

Madison County Fire District

26 North Center Street * Rexburg, Idaho 83440 * 208-359-3010

Minutes from September 10, 2025 at 11:00 am

Board Members in Attendance/Roll Call:

Commissioner Ken Anderson, Commissioner Wes Donahoo, Commissioner Cole Baldwin (Chair)

Others in attendance were:

Troyce Miskin, Deputy Chief; Corey Child, Chief/Secretary; Amber Steckley

Meeting Called to Order: 1100 am

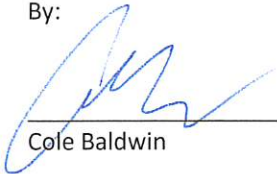
1. **Welcome:** Commissioner Baldwin called the meeting to order at 1100 and welcomed everyone to the meeting.
2. **Thornton Well Update:** We have received three bids for the Thornton Well drilling. Tom Wood is looking at the bids and determining which bid comes closest to the published specifications. Commissioner Anderson is going to meet with Commissioner Mendenhall on a joint project.
3. **Schedule monthly board meeting:** With the Fire District becoming the employer, the board will need to meet monthly to approve expenditures and other items. Chief Child recommending meeting the second Wednesday of each month at 11am. Commissioner Anderson motioned to make the second Wednesday of each month the regular scheduled meeting for the Fire District, motion was seconded by Commissioner Donahoo, all aye.
4. **Resolution Authorizing Payment of Expenses Subject to Ratification 25-001:** Chief Miskin presented a proposed resolution authorizing payment of expenses as well as the prior approval and ratification of expenses previously paid. Commissioner Donahoo motioned to approve resolution 25-001 (attached), Commissioner Anderson seconded the motion, all aye.
5. **Liability insurance and ICRMP membership:** Chief Child explained that for ICRMP coverage on all assets including the three buildings, all rolling stock (other than ambulances which are covered under the county policy), liability insurance and errors and omission coverage for public officials, the Fire District must first motion to join ICRMP and secondly, by motion, approve the ICRMP proposal dated 9-5-25. Furthermore, ICRMP requires a "producer" of the policy. Chief Child has been using Leavitt Select Insurance (was Archibald Insurance) as the producer. Commissioner Anderson motioned to use Leavitt Select Insurance as the producer for ICRMP insurance, become a member of ICRMP and allow ICRMP to cover the liability insurance needs of the fire district. The motion was seconded by Commissioner Donahoo, all aye. Commissioner Donahoo motioned to accept the proposal for coverage by ICRMP dated 9-5-25 as outlined, and to have Chief Child execute all signing and onboarding of the coverage, the motion was seconded by Commissioner Anderson, all aye.
6. **State Insurance Fund/Workers Compensation Insurance:** Chief Child received a proposal for workers compensation insurance from the State Insurance Fund for ten installments of \$11,659.00. No producer is required by the SIF so Chief Child has worked directly with them. The department is currently covered by SIF. Commissioner Anderson motioned to accept the proposal from the SIF effective October 1, 2025 and to have Chief Child execute all aspects of implementing the policy, the motion was seconded by Commissioner Donahoo, all aye.
7. **Approval of Employee Manual:** Chief Miskin reported that the Employee Manual was being reviewed and edited by legal and is not completely ready for adoption by the board. Chief Miskin recommended that in lieu of an adopted manual, the board motion to have Chief Child and Chief Miskin handle all employment concerns in the interim as commonly practiced in previous years. Commissioner Donahoo motioned to

have Chief Child and Chief Miskin handle any employment concerns, in the interim without a manual, as commonly practiced in previous years, the motion was seconded by Commissioner Anderson, all aye.

- 8. Employee Compensation:** Chief Child recommended moving one of the part-time front desk positions to a full-time position to handle bookkeeping and increased clerical work due to the district becoming the employer. Chief Child also recommended that the Administrative Services Manager be moved to a grade equal in compensation and earning potential to that of a Division Chief. Commissioner Anderson motioned to have one front desk employee be full-time and to review in one year, the motion was seconded by Commissioner Donahoo, all aye. Commissioner Donahoo motioned to change the Administrative Services Manager to Grade 21 compensated equally and with a similar earning potential as a Division Chief, the motion was seconded by Commissioner Anderson, all aye.
- 9. Fire Commissioner Compensation:** Chief Miskin reported that Idaho Code § 31-1421 allows elected fire commissioners to receive reasonable compensation. This compensation is limited to \$100 per day for performing district business, such as attending meetings. Commissioners may also be reimbursed for expenses. All proposed compensation and benefits must be included as a separate line item in the fire district's annual budget. Fire commissioners will receive a 1099 for financial compensation and will need to report it on their taxes. Commissioner Anderson motioned to have commissioners paid for meetings according to state statute, motion was seconded by Commissioner Donahoo, all aye.
- 10. Executive Session:** None Needed
- 11. Other items as approved by the Board:** None
- 12. Approval of meeting minutes:** Due to the time sensitivity of the action items on the agenda, the minutes for this meeting were typed up and presented to the commissioners for approval. Commissioner Donahoo motioned to approve the minutes of this meeting, September 10, 2025, the motion was seconded by Commissioner Anderson, all aye.
- 13. Meeting adjourned:** Commissioner Anderson motioned to adjourn the meeting at 12:15 pm. Commissioner Donahoo seconded the motion, all aye.

Approval of Minutes:

By:


Cole Baldwin


Wes Donahoo


Ken Anderson