



## **Bonner County Ambulance Service District Board**

Brian Domke

Asia Williams

Ron Korn

### **AGENDA FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT MEETING**

December 17, 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 17, 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.

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### **CALL TO ORDER**

### **ADOPT THE ORDER OF AGENDA**

#### **CONSENT AGENDA – Action Item**

- 1) Bonner County Ambulance Service District Minutes, December 3, 2025

#### **BCASD**

- 1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #5; **Totaling \$34,042.10**

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

- 1) Task List: Review & Updates
- 2) Insurance Update
- 3) Budget Forecast Update

### **PUBLIC COMMENT\***



Bonner County Ambulance District  
**Board of Commissioners**

Brian Domke Asia Williams Ron Korn

December 17, 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, December 3, 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**

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

Brian Domke

Asia Williams

Ron Korn

#### **MINUTES FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT**

December 3, 2025 – 11:00 AM – 12:00 PM

Bonner County Administration Building

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

On Wednesday, December 3, 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 11:00 a.m.

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

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 19, 2025

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 #4 **Totaling \$22,414.60**

Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #4

Commissioner Williams seconded the motion.

Roll Call Vote: Commissioner Domke – Yes; Commissioner Williams – Yes; Commissioner Korn – Yes.  
The motion carries.

2) Action Item: Discussion/Decision Regarding Letter of Intent from Columbia Bank

This is a revenue anticipation, not tax anticipation. This will be in the amount of \$500,000. Jeff said this is the first thing they have to get done, then the lawyers will draft the legal docs, which will be completed by the 17<sup>th</sup> of December.

Commissioner Korn asked why the signees are still the Treasurer and the Clerk. Jeff explained that this is a bank thing, even though they understand that those individuals will not be the signers.

Commissioner Korn made a motion 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.

Commissioner Williams 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 Domke said that everything should be buttoned up just after the start of the new year in regards to the RAN. Jeff said they have an MOU template that is ready to go.

Commissioner Williams talked about the district segregating from the county and how that will affect them using HR. Discussion was had regarding the process of submitting things and how it is very arduous.



Jeff talked about creating their own district handbook. They want to create something that covers what the district does specifically. This should be done around February, provided it has legal approval.

## 2) Insurance Update

Jeff talked about employee insurance. They were unable to do this at the beginning of the year due to many reasons, but now it looks like they will be able to work something out after the beginning of the new year. He wants to figure out how to stay competitive so they keep their employees. He talked about the proposed costs of insuring their employees.

Commissioner Williams talked about the two available options that were most opportune for the employees. Doing two separate taxing districts is cumbersome and is creating problems. She discussed the HSA going away. Discussion followed. Commissioner Domke asked how many staff members are still using an HSA. Jeff said roughly six staff members are still using it.

Jeff talked about open enrollment and if they start a plan in February, would they be stuck with open enrollment in that month every year. Thankfully, no, open enrollment will be in August like the county. Discussion followed.

Commissioner Korn talked about the issue with the parking lot and ambulances struggling to get in and out. There will be one space removed to allow for better maneuverability.

Jordan Dehal said that these insurance talks are a great idea for the district. It will help retention greatly as it will help free up employee's paychecks, since much of it was being taken up by insurance costs.

## 3) Budget Forecast update

Jeff said there is an explanation in the document to explain why this month was a little bit high, as usually each month sits around \$400,000. Things are looking like there will be roughly \$500,000 in the bank, which is much more than last year.

Commissioner Williams talked about four employees who have high PTO balances and won't take time off. She again brought up the option to cash out some time at a percentage so they can supplement their current paychecks and keep their PTO down. Jeff said that this has been built into the new policy manual, that has not yet been passed, but he is planning for it to become an option for the district. He is also pushing to have a higher bracket for PTO so hours don't go into CAT so quickly. Alan talked about an option for the district for when an employee hits their PTO limit, everything else goes into a district CAT account that anyone can apply for and use should they need to be out for things like surgery. Discussion followed regarding PTO.

Commissioner Williams talked about paramedic classes being offered in the area as opposed to having employees drive to Spokane to do them.

## Public Comment\*

Jeff Linsley – There were just two promotions for employees becoming Lieutenants from paramedics.

The meeting was adjourned at 11:38 a.m.

Clerk: *Lauren Reichenbach*

By \_\_\_\_\_  
Commissioner Brian Domke, Chair

\_\_\_\_\_  
Date



Bonner County Ambulance District  
**Board of Commissioners**

Brian Domke Asia Williams Ron Korn

December 17, 2025

## Memorandum

Item 1

To: Bonner County Ambulance Service District Board

Re: FY26 BCASD Claims in Batch #5

The Bonner County Ambulance Service District presented the FY26 BCASD Claims Batch # 5, **Totaling \$ 34,042.10.**

**A suggested Motion would be:** Based on the information before us, I move to approve the payment of the FY26 BCASD Claims in Batch # 5, totaling \$34,042.10.

Recommendation Acceptance: ☐ Yes ☐ No

\_\_\_\_\_  
Brian Domke, Chair

\_\_\_\_\_  
Date

# Bonner County Ambulance Service District

## Accounts Payable Report

12/17/2025

Batch: 5

Amount: \$34,042.10

Commissioner's Approval:

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Vendor	Bill amount	Due date	Invoice date	Invoice number	QuickBooks Desktop Account
Amazon Capital Services, Inc.	\$ 296.31	12/31/2025	12/01/2025	1LCQ-3DYC-TH7D	Supplies:Office
AT&T MOBILITY	\$ 161.73	12/15/2025	11/20/2025	287297679098X11282025	Utilities:Cell Phone
AVISTA	\$ 347.15	12/11/2025	11/19/2025	2184720000.11.19.25	Utilities:Electric
Bison Six Emergency Group LLC	\$ 1,800.00	12/30/2025	11/30/2025	1108	Contract Services:Professional & Legal
BONNER GENERAL HEALTH	\$ 2,014.66	11/24/2025	11/24/2025	11.24.2025	Supplies:Medical
BOUND TREE MEDICAL, LLC.	\$ 823.22	01/01/2026	12/02/2025	86012793	Supplies:Medical
CITY OF PRIEST RIVER	\$ 123.15	12/15/2025	11/26/2025	0685-00_11.26.25	Utilities:Water/Sewer
CITY OF SANDPOINT	\$ 170.85	12/25/2025	12/01/2025	05-02410.02_12.01.25	Utilities:Water/Sewer
CITY OF SANDPOINT	\$ 33.76	12/25/2025	12/01/2025	02-02880.01_12.01.25	Utilities:Water/Sewer
CLEARWATER SPRINGS	\$ 40.95	12/16/2025	11/11/2025	915235	Supplies:Office
CLEARWATER SPRINGS	\$ 28.76	12/30/2025	11/25/2025	916573	Supplies:Office
Coleman Oil Company LLC	\$ 2,245.14	12/10/2025	11/30/2025	CP-0337724	Vehicles:Fuel & Gas
Curtis Blinn	\$ 11.77	12/05/2025	12/05/2025	228-25001014	EMS - Billings
David Ramsey	\$ 100.00	12/01/2025	12/01/2025	1799183	Supplies:Other
EMS Technology Solutions LLC	\$ 920.00	12/30/2025	11/30/2025	74153	Computer & Software
EMSconnect	\$ 287.00	12/31/2025	12/01/2025	14243	Education
GEHA	\$ 92.07	12/05/2025	12/05/2025	228-24007168	EMS - Billings
GEHA	\$ 93.86	12/05/2025	12/05/2025	228-24007014	EMS - Billings
GEHA	\$ 79.61	12/05/2025	12/05/2025	228-24007180	EMS - Billings
Gription Tire Pros	\$ 299.90	01/10/2026	12/04/2025	75142	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 425.00	01/10/2026	12/05/2025	75155	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 735.56	01/10/2026	12/03/2025	75052	Vehicles:Repairs & Maintenance

HENRY SCHEIN	\$	1,714.52	01/01/2026	12/02/2025	50318672	Supplies:Medical
HENRY SCHEIN	\$	145.44	01/01/2026	12/02/2025	50333027	Supplies:Medical
HENRY SCHEIN	\$	63.68	12/14/2025	11/14/2025	49673330	Supplies:Medical
HENRY SCHEIN	\$	85.50	12/24/2025	11/24/2025	50068523	Supplies:Medical
HENRY SCHEIN	\$	878.56	12/21/2025	11/21/2025	50000961	Supplies:Medical
Insight Distributing, Inc.	\$	345.40	01/02/2026	12/03/2025	0542898-IN	Supplies:Office
Jennifer R Wyman LLC	\$	1,800.00	11/30/2025	11/30/2025	2304	Contract Services:Bookkeeping & Accounting
JM Payne Inc	\$	34.79	12/15/2025	12/01/2025	INV-0013	Vehicles:Repairs & Maintenance
Lynette Leonard	\$	50.00	12/05/2025	12/05/2025	228-25000659	EMS - Billings
NAPA Auto Parts SPO068	\$	12.99	01/10/2026	12/07/2025	260336	Vehicles:Repairs & Maintenance
North Idaho Propane	\$	238.83	01/04/2026	12/05/2025	240574	Repairs & Maintenance:Facilities
Northern Lights, Inc.	\$	613.53	12/23/2025	11/26/2025	50641560_11.26.25	Utilities:Electric
Northern Lights, Inc.	\$	92.77	12/23/2025	11/26/2025	50317661_11.26.25	Utilities:Electric
oxarc Inc.	\$	1,196.06	12/30/2025	11/30/2025	62175864	Supplies:Oxygen
Patriot Fire Protection Inc	\$	2,371.50	12/06/2025	11/26/2025	2322509A	Repairs & Maintenance:Facilities
Peggy Sorenson	\$	75.00	12/05/2025	12/05/2025		EMS - Billings
Priest River Ace Hardware	\$	13.18	01/15/2026	12/05/2025	411578	Supplies:Office
South Fork Hardware - Sandpoint	\$	3.49	01/02/2026	12/03/2025	419648	Supplies:Office
South Fork Hardware - Sandpoint	\$	23.99	01/08/2026	12/09/2025	419975	Supplies:Office
Stryker Sales, LLC	\$	2,242.49	12/25/2025	11/25/2025	9210907561	Supplies:Medical
Sundberg Solutions LLC	\$	867.06	12/02/2025	12/02/2025	2178	Vehicles:Repairs & Maintenance
Sundberg Solutions LLC	\$	969.25	12/04/2025	12/04/2025	2186	Vehicles:Repairs & Maintenance
SYSTEMS DESIGN WEST LLC	\$	6,527.80	01/04/2026	12/05/2025	20253538	Computer & Software
Teleflex LLC	\$	790.00	10/01/2025	10/01/2025	9510430889	Supplies:Medical
Teleflex LLC	\$	299.00	09/20/2025	08/21/2025	9510430887	Supplies:Medical
TURNER PROMOTIONS INC	\$	175.50	11/25/2025	11/24/2025	3414	Uniforms
Vyve Broadband	\$	197.65	12/20/2025	12/02/2025	033-593176_12.02.25	Utilities:Internet
WASTE MANAGEMENT OF IDAHO, INC.	\$	72.98	12/31/2025	12/01/2025	0438253-1827-2	Utilities:Medical Waste
WASTE MANAGEMENT OF IDAHO, INC.	\$	67.64	12/31/2025	12/01/2025	0438136-1827-9	Utilities:Medical Waste
WASTE MANAGEMENT OF IDAHO, INC.	\$	250.30	12/31/2025	12/01/2025	0243573-1827-8	Utilities:Medical Waste
WHITE PETERSON ATTORNEYS AT LAW	\$	572.80	10/31/2025	10/31/2025	170898	Contract Services:Professional & Legal
WIRED OR WIRELESS, INC.	\$	119.95	12/15/2025	01/01/2026	78558	Utilities:Internet
<b>SUBTOTAL</b>	<b>\$</b>	<b>34,042.10</b>				

## 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

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