

**MINUTES OF THE MEETING OF THE JOINT BOARD OF THE
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT
HELD FEBRUARY 13, 2019
IN THE HAILEY MEETING ROOM**

The Meeting of the Joint Board of Hailey / Wood River Fire Protection District (WRFD) was called to order at 4:30 P.M. by Chair Seth Martin. Also present were board members, Martha Burke, Linda Haavik, and Pat Cooley and Jay Bailet. Staff present included City Administrator Heather Dawson, Hailey Deputy City Clerk Nancy Arellano, Hailey Fire Chief Craig Aberbach and WRFD Fire Chief Bart Lassman.

[4:31:31 PM](#) Meeting called to order by Seth Martin.

Open Session for Public Comments:

No public comment.

Consent Agenda

*Approval of minutes from January 16th Special Meeting **Action Item**.....*

[4:32:00 PM](#) Bailet moves to approve the meeting minutes seconded by Haavik, motion passed unanimously.

Old Business

*Update on Blaine Manor property **Action Item**.....*

[4:32:47 PM](#) Chair Martin is still waiting to hear from the County. No update at this time.

New Business

a. Recap of conversation with Chief Cory Childs **Action Item**.....no documents)

[4:33:04 PM](#) Chairman Martin speaks, there's a mistake on the order of the New Business items. We need an amendment to change the order of the items and address election first.

[4:33:37 PM](#) Haavik motions to amend the order of the agenda seconded by Cooley, motion passed.

e. *Selection of Joint Board of the Hailey/ Wood River Fire Protection District Vice Chair **Action Item** (no documents)*

[4:34:25 PM](#) Martin asked for a nomination for Vice-Chair. Haavik makes a motion to nominate Jay Bailet to Vice-Chair, seconded by Burke, motion passed unanimously.

f. *Selection of Joint Board of the Hailey/ Wood River Fire Protection District Chair **Action Item**..... (no documents)*

[4:35:24 PM](#) Cooley nominates Martha Burke to Chair, seconded by Bailey, motion

passed unanimously.

[4:36:15 PM](#) Haavik was able to reach out to Chief Childs in Madison County. She summarizes the telephone conversation. They have a Joint Powers Board consisting of the Madison Fire District, the Madison Ambulance District, and the City of Rexburg. Each entity had their own staff, personnel, and operations; three sets. The Joint Powers Board that operates the group has one county commissioner, one ambulance district commissioner from Madison Fire district, and one physician. The way they do the budgets is the three budgets were developed individually, each entity approved their budgets, then the money was combined and funded into an account to pay for the joint endeavor. They have half medical calls and half fire calls. They divided that up with a formula. The medical calls, half the personnel were paid for out of the ambulance budget. Half of the fire calls was divided between the Madison Fire District and City of Rexburg. The way they divided that was based on property values. 60% of the property values were in the city and 40% were in the county so the two entities split the fire personnel budget 60/40. The facilities are 1/3 each. They have stations and equipment in the city. The two fire departments are 50/50 and the ambulance district pays 100%. They have a "replacement spreadsheet" where each of the three entities budget a certain amount each year to be able to replace apparatus when needed.

[4:41:20 PM](#) Chief Lassman asks, when the revenue comes in to Fire Department, does the budget fall into the rest of the city budget or is it separate? [4:42:25 PM](#) Haavik responds, she doesn't believe so. She and Chief Childs didn't talk about the fine details.

[4:44:40 PM](#) Assistant Chief Aberbach asks, does the city pay all of the expenses or is it paid from a different account or different organization? Haavik answers, it's paid out of the combined budget.

[4:45:37 PM](#) Burke, do they consider it a consolidation? How to describe the cooperation? This sounds separate. Haavik answers, with the Joint Powers Agreement, they agreed to one chief, develop the three budgets, and funnel the money into a single account.

[4:47:23 PM](#) Cooley, the conversation touched on capital improvements. Collecting and distributing? Haavik is unable to answer. Haavik did get some information, the three entities own the equipment. They pool the money to purchase and replace any necessary equipment.

[4:49:29 PM](#) Martin speaks, they might have a clause in their agreement where the JPA own the equipment but in case of termination they would have to decide how to distribute.

[4:50:08 PM](#) Martin, good to follow up on these questions and also reach out to Sandpoint. How do they handle their purchases? How does the ambulance district maintain their own equipment?

[4:51:13 PM](#) Lassman briefly met with Chief Childs at the Chiefs Conference. The City of Rexburg and their Fire Department had a contract for many years with the Ambulance District. They owned the ambulances. They got to see how the money is spent. The Madison Rural County District came on board later. They came in with their assets and their budget so it became a broader board.

[4:54:08 PM](#) Martin asks to include the question: how do they handle payments or income to each entity? Lassman asks, who handles their bookkeeping? The Fire Department Clerk or City Clerk? Haavik, looking at notes the Fire District and the City are 50/50 on all the fire stations inside the City or not. She'll follow up on the questions.

[4:54:30 PM](#) Stephanie Jaskowski, office manager at Wood River Fire, asks about liability risks and insurances. Who's held accountable for what on employees and equipment. Martin, inquire about the employee aspect. Jaskowski, do they have union workers? Haavik answers they did but the union disbanded. Burke, does Sandpoint? Yes, Sandpoint does. Martin, Sandpoint Fire Department, Sagle Fire District, and Selkirk Fire.

[4:55:43 PM](#) Burke recalls an Ambulance District representative was going to come speak with us? Lassman answers, Ned Williamson thought it wasn't necessary as he felt it was not ambulance related rather than a joint relationship between Fire departments.

*b. Draft Organizational Chart. **Action Item**.....*

[4:57:41 PM](#) Chair Martin speaks, we've discussed this and we are revisiting this. We've discovered there's potential to come together like the organizational chart. We are able to fund it if we were to combine the budgets. Martin explains the chart. To give an idea on how these three additional positions are structured, they would be 40 hours per week not shifts with some on-call time. This means an additional person around the clock and three more people during the day to respond to calls and other duties. One thing that has been identified is the need for a full-time training officer. We've taken the top three captains wages, averaged them out, and added 10%.

[5:01:08 PM](#) Aberbach, between the combined departments we are looking at approximately 50 paid on call individuals. The person in charge of training would manage these individuals to make sure the training qualifications are up to date and making sure all the performances needing to be done are done. That responsibility alone is as close as a full-time job plus the day to day operations.

[5:02:27 PM](#) Martin, Fire Marshall and Fire Inspector is self-explanatory. Bailet, do we need a Fire Marshall and Fire Inspector? Martin answers, the three positions aren't currently filled. An application process is needed to be fair so no.

Haavik, asks about the paid on call working their way to training officer. Martin replies, that's not the way the chart works. This is an operational chart.

[5:05:45 PM](#) Martin, we can take this back to the boards we represent and discuss it. Then we can then come back and discuss it or adopt it.

[5:06:08 PM](#) Cooley, where do you see the Deputy Chief in all this chart? Martin answers, it's a generic job description for all three positions; all deputy chiefs just different title.

[5:06:42 PM](#) Dawson refers to the work chart in the last meeting. There were nine positions

in the work chart that were in the union. Dawson asks about the work chart presented today. Cooley asks where are the Hailey staff? Martin answers, they are either administrative or paid on call. It's the same for anybody: progressing through the ranks, training, hired as full time. Aberbach adds, the union is only for full-time employees. Once a firefighter is hired as full-time, they have the option to join the union or not. It doesn't have anything to do with Hailey or Wood River. It is the employee's choice. [5:08:42 PM](#) Haavik, last meeting we talked about what paid on-call or full-time employees can do to reach the next level. The information is out there for them to understand what's necessary to reach the next level. Bailet, all have opportunities. Bailet asks, how many shifts are filled by paid on-call every week? Aberbach answers, almost every day.

[5:10:18 PM](#) Aberbach clarifies, almost everybody is on both rosters. Right now, if looking at the old rosters alone over the years, we have more paid on call on the original Hailey that are paramedics than Wood River.

[5:10:39 PM](#) Ron Taylor asks Aberbach for clarification. You have more paramedics on Hailey's roster? Aberbach answers, no, strictly paid on call.

[5:10:51 PM](#) Dawson asks Aberbach to describe the SAFER grant. Aberbach, the SAFER grant has been able to fund trainings. It is benefitting Hailey and Wood River Firefighters.

[5:11:39 PM](#) Haavik, isn't it true today that the Fire Marshall and Fire Inspector are exempt employees, full-time and not eligible to be part of a union. Taylor states, Hailey is not a paramedics licensed EMS Agency, so Hailey paramedics they're on Wood River's roster as paramedics. They can't be a paramedic on Hailey's roster alone. Aberbach, the intention is that Hailey Firefighters staff have the same opportunity to move up into a full-time position.

[5:13:12 PM](#) Dawson clarifies Haavik's comment. The Fire Inspector is an hourly employee. Not exempt. The Fire Marshall recently became exempt when becoming Assistant Chief.

Cooley expresses concern for Hailey staff. Cooley wants to see an equal opportunity to advance. Martin, this chart lines it out more evenly.

[5:14:38 PM](#) Lassman, the goal is to have one roster and one budget so both departments have equal opportunity. Martin adds, Hailey is not an ALS licensed agency. With the dual roster, they have the opportunity to become paramedics. This increases possibilities.

[5:16:45 PM](#) Dawson, adds to an earlier comment. \$25,000 is going toward paramedic training being paid for by the SAFER grant.

[5:17:18 PM](#) Chair Martin, the intention is to take this back to our agencies for more discussion.

[5:18:05 PM](#) **Bailet moves to present this to the selected boards seconded by Haavik.**

[5:18:21 PM](#) Simms, thanks all for being here. Simms discloses he is friends with some present and neighbors with others. In the last meeting, Simms encouraged action in small

steps. The only formal action taken is adopting the bylaws and amending the bylaws. Concern for nepotism. [5:20:25 PM](#) In the powers and duties granted to this board, in paragraph 4 of the joint powers agreement, it has been discussed but not adopted. Section 5, it's not a joint budget but side by side budgets. Simms recommended in the last meeting moving forward for a period of years under the unified management, unified policy, unified administration, and ownership of property. As it stands, the board is not empowered to adopt the organizational chart because it contemplates hiring a joint chief. Simms recommends going back to the taxing districts, amending the JPA to empower the board to adopt the work chart and also implement the hiring and payment funding of the joint chief. [5:22:30 PM](#) Paragraph 5 40, there is no authority to jointly file a common funding source. We should come back and reconvene, adopt these joint plans, then move into discussion of the work chart. We don't have a joint budget tonight.

[5:23:35 PM](#) Martin, a name has been adopted. The personnel policies are still being reviewed by attorneys. As far as this proposal, the motion was to take it back to our respected bodies to start working towards that. The budget is not a joint budget. It's a way to show that it can be funded; a discussion point for now.

[5:25:27 PM](#) Haavik asks Simms for clarification and Simms responds. Martin, we have a motion and a second. Cooley asks if we need a motion, Simms responds.

[5:26:17 PM](#) **Haavik withdraws her second.**

Balet motions to take the chart back to the boards seconded by Cooley. Haavik, abstains from voting.

*c. Draft of combined FY2019 Department Budgets **Action Item**.....*

[5:27:46 PM](#) Aberbach speaks on this item. We've tried align the budgets as closely as possible. He describes the budget. These were numbers to see if the work chart would work.

[5:31:43 PM](#) Bailet asks a question on the Dispatch Fees, only \$6,000 for Wood River? Aberbach, answers, it's correct. On the Hailey side, we added to pay off for the new dispatch consoles. Aberbach, going to a single dispatch is less radio time. Costs should decrease with dispatch.

Martin, it's not a combined budget but a side by side budget. It shows where to start to work towards the combined budgets.

[5:34:23 PM](#) Dawson discusses the next page which is the Hailey Fire Dept revenue.

[5:38:44 PM](#) **Cooley motions to take the budgets to take to our bodies and discuss seconded by Burke motion passed unanimously. Haavik, abstains from voting.**

*d. Draft Deputy Chief Job Description **Action Item**.....*

[5:39:19 PM](#) Aberbach opens this item. We need to get input and clean it up. This is a draft. What's going to fit for our organization? Make sure expectations are going to be set. Give comment, give input and if needed we make adjustments accordingly.

[5:41:27 PM](#) Martin asks Aberbach, what sets this apart from a Captain position? Aberbach answers, it's under "Distinguishing Characteristics."

[5:42:29 PM](#) **Burke motions to take it back to our bodies seconded by Cooley, motion passed with Haavik abstaining.**

Staff Reports/Other Discussion

[5:42:56 PM](#) Aberbach gives an update on the SAFER grant. We've seen an increase on standbys. Seen an increase on sign-up for vacant positions for filling shifts. It's been positive.

[5:43:59 PM](#) Lassman reports he and a couple paid on call students in paramedic school and one full time paramedic met with Women's Charitable Foundation. The coordinators from Saint Alphonsus that put on the largest Ski and Mountain Trauma Conference in Sun Valley every year. This conference is vital to EMT's, paramedics, ski patrolmen, Wildland Firefighters because they get continuing education hours to re-certify for their licenses. It is held locally. It was positive.

[5:46:16 PM](#) Dawson, in December the Hailey City Council reappointed our two commissioners to this board because their terms had expired. Did Wood River do the same? Martin, we will look into it for the next meeting. Dawson, the JPA points out the terms of the entire board expires every year and need to be reappointed every year.

[5:46:49 PM](#) Martin thanks everyone for their assistance during his term and wishes Burke luck as Chair.

Cooley to Aberbach, questions to keep in mind. The chief according to this work chart who does he answer to? Responsible to? How is he removed if need be? A new one?

Adjourn

[5:47:50 PM](#) With no further business, meeting adjourned.

Martha Burke, Chairman

Mary Cone, Hailey City Clerk