



**Bonner County Ambulance District**  
**Board of Commissioners**

Brian Domke Asia Williams Ron Korn

September 3, 2025

**Memorandum**

**CONSENT  
AGENDA**

To: Bonner County Ambulance Service District Board

Adopting the Order of the Agenda As Presented

**A suggested Motion would be:** Based on the information before us, I move to Adopt the Order of the Agenda as presented.

Consent Agenda

The Consent Agenda Includes:

- 1) Bonner County Ambulance Service District Minutes August 20, 2025

**A suggested Motion would be:** Based on the information before us, I move to approve the Consent Agenda as presented.

Recommendation Acceptance: ☐ Yes ☐ No

\_\_\_\_\_  
Asia Williams, Chair

\_\_\_\_\_  
Date



## **Bonner County**

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### **Board of Ambulance Service District**

Brian Domke

Asia Williams

Ron Korn

#### **MINUTES FOR THE BONNER COUNTY**

##### **AMBULANCE SERVICE DISTRICT**

August 20, 2025 – 11:00 AM – 12:00 PM

Bonner County Administration Building

1500 Highway 2, Third Floor Conference Room, Sandpoint, ID

On Wednesday, August 20, 2025, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Domke, Williams, and Korn were present. Commissioner Williams called the meeting to order at 11:06 a.m.

#### **ADOPT THE ORDER OF AGENDA AS PRESENTED / AMENDED**

Commissioner Domke made a motion to adopt the Order of the Agenda as presented. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

#### **CONSENT AGENDA – Action Item**

- 1) Bonner County Ambulance Service District Minutes August 6, 2025
- 2) Invoice Over \$5k: ESO (\$12,070.66)

Commissioner Domke clarified some information regarding the ESO payment.

Commissioner Korn made a motion to adopt the Consent Agenda as presented. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Korn – Yes; Commissioner Domke – Yes; Commissioner Williams – Yes. The motion carries.

#### **BCASD – Sarah Nixon**

- 1) Action Item: Discussion/Decision Regarding FY25 Claims Batch #45, **Totaling \$61,800.75**  
Commissioner Domke made a motion to approve payment of the FY25 BCASD Claims in Batch #45 Totaling \$61,800.75. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

- 2) Action Item: Discussion/Decision Regarding FY25 Demands Batch #45, **Totaling \$9,267.00**  
Commissioner Domke made a motion to approve payment of the FY25 BCASD Demands in Batch #45, Totaling \$9,267.00. Commissioner Korn seconded the motion. Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes. The motion carries.

- 3) Action Item: Discussion/Decision Regarding a lease agreement from Canon Solutions America for a 60-month lease of a Canon IR4925 for the total monthly lease of **\$106.22**  
Commissioner Domke asked if they got bids from any other companies to see price differences. Sarah said she didn't, they have used this company forever, so they prefer to stay with them. Commissioner Domke said it might be worth shopping around for better prices to see if there are any out there. Commissioner Korn said he isn't sure how many other copy services are out there. Commissioner Williams said that this is the company that most, if not all, departments in the county use, so they should be getting the best rates based on the volume of business the county gives them. Discussion followed. Commissioner Korn made a motion to approve the lease agreement from Canon Solutions America for a 60-month lease of a Canon IR4925 for the total monthly lease of \$106.22. Commissioner Domke seconded the motion. Roll Call Vote: Commissioner Williams – Yes; Commissioner Korn – Yes; Commissioner Domke – Yes. The motion carries.

#### **MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation**

- 1) Task List: Review & Updates
  - Commissioner Korn asked about inviting legal to one of the meetings to dissolve the commissioners from being the district commissioners as well. He said that it

feels like it could be a bad look to the public and they sometimes have to make some tough calls that could hurt the county. Lengthy discussion followed. Commissioner Domke said at this time, he does not wish to change the organizational structure. Jeff said it was up in the air for a while, but he sees more stability now. Discussion followed. Commissioner Domke suggested putting this on an agenda to have a deeper conversation on this item.

- 2) Insurance Update – Commissioner Williams said there is a need to do a cost benefit analysis of Bonner County and the Ambulance District being on the same policy. She said there is a possibility they may need to be connected through this next fiscal year, then work toward a separation. What is the benefit of being in a different type of insurance that is specific for emergency services? Jeff talked about looking at a service where 100% of the employees' premiums would be paid, which is what counties surrounding us are doing. Commissioner Domke said he wants to look deeper into this to make a decision that is more functionally focused toward the ambulance district. The board is not abandoning them. They are committed to finding ways to make this work. He said he hopes employees have seen that when the board says they're going to do something regarding insurance, they follow through. Discussion followed. Jeff said it can be confusing because they are split, but facilities are still on Christian Jostlein's books, so it's difficult trying to figure out for insurance what can get covered and what is still covered by the county. This will come back at another meeting for a more in-depth discussion. Christian said that October 1 is their renewal date for insurance. He will plan to keep everything on the books until he is instructed to take them off. Commissioner Williams said that whoever owns the facility is who is billed.

Discussion was had regarding the new budget. Commissioner Domke talked about how the ending balance should be the same as the beginning balance.

### 3) Discussion: Signers for Accounts

Jessica and Mike are no longer going to be able to do this after 10/01. After talking to legal, Jeff said options will be brought forward at the Sept. 3 meeting. He said one option could be the two commissioners who sign all the checks, or the BOCC approves the check signers, which could be Jeff and one other person who would physically sign the checks. Jeff said option one would be a lot of signing and might get overwhelming. Commissioner Williams asked what Mike Rosedale deemed most efficient. Jeff said he didn't list a preference, although the more frequently seen one is option two, so it does not over burden the commissioners. He said this registry signing would be twice a month, one at each meeting. Commissioner Williams asked if the bookkeeper could be the second signer. Jeff said he would look into it and bring that answer to the next meeting. Commissioner Domke said he prefers the registry option.

Commissioner Domke brought up the TAN again. Jeff said he will plan on making TAN decisions in October, so they are not scrambling at the last minute. He discussed last year's TAN compared to where they're at this year. Discussion followed.

The meeting was adjourned at 11:55

Clerk: *Lauren Reichenbach*

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By \_\_\_\_\_  
Commissioner Asia Williams, Chair

\_\_\_\_\_  
Date

DRAFT





**Board of Bonner County**  
**Ambulance Service District**

Brian Domke

Asia Williams

Ron Korn

September 3, 2025

BONNER  
COUNTY CLERK  
Item #1

**MEMORANDUM**

To: Board of Bonner County Ambulance Service District

Re: FY25 BCASD Claims in Batch #47

The Auditor's Office presented the FY25 BCASD Claims Batch #47, **Totaling \$15,577.62**

**A suggested Motion would be:** Based on the information before us, I move to approve payment of the FY25 BCASD Claims in Batch #47, Totaling \$15,577.62.

Recommendation Acceptance: ☐ Yes ☐ No

\_\_\_\_\_  
Asia Williams, Chair

\_\_\_\_\_  
Date

## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 08/27/2025    WARRANT: EMS4725    AMOUNT: \$ 15,577.62

COMMISSIONER'S APPROVAL REPORT

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DRAFT

## DETAIL INVOICE LIST

CASH ACCOUNT: 999

1099

EMS TREASURER/WARRANT

WARRANT: EMS4725 08/27/2025

DUE DATE: 09/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
1900 AVISTA UTILITIES		00001		INV	08/20/2025	4788807179AUG25	179725	
1 99918 6930		NEWEMSGEN		ELECTRIC		90.92		
2 99918 6980		NEWEMSGEN		OTHER UTIL		26.38		
		Invoice Net				117.30		
				CHECK TOTAL		117.30		-----
1900 AVISTA UTILITIES		00001		INV	08/21/2025	2184720000AUG25	179773	
1 99918 6930		NEWEMSGEN		ELECTRIC		181.74		
		Invoice Net				181.74		
1900 AVISTA UTILITIES		00001		INV	08/26/2025	0727737636AUG25	179795	
1 99918 6930		NEWEMSGEN		ELECTRIC		451.83		
2 99918 6980		NEWEMSGEN		OTHER UTIL		19.76		
		Invoice Net				471.59		
				CHECK TOTAL		653.33		-----
4211 BONNER GENERAL OCCUPAT		00001		INV	08/20/2025	BONEMSJUL25	179619	
1 99918 7110		NEWEMSGEN		OTHER		231.90		
		Invoice Net				231.90		
				CHECK TOTAL		231.90		-----
3800 BOUND TREE MEDICAL LLC		00001		INV	08/20/2025	85888233	179616	
1 99918 6660		NEWEMSGEN		MEDICAL		677.94		
		Invoice Net				677.94		
3800 BOUND TREE MEDICAL LLC		00001		INV	08/20/2025	85879074	179728	
1 99918 6660		NEWEMSGEN		MEDICAL		54.70		
		Invoice Net				54.70		
3800 BOUND TREE MEDICAL LLC		00001		INV	08/26/2025	85897013	179901	
1 99918 6660		NEWEMSGEN		MEDICAL		347.60		
		Invoice Net				347.60		
				CHECK TOTAL		1,080.24		-----
965 CANON FINANCIAL SERVIC		00001		INV	08/20/2025	41642608	179618	
1 99918 9350		NEWEMSGEN		CAP - LEAS		88.00		
2 99918 7820		NEWEMSGEN		CTRCT SVCS		3.47		
		Invoice Net				91.47		
				CHECK TOTAL		91.47		-----
4606 GRIPTION TIRES INC		00001		INV	08/20/2025	72957	179617	
1 99918 7040		NEWEMSGEN		REPAIR		4,220.08		
		Invoice Net				4,220.08		
4606 GRIPTION TIRES INC		00001		INV	08/20/2025	73106	179727	
1 99918 7040		NEWEMSGEN		REPAIR		650.00		
		Invoice Net				650.00		
				CHECK TOTAL		4,870.08		-----
3799 HENRY SCHEIN		00001		CRM	08/20/2025	26513120	179620	
1 99918 6660		NEWEMSGEN		MEDICAL		-31.75		
		Invoice Net				-31.75		

## DETAIL INVOICE LIST

CASH ACCOUNT: 999

1099

EMS TREASURER/WARRANT

WARRANT: EMS4725 08/27/2025

DUE DATE: 09/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
3799 HENRY SCHEIN		00001		INV	08/20/2025	45174192	179621	
1 99918	6660	NEWEMSGEN		MEDICAL		3,031.21		
		Invoice Net				3,031.21		
3799 HENRY SCHEIN		00001		INV	08/20/2025	45171809	179622	
1 99918	6660	NEWEMSGEN		MEDICAL		81.45		
		Invoice Net				81.45		
3799 HENRY SCHEIN		00001		INV	08/20/2025	45177385	179623	
1 99918	6660	NEWEMSGEN		MEDICAL		137.88		
		Invoice Net				137.88		
3799 HENRY SCHEIN		00001		INV	08/20/2025	45149333	179624	
1 99918	6660	NEWEMSGEN		MEDICAL		503.62		
		Invoice Net				503.62		
3799 HENRY SCHEIN		00001		INV	08/20/2025	45650824	179772	
1 99918	6660	NEWEMSGEN		MEDICAL		2,022.20		
		Invoice Net				2,022.20		
		CHECK TOTAL				5,744.61		-----
3667 INSIGHT DISTRIBUTING I		00001		INV	08/20/2025	0534883-IN	179625	
1 99918	6670	NEWEMSGEN		OTHER		433.67		
		Invoice Net				433.67		
3667 INSIGHT DISTRIBUTING I		00001		INV	08/22/2025	0535719-IN	179774	
1 99918	6670	NEWEMSGEN		OTHER		133.50		
		Invoice Net				133.50		
		CHECK TOTAL				567.17		-----
6468 DARBI KING		00000		INV	08/20/2025	JUN25	179899	
1 99918	7710	NEWEMSGEN		UNIFORMS		100.00		
		Invoice Net				100.00		
		CHECK TOTAL				100.00		-----
4442 MEDLINE INDUSTRIES INC		00001		INV	08/27/2025	2386081404	179902	
1 99918	6660	NEWEMSGEN		MEDICAL		340.18		
		Invoice Net				340.18		
		CHECK TOTAL				340.18		-----
5695 DRUG TESTING EXPERTS		00001		INV	08/20/2025	341634	179628	
1 99918	7110	NEWEMSGEN		OTHER		74.00		
		Invoice Net				74.00		
		CHECK TOTAL				74.00		-----
6018 GENUINE PARTS COMPANY		00001		INV	08/20/2025	244386	179723	
1 99918	7040	NEWEMSGEN		REPAIR		27.54		
		Invoice Net				27.54		
6018 GENUINE PARTS COMPANY		00001		INV	08/20/2025	240696	179731	
1 99918	7040	NEWEMSGEN		REPAIR		38.97		
		Invoice Net				38.97		
		CHECK TOTAL				66.51		-----



## DETAIL INVOICE LIST

CASH ACCOUNT: 999 1099

EMS TREASURER/WARRANT

WARRANT: EMS4725 08/27/2025

DUE DATE: 09/30/2025

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	VOUCHER	CHECK
2788 OXARC		00001		INV	08/20/2025	0032397832	179726	
1 99918	6650	NEWEMSGEN		OXYGEN		225.64		
		Invoice Net				225.64		
				CHECK		TOTAL	225.64	-----
768 FRIGGLE PICKLE LLC		00001		INV	08/20/2025	11076	179626	
1 99918	7710	NEWEMSGEN		UNIFORMS		87.00		
		Invoice Net				87.00		
				CHECK		TOTAL	87.00	-----
1631 SOUTH FORK HARDWARE -		00001		INV	08/20/2025	411833	179729	
1 99918	7530	NEWEMSGEN		REPFACILIT		27.99		
2 99918	6670	NEWEMSGEN		OTHER		13.99		
		Invoice Net				41.98		
				CHECK		TOTAL	41.98	-----
5117 TELEFLEX LLC		00001		INV	08/20/2025	9510392016	179730	
1 99918	6660	NEWEMSGEN		MEDICAL		1,100.00		
		Invoice Net				1,100.00		
				CHECK		TOTAL	1,100.00	-----
5641 TRILOGY MEDWASTE WEST		00002		INV	08/20/2025	1776050	179627	
1 99918	6990	NEWEMSGEN		MED WASTE		123.01		
		Invoice Net				123.01		
				CHECK		TOTAL	123.01	-----
3571 WHITE PETERSON ATTORNE		00001		INV	08/20/2025	169591	179724	
1 99918	7110	NEWEMSGEN		OTHER		63.20		
		Invoice Net				63.20		
				CHECK		TOTAL	63.20	-----
29 INVOICES		WARRANT TOTAL				15,577.62	15,577.62	

## WARRANT SUMMARY

WARRANT: EMS4725 08/27/2025

DUE DATE: 09/30/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
999	99918	NEW EMS - GENERAL 999-18-00-000-6650-	SUPPLIES - OXYGEN 225.64		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-6660-	SUPPLIES - MEDICAL 8,265.03		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-6670-	SUPPLIES - OTHER 581.16		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-6930-	UTILITIES - ELECTRICIT 724.49		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-6980-	UTILITIES - OTHER 46.14		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-6990-	UTILITIES - MEDICAL WA 123.01		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-7040-	VEHICLES - REPAIR/MAIN 4,936.59		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-7110-	PROF. SVCS - OTHER 369.10		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-7530-	REPAIRS/MAINT - FACILI 27.99		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-7710-	UNIFORMS 187.00		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-7820-	CONTRACT SERVICES 3.47		563.24
999	99918	NEW EMS - GENERAL 999-18-00-000-9350-	CAPITAL - LEASE EXPEND 88.00		34,076.70
		FUND TOTAL	15,577.62		
WARRANT SUMMARY TOTAL			15,577.62		
GRAND TOTAL			15,577.62		

## WARRANT LIST BY VOUCHER

WARRANT: EMS4725 08/27/2025

DUE DATE: 09/30/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
179616	3800	BOUND TREE MEDICAL LLC	85888233		INV	08/20/2025	677.94	Sheets
179617	4606	GRIPTION TIRES INC	72957		INV	08/20/2025	4,220.08	Unit 23 Tires and align
179618	965	CANON FINANCIAL SERVICES INC	41642608		INV	08/20/2025	91.47	Copier lease and useage
179619	4211	BONNER GENERAL OCCUPATIONAL	BONEMJSJUL25		INV	08/20/2025	231.90	Physical agility testi
179620	3799	HENRY SCHEIN	26513120		CRM	08/20/2025	-31.75	Credit for nebulizers
179621	3799	HENRY SCHEIN	45174192		INV	08/20/2025	3,031.21	Splints, tourniquets
179622	3799	HENRY SCHEIN	45171809		INV	08/20/2025	81.45	C-collars
179623	3799	HENRY SCHEIN	45177385		INV	08/20/2025	137.88	Start kit supplies
179624	3799	HENRY SCHEIN	45149333		INV	08/20/2025	503.62	Extension sets, glucos
179625	3667	INSIGHT DISTRIBUTING INC	0534883-IN		INV	08/20/2025	433.67	Household supplies
179626	768	FRIGGLE PICKLE LLC	11076		INV	08/20/2025	87.00	Shirt applications
179627	5641	TRILOGY MEDWASTE WEST LLC	1776050		INV	08/20/2025	123.01	Medical waste
179628	5695	DRUG TESTING EXPERTS	341634		INV	08/20/2025	74.00	Random drug testing
179723	6018	GENUINE PARTS COMPANY	244386		INV	08/20/2025	27.54	DEF
179724	3571	WHITE PETERSON ATTORNEYS	169591		INV	08/20/2025	63.20	Legal Fees
179725	1900	AVISTA UTILITIES	4788807179AUG25		INV	08/20/2025	117.30	Gas, Electric station
179726	2788	OXARC	0032397832		INV	08/20/2025	225.64	Oxygen
179727	4606	GRIPTION TIRES INC	73106		INV	08/20/2025	650.00	Ambulance towing
179728	3800	BOUND TREE MEDICAL LLC	85879074		INV	08/20/2025	54.70	Bandages
179729	1631	SOUTH FORK HARDWARE - SANDP	411833		INV	08/20/2025	41.98	Smoke alarm, insect ki
179730	5117	TELEFLEX LLC	9510392016		INV	08/20/2025	1,100.00	IO needles
179731	6018	GENUINE PARTS COMPANY	240696		INV	08/20/2025	38.97	DEF
179772	3799	HENRY SCHEIN	45650824		INV	08/20/2025	2,022.20	Electrodes, mega mover
179773	1900	AVISTA UTILITIES	2184720000AUG25		INV	08/21/2025	181.74	Electric station 2
179774	3667	INSIGHT DISTRIBUTING INC	0535719-IN		INV	08/22/2025	133.50	Cleaners

## WARRANT LIST BY VOUCHER

WARRANT: EMS4725 08/27/2025

DUE DATE: 09/30/2025

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
179795	1900	AVISTA UTILITIES	0727737636AUG25		INV	08/26/2025	471.59	521 S DIVISION (EMS 40
179899	6468	DARBI KING	JUN25		INV	08/20/2025	100.00	Boot reimbursement
179901	3800	BOUND TREE MEDICAL LLC	85897013		INV	08/26/2025	347.60	Blankets
179902	4442	MEDLINE INDUSTRIES INC	2386081404		INV	08/27/2025	340.18	Infusion sets
WARRANT TOTAL							15,577.62	

\*\* END OF REPORT - Generated by Nichole Janes \*\*





**Bonner County Ambulance District**  
**Board of Commissioners**

Brian Domke Asia Williams Ron Korn

September 3, 2025

## Memorandum

EMS Item  
1

To: Bonner County Ambulance Service District Board

Re: Resolution for unanticipated revenue

Description: Billings revenue exceeded the 2025 budget projections by \$301,024.79. This Resolution is to enable \$120,000.00 of those funds to be brought into the FY2025 B Budget to cover expenses.

**Auditing Review:** \_\_\_\_\_

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

**Risk Review:** \_\_\_\_\_

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

**Legal Review:** \_\_\_\_\_

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: \_\_\_\_\_ Original to BOCC  
\_\_\_\_\_ Copy to Bonner County EMS

**A suggested Motion would be:** Based on the information before us, I move to approve Resolution No. 25-\_\_\_\_\_ for unanticipated revenue, placing \$120,000.00 in 99918-7860 Miscellaneous Expenses.

Recommendation Acceptance: ☐ Yes ☐ No

\_\_\_\_\_  
Asia Williams, Chairwoman

\_\_\_\_\_  
Date



## RESOLUTION NO. 25- \_\_\_\_\_

### Budget Adjustment – Unanticipated Revenue for EMS

**WHEREAS**, Idaho Code §31-1605 provides that the Bonner County Ambulance Service District Board of Commissioners may adjust the budget as adopted to reflect the receipt of unanticipated revenue, grants, or donations from federal, state or local governments or private sources, provided that there shall be no increase in anticipated property taxes; and

**WHEREAS**, EMS has received unanticipated revenue in the amount of \$120,000.00 from billing revenue in FY25; and

**NOW, THEREFORE, BE IT RESOLVED** that the Bonner County Ambulance Service District Board of Commissioners of Bonner County, Idaho hereby authorizes the Clerk to open the FY2025 Bonner County Ambulance Service District “B” budget and increase line item 99918-7860 Miscellaneous Expenses by \$120,000.00 from \$2,627.76 to \$122,627.76. These funds could not have been anticipated or budgeted for.

**Adopted** as a Resolution of the Bonner County Ambulance Service District Board of Commissioners of Bonner County, Idaho in the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**BONNER COUNTY AMBULANCE SERVICE DISTRICT BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Asia Williams, Chairwoman

\_\_\_\_\_  
Brian Domke, Commissioner

\_\_\_\_\_  
Ron Korn, Commissioner

**ATTEST:** Michael Rosedale

**By** \_\_\_\_\_

Deputy Clerk



**Bonner County Ambulance District**  
**Board of Commissioners**

Asia Williams      Ron Korn      Brian Domke

September 3, 2025

## Memorandum

Memo

To: Ambulance District Commissioners

From: Bonner County Ambulance Service District

Re: Resolution for Credit Card and Check Signing

The Bonner County Ambulance Service District (BCASD) wishes to establish a Resolution regarding the handling of BCASD funds, check signing authority and credit card use with the removal of the following names as authorized signers: Clorissa Koster, Tiffany Pizzolato, Vana Balbin Michael Rosedale Alan Brinkmeier and adding the following signers: Jeff Lindsey and Sarah Nixon

Auditing Review: Yes \_\_\_\_\_

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: NA \_\_\_\_\_

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: Yes \_\_\_\_\_

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: \_\_\_\_\_ Original to Bonner County EMS

A suggested motion would be: **Based on the information before us I move to approve BCASD Resolution Regarding Check Signing and Credit Card Use with the removal of the following names as authorized signers: Clorissa Koster, Tiffany Pizzolato, Vana Balbin Michael Rosedale Alan Brinkmeier and adding the following signers: Jeff Lindsey and Sarah Nixon**

Recommendation Acceptance: ☐ yes ☐ no \_\_\_\_\_ Date: \_\_\_\_\_  
Asia Williams, Chairwoman

8.15.2025

**BONNER COUNTY AMBULANCE DISTRICT**

**RESOLUTION NO. 2025-\_\_**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BONNER COUNTY AMBULANCE SERVICE DISTRICT; ESTABLISHING A POLICY FOR THE HANDLING OF DISTRICT FUNDS, CHECK SIGNING AUTHORITY, AND CREDIT CARD USE; DIRECTING THE DISTRICT SECRETARY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Bonner County Ambulance District ("the District") was established as an ambulance service district organized under the provisions of Idaho Code Title 31, Chapter 39, and is governed by the Bonner County Board of Commissioners ("the Board"); and

**WHEREAS**, Pursuant to Idaho Code § 31-3903, the Board of County Commissioners is empowered to determine the manner in which the ambulance service shall be operated, which includes the management and conduct of the business and financial affairs of the District; and

**WHEREAS**, The Board has determined that it is necessary and in the public interest to establish a formal policy to ensure the proper review, approval, and payment of all claims, bills, and accounts payable of the District in a manner consistent with sound public fiscal management and Idaho law; and

**WHEREAS**, The Board has further determined that it is necessary for the efficient operation of the District to establish a clear policy governing the use of District-issued credit cards;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Bonner County, Idaho, acting as the governing body of the Bonner County Ambulance District:

**Section 1: Establishment of District Financial Policy**

- 1.1. The "Policy for Approval of District Accounts Payable and Use of Credit Cards," attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted.

**Section 2: Authorization**

- 2.1. Upon approval of accounts payable by the Board in accordance with the policy established in Exhibit A, the District Chief and the Bonner County Clerk are authorized and directed to take all necessary actions to process and execute payment of said approved accounts from the District's funds held by the Bonner County Treasurer.

**Section 3: Superseding Effect**

Resolution No. 2025-\_\_ Handling District Funds, Check Signing Authority, and Credit Card Use

8.15.2025

- 3.1. This Resolution shall supersede any prior resolutions, motions, or policies in conflict herewith.

**Section 4: Effective Date**

- 4.1: This Resolution shall be in full force and effect immediately upon its adoption.

**PASSED BY THE BOARD OF COMMISSIONERS** of the Bonner County  
Ambulance Service District, Bonner County, Idaho, this \_\_\_\_ day of \_\_\_\_\_, 2025.

**BONNER COUNTY AMBULANCE DISTRICT**

\_\_\_\_\_  
Brian Domke, Commissioner, District No. 1

\_\_\_\_\_  
Asia Williams, Commissioner, District No.2

\_\_\_\_\_  
Ron Korn, District No. 3

**ATTEST:**

\_\_\_\_\_  
Michael W. Rosedale, Bonner County Clerk

8.15.2025

**BONNER COUNTY AMBULANCE DISTRICT**

**Certification of Resolution No. \_\_\_\_**

STATE OF IDAHO )  
                              : ss.  
County of Bonner )

I certify that this is a true and correct copy of Resolution No. \_\_, an original record of the Bonner County Ambulance District, and is in the possession of the Bonner County Clerk.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

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8.15.2025

## **Exhibit A:**

### **Policy for Approval of District Accounts Payable and Use of Credit Cards**

#### **Part 1: Approval of Accounts Payable**

**1.1 Submission for Review:** At a regular public meeting of the Board of County Commissioners, the District Chief shall cause to be prepared and submitted to the Board an "Accounts Payable Warrant Report" detailing all claims, invoices, and accounts payable of the District for which payment is sought.

**1.2 Board Review and Action:** The Board of Commissioners shall review the submitted Accounts Payable Warrant Report. By a majority vote recorded in the public meeting minutes, the Board shall approve the report for payment. The approval of the Accounts Payable Warrant Report shall be memorialized by the signatures of at least two (2) Commissioners directly on the report provided at the meeting.

**1.3 Denial of Specific Items:** The Board retains the authority to deny payment for any specific item listed on the Accounts Payable Warrant Report. Such denial may be indicated by interlineation, striking through the specific item on the report prior to the final signatures of approval. Any item so denied is not authorized for payment.

**1.4 Authorization of Payment:** The Accounts Payable Warrant Report, once approved by Board vote and signed by at least two (2) Commissioners, shall constitute the final authorization for the expenditure of District funds for all items listed therein.

**1.5 Processing of Payments:** Following the Board's approval, the District's Chief and/or bookkeeper is authorized to prepare and issue checks or process electronic payments for those accounts payable listed on the approved and signed Accounts Payable Warrant Report.

**1.6 Check Signing Authority:** All checks drawn upon District funds shall require the signatures of the Ambulance District Chief and the District Secretary.

#### **Part 2: Credit Card Use and Authorization**

**2.1 Policy Application:** This policy applies to all employees, elected officials, and designated representatives of the Ambulance District involved in the expenditure of District funds via a District-issued credit card.

**2.2 Authorized Use Responsibility:** The District Chief is responsible for ensuring that any authorized employee uses the District Credit Card in compliance with this Policy. The District Chief, in coordination with the District Secretary and Treasurer, shall implement reasonable internal controls to minimize the risk of fraudulent or corrupt use.

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**2.3 Authorization to Use:** The Board of Commissioners or the District Chief may authorize any District employee or Commissioner to use a District Credit Card to facilitate the conduct of official District business.

**2.4 Credit Card Maximum Limits:** Credit limits for individual cards shall be set by the District Chief, based on operational needs and established internal controls. All limits and authorized users shall be reviewed periodically by the Board and may be adjusted at the discretion of the District Chief with notification to the Board.

**2.5 Prohibited Uses:** The District Credit Card shall not be used for:

- (a) Obtaining cash advances.
- (b) Any personal expenses. Charging personal transactions to a District Credit Card is strictly prohibited under all circumstances.
- (c) Any expenses other than those directly related to official District business and authorized under this policy.

**2.6 Monthly Statement Reconciliation:** District Credit Card expenditures must be reconciled, with all original, itemized receipts submitted to the District's administrative office, within 30 calendar days of the statement date. Each month, the Board of Commissioners shall review and approve all credit card transactions from the prior statement period as part of the Accounts Payable Warrant Report during a regular public meeting. If expenditures are not reconciled within the 30-day period, or if a plausible explanation has not been provided, the District Chief may suspend card privileges, and the Board of Commissioners may direct that the card be canceled and take any additional action deemed appropriate.

**2.7 Credit Card User Responsibilities:** All authorized users are responsible for adhering to this policy and are expected to:

- (a) Ensure all purchases are for official, authorized District business and are supported by itemized receipts or sufficient documentation.
- (b) Understand that missing or unsupported transactions remain the personal responsibility of the cardholder and may be subject to reimbursement to the District.
- (c) Ensure any returns or credits are applied directly to the District Credit Card account. No cash reimbursements are permitted.
- (d) Report a lost or stolen card immediately to the issuing financial institution, the District Chief, and the District's administrative office immediately upon discovery.
- (e) Acknowledge that they are in a position of public trust. Improper or unauthorized use may result in disciplinary action, up to and including termination of employment, termination of card privileges, and personal liability for all unauthorized expenses.

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**2.8 Agreement to Recover for Misuse:** As a condition of being issued a District Credit Card, cardholders will be required to sign a declaration authorizing the District to recover from their salary any amount spent in violation of this policy.

**Commented [JJ1]:** This will need to be drafted as well; cannot reduce payment below minimum wage.

**2.9 Records Management:** All original receipts and documentation related to District Credit Card transactions shall be retained by the District in accordance with Idaho's public records retention laws.

DRAFT

## BCASD Budget Forecast through FY25

Current Cash on Hand = \$1,430,604

**Projected Ending Balance = \$1,220,000**

**Projected CY25 Calls for Service (CFS) = 5,037**

## BCASD Revenue Gap Outlook FY2026

Period October 2025 through January 2026

Projected Cash carried forward = \$1,220,000

Total Projected Expenses = \$1,540,000

Total Projected Revenues = \$560,000

**End of Gap Period = \$240,000**

## BCASD Budget Outlook through FY26

Projected Beginning Cash = \$1,220,000

Total Projected Expenses = \$5,301,787 (Contingency \$316,651)

Total Projected Revenue = \$5,301,787

**Total Projected Ending Cash Balance of FY26 = \$1,536,651)**

**Projected CY26 CFS = 5,188**

## 5 Year Projected Outlook FY27 through FY30

### FY27

Revenue \$5,726,920 Expenses \$5,617,835

**CY27 CFS: 5,343**

### FY28

Revenue: \$6,013,266 Expenses: \$5,786,370

**CY28 CFS: 5,503**

### FY29

Revenue: \$6,313,929 Expenses: \$5,960,961

**CY29 CFS: 5,668**

### FY30

Revenue: \$6,630,000 Expenses: \$6,141,839

**CY30 CFS: 5,838**