

**MINUTES OF THE MEETING OF THE JOINT BOARD OF THE  
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT  
HELD FEBRUARY 14, 2018  
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, Jay Bailet, Linda Haavik Martha Burke, and Pat Cooley. Staff present included City Administrator Heather Dawson, Hailey City Clerk Mary Cone, City Fire Chief Craig Aberbach and WRFD Fire Chief Bart Lassman.

[4:30:05 PM](#) call to order by Seth Martin

Martin corrected the agenda by announcing that this is a Regular meeting not a special meeting.

All board present, except Bailet.

There were no public comments.

Consent Agenda:

[4:30:36 PM](#) Martin asks for a minutes approval from last meeting

[4:32:21 PM](#) **Cooley moves to approve minutes as provided, seconded by Burke, motion passed unanimously.**

Jay Bailet arrives.

Old Business:

[4:32:35 PM](#) continued discussion from last meeting regarding chair. Martin, recommendation from counsel to change bylaws wording, remove odd/even language. Martin discusses the August election timeframe and suggests it should be aligned with the terms, not have a delay.

Haavik suggests solution, notes the august timeframe election of chair.

[4:34:27 PM](#) Dawson reads legal counsels memo. Legal counsel suggests changing Chair positions as called out in the bylaws. If board does want to leave current Chair in position, then the bylaws need to be amended.

Martin asks for clarification on Burkes comment. Burke is comfortable alternating odd/even language for years, to eliminate 3 years in a row for the chair position. If left unchanged, Wood River Fire would hold the chair position for 3 years in a row. Burke feels it is important to follow the bylaws.

Bailet suggests switching the Chair and Vice-Chair positions.

Martin suggests correct the election timeframe because of the conflicting language in the terms and chair/vice-chair election.

Cooley suggests making all corrections and then have legal counsel review them all at same time.

Martin reads proposed language for bylaws section 3.1 Regular Election of Chair: “The schedule of rotating chairs may be suspended by unanimous vote of the board upon making a finding that consistency in the role of chair takes precedence over rotating the chair.”

Burke responds, this is what we had discussed in the last meeting, but she would like to keep the alternating odd/even language in now. So maybe this proposal is not needed but we merely switch the odd/even years to make it so that Wood River won't be holding the Chair position for 3 years in a row.

[4:40:20 PM](#) Dawson suggests to change odd and even spots.

Martin recaps what he's heard from board. We want to keep our positions this year, correct the timing of the elections to align with term appointments and swap the odd and even language to allow Hailey a Chair rotation after 2 years of Wood River at Chair.

[4:42:53 PM](#) Aberbach terms, appts. Expire Dec. 31 of every year.

[4:44:20 PM](#) Cooley, agrees election should be first of year. And suggest flipping odd and even, ask legal counsel Simms to consider changes. How do we proceed?

Burke asks, can we bring proposed amendments to next meeting?

Martin, yes can notice on next meeting.

Cooley, asked Dawson does this discussion have any bearing on tonight's meeting?

Dawson responds, your discussion is clear and we will proceed.

#### New Business:

[4:47:11 PM](#) Martin opens with this item. In the last meeting we discussed the response matrix and unifying responses and doing away with auto aid terminology as both departments are responding to the same calls.

Aberbach takes over discussion. Lassman will discuss response matrix. Aberbach has handed out a map, last year, there were 143 responses to calls for WRFR, 144 responses by Hailey. Both departments went to most of the same calls.

[4:50:01 PM](#) Lassman, we've been operating under auto-aid agreements for about 15 years. Bellevue is getting a higher level of service with auto-aid. It is a wash in responses.

[4:51:23 PM](#) Burke comments what you are proposing, needs to be presented to Council for approval. Lassman clarified next time we'd renew the auto-aid agreement, Hailey and Wood River would be one entity – not separate departments.

[4:52:42 PM](#) Burke clarifies, that before this would come up for vote, it needs to be written, language you would add, needs to be presented to council for approval before it can be done. Lassman, this board would generate the document to bring forward to the respective boards.

[4:54:42 PM](#) Lassman hands out response assignments chart combined Hailey / Wood River, it breaks down call type by department. Hailey is in green color. First out, second out and third out, shows what engines would respond to calls.

[4:56:47 PM](#) Aberbach, we had an elevator call recently when Hailey engine 511 was on a call, so Wood River's 611 responded to the call.

[4:57:26 PM](#) Lassman, primary jurisdiction handles the call. 2<sup>nd</sup> calls tend to be the ambulance calls. Next Lassman discusses, vehicle fires in City of Hailey, most calls can be handled by one engine responding. Structure/chimney fires – we group these together because chimney fires can become structure fires. We've listed the equipment that will respond according to the chief. We can make adjustments as necessary, Aberbach adds.

[5:01:59 PM](#) Martin, is this what we are doing now? Lassman, yes, that is correct.

[5:02:36 PM](#) Bailet still have auto-aid with Ketchum? Yes, WRF does. Hailey does not have auto-aid with Ketchum. There could be a scenario where a Hailey person is on a Wood River engine responding to Ketchum.

[5:03:46 PM](#) Cooley asks a question, what covers Hailey when a major response is needed outside the city? Aberbach responds. Last year, there was a large response in county, Hailey staffed an engine inside city limits at the time before offering any aid outside of the city. We always have back-ups and someone ready to respond if we are all busy.

Lassman has heartburn with staffing when we are responding to Carey districts and then keeping personnel inside district. We keep coverage in district. Lassman suggests that we could put language in to require Hailey to keep staff inside city limits for a call.

5b. Direction Forward - Martin mentions we need to –[5:07:08 PM](#) come up with plan on keeping this moving forward. Segal / Sandpoint districts joined with another district

(Selkirk) and created a Joint powers board and moved forward to a consolidated department, they created an umbrella organization, name, combined departments and budget. Martin thinks this is what we should discuss.

Martin, we need to combine rosters.[5:09:11 PM](#) which department do we go with when signing new folks. We need an organizational chart to move forward. Martin hands out an org chart to the board. This is a typical org chart in a fire department.

[5:11:12 PM](#) Aberbach adds, the biggest change you see on this chart is from fire chief name – to “emergency services chief”

[5:12:07 PM](#) Lassman points out, there is 1 chief on this chart, through attrition, he is probably retiring in 2019, you’d need to hire a new chief and other openings would expand. This doesn’t mean that we cannot operate in this model now. We are doing this now, minus the “training division chief.”

[5:14:14 PM](#) Martin, he and Haavik spoke just awhile ago about training, lots to do and to ensure all certifications are met. It is really a full-time position.

Lassman, we now have 3 people between the 2 departments handling the paperwork and multiple people helping to administer the training. We want to encourage the experienced people to share their craft going forward.

Aberbach, as we move forward, hose testing, we’ll be beefing up 40 hours per week positions, spread it out to make more efficient. Take daily responsibilities and put on an administrative position, will streamline and be more efficient.

[5:16:29 PM](#) Cooley, would like to see upward mobility flowchart – how does one work up in the ranks. Aberbach, we have that spelled out in job descriptions. We don’t have full-time firefighters. We don’t have the calls to justify full-time firefighters.

[5:17:44 PM](#) Lassman responds, we can provide documents and flow chart to show this. Cooley, it just needs to be available to the part-timers. Aberbach, we do send them out to all personnel.

[5:19:04 PM](#) Haavik spoke with Martin earlier. She asked for a logical step process in order to get to consolidation. A logical sequence seems necessary. Did you learn this sequence with the Selkirk consolidation? Martin, they are re-districting this fall. For Selkirk, Selkirk and Sandpoint fire district consolidation, Selkirk did not have a chief at the time of consolidation.

[5:21:46 PM](#) Martin a budget must be adopted in May, our next meeting. Budget for the combined departments. We probably won’t be able to approve a budget by May but we can try.

[5:24:35 PM](#) Lassman recommends set aside capital line items, take both operating budgets, combine them and show what it looks like.

Burke, what you are describing, is what we understood in the first meetings. We start by seeing each other's budget and what they look like combined. [5:27:38 PM](#) Operational funds being set aside individually land acquisition should be considered later.

[5:28:30 PM](#) Lassman to meet the requirements of the agreement, we can combine the budgets to see what it would look like.

If everyone is okay with it, would like to move forward with this idea, Martin asks.

[5:30:05 PM](#) Lassman integrate all Hailey employees into Wood River. At what time do the employees go under one employer? IRS doesn't like that employees get 2 checks, from 2 different departments.

Cooley suggests, let's work with the budget and then take the budget to the respective boards.

[5:33:29 PM](#) Aberbach, EMS based system they are changing to a new program right now, WR and Hailey are working together to get the same training system.

Date to Make Presentation to City Council:

[5:34:26 PM](#) presentation to city council – Martin is happy to do this. Would like this board's recommendation in order to do that. Should we get a proposed budget?

[5:35:14 PM](#) Burke, presentation shows action is happening and is positive. Alleviates, concerns and informs Hailey council. Shows what we've decided in this room. Combined roster, and budget.

Haavik asks, are you suggesting to present the combined budget to the council or just that we're working on it. Haavik is concerned that they have not had a chance to really look at something like that, and feel it's ready to go to them. Burke, asks, don't you have a budget, don't we have a budget, (answers confirmed), then we'd just present those forward combined. Bailet, this group would need to see it before sending it to council.

Burke, the update would include what it would look like in the future.

Set Date for Next Meeting:

For next meeting, may 9<sup>th</sup>?

Jay Bailet will be gone may 9<sup>th</sup>, 2018 meeting.

After discussion by all, March 7<sup>th</sup> meeting is proposed, by board collectively.

[5:37:59 PM](#) recap by Martin, recommendation from counsel presented at next meeting. Look for next steps budget from chiefs.

Haavik asks how do we put items on agenda to discuss? Generic items. [5:39:32 PM](#) for discussion, need to be sure that information is being disseminated to parties. Haavik, it is important to keep this rolling, like to see more.

Aberbach responds, Lassman sends out info to all personnel prior to meeting, encourage them to show up to these meetings.

[5:41:01 PM](#) **Motion to adjourn meeting made by Burke, seconded by Cooley, motion passed unanimously.**

Approved in the board's special meeting on March 7, 2018.

---

Seth Martin, Chairman

---

Mary Cone, Hailey City Clerk