

**MINUTES OF THE MEETING OF THE JOINT BOARD OF THE
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT
HELD MAY 8, 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 Martha Burke. Also present were board members, Seth Martin, Pat Cooley and Jay Bailet. Staff present included City Administrator Heather Dawson, Hailey City Clerk Mary Cone, Hailey Fire Chief Craig Aberbach and WRFD Fire Chief Bart Lassman.

[4:31:12 PM](#) Call to order by Martha Burke

Open Session for Public Comments:

No public comment.

Consent Agenda

[4:31:59 PM](#) typo on page 2, replacing “if” in place of “is.”

[4:32:30 PM](#) **Cooley move to approve minutes from April 17, 2019, seconded by Martin, motion passed unanimously.**

Old Business:

Old business item 4 a:

[4:33:10 PM](#) Simms has not received any drafts for consideration. Simms suggests board task staff with guidance while Commissioner Jacob Greenberg is present from the Ambulance Board.

[4:33:59 PM](#) Martin asks what the differences are between the first and second proposals? Martin thinks the differences are, for the first option to have an annual sister commissioner and the 2nd one could be a sister commissioner or someone that they appoint. Simms responds to Martin, there are 3 iterations presented from the last meeting. The 5th member currently seated is based on the current bylaws. It does seem that if we did include the Ambulance district in this board as a realistic and practical matter, this board would have to expand to a 7-member board. Simms and Turcke can draft any iteration that this board would like to see as long as the underlying organizations are in agreement as well.

[4:35:14 PM](#) Martin, starting in that direction, his personal feeling he wants it to be one of the 3 ambulance commissioners not want that they appoint. Martin wanted to ask the Blaine County Commissioners this question. [4:35:50 PM](#) Jacob Greenberg cannot speak for the board but can speak to it and take items to the board for discussion. If they can't attend then they would appoint someone to attend, the way that the airport board works. Sometimes boards will appoint someone with more specific expertise

than what the board members have to represent them, Mountain Rides Board is the example given to support this statement.

Martin responds, this is good to think about but he is hesitant to appoint an unrelated board member and have to take information back to the 3-member board and have them interpret the information. [4:37:07 PM](#) Martin feels it should be one of the 3 ambulance commissioners. [4:37:39 PM](#) Greenberg asks question of legal counsel, Simms. [4:38:04 PM](#) Simms the way the this JPA board is currently configured, they have narrow scope, but they do have certain authorities.

[4:38:34 PM](#) Martin, to this point, then we would have to extend powers to those authorities. Greenberg responds

[4:39:06 PM](#) Cooley, comments, each interested body would need to discuss potential decisions, doesn't see a problem with this.

[4:39:21 PM](#) Greenberg is the city required to be on this board as written in the JPA? Martin, yes must be on council or fire board. Greenberg, doesn't think it should be different for the ambulance board.

[4:40:00 PM](#) Burke asks, how are we leaving this? Martin, do you want to discuss this further? Burke, replies yes. Martin offers a

Tim East arrives and joins the meeting. [4:40:15 PM](#)

[4:40:33 PM](#) Martin, speaks. Simms, responds, if Hailey and rest of parties agrees, it would be a 3 party JPA, with ambulance district representation, giving a potential option of adding 2 members, one being a county commissioner and one being from the ambulance district board member. Greenberg asks clarifying question. [4:41:33 PM](#) Simms have 2 county commissioners join meeting. Simms can draft by the end of this week and distribute it.

[4:42:56 PM](#) Lassman thought the 3rd option was to include an ambulance district commissioner and the 7th person was an at-large member from the fire district. That was one proposal East replies. Martin asks a question, what about a representative from the employee group? No, Cooley responds, we are a board of directors. Martin, we might get buy in from everybody.

Burke comments, she would prefer 2 commissioners, 2 rural fire, 2 city and in theory the other is independent eyes (member), that was the original idea when we first discussed.

[4:44:58 PM](#) Martin proposes, what about 1 member being from ambulance district where 1 is a commissioner and the other one is either a commissioner or an appointed representative by the ambulance district. [4:45:53 PM](#) Dawson asks Martin what do you mean with a "quorum issue." Martin replies, to not have to notice a quorum of the ambulance district commissioners. Dawson does not see this as any different than what is happening now and not an issue.

Martin asks, should we get the attorneys to draft up these options? Burke thinks so.

[4:46:39 PM](#) East likes the idea of the at-large person, keeping the balance between city and fire district.

[4:47:39 PM](#) Martin clarifies, it could be an ambulance district commissioner and either an ambulance district commissioner or an appointed representative by the ambulance district. Burke adds, but not an employee of the district. Cooley, 2 at-large positions and 1 ambulance district position. This would need to be approved by respective boards, (Hailey and Wood River Fire). Martin responds, feels we should narrow it to 2 options.

[4:48:32 PM](#) East asks for clarification, not an employee of the district but could it be the new chief? Simms, it should not be an employee and a boss, this creates a conflict of interest. East recaps, 1 from ambulance district commissioner or an appointee that is not an employee of Wood River Fire, or Wood River Ambulance. Burke adds, or not an employee of Hailey Fire. East, confirms. [4:49:48 PM](#) Greenberg clarifies, by statute the Blaine County Ambulance District is required to be staffed by the Blaine County Commissioners. Just to be clear, Greenberg adds. Wood River Fire is contracting with the Ambulance District through a contract for services, so is Ketchum Fire and Carey Fire and Magic Fire. Simms understands. Greenberg will ask Blaine County commissioners what they think and which one would like to participate.

[4:50:46 PM](#) The agreement needs to include, what if the Wood River Fire District no longer has the Ambulance District contract, would you still want the ambulance district to be a part of this board, question posed by Greenberg. This is the sense that he's gotten over the years with the Ketchum Fire conversations. Greenberg, this is mutually beneficial to have fire contracts but we want to make sure we keep it internal, he cannot speak for the others, but this is the sense he has gotten over the years. But there is no conflict, other than the contractual relationship other than the contract for services we have with Wood Rural Fire Department where there is a sense of "they are our guys" – with a block of 4 against 3. East confirms, that was what I was trying to say.

[4:52:07 PM](#) Burke, what if this doesn't work, and safely break apart and left intact.

[4:52:49 PM](#) Simms and Turcke will look at withdraw clauses with fiscal years. Simms will bring back at next meeting.

[4:53:30 PM](#) Mike Chatterton, these are good questions, to ask now. Chatterton, asked to display the spreadsheet on the monitor. Burke mentioned that the spreadsheet is revised as Chatterton was able to meet this morning and get his questions answered. Chatterton gave the assumptions for FY20 salaries and benefits, budgets are shown together as a unit and separate as a unit. These are the current projections for Hailey and Wood River Fire - each chief, and other staff. [4:55:55 PM](#) Aberbach, pointed out that included in the Hailey salaries is the city contract for service with Wood River. Simms clarifies, the plus city contract on the bottom line in yellow, that number is not accurate, it is not \$283,883.79, it is \$373,311, that is what he thought we clarified this morning.

Chatterton, goes to 2nd page, it is a proposed budget amount for combined budget with salary and benefit packages for Hailey Fire Department, Wood River Rural and Ambulance District [4:57:21 PM](#) Chatterton, that is what we did today is to show a break out of the ambulance district items based on usage of time on individual, so it is easier to see. Chatterton talked about the percentages of each Chief as it relates to the Ambulance District. On the Operations Asst. Chief, %'s shown, and a bottom of this, it shows the total costs shown for Hailey and Wood River Fire and Ambulance District. [4:59:09 PM](#) The next sheet is an attempt to figure out budget on current scenario percentages with full assistant chief FTE without the contract for service and a proposed scenario for FY20. Chatterton discussed final estimated budget of the entities, Hailey's about even, Wood River Fire, shows a savings in this proposal, and ambulance district shows additional cost of approximately \$17,628.

[5:00:49 PM](#) Greenberg asks a question. Contract for services, certain staffing, ambulance is already receiving that FTE, won't argue over that amount. When you look at Hailey would benefit, what numbers are you looking at? Chatterton, 3rd page, half way down, cost minus the current contract for service \$89,427. [5:02:56 PM](#) Bailet asked how are the percentages figured. Chatterton, based on the percentage of work load and calls/responses. Aberbach most are based on time allotments, and discussions with fire marshal, Aberbach's experience with both departments. As mentioned before, 2/3 of all calls are EMS based calls.

[5:03:52 PM](#) Greenberg asks about the current Wood River / Hailey contract. Under the proposed scenario why is that amount added and not deducted? Chatterton answers, because it takes into account percentages up in the sheet. [5:04:31 PM](#) Aberbach, one the top line, with that contract, Hailey's administrative budget includes the \$89,000 contract those dollars are not included in this proposal, the money is going back to Wood River.

[5:05:07 PM](#) Dawson stated differently, now Hailey is a percentage.

[5:05:35 PM](#) Burke asks if anyone has comments.

[5:05:42 PM](#) Chatterton, regarding the different benefit packages, leave it for now, if move to the Wood River package, Hailey would have a financial burden. It would create a huge financial impact to Hailey. Goal should be to create a new taxing district.

[5:06:50 PM](#) Burke, taxing district might be 3rd and final step of consolidation. Chatterton, maybe the 2nd step. When you look at all of the employees and assets each entity owns you would want to go to a new entity. [5:07:28 PM](#) Burke at that point there is no return. Burke from our point of view, go slow. [5:08:08 PM](#) Chatterton, there will be problems that no one will think of. [5:08:50 PM](#) Greenberg, will have less crankiness when you include the ambulance district.

[5:09:15 PM](#) Chatterton, when you change benefits among city employees it introduces problems.

[5:10:11 PM](#) East, what about newcomers are they city employees or Wood River Fire employees? Chatterton replied, that must be decided.

[5:10:43 PM](#) Martin, asks a benefit question on the 3 Hailey positions, was it based on Hailey or Wood River's benefits? Chatterton replies based on individuals and a [5:10:58 PM](#) 15% increase to both salaries.

[5:11:33 PM](#) Greenberg, asks a question for Lassman and Simms. Has Lassman looked at the ambulance district numbers? [5:12:34 PM](#) Burke, this is our first opportunity to look at these numbers. Lassman, this is the first he's seen the numbers, the percentages are different because Hailey is in it. Burke, clarifies, we now need to study this work by Chatterton. Greenberg asks what the legal entity is for this group? Simms, [5:13:21 PM](#) as it stands now, 2 entities are separate and each have legal counsel, maybe 3 entities if this board chooses to expand the scope. Simms is not sure about who is identified as Hailey or Wood River at this stage, that is part of the work that needs to be done.

[5:14:14 PM](#) Burke comments to Greenberg, that is a good point, this is why we want you involved.

[5:14:35 PM](#) Martin, asked to see the spreadsheets that were used to create this document, Chatterton responded that Heather Dawson has that information.

[5:15:27 PM](#) Linda Haavik, this looks similar to the Madison County splits. Are the numbers shown on the screen - did they come from what was in the packet? Aberbach responds. [5:16:10 PM](#) it was from information from Wood River and Hailey, and an early draft with numbers in wrong categories. Haavik asks, is what in the packet correct? Dawson replies, it has been changed, it was a first draft and many places were not correct. Haavik, if this is going to take 1-2 years, then don't forget another option is to use a contract for services.

[5:16:57 PM](#) Martin, one observation, it can be a sticking point for the ambulance district to seemingly pay for ½ of something that is mostly fire, the fire inspector salary may seem that way. Chatterton, lots of things we need to be careful of.

[5:17:36 PM](#) Dawson added, it would be helpful to have information based on how the percentages are figured out.

[5:18:09 PM](#) Aberbach comments on fire prevention. Martin agrees with Dawson, that would be helpful to have.

[5:18:35 PM](#) Burke, this is a first draft of this item.

[5:19:08 PM](#) Burke, we've discussed this draft organization chart a couple of times is there any reason to continue discussing this now? Martin responds, we need to decide on other matters before discussing this topic. Burke commented, this will appear on a future agenda when appropriate for discussion.

New Business

5 a. Consideration of Resolution to adopt Joint Policies and Procedures Handbook.

Action Item

[5:19:48 PM](#) Next discussion is New Business, a Joint Policies manual.

[5:20:21 PM](#) Simms speaks, both he and Turcke find this acceptable.

[5:20:42 PM](#) Dawson, city council had no issues with this document.

[5:20:58 PM](#) Aberbach, this is a living document, will be continuously adopted and evaluated.

In next Wednesday Wood River will be discussing this item. Will be on next agenda.

*5 b. Discussion of resource sub-committee to form weekly meetings **Action Item**(No documents)*

[5:22:27 PM](#) Aberbach, some conversations about possibly having interested parties meet on a scheduled basis to help move process along, and then bring recommendations to you as a board. Simms speaks, [5:23:32 PM](#) the idea hatched between Turcke and Simms, certain that ideas are open to everyone, so that people are more aware of what is going on and to make recommendations to this board. Martin, [5:24:48 PM](#) who should be on this board? Simms, management, board, staff, attorneys.

[5:25:19 PM](#) Martin thinks this is a good idea. Bailet, thinks it will muddy the water.

[5:25:39 PM](#) Martin, having a dedicated group for communication would be greater and ideas more inclusive. Cooley, could be a good idea.

[5:26:26 PM](#) Haavik, what is an example of subject matter? Fire station, buildings equipment. Simms replies, [5:27:05 PM](#) the past 3 weeks discussing budgets.

[5:27:35 PM](#) Dawson, doesn't see it as informational, she sees this as what is topic for next board meeting. Burke adds, all voices heard and a joint effort.

[5:28:04 PM](#) Martin, would like to see us do something. Burke likes this idea, as Haavik's voice is good to have. [5:28:45 PM](#) East would like to see summation of discussion. [5:29:05 PM](#) Cooley, they gather information. Martin, asks [5:29:32 PM](#) East replies, quarterly meetings and they meet as needed. Discussion point, is this a good idea. [5:30:19 PM](#) Aberbach, maybe a good time to pull in full-time person and part-time person.

Next regular meeting is August 14, 2019. [5:31:23 PM](#)

Burke asked if we should try to meet June 5th at 4:30 for a special meeting? Board members confirm, yes as well as staff.

Staff Reports/Other Discussion

No staff reports

Adjourn

[5:32:12 PM](#) Cooley asked if they could get an email reminder for these meetings.

[5:32:47 PM](#) **Martin makes a motion to adjourn, Cooley seconds, motion passed unanimously.**

Martha Burke, Chairman

Mary Cone, Hailey City Clerk