMS Report: Pegoraro**

**1. Kootenai County EMS/County Agencies:**

- a. The next KCEMSS BLS meeting is scheduled for March 18<sup>th</sup>.
- b. All our EMS providers are scheduled to attend an EMS Law and Documentation training through KCEMSS during the week of March 10-14. It is being put on by an attorney who specializes in patient care. Each responder will attend a 3-hour training course offered during 6 different sessions throughout the week.

**2. Operations:**

- a. We will be holding our Open House on Saturday, March 15<sup>th</sup> from 12-3. We will be available to provide tours, answer questions, and provide sign-up paperwork for anyone interested in volunteering for ESFD. The Idaho Fire Chiefs Assoc is sponsoring this event on Saturday.
  - b. Idaho Governor Brad Little has proclaimed March 9<sup>th</sup> – March 15<sup>th</sup> to be Volunteer First Responders' Week. We will be putting together a thank you to our volunteers for this week. Chief Lynn mentioned that there is a lobbyist that has been helping the fire departments to increase volunteerism in Idaho. Commissioner Ador asked if the lobbyist is in the association. Chief Lynn confirmed that they hired this lobbyist.
- 3. Training:** Our EMS training is scheduled for Monday, March 10<sup>th</sup>. It will cover EMS equipment and lifting and moving patients. The EMS Connect topic of the month is "Decoding Stroke in the Field" on Friday, March 21<sup>st</sup>.

**D. Auxiliary Report: Stone**

1. President Deb Stone stated the financials currently reside at \$35,669.38.
2. They started purchasing items for the Pancake Breakfast at the Chef Supply Store. She will get with Admin Chief Loewe to get a signup sheet going for volunteers within our EMS and firefighter volunteers.
3. Commissioner Ador stated that he has the name of the new director at N-Sid-Sen. Discussion ensued.

**E. ACTION ITEM: Approval of Decision on Property if needed – deferred this action item**

**F. ACTION ITEM: Approval of Policy P642**

1. Commissioner Moncrief moved to approve Policy P642 which relates to the towing policy of 1474. Commissioner Ador asked to explain it more. Chief Lynn commented that the previous policy restricted all towing but Chief Lynn stated in contrast to that policy, he and the Officers feel that ESFD has an obligation to assist with people who are in distress. It was also changed to give authority to the boat Captain to approve the towing at his/her discretion rather than the current rule that only allows the Fire Chief to approve the towing. Commissioner Nelson seconded the motion, which carried by unanimous vote. All in favor.

**G. ACTION ITEM: Approval of Clover Credit Card System**

1. Commissioner Moncrief moved to approve the use of Clover Credit Card System. Admin Chief Amber Loewe explained the system in detail. There will be no recurring fees beyond the first cost to purchase the equipment which will be under \$300. ESFD can cancel at any time with no long-term obligations. There is an invoicing system that will enable us to invoice for payment with fireworks permits, occasional invoices, etc. It will also allow us to accept credit card payments at the Pancake Breakfast as well.

Commissioner Nelson seconded the motion, which carried by unanimous vote. All in favor.

**IV. UPCOMING WORK AND CONSIDERATIONS**

**A.** ESFD Commissioner Meeting Date is scheduled for April 9, 2025.

**V. PUBLIC COMMENT** *(Per ESFD Policy P200, Public Comment will be limited to 3 minutes per speaker and discussion will be restricted to items on the Business Section of the published agenda, and only to those items.)*

**A.** No comment

**VI. ACTION ITEM: CLOSE MEETING**

Commissioner Moncrief moved to close the regularly scheduled open meeting. Commissioner Nelson seconded, all in favor.

Commissioner Ador closed the meeting at 1107 hours.