



Bonner County Ambulance Service District Board

Brian Domke

Asia Williams

Ron Korn

AGENDA FOR THE BONNER COUNTY AMBULANCE SERVICE DISTRICT MEETING

March 4, 2026 – 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: March 4, 2026, 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/89519353439>

*****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, February 18, 2026

BCASD

- 1) Action Item: Discussion/Decision Regarding FY26 Claims Batch #10; **Totaling \$28,124.04**

MISCELLANEOUS BUSINESS - Action Items / Discussion / Decision / Recommendation

- 1) Task List: Review & Updates
- 2) Action Item: Discussion to Provide Direction to BCASD Staff Regarding Formalizing the Independent EMS District, and Resolving Outstanding Services and Property Issues with the County

PUBLIC COMMENT*



Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

March 4, 2026

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, February 18, 2026

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

February 18, 2026 – 11:00 AM – 12:00 PM

Bonner County Administration Building

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

On Wednesday, February 18, 2026, 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 11:08 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, February 4, 2026

Commissioner Korn made a motion to adopt the Consent Agenda as presented.

Commissioner Williams 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 #9, **Totaling \$54,002.22**

Commissioner Korn made a motion to approve payment of the FY26 BCASD Claims in Batch #9

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 employee handbook. Legal is reviewing it now. They hope to have it live by April 1. Commissioner Domke asked if a draft can be sent to the board. Commissioner Williams asked who is doing the legal review. She also would like to see a draft before it's reviewed. Discussion followed.
- Commissioner Domke talked about tightening up processes between the county and BCASD, and discussed bringing an MOU to the next meeting. Are resources allowed to pass between the two, such as office equipment, or is that no longer allowed after the split? Discussion followed regarding possible corrective action on balancing books. Commissioner Korn said he doesn't believe that the board is liable to go back and try to fix years' worth of possible problems from things that were done long ago. Commissioner Williams said she doesn't feel like the board should do nothing about this. Lengthy discussion followed.

2) Budget Update

Jeff met with bookkeeper Jennifer Wyman to look at the budget and make it make sense for them as their own separate district now. He went over the line items. He will meet with Jennifer again so they can see if they are on track to end the year where they should be. That will be brought to the March meeting. Commissioner Korn asked about the supplies and oxygen line item. Jeff explained that they have spent about 7% more this year so far than in years past.

3) Action Item: Discussion/Decision Regarding Communications Between BCASD and the Bonner County Auditor's Office

Commissioner Williams talked about communication that went out from the Clerk's Office that did not include Jennifer and it caused some problems. Commissioner Korn asked why BCASD is even still communicating with the Clerk's office at all. Jeff explained a bit of where the communication is at. He discussed issues with W-2s and a lack of overall communication there. Discussion followed.

Jennifer talked about a situation with the Clerk's office during the split. There was confusion with the payroll and benefits as the two entities attempted to split, but were still somewhat entwined in these instances. She also talked about confusion with the W-2s and how there were two distributed, and the ones from the county were incorrect. She does not believe the Tyler system access should be terminated for BCASD employees, but requested that the 2025 W-2s be removed from the system as they are wrong. She talked about Clerk's communication with staff even though the Clerk's office has said they are not authorized to communicate with BCASD staff.

Commissioner Williams talked about the issues this has caused. She said this was more than just an overall email that was sent out; it was subsequent conversations between employees and the county. Discussion followed. Commissioner Korn asked if BCASD employees are county employees. Jeff said they have not been considered county employees since October, even though they technically never have been.

Jennifer also said there has been a lot of confusion with the shared building, because there are now shared bills, such as utilities. This has caused some issues and she talked about what might be an easier process for everyone.

Commissioner Williams talked about another instance with a credit card payment between the two entities that caused problems. Discussion followed on how that might be better processed.

Jeff asked who would be responsible for payments of MOUs. Commissioner Domke said it should be a split cost. Discussion followed regarding payment responsibilities. Commissioner Korn asked if an MOU is necessary for something like this. Commissioner Williams said absolutely. Discussion continued regarding payment and services provided by the county for BCASD.

Lengthy discussion followed regarding an MOU, what it would entail, and who it would be between. Jeff asked if he could talk to his legal counsel about this. More lengthy discussion followed regarding what can be part of an MOU.

Public Comment*

Wayne Martin – Talked about the information he has provided the commissioners and said he expects them to go through it and decide if it's important to them or not. He talked about some of the information he has provided to them recently. He asked Jeff if Planning has ever asked to review some of their projects and provide comment.

Jeff responded to some of the information Wayne has given, discussing different types of blood. He also talked about Planning and how he wishes the process could change because they don't have the staff to go through all of the items that come across their desk. Discussion followed. Commissioner Domke said that filtering what comes across their desk could open the county up for liability if something is mistakenly filtered out that was very important for BCASD to view. Commissioner Williams said that the county has taken the stance that it's easier to send things to everyone, and have them respond on whether they can or

cannot comment on it; that way, all bases get covered. Because of this, she said there are ways that things can get cut out, if more research is done on who really needs to comment on certain files. BCASD shouldn't need to provide a comment on everything. Lengthy discussion followed.

Wayne Martin talked about how oftentimes, departments are receiving so many requests for comment, that they don't all get addressed. He said just because an entity doesn't provide comment, doesn't mean they don't have a problem with the file; it may just have not been seen. Commissioner Korn said it is not the county's job to hold other entity's hands and make sure they give comments on the things they want to give comments on. They are sent the files, it's on them to make sure they respond if they feel like they need to.

The meeting was adjourned at 12:37 p.m.

Clerk: *Lauren Reichenbach*

By _____
Commissioner Brian Domke, Chair

_____ Date

DRAFT

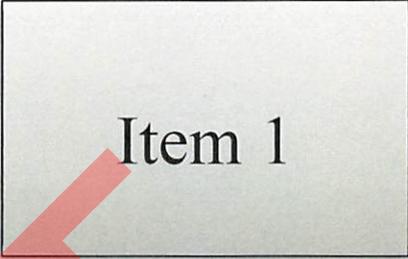


Bonner County Ambulance District
Board of Commissioners

Brian Domke Asia Williams Ron Korn

March 4, 2026

Memorandum



To: Bonner County Ambulance Service District Board

Re: FY26 BCASD Claims in Batch #10

The Bonner County Ambulance Service District presented the FY26 BCASD Claims Batch #10, **Totaling \$ 28,124.04**

A suggested Motion would be: Based on the information before us, I move to approve the payment of the FY26 BCASD Claims in Batch #10, totaling \$28,124.04

Recommendation Acceptance: Yes No

Brian Domke, Chair

Date

Bonner County Ambulance Service District

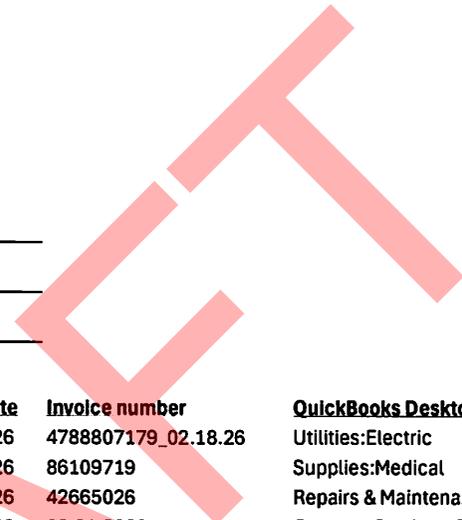
Accounts Payable Report

3/4/2026

Batch: 10

Amount: \$28,124.04

Commissioner's Approval:



<u>Vendor</u>	<u>Bill amount</u>	<u>Due date</u>	<u>Invoice date</u>	<u>Invoice number</u>	<u>QuickBooks Desktop Account</u>
AVISTA	\$ 233.13	03/12/2026	02/18/2026	4788807179_02.18.26	Utilities:Electric
BOUND TREE MEDICAL, LLC.	\$ 21.60	03/25/2026	02/23/2026	86109719	Supplies:Medical
CANON FINANCIAL SERVICES, INC.	\$ 102.10	04/01/2026	02/09/2026	42665026	Repairs & Maintenance:Facilities
Clark Fork Valley Ambulance	\$ 4,057.50	03/01/2026	03/01/2026	03.01.2026	Contract Services:Clark Fork
Coleman Oil Company LLC	\$ 12.94	01/25/2026	12/31/2025	CP-0347819-A	Vehicles:Fuel & Gas
Coleman Oil Company LLC	\$ 2,327.17	02/25/2026	02/15/2026	CP-0359633	Vehicles:Fuel & Gas
GALLS, LLC	\$ 366.99	03/06/2026	02/04/2026	33964533	Uniforms
Gription Tire Pros	\$ 324.95	03/10/2026	02/17/2026	75993	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 94.60	03/10/2026	02/12/2026	75971	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 252.11	03/10/2026	02/17/2026	75995	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 268.68	03/10/2026	02/23/2026	76041	Vehicles:Repairs & Maintenance
Gription Tire Pros	\$ 1,180.00	03/10/2026	02/19/2026	76012	Vehicles:Repairs & Maintenance
HENRY SCHEIN	\$ 163.66	03/21/2026	02/19/2026	53574047	Supplies:Medical
HENRY SCHEIN	\$ 446.97	03/11/2026	02/09/2026	53134624	Supplies:Medical
Insight Distributing, Inc.	\$ 182.80	03/15/2026	02/13/2026	0547753-IN	Supplies:Office
Jennifer R Wyman LLC	\$ 1,293.00	02/28/2026	02/28/2026	2331	Contract Services:Bookkeeping & Accounting
Kootenai County Emergency Medical Service	\$ 797.00	03/01/2026	03/01/2026	03.01.2026	Contract Services:Kootenai County
Mike White Ford CDA	\$ 961.06	02/15/2026	10/09/2025	200478	Vehicles:Repairs & Maintenance
NAPA Auto Parts SP0069	\$ 18.14	03/10/2026	02/12/2026	817708	Vehicles:Repairs & Maintenance
NAPA Auto Parts SP0069	\$ 59.53	03/10/2026	02/04/2026	817396	Vehicles:Repairs & Maintenance
NAPA Auto Parts SP0069	\$ (1.42)	03/10/2026	02/04/2026	817412	Vehicles:Repairs & Maintenance
North Idaho Propane	\$ 420.00	03/21/2026	02/19/2026	261276	Supplies:Medical
oxarc Inc.	\$ 345.00	03/18/2026	02/16/2026	32513568	Supplies:Oxygen
Priest Lake EMTS Inc	\$ 4,057.50	03/01/2026	03/01/2026	03.01.2026	Contract Services:Priest Lake
Ronald D Jenkins MD	\$ 3,780.00	03/01/2026	03/01/2026	03.01.2026	Contract Services:Medical Director
Schweitzer Fire District	\$ 3,423.50	03/01/2026	03/01/2026	03.01.2026	Contract Services:Schweitzer

SMS Auto & Marine	\$	124.75	02/25/2026	02/25/2026	4354	Vehicles:Repairs & Maintenance
South Fork Hardware - Sandpoint	\$	7.98	02/17/2026	02/17/2026	423512	Repairs & Maintenance:Facilities
Stryker Sales, LLC	\$	297.35	03/26/2026	02/24/2026	9211636365	Supplies:Medical
Stryker Sales, LLC	\$	1,101.45	03/14/2026	02/12/2026	9211544178	Supplies:Medical
Sundberg Solutions LLC	\$	908.00	01/30/2026	01/30/2026	2217	Vehicles:Repairs & Maintenance
WHITE PETERSON ATTORNEYS AT LAW	\$	496.00	01/31/2026	01/31/2026	172150	Contract Services:Professional & Legal
	\$	28,124.04				

DRAFT

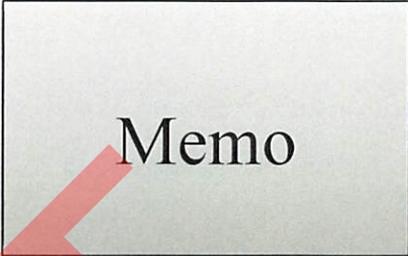


Bonner County Ambulance District
Board of Commissioners

Asia Williams Ron Korn Brian Domke

March 4, 2026

Memorandum



To: Ambulance District Commissioners

From: Bonner County Ambulance Service District

Re: Discussion Regarding Ongoing Property and Services Relationship between BCASD and Bonner County

The Bonner County Ambulance Service District (BCASD) wishes to discuss and provide direction to district staff regarding formalizing the independent EMS district, and resolving outstanding services and property issues with the County.

Legal Review: X

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: **N/A**