

**CASCADE RURAL FIRE PROTECTION DISTRICT
COMMISSIONER'S MEETING MINUTES
November 13, 2025**

Larry Scarborough called the commissioner's meeting of the Cascade Rural Fire Protection District to order at 5:31 p.m. at the 109 East Pine Street Fire Station.

The following Cascade Rural Fire Protection District officials were present: Commissioner Larry Scarborough, Commissioner LaDawn Saxton, Commissioner Mike Arnold, Deputy Chief Keri Sayers, Secretary / Treasurer Pam DeChambeau, and an excused absence for Fire Chief Steven Hull.

Mike Arnold made a motion to approve the agenda as presented, and LaDawn Saxton seconded the motion. Motion carried.

LaDawn Saxton made a motion to approve the minutes of the October 9, 2025 regular Commissioner's meeting, and Larry Scarborough seconded the motion. Motion carried.

Larry Scarborough made a motion to accept the Treasurer's Report and authorize payment of the monthly bills, and Mike Arnold seconded the motion. Motion carried.

Keri Sayers reported Perpetua Resources has signed a temporary three-month agreement for single resource emergency medical services at the Stibnite Gold Project, with plans to establish a long-term contract with Cascade Rural Fire Protection District. Reported on planning a meeting with Perpetua Resources to discuss the emergency medical services contract and to discuss Warm Lake Road to Stibnite Road being open year-round.

Keri Sayers, reporting for Steven Hull, reported 32 incidents in October 2025 noting the average is 35 and that fire incidents outnumbered emergency medical services incidents. Reported on the 35.1 percent reduction in the CRFPD Development Impact Fee because when the 2022 impact fee study was done the capital improvement plan included emergency medical services-related items - ambulances, cardiac monitor, and power lift gurney. Reported now that the Valley Countywide EMS District is fully established and those purchases are being funded through the EMS District, those items need to be credited back out of CRFPD's capital improvement plan, and it is required under Idaho's Impact Fee Act to keep everything proportional and defensible. Reported the adjusted CRFPD Development Impact Fee is \$1,876 per residential unit, and \$0.75 per nonresidential square foot. Reported this item will be on the agenda for approval after the Development Impact Fee Standing Advisory Committees have met and have submitted the Advisory Committee Report Form recommending the credit against the CRFPD's Development Impact residential and nonresidential fee to the Cascade Rural Fire Protection District Commissioners. Reported on Valley County opening offices at 700 South Main Street, Cascade. Reported on the addition of walls and fire sprinkler heads, and on paperwork not being processed correctly with the State Fire Marshall and a denial in final occupancy. Reported on Fire Chief Steve Hull and City of Cascade Building Inspector Darryl Shepard researching a fire watch personnel log, a record of continuous patrols conducted by a fire watch officer to monitor an area

for fire hazards when a fire protection system is out of service, which allowed Valley County occupancy until the State Fire Marshall completes a final inspection.

Keri Sayers reported the 2026 Valley Countywide EMS District services contract with McCall, Donnelly, and Cascade to provide ambulance and EMS is continuing to be reviewed with no major changes. Reported on touring the Stryker manufacturing facility in Redmond Washington with Medical Director Dr. Meske and Donnelly EMS Division Chief Jackie Hurzeler. Reported on the manufacturing team being very passionate about making medical devices, defibrillators, automated external defibrillators, and other CPR-assist devices.

Resolution #25-02 establishing and providing policy for fire code administration was reviewed. The \$100,000 insurance requirement for fireworks sales permits was discussed, and it was noted that a three-member Board of Appeals will be established upon receipt of an appeal. Larry Scarborough made a motion to accept and pass Resolution #25-02 establishing and providing policy for fire code administration, and Mike Arnold seconded the motion. Motion carried.

The Fire Code Official position job description was reviewed. Mike Arnold made a motion to accept the Fire Code Official position job description for the Personnel Policy, and LaDawn Saxton seconded the motion. Motion carried.

Resolution #25-03 approving the McCall / Cascade Fire Districts' Interagency Administrative Services Contract and Joint Powers Agreement was reviewed. McCall Fire is in need of administrative assistance in the performance of the duties of its EMS Director which Cascade Rural Fire can provide, and Cascade Rural Fire is in need of administrative assistance in the performance of the duties of its Fire Code Official position which McCall Fire can provide. Mike Arnold made a motion to approve Resolution #25-03 approving the McCall / Cascade Fire Districts' Interagency Administrative Services Contract and Joint Powers Agreement, and LaDawn Saxton seconded the motion. Motion carried.

The updates to the Kelly Day Leave Policy were reviewed, earning 156 hours per year, accruing 6 hours per pay period, leave not carrying over year to year with the exception 12 hours, and leave being tracked October to September. This item will be on the next regular meeting agenda Thursday, December 11, 2025.

The Firefighter Fitness and Wellness Policy was reviewed. Larry Scarborough made a motion to approve the Firefighter Fitness and Wellness Policy, and Mike Arnold seconded the motion. Motion carried.

The Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy was reviewed. Larry Scarborough made a motion to approve the Health Insurance Portability and Accountability Act (HIPAA) Compliance Policy, and LaDawn Saxton seconded the motion. Motion carried.

The Electronic Patient Care Report (EPCR) Documentation Policy was reviewed. Keri Sayers reported on marking if the patient resides inside or outside of service area because Valley Countywide EMS District will be providing a residential fee waiver. Larry Scarborough made a motion to approve the EPCR Documentation Policy, and LaDawn Saxton seconded the motion. Motion carried.

The Payroll Advance Policy was reviewed. Mike Arnold made a motion to approve the Payroll Advance Policy, and Larry Scarborough seconded the motion. Motion carried.

Larry Scarborough made suggestions for the Personnel Policy. Confirmed employees report and verify their time records through the First Due scheduling software platform. Confirmed payroll procedures and paydays was updated January 14, 2025 to be paid on a bi-weekly (14-day) schedule. The year will consist of 26 pay periods. The pay period begins on Sunday and ends on Sunday the following week (14 days later). Payday is the following Friday. Confirmed employees, whether they work on the holiday or have the day off, receive eight (8) hours of holiday pay. Suggested annual employee performance evaluations be completed on the employee's anniversary date and confirmed the Captain is completing shift evaluations. Requested the Vehicle Use Policy, smoking prohibited in vehicles, smoking or vaping is expressly prohibited in CRFPD vehicles, be changed to add all tobacco products, and buildings, and when interacting with the public.

Larry Scarborough reported on attending the McCall, Donnelly, and Cascade Fire Districts consolidation meeting. Reported on needing to make a list of Cascade Rural Fire Protection District concerns for input. Reported the Valley Countywide EMS District, McCall Fire Protection District, and Donnelly Rural Fire Protection District hired a Program Director for the two fire districts and emergency medical services in the amount of \$120,000 a year plus benefits. Reported concerns that the preliminary staffing for administration may be excessive with a Deputy Chief for Operations, a Deputy Chief for Logistics, two Deputy Chiefs for Training, and two Deputy Chiefs for EMS. Discussed developing a questionnaire to collect input and feedback from all employees. Discussed that the Idaho Statute permits Fire Districts to be consolidated without requiring a public vote. Discussed after a public hearing about the Fire Districts consolidating, the public may submit a petition objecting to the consolidation signed by twenty-five percent of the registered voters from any one Fire District. Discussed developing a questionnaire to collect input and feedback from all employees.

Mike Arnold made a motion to enter the Out of District Services Contract to provide fire and life protection services located at 143 Pointes Road for LRW Revocable Trust for the period January 1, 2025 to December 31, 2025, in the amount of \$626.17, and Larry Scarborough seconded the motion. Motion carried.

There being no further business, the commissioner's meeting of the Cascade Rural Fire Protection District adjourned at 6:45 p.m.

Respectfully submitted,



Pamela J. DeChambeau
Secretary/Treasurer

Approved:



Larry V. Scarborough
Chair