

Placerville Fire Protection Dist. Inc.
Commissioners' Regular Meeting Minutes
February 14, 2026 10:00 am at Placerville City Hall

10:00 am - Commissioner Longden called the meeting to order.

Pledge of Allegiance

Quorum Established. Commissioners present: William Longden, Tom Andreason, Rick Barber.

Staff Present: Treasurer Linda Jones, Secretary Kim Barker

Executive Session

Commissioner Longden called an executive session at 10:01 AM for discussing personnel in the district as covered under §74-206 (b). Commissioners Andreason and Barber agreed; all Commissioners were in agreement to enter an executive session.

Commissioner Longden called the regular session back to order at 11:08 AM reporting that no decisions had been made; a special meeting would be called later in the month.

Approval of January Regular and Special Meeting Minutes

Motion: Commissioner Barber moved to approve the January special and regular meeting minutes as presented.

Second: Commissioner Andreason seconded the motion.

Vote: All in favor.

Outcome: The motion carried.

Correspondence

Outbound correspondence via email since the last meeting, also provided to the Commissioners in print:

- Terracon Consultants (water project / pump grant)
- Idaho Power (water project / requesting donation of service and equipment)
- (2) Planning and Zoning, Boise County (variance request - Harris Creek Heights Subdivision)

Chief's Report

No calls in the District; focus is on working with Centerville on structure training almost every other week, Chief Bourret working with a formula/calculation to better analyze District apparatus needs, specifically tenders since these are used for moving water; working toward understanding how many tenders / how much water needed given the wildland urban interface area and population centers to mitigate fire hazard. Chief reports the District needs at least one and may need as many as 4 tenders and will work with Assistant Chief T Longden to determine the final number; an accurate count will help the District to understand how much covered parking / structures are needed and how much equipment is needed to operationalize each tender. The Chief is also in discussion with emergency managers in Boise County to understand fuel density with satellite imaging; the Boise County emergency managers are hesitant about using heat maps for densities because Insurance companies may not insure people in high density areas; the Chief reports insurance companies already using the technology. Chief Bourret also explained how different layered maps can show crown spacing and understory to help guide measures to reduce fire hazards.

Commissioner Barber brought up a previous discussion about not wanting mastication / understory cleared in Star Ranch and asked if anything has changed. Chief Bourret shared conversations and on-going efforts are still being made on common ground areas in Star Ranch but there's no consensus between shareholders and land owners and the problem still needs to be addressed at that level.

Treasurer's Report

Balances and expenditures presented. The Controllers Office and Linda worked to bring the District into compliance with the state. Commissioner Longden asked about a purchase Alice made in the past, which came from a communications line item; Alice's card is a \$500 emergency use card that perhaps should come from emergency reserve to prevent overdrawing. Commissioner Andreason suggested a miscellaneous line item,

each of the areas he reports on. Commissioner Longden mentioned since the dry hydrant is there, it'd be great to have a vehicle that could get water from it right now.

Commissioner Longden shared there may be interest in long-term lease at Mud Flats; all the ponds are connected there, and there's year round water; this may be a good site to build a pump house using the \$7000 donated from Terracon, so getting something done before year-end; the District needs to provide evidence of momentum to Terracon by Oct 2026 to take advantage of / meet the parameters of the grant; the land here is advantageous due to proximity to power. Commissioner Barber asked whether the Baumhoff Corp owns Mud Flats or if a single person owns it. Commissioner Longden said the Corp owns it to which Barber stated we need a lease agreement with Baumhoff Corp. along with some sort of design specifying how much land is needed Commissioner Longden also added the District would need plans for the amount of land required for the pump house / structure and went on to share ideas about other funds that could be donated. Commissioner Longden also mentioned that the County is getting some money for water (\$10K per department) and Bruce Baumhoff suggested if this occurs to have a District Commissioner attend one of the Centerville meetings to discuss Centerville Fire Department donating toward the new pump house as well; Matt Houle has also offered to help build.

Commissioner Andreason shared there are three types of pumps- the Commissioners just need pros/cons. The Chief and Assistant Chief shared the minimum is 250 gallons per minute for two-hours, but aiming for 500 gallons per minute for two-hours because the ISRB standard is to deliver 250 gallons per minute for two-hours at the scene of a fire so the reason for the 500 gallon per minute is so the trucks can be filled fast to shuttle water on-scene within the buffer time.

- Strategic objective / vision statement.* *No action taken.*
- Discussion of Placerville water system. *Occurred as part of the modernization discussion as noted.*
- Guest: Garrick Nelson, Civil Engineer. *Discussion moved to after the "Standard Operating Procedures / Policies" discussion item.*
- Pump grant.* *Occurred as part of the water pump modernization discussion as noted.*

Motion: Commissioner Longden moved to approve Mud Flats as the site to install the new water pump / house.

Second: Commissioner Andreason seconded the motion.

Vote: Vote: All in favor.

Outcome: The motion carried.

Commissioner Andreason pointed out that Bruce and or his brother are going to want to know the type of pump; Commissioner Longden has already been talking about this with Bruce. Chief Bourret reminded that the Fire Chief is the one that approves whether the pump meets requirements; that Bruce will submit plans to the Fire Chief and the Fire Chief will look at those plans and determine whether or not the plans meet the needs of the District, not the Commissioners. Commissioner Longden agreed.

- *Google Workspace. Tyller updated us on Google Workspace; Josh and Tyller have the emails operable! These are District accounts that are transferable with role changes; these are also business accounts subject to public record so no need to continue to use private devices. A great deal of flexibility in setting up email groups, for example contact us email address that pings both the Chief and Secretary. If all are satisfied using it, we can move from monthly billing \$8.40/account, to annual pricing, which drops the price to about \$7 per account; billing is at the first of the month. Kim shared that it will take some time to move over all of the District documents from her previous account to the new one where once things are in order, documents like meeting minutes will be searchable; and reminded that setting up forwarding to get emails from the accounts currently used to the new one is an option for everybody.*
- *Standard Operating Procedures / Policies. Commissioner Longden is still reviewing a draft of the policy manual that draws from two previous copies and will soon distribute them to the other Commissioners for review. Kim shared that we may need to add a password policy (two-factor authentication), review digital records and record retention sections of the manual, and to also confirm / consider posting drafted meeting minutes being marked*

with clear indicators that they are drafts and not approved.

- *Modernization plan. Guest: Garrick Nelson, Civil Engineer. Garrick presented the Commissioners with a Placerville Fire Commissioners' Discussion & Questions document; Garrick is an Idaho licensed civil engineer for the city of Meridian Public Works Department (Inspection Division) for water/sewer improvements and is a part of the review process for all requested developments and capital improvement projects for the city of Meridian. Garrick offered his skills / services to the District to help the District get resources (equipment, water, ponds, etc.) to serve new development in the area with the idea that developments that have impacts on the District pay their fair share of those impacts. Garrick asked what the District relationship is with Boise County Planning and Zoning (P&Z) to which the Commissioners indicated there wasn't much of a relationship there.*

Garrick shared in Meridian all stakeholders are called in to review development from their perspective their specific needs; Garrick observed that a review of Boise County minutes / applications suggest the County leans heavily on the emergency maintenance team for the County versus the Placerville Fire Protection District (PFPD), a taxing district; as a tax district the County should be considering what the District needs are specifically when developments are within an "area of impact" for the District. Determining an area of impact is where Garrick can help; Garrick also encouraged the District to connect with Garden Valley about their impact fee ordinance and consider impact fees within PFPD.

Trevor asked how it would work for PFPD since fire protection is at County rather than city. Garrick suggested getting with Boise County P&Z to become a part of the shareholder audience reviewing development requests specifically in PFPD, or its area of impact; to learn what developer needs are, what the impact will be, what the developers can provide that is operational and without requiring a part of the District's operational funds to get something to work for the District; to get the district mapped, then illustrate potential for future development, which may be a process similar to what cities do but it may be worth checking whether the County has specific code in place for the process to follow; to get a Capital Improvement Plan (manpower, equipment, facilities, etc.); to tie impact fees to use-cases for new apparatus, stations, fire fighters, etc. This also provides talking points for discussions with developers about the additional resources needed to support development in the District or impact area; developers see this as a cost, but it's also a benefit for them to be able to sell lots in the area; developers can pass fees on to buyers and when distributed over the entirety of a new development, it's not much money in the grand scheme of things. Trevor asked whether impact fees need to be used in a certain amount of time; Garrick suggested reviewing the Garden Valley ordinance, and timelines are tied to the Capital Improvement Plan so if it's outlined in the plan that a new fire station is needed and it'll cost X dollars it'll be the amount of time it takes to get the resources to build the station. Commissioner Longden invited Garrick to return to the March meeting and Garrick agreed.

David Spann (Rural Firefighters Support Fund) shared the intent of RFSF is to identify/obtain the grants necessary to support the needs of the growing District and asked Garrick to clarify his offer to the District so David knows how to best utilize Garrick. Garrick clarified his intent is to help draft a Capital Improvement Plan (vision for fire protection in the growing district) and to draft an ordinance for impact fees (Garrick mentioned he is not an attorney but skilled with the language and process). David also asked for clarification on how serving the District benefits Garrick; Garrick shared he and his dad have property in Star Ranch and, while not against new developments, would like to see everyone as a community get out of new developments what they can for the better of all. Commissioner Longden again expressed appreciation for willingness to help.

New Business:

- *Incident fees. Kim reported back on the Jan 26 meeting with the attorney about fees: §31-1417(10) permits Districts to charge fees, §31-1430 discusses in-district fees, and §31-1431 discusses out-of-district fees. Commissioners were given hard copies of a Grangeville city ordinance that appears to address many of the items discussed in the January special meeting; the Grangeville ordinance differentiates real property (taxed) versus personal property (fees). Key takeaways: due notice to the public, explain the reasoning for the fees / how the funds will be used / which budget item will funds be deposited and make sure fees strongly correlate to operational costs.*

The attorney also encouraged talking to the Garden Valley about their impact fee process and highlighted impacts fees can be effective when in place before substantial future growth, where the growth offsets the time / cost involved and actually happens. Strongly relate impact fee use to operational costs like getting new apparatus, new stations, new water infrastructure and so on in direct support of supporting the growth of the District like what Garrick shared. If the Capital Improvement Plan, even on a voluntary effort, does not suggest there will be enough growth to offset the costs of getting impact fees implemented, one thought shared may be to consider “annexation fees” for any one-off opt-in requests. Commissioner Andreason asked to clarify what “getting annexed” means and Kim replied, in this context it's when people opt-in / ask to be included into the District.

- *RFSF annual cadence for fund raising. David presented a Rural Firefighters Support Fund (RFSF) Financial Calendar and Funding Process (v11926) document to the Commissioners for review. David clarified that the work RFSF does is for the District; RFSF like many are on a learning path, and the paper passed out is an effort to coordinate. David walked through the outline for an annual RFSF process: 1) Annual review meetings in April; revisit long-term vision for the District 2) Prior to April review meetings, annual RFSF VP for PFPD relations to work with the Chief to prioritize District needs 3-4) May-June funding planning with plan to be shared in June public meeting 5) RFSF has its own processes for managing funds 6-7) District processes for managing funds once funds transfer to the District are the District's responsibility; RFSF to make sure the District understands the implications of using funds in a public meeting; 8) Entire process to be reviewed annually.*

David reiterated the Chief's priorities: 1) water 2) apparatus 3) stations. David also suggested additional priorities might be Landscaping / Safety Area Improvement, Fire Breaks, Training, Planning and Insurance; with a District vision, many priorities can fall out of the vision. Right now the conversation is about 1) Pump house 2) SCBAs 3) Slip-on tanks. RFSF will take on these things as Projects. The pump house project has a water pump grant that has already been identified for the District so if RFSF does any other funding with the pump house / water pump project RFSF will attend a Commissioners' meeting 2) the SCBA project has \$1000 RFSF funding that can be sent to the District for SCBAs so the District will need a place to receive the funds; David suggested there be some nomenclature on the District side for tracking 3) Slipon Tank Project... David reiterated their process: From a District vision comes Priorities, Projects that lead to alternative Funding.

Commissioner Longden asked whether the District needed a specific line item to receive funds; Commissioner Andreason shared RFSF 2026 as an option; Trevor shared the Cascade process for tracking by projects (Project#, then all funds go to that Project#). Linda shared an idea is a dedicated tracking sheet with just donated funds. David reiterated the Commissioners as the government has the responsibility for defining the priorities served by the RFSF; RFSF supplies the funds for the District to operationalize. David suggested designating one person to interact with RFSF when it comes to communicating District priorities.

Trevor added 1) there is a “fire house subs” grant opportunity - available quarterly, next round comes up April 2, no match requirement we just need to know if the District wants RSFS to apply for it 2) Slip on tank funding; Chief Bourret shared the State Fire Marshall wants to be a private donor and provide the tanks to the District. Trevor followed up if there was any additional equipment needed to support the tanks? Chief Bourret suggested the funds be repurposed to whatever the next priority will be; Trevor replied confirming “fire house subs” can be put in for another priority like SCBAs; these grants are capped at \$40K and once awarded, you can't apply again for another for 3-years so RSFS just needs to know if RFSF should put in an application. David suggested the answer to that question come from the Commissioners' designated point person and be handled from the management side of things rather than a public meeting at this point. Commissioner Longden asked what the grant is for and Trevor answered it's primarily for PPE (personal protection equipment). Commissioner Longden will work with the Chief to identify priorities that the Chief will then pass onto to RSFS. Commissioner Barber asked if the grant can be split between priorities and Trevor clarified it could not be. Christol with RFSF shared, as long as we have the list of priorities, if RFSF comes across opportunities to fulfill other identified needs even if lower priority, they will. David reminded that almost every grant wants to know how the funds tie in with an overall plan.

* = Action Item

Public Input: There will be a 3-minute time limit for each speaker.

- Derrick Cooper (Harris Creek Heights) regarding a letter to a recent letter to Boise County P&Z, Derrick asked who will be the primary contact for developing the area? On a previous subdivision, Derrick worked with the Fire Chief as the primary point of contact. Derrick and Andrew Bourret have no contract so there is no conflict of interest, but there were multiple letters that caught him off guard due to the potential for a perceived conflict so Derrick just wants to know who his contact will be. Commissioner Longden explained the Chief passed the responsibility to the Assistant Chief due to a risk of perceived conflict of interest so things followed the expected chain of command; Derrick can continue to work the Fire Chief as a primary contact. Derrick shared he just wanted to know who to work with if they were going to put water sources; one of the recommendations in the letter was a hydrant system, which doesn't seem possible to get pressure up the hill. Commissioner Longden again pointed to the Chief as a resource to work through how to get things like that in place.
- Garrick suggested if there is ever potential risk for conflict of interest, the Commissioners identify another point person.

Administration Calendar Pending Requirements

- None. Kim will work toward a shared Google calendar in the new workspace.

Request for Future Agenda Items

- Vision statement for the District *
- Water pump discussion.
- Impact fees discussion: Capital Improvement Plan.
- Policy & Procedure Manuals discussion.
- Special meeting: Work assignment priorities.

Adjournment

Commissioner Longden adjourned the meeting at 12:45 PM.

MINUTES APPROVED by the Board of Commissioners of the Placerville Fire Protection District this ____ day of _____, 2026.

William Longden, Chairperson

Kim Barker, District Secretary