

City of Meridian FY2025 Budget Amendment Form

Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2290	41200	0	Wages	
01	2290	41206	0	PT/Seasonal Wages	
01	2290	41210	0	Overtime	
01	2290	41304	0	Uniform Allowance	
01	2290	42021	0	FICA	\$ -
01	2290	42022	0	PERSI	\$ -
01	2290	42023	0	Worker's Comp	\$ -
01	2290	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -



Please only complete the fields highlighted in Orange.

Amendment Details

Title: **Light My Fire - CRR Software**

Department Name: Fire

Presenting Department Name: Fire

Department #: 2290

Primary Funding Source: 1

CIP#:

Project #:

Is this for an Emergency? ☐ Yes ☒ No

New Level of Service? ☒ Yes ☐ No

Clerks Office Stamp

Date of Council Approval

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	2290	53360	0	Software	\$ -	\$ 5,000	\$ 5,000
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
Total Operating Expenditures					\$ -	\$ 5,000	\$ 5,000

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2290		0		
01	2290		0		
01	2290		0		
01	2290		0		
01	2290		0		
01	2290		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2290	34800	0	Donations	\$ 10,000
01	2290		0		
01	2290		0		
Total Revenue/Donations					\$ 10,000

Acknowledgement

Date

[Signature] 02.21.25

Department Director

REVIEWED

By Todd Lavoie at 3:32 pm, Feb 21, 2025

Chief Financial Officer

Approved Liz Strader via email 2.26.25

Council Liaison

[Signature] 2-28-25

Mayor

Total Amendment Request \$ (5,000)

jfields 2.21.25

City of Meridian FY2025 Budget Amendment Form

Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Department Name: <u>Fire</u>
							Title: <u>Light My Fire - CRR Software</u>
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Instructions for Submitting Budget Amendments: ➤ Department will send Amendment with Directors signature to Finance (Budget Manager) for review ➤ Finance will send Amendment to Council Liaison for signature ➤ Council Liaison will send signed Amendment to Mayor ➤ Mayor will send signed Amendment to Finance (Budget Manager)
Operating		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Capital		\$ -					
Total	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Total Estimated Project Cost: \$ 25,000							

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?	
Budget amendment in the total amount of \$5,000. \$10,000 has been received in the form of donations to the CRR Division. These funds will be used to purchase a new software called craig1300 by ESCI	
2. Why was this budget request not submitted during the current fiscal year budget cycle?	
We had not yet determined what type of CRR software we wanted to acquire.	
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	
Funds are available from Light My Fire Donation.	
4. Describe the proposed method of funding? If funding is split between Funds (i.e. .General ,Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.	
Request Light My Fire donation funds to cover cost of expense.	
5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?	
Yes	
6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.	
Yes. Support from IT to purchase and implement.	
7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	Yes
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No
9. Any additional comments?	

Total Amendment Request \$ (5,000)

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF MERIDIAN AND LIGHT MY FIRE, INC.**

This MEMORANDUM OF UNDERSTANDING ("MOU") is made this 3rd day of February 2025 ("Effective Date"), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho ("City"), and Light My Fire, Inc., a nonprofit organization organized under the laws of the State of Idaho ("LMF").

WHEREAS, the mission of LMF is to raise money to support fire prevention education programs and to provide emergency financial support to fire victims through the Boise, Meridian, and other Fire Departments located throughout the State of Idaho;

WHEREAS, LMF's grant of funds is conditioned on City's contribution of matching funds, and City finds that it is in the best interest of the City of Meridian to dedicate such funds, pursuant to the parties' respective commitments and intentions as set forth in this MOU; and

WHEREAS, this MOU is intended to supersede the previous memorandum of understanding entered into by the parties on October 23, 2018;

NOW, THEREFORE, in consideration of the mutual understandings herein contained, and in consideration of the recitals above, City and LMF agree as follows:

I. CITY'S COMMITMENTS

- A. Monetary Contribution.** City shall commit funds for public fire safety education in an amount equal to the gift given annually to Meridian Fire Department by LMF, up to ten thousand dollars (\$10,000.00) annually.
- B. Allocation of funds.** City agrees to allocate LMF funds received to public fire safety education.
- C. Service on LMF Fundraising Committee.** City agrees to appoint a representative of the Meridian Fire Department to serve on the LMF Fundraising Committee.

II. LMF'S COMMITMENTS

- A. Grant of funds.** LMF shall grant to Meridian Fire Department a percentage of net funds raised by LMF, up to ten thousand dollars (\$10,000.00).
- B. Seat on LMF Fundraising Committee.** LMF agrees to appoint a representative of the Meridian Fire Department to serve on the LMF Fundraising Committee.

III. GENERAL PROVISIONS

- A. Notices.** Day-to-day communications between City and LMF may occur via e-mail or telephone. All other notices required to be given by either of the parties hereto shall be in writing and be deemed communicated when personally served, or mailed via U.S. mail to:

City: City of Meridian
Attn: Fire Chief
33 E. Broadway Avenue
Meridian, Idaho 83642

LMF: Steve Cilley, Board President
Light My Fire, Inc.
13177 Persimmon Lane
Boise, Idaho 83713

- B. No agency.** Neither LMF nor its employees, agents, LMFs, officials, officers, servants, guests, and/or invitees shall be considered agents or employees of City in any manner or for any purpose whatsoever.
- C. Compliance with laws.** In performing the scope of services required hereunder, City and LMF shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments. This MOU and all activities occurring hereunder shall be governed by and construed and enforced in accordance with the laws of the State of Idaho.
- D. Term of MOU.** This MOU shall become effective as of January 1, 2025, and shall be automatically annually renewed, unless earlier terminated or extended in the manner as set forth in this MOU.
- E. Termination.** Grounds for termination of this MOU shall include, but shall not be limited to: an act or omission by either party which breaches any term of the MOU; an act of nature or other unforeseeable event which precludes or makes impossible the performance either party's respective commitments; or a change in circumstances that renders the performance by either party a detriment to the public health, safety, or welfare. Either party may terminate this Agreement by providing thirty (30) calendar days advance written notice.
- F. State of Idaho requirements.** The following provisions, as applicable, are required by Idaho law. The terms used in this provision shall have the definitions as set forth in the respective Idaho Code provisions.
1. Pursuant to Idaho Code § 67-2346, LMF certifies that LMF is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of goods or services from Israel or territories under Israel's control.
 2. Pursuant to Idaho Code § 18-8703, as applicable, LMF certifies that it is not, and will not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider.
 3. Pursuant to Idaho Code § 67-2359, LMF certifies that LMF is not, and for the duration of this Agreement will not be, a company currently owned or operated by the government of China.
 4. Pursuant to Idaho Code § 67-2347A, LMF certifies that LMF is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of any individual or company because that individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture.
 5. Pursuant to Idaho Code § 67-2347A, LMF certifies that LMF is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of any individual or company because that individual or company engages in or supports the manufacture, distribution, sale, or use of any firearm.
- G. Third-party beneficiaries.** This MOU is not intended to create, nor shall it in any way be interpreted or construed to create, any third-party beneficiary rights in any person or entity not a party hereto.
- H. Construction and severability.** If any part of this MOU is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of the MOU so long as the remainder is reasonably capable of completion.

I. Entire agreement. This MOU contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

J. Approval required. This MOU shall not become effective until approved by the respective governing bodies of both City and LMF.

IN WITNESS WHEREOF, the parties shall cause this Agreement to be executed by their duly authorized officers to be effective as of the day and year first above written.

LIGHT MY FIRE:

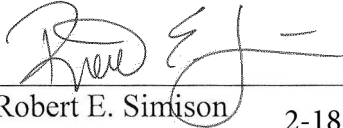
BY:



Steve Cille
Board President

CITY OF MERIDIAN:

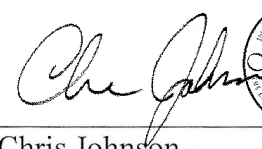
BY:



Robert E. Simison
Mayor

2-18-2025

Attest:



Chris Johnson
City Clerk

2-18-2025





Meridian Fire Department Memo

TO: Light My Fire Board

FROM: Carly Shears – Community Risk Reduction Division Manager, Meridian Fire

SUBJECT: Utilization of LMF Funds for Fire Prevention Education Program

DATE: 2/24/2025

Light My Fire Board Members-

The Meridian Fire Department has identified an opportunity to enhance our fire and life safety prevention and education efforts through a community risk reduction platform, ESCI's Craig 1300. This application will enable us to better identify and target at-risk demographics within our community, allowing for more strategic and effective prevention initiatives.

We would like to allocate a portion of the *Light My Fire* donation to support the implementation and utilization of this platform. In doing so, we are committed to ensuring that these funds are used in alignment with our contractual obligations and the intended purpose of the donation—enhancing public fire safety education.

Here's how ESCI's Craig 1300 can be used to enhance **fire prevention education** specifically:

1. Data-Driven Risk Identification

- Craig 1300 compiles and analyzes data from multiple sources (incident reports, census data, GIS mapping, and socio-economic factors) to **identify high-risk populations** and geographic areas prone to fires and other hazards.
- This allows fire departments to **target their fire prevention education efforts** where they are most needed, such as in neighborhoods with higher fire incidents, senior citizens, or low-income households.

2. Customized Public Education Campaigns

- By understanding specific community risks, fire departments can develop and implement **tailored fire safety education programs**.
- For example, if data shows a high incidence of kitchen fires in a particular area, departments can focus on **cooking safety education** in that community.

3. Strategic Resource Allocation

- Craig 1300 helps fire departments **allocate resources more efficiently** by pinpointing areas where fire prevention education will have the greatest impact.

Meridian Fire Department ■ 33 E. Broadway, Suite 210, Meridian, ID 83642
Phone 208-888-1234 ■ Fax 208-895-0390 ■ www.meridiantcity.org



- This ensures outreach efforts, school programs, smoke alarm installation campaigns, and fire safety presentations are directed toward **those who need them most**.

4. Measuring the Effectiveness of Fire Prevention Efforts

- The platform tracks **fire prevention program outcomes** by analyzing whether targeted education efforts have reduced fire-related incidents over time.
- This helps departments refine their approach and demonstrate the effectiveness of their fire prevention education strategies.

5. Community Engagement and Partnerships

- Fire departments can use Craig 1300 to engage with **schools, senior centers, businesses, and community organizations** to deliver fire safety education programs.
- The platform can help schedule **public outreach events**, track attendance, and measure community participation in fire prevention efforts.

We kindly request your confirmation of approval for utilizing a portion of the *Light My Fire* funds for this initiative. As we proceed with our request to the city, your consent will be required.

Thank you for your time and consideration. Please do not hesitate to reach out with any questions or concerns.

Carly Shears
Community Risk Reduction Division Manager

Meridian Fire Department
33 E. Broadway Ave. Suite 210
Meridian, ID 83642
Office: 208-489-0451 | Cell: 208-941-9738



From: [Carly Shears](#)
To: [Braidy Ross](#)
Subject: Memo sent to LMF
Date: Thursday, February 27, 2025 9:46:29 AM
Attachments: [MFD Memo - LMF Fund Utilization.doc](#)
[image002.png](#)

Braidy,

Attached is the memo I sent over to LMF regarding Craig1300. Can we please attach this, and the response from LMF (see below) to the budget amendment request and move this forward?

Is this something that could get approved at the council meeting on Tuesday by chance?

“Hi Carly,

Thank you for your desire to be transparent in the use of Light My Fire Funds. The Light My Fire Board gives you freedom to utilize the funds received for fire and life safety education. MFD makes the call what that looks like and the board does not need nor desire to be a part of the authorization of how you spend the funds to get the education accomplished. We trust that you and your organization know what your community needs and we trust that you are doing all that you can to provide educational classes and events that lead to loss prevention from fire/life safety risks in your community. We do however request feedback on how the funds were used. This information is used for our record keeping and to provide feedback to you and information to anyone who supports our fundraisers.

Thank you for reaching out,
Pam Orr for
Light My Fire, Inc.”

Let me know if you have any questions or need anything else from me at this time!

Carly Shears
Community Risk Reduction Division Manager
Meridian Fire Department
33 E. Broadway Ave. Suite 210
Meridian, ID 83642
Office: 208-489-0451 | Cell: 208-941-9738



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release and retention, and may be released upon request, unless exempt from disclosure by law.