Bonner County Ambulance Service District Board

Brian Domke　　Asia Williams　　Ron Korn

AGENDA FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT MEETING
December 3, 2025 – Start 11:00 A.M. – End 12:00 P.M.
Bonner County Administration Building, 1500 Highway 2, Room 338, Sandpoint, ID

*****LIVESTREAM: https://www.youtube.com/channel/UCsFUpuVj8VtuATY4eAD7e4Q/videos**
You are invited to a Zoom Webinar
When: December 3, 2025, at 11:00 A.M. – 12:00 P.M. Pacific Time (US & Canada)
Topic: Bonner County Board of Bonner County Ambulance Service District's Meeting
Join from PC, Mac, iPad, or Android:
https://bonnercounty.zoom.us/j/84157083772
Passcode:685015

*****For Those Electronically Participating:**
Use of the Zoom link is not intended as a substitute for in person or written participation in the proceedings of County business. It is possible to have technology issues with the Zoom link to include, but not limited to, difficulty hearing and being heard.

If you have information to communicate to the County, please come in person or send your information in writing. the County cannot assure that the information will be received via Zoom. Use of Zoom is at risk of the user. Technology failure will not result in the County re-agendizing and/or accepting post deadline information on any given item or issue. In-person attendance is recommended.

CALL TO ORDER

ADOPT THE ORDER OF AGENDA

CONSENT AGENDA – Action Item
1) Bonner County Ambulance Service District Minutes, November 19, 2025

BCASD
1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #4; **Totaling $22,414.60**
2) Action Item: Discussion/Decision Regarding Letter of Intent from Columbia Bank

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation
1) Task List: Review & Updates
2) Budget Forecast Update

PUBLIC COMMENT*

Public Comment* *This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section, except in an emergency circumstance. Comments related to future public hearings should be held for the public hearing. Any person needing special accommodation to participate in the above-mentioned meeting should contact the Commissioners' Office 48 hours prior to the meeting by calling (208) 265-1438.*

Bonner County Ambulance District

Board of Commissioners

Brian Domke Asia Williams Ron Korn

CONSENT AGENDA

December 3, 2025

Memorandum

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, November 19, 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

Brian Domke, Chair Date

Bonner County
Board of Ambulance Service District
Brian Domke Asia Williams Ron Korn

MINUTES FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT
November 19, 2025 – 11:00 AM – 12:00 PM
Bonner County Administration Building
1500 Highway 2, Third Floor Conference Room, Sandpoint, ID

On Wednesday, November 19, 2025, the Bonner County Board of Ambulance Service District met for their regularly scheduled meeting. Commissioners Domke, Williams and Korn were present. Commissioner Domke called the meeting to order at 11:01 a.m.

ADOPT THE ORDER OF AGENDA AS PRESENTED / AMENDED
Commissioner Korn made a motion to adopt the Order of the Agenda as presented.
Commissioner Williams 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; November 5, 2025
2) Invoice Over $5k: Idaho Employment Lawyers, PLLC; **$9,250.00**
Commissioner Williams made a motion to adopt the Consent Agenda as presented.
Commissioner Korn 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 FY26 Claims Batch #3, **Totaling $51,227.30**
Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #3
Commissioner Williams seconded the motion.
Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes.
The motion carries.

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation
1) Task List: Review & Updates
- Jeff talked about the TAN. He is working through the projected timeline. He has an item that will be on the December 3 agenda. Everything should be ready to go by the second meeting in December.
- Jeff is also working on health insurance, separating from the county. They received a quote for the expected cost and they are working with HR to get as close as they can to the insurance they currently have, as well as keeping employee rates as close to the same as possible. Commissioner Williams mentioned about the HSA going away. Jeff confirmed this, the only plan offered by this new company is the PPO plan. He said they expect to go with a different carrier than what the county currently has, Regence. He said they plan to go with BlueCross.
- Commissioner Domke asked about the TAN. Jeff said the dollar amount for the TAN is $500,000 and it will come before the board for approval. Commissioner Williams said there might be some confusion as to the process through December leading up to January. Discussion followed. Commissioner Williams asked about the price comparison from last year. Jeff said that they had to "invent the wheel" last year, but this year, they can use a lot of the stuff they already worked on last year, so it will be much better.

2) Revenue Projection

- Jeff talked about what was discussed at the last meeting. He talked about how they would make it through to January if they had no revenue. If they bring in no money between now and January, they would finish out January with roughly $240,000.
- Jennifer went and got monthly totals from all last year. Jeff discussed that. He talked about the ambulance loan that will be paid off next year. He said they maintain roughly $400,000 a month, sometimes a little more, sometimes a little less.
- Jeff was asked to look at the two highest PTO-balance employees. If they were to both quit and cash out their PTO right now, it would be roughly $26,000. If the top four PTO-balance employees cashed out right now, it would be roughly $42,000. Discussion followed about revenue projections with those things in mind. Commissioner Williams talked about an option to "cash out" some PTO time at a discounted rate so employees could maintain their PTO hours and it wouldn't be as hard of a hit to the budget. Alan said employees loved that because it was always offered around Christmas time and was helpful to a lot of families. Everyone seemed in agreement to bring that back.

Public Comment*

Wayne Martin – He asked about the cost of the TAN. He also discussed PTO options and what his old employer used to do to mitigate high levels of PTO. He discussed the article that he dropped off for the commissioners regarding mental health plans from the mayor-elect in New York. He does not completely agree with their plans. He is concerned that they don't plan to send out law enforcement on mental health calls as it increases safety risks for all involved.

Commissioner Williams talked about mental health stuff she has been working on and how to access 988, as well as what it actually provides.

The meeting was adjourned at 11:28 a.m.

Clerk: *Lauren Reichenbach*

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By ________________________________ ________________________

Commissioner Brian Domke, Chair Date

Bonner County Ambulance District

Board of Commissioners

Brian Domke   Asia Williams   Ron Korn

Item 1

December 3, 2025

Memorandum

To: Bonner County Ambulance Service District Board

Re: FY26 BCASD Claims in Batch #4

The Bonner County Ambulance Service District presented the FY26 BCASD Claims Batch # 4, **Totaling $ 22,414.60.**

A suggested Motion would be: Based on the information before us, I move to approve the payment of the FY26 BCASD Claims in Batch # 4, totaling $22,414.60.

Recommendation Acceptance: ☐ Yes ☐ No

Brian Domke, Chair   Date

Bonner County Ambulance Service District

Accounts Payable Report

12/3/2025

Batch: 4

Amount: $22,414.60

Commissioner's Approval: ______________________

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Vendor	Bill amount		Due date	Invoice date	Invoice number	QuickBooks Desktop Account
Active911, Inc.	$	599.40	11/13/2025	11/13/2025	651763	Computer & Software
AVISTA	$	124.36	12/5/2025	11/13/2025	4788807179_11.13.25	Utilities:Electric
AVISTA	$	716.14	12/9/2025	11/17/2025	0727737636_11.17.25	Utilities:Electric
BOUND TREE MEDICAL, LLC.	$	29.51	12/21/2025	11/21/2025	86002995	Supplies:Medical
BOUND TREE MEDICAL, LLC.	$	701.80	12/17/2025	11/17/2025	85996707	Supplies:Medical
BOUND TREE MEDICAL, LLC.	$	289.80	12/12/2025	11/12/2025	85992045	Supplies:Medical
CANON FINANCIAL SERVICES, INC.	$	101.03	12/1/2025	11/11/2025	42154000	Supplies:Office
Coleman Oil Company LLC	$	2,312.91	11/25/2025	11/15/2025	CP-0331378	Vehicles:Fuel & Gas
Ethical Pest Control	$	199.00	11/19/2025	11/19/2025	872395	Repairs & Maintenance:Facilities
Gription Tire Pros	$	1,134.00	11/20/2025	11/20/2025	74751	Vehicles:Repairs & Maintenance
Gription Tire Pros	$	1,186.55	12/10/2025	11/19/2025	74718	Vehicles:Repairs & Maintenance
Gription Tire Pros	$	1,930.00	12/10/2025	11/19/2025	74708	Vehicles:Repairs & Maintenance
Gription Tire Pros	$	1,257.12	12/10/2025	11/13/2025	74587	Vehicles:Repairs & Maintenance
HENRY SCHEIN	$	388.22	12/12/2025	11/12/2025	49565348	Supplies:Medical
HENRY SCHEIN	$	555.17	12/5/2025	11/5/2025	49230344	Supplies:Medical
HENRY SCHEIN	$	1,622.77	11/30/2025	10/31/2025	49003634	Supplies:Medical
JM Payne Inc	$	71.24	11/25/2025	11/5/2025	11947	Vehicles:Repairs & Maintenance
Medline Industries LP	$	394.27	12/15/2025	11/15/2025	2398487476	Supplies:Medical
NAPA Auto Parts SPO068	$	45.44	12/10/2025	11/20/2025	258426	Vehicles:Repairs & Maintenance

North Idaho Propane	$	378.63	12/14/2025	11/14/2025	236809	Supplies:Medical
oxarc Inc.	$	410.54	12/11/2025	11/11/2025	32455087	Supplies:Oxygen
Priest River Ace Hardware	$	19.98	12/15/2025	11/11/2025	410768	Supplies:Office
SMS Auto & Marine	$	432.50	11/20/2025	11/20/2025	4037	Vehicles:Repairs & Maintenance
Stryker Sales, LLC	$	289.85	12/20/2025	11/20/2025	9210870400	Supplies:Medical
SYSTEMS DESIGN WEST LLC	$	7,032.78	12/19/2025	11/19/2025	20253418	Computer & Software
Teleflex LLC	$	50.00	12/13/2025	11/13/2025	9510801334	Supplies:Medical
Trilogy Medwaste West LLC	$	141.59	11/30/2025	10/31/2025	1837758	Utilities:Medical Waste
SUBTOTAL	**$**	**22,414.60**				

DRAFT

Memo

December 3, 2025

Memorandum

To: Ambulance District Commissioners

From: Bonner County EMS

Re: Letter of Intent from Columbia Bank

Bonner County EMS request the BOCC in capacity of the Bonner County Ambulance Service District Board, sign the Letter of Intent from Columbia Bank for the purpose of securing a Revenue Anticipation Note (RAN) in the amount of $500,000.00

Risk Review: _Yes___
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 sign the Letter of Intent from Columbia Bank, for the purpose of securing a Revenue Anticipation Note in the amount of $500,000.00**

Recommendation Acceptance: □ yes □ no ____________________________ Date:________
Brian Domke, Chairman

DRAFT

COLUMBIA BANK

414 Church Street, Suite 100
Sandpoint Idaho 83864
(208)263-0505

November 17, 2025

Bonner County EMS
Brian Domke
Chairman, Board of Commissioners, Bonner County Ambulance Service
District DBA Bonner County EMS
1500 Hwy 2, Ste 304
Sandpoint, ID 83864

COMMITMENT LETTER

Re: $500,000 Revenue Anticipation Note (RAN)

Dear Mr. Domke,

Columbia Bank (Bank) would like to present our commitment for a Revenue Anticipation Note.

Borrower: Bonner County EMS

Purpose: To provide interim financing to Bonner County EMS. **Loan Type:**

Revenue Anticipation Note

Amount: $500,000. Multiple advance – non revolving. **Maturity:**

September 30, 2026.

Repayment: Outstanding principal and interest due at maturity. **Prepayment:**

There will be no penalty for pre-payment.

Rate: Tax exempt rate will be fixed at 5.25% APY. Rate will remain fixed until RAN's Maturity date. In the event of non-payment or loss of Bank Qualified tax exempt status, the interest rate will be 7.25%.

Computed on an actual/360 basis.

Loan Fee: $1,500.

Disbursements: Disbursements at the request of EMS Chief Jeffrey Lindsey.

Collateral: RAN will be supported by anticipated revenues of the 2026 Fiscal Year. The RAN is the direct and general obligation of the district. RAN not to exceed 75% of the taxes and other revenues anticipated to be received for the 2026 Fiscal Year.

Authorized Signers: Unless otherwise authorized by the district and outlined in a resolution, the following will be authorized to sign the required RAN documents.

- 8038-G: Clorrisa Koster – Treasurer
- Receipt For Proceeds of Note: Clorrisa Koster – Treasurer
- General Certificate: Michael Rosedale – Clerk
- Signature & No Litigation Cert: Brian Domke – Chairman
  Michael Rosedale - Clerk
- Tax Certificate Clorrisa Koster – Treasurer
- Revenue Anticipation Note: Brian Domke – Chairman
  Michael Rosedale - Clerk

Deposit Account: If required by law, Bonner County EMS to set up a Revenue Anticipation Note Redemption fund account at the Sandpoint Branch of Umpqua Bank in which pledged revenues are to be deposited. If not required by state law, funds may be placed in any Columbia Bank deposit account at the discretion of the district.

Conditions: In addition to any other conditions required by the Bank, the Bank and any of its representatives shall have reviewed and approved the Resolution and signed Minutes of the District authorizing issuance of the RAN; shall have received an opinion from the District's bond counsel satisfactory to the Bank that the Resolution is duly adopted, the RAN is duly issued, and is a valid, binding, and enforceable obligation of the District.

Documentation: Prepared by District Bond Counsel and reviewed by the Bank. RAN documents will be in standard form customarily required by the Bank for municipal funding and may include additional terms and conditions not discussed. The Bank does not anticipate incurring any additional attorney fees.

Out of Pocket Costs: Without limitation, Borrower shall reimburse Bank for all out of pocket expenses (e.g., attorney fees and other customary loan closing charges and fees) incurred in connection with the Credit Facility detailed herein regardless if this transaction closes or is funded. No fees are expected at this time and would not exceed $500.

Closing: There shall not have occurred a material adverse change in the District's assets, properties, liabilities (actual or contingent), operations, condition (financial or otherwise) or prospects of the District, since September 30, 2025 outside of what has been disclosed to the Bank with regards to the required emergency funding, or in the facts and information regarding the District, taken as whole, as represented to date.

This commitment Letter will expire on December 17, 2025, unless extended in writing by the Bank.

Oral agreements, promises or commitments to: (1) loan money, (2) extend credit, (3) modify or amend any terms of a loan, (4) release any guarantor, (5) forebear from enforcing repayment of a loan or the exercise of any remedy under the loan documents, or (6) make any other financial accommodation relating to a loan are all unenforceable under Idaho law.

Mr. Domke, Columbia Bank appreciates the opportunity to provide this Commitment Letter to Bonner County EMS and looks forward to our ongoing relationship.

Sincerely,

Joseph Williams

Joseph Williams
SVP, Commercial Banking Officer

Accepted and Agreed:

Bonner County EMS

By: ______________________________ Date:__________________ Printed

Name: Brian Domke

Title: Chairman, Board of Commissioners

Bonner County Ambulance Service District
December 3, 2025

BCASD Revenue Gap Outlook FY2026

December 2025 through January 2026
December Beginning Cash Position = $1,200,000
Projected Payroll Expenses = $420,000 (4 pay periods averaged $140,000)
Projected Operating Expenses =$200,000 ($100,000/mo.)
Projected Total Expenses = $620,000
~~Projected Revenues = $~~
End of January Cash Position = $580,000

Oct24 **$490,376.95 (Benefits Front loaded)**

Nov24 $412,050.41

Dec24 $422,453.13

Jan25 $364,192.55

Feb25 $372,090.62

Mar25 **$850,102.15 (Tan Pay back $500,000)**

Apr25 $356,817.13

May25 **$538,511.58 ($108,000 Lease Payment)**

Jun25 $400,685.69

Jul25 $329,647.28

Aug25 $408,589.55

Sep25 **$485,784.09 (Fire Pay)**