

**MINUTES OF THE MEETING OF THE JOINT BOARD OF THE
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT
HELD JANUARY 16, 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. Staff present included City Administrator Heather Dawson, Hailey City Clerk Mary Cone, Hailey Fire Chief Craig Aberbach and WRFD Fire Chief Bart Lassman.

1. Call to Order:

[4:29:47 PM](#) call to order

2. Open Session for Public Comments:

3. CONSENT AGENDA:

A. *Approval of November 14, 2018 Meeting's Minutes **Action Item**.....*

[4:30:24 PM](#) Burke moved to approve consent agenda item, seconded by Bailet motion passed unanimously.

4. OLD BUSINESS:

A. *Results of survey and consideration for adoption of consolidated name for JPA Board and/or dispatch of resources **Action Item**.....*

[4:30:47 PM](#) Aberbach gives update on the consolidated name for dispatch, the survey results, Big Wood had most votes at 41% for the dispatch consolidation name.

[4:32:01 PM](#) Cooley does not want to change the name unless Hailey council approves this name change.

[4:32:28 PM](#) Aberbach, this is just with dispatch.

Burke agrees with Cooley, and are supportive of sending to Mayor and Council for consideration.

[4:33:46 PM](#) Lassman, right now, the dispatch calls out "south central?", explains the situation, want a shorter new name, not a plan.

[4:34:58 PM](#) Chris Simms Hailey City Attorney, representing Hailey, reviewed the JPA, limitations to this board, but have specific authority also in some areas. You have the authority to suggest this name change, can vote on this.

Based on Simms' comments, Cooley and Burke are okay with voting on this today.

4:37:26 PM Haavik moves to approve dispatch name Big Wood Fire and Rescue, seconded by Bailet, all voted and passed.

*B. Update on Blaine Manor property **Action Item**.....(no documents)*

4:38:06 PM Martin, we recently signed and sent a letter to Blaine County, no other update on this topic.

*C. (Update) Consideration to form work group tasked with making a recommendation on the form of future consolidation by interviewing consolidated departments and further study of 2011 ESCI study **Action Item**.....(no documents)*

Martin gave an overview of this item. In the last meeting, we formed a work group with Burke and Haavik to discuss the 2011 ESCI study, and see what type of consolidation might work the best.

4:38:54 PM Haavik, no new update as she has not heard from the Rexburg people. Left message with but haven't heard back from the fire chief. She wants to ask him, how'd you get there, how long did it take, how's it going?

4:39:35 PM Burke, this is the man we want to have come speak with us?

Lassman, confirmed yes.

Also, Haavik thinks this board needs to look at the options and discuss how viable they are for this group, and set a timeframe.

Martin agrees with Haavik. The JPA agreement is one of the options in the study. There are 2 others, contract for services and redistricting with full consolidation. We do have timeframes upcoming, Wood River Chief retiring.

Martin do we continue on the current trajectory or select one of the other 2 options.

4:43:20 PM Dawson asked does it require a levy approval? Martin responds he thinks it does not, but not positive. Simms will check into this statement, will review and give an opinion. Lassman, suggests that Paul Turke (Fire District attorney) should give us his opinion also.

4:46:03 PM Simms suggests the board should hire an attorney.

Burke, we need legal advice before we can move forward.

4:47:15 PM Simms, there is another option, a step toward consolidation. Amendment to the JPA, approve budgeting and financial plan, admin. Policies for joint department, prior to merger, cusp period. 4.5 duties and powers, to define further contractual duties.

[4:48:45 PM](#) Martin, you are suggesting language that would combine administrative positions and budgets? Simms, confirmed yes and then debate to Hailey council and Wood River board for confirmation. Simms would draft language if directed to by Hailey council. Martin asks if the board would like to look at this for the next meeting? Haavik confirmed yes. Burke confirmed yes. Haavik asked Simms if he has to wait on direction from City Council? Simms, responds, there have been an administrative plan put in place. Simms states the bylaws do not need to be changed, only an administrative plan supported and considered by the governing bodies.

Cooley, that sounds like the most logical path going forward.

Burke, it helps to get legal guidance.

Haavik is concerned with timing.

Cooley restates what he thinks he's hearing. [4:54:39 PM](#)

[4:54:58 PM](#) Martin can we look at a rough draft of budget in one month? By the next meeting?

Discussion continued about how to combine budgets.

[4:57:22 PM](#) Dawson adds, as far as the combined budgets go, staff can do that work. When you get to Levy and redistricting discussions, council will need to be brought in, and should include an accountant. Dawson poses question about the Hailey/Wood River Asst. Chief contract, which would change with administratively combining budgets. How is that Hailey contract funded? 50% - 50% from WR and ambulance district, replies Martin and Lassman.

[4:58:41 PM](#) Haavik, do we make that jump for redistricting or the other step?

[4:59:05 PM](#) Martin, combined budget and what Hailey funds as a levy rate to its citizens.

Dawson replies she can help with the levy numbers, [4:59:54 PM](#) if you are talking about an increase in JPA and not re-districting, then levy numbers don't factor in.

Haavik asks clarification of levy, it is taking the tax money generated from the Hailey levy and how much of that has been devoted to the fire department? Dawson confirms, yes.

[5:00:49 PM](#) Aberbach asks about Administration in future, right now we have 2 administrations but won't going forward. Martin suggests that we look at that and factor that in when doing the budget.

Dawson can put number together.

A. *Presentation of Joint HFD & WRFR Year End Report **Action Item***.....

[5:03:09 PM](#) Aberbach

A presentation merged policy manuals, raised over \$800,000 in grants last year.

[5:06:31 PM](#) Baledge, begin doing classes at silver creek?

Aberbach, fire prevention, seeing less inspection violations than we used to 2017 compared to 2018.

[5:08:43 PM](#) calls for service, calls are going up, most calls both departments are responding, 1447 combined calls. NFPA1720 standard for performance measures. 4.3.3 states we can control what happens at our station, call comes in, out in 60 seconds. Avg. turnout time in 2017 1 min 33 sec. in 2018 1 min 18 sec., overall we have seen an improvement in response times. How long does it take us to get to a scene? [5:13:27 PM](#) avg response time 5:15 mins. In Hailey. Wood river avg time 1000 square miles, 2018 9:43 mins improved over 2017 9:58 mins.

[5:15:34 PM](#) 2019 objectives, support JPA board, SAFER grant policy develop and refine. Firefighter recruitment, refine apparatus priorities for deletion/replacement. Implement task book for FFII, came up with an inhouse task book so our Firefighters can get the FFII certification. Integrate 8 new Firefighters into departments.

Aberbach shows working model of how fire departments function, with a process map.

Cooley, no questions but need to present to city council.

B. *Review of Combined Joint Policy Manual **Action Item***.....

b. [5:19:33 PM](#) Lassman presented the manual, this work was done during the holidays. This has not received comments from any formal body yet, looking for feedback, would like to be using this within the next 2-3 months.

[5:22:32 PM](#) Haavik, don't employees have to sign it to acknowledge it? Lassman, confirms yes. They sign, doesn't mean that they agree with it though.

[5:23:25 PM](#) Lassman we were hoping to get this board within 1 month or 2, make corrections or recommendations from this board, not sure how Aberbach feels about this. We are not getting much feedback from personnel.

[5:24:11 PM](#) Haavik met with Aberbach last week, had questions answered. It applies to part-time and full time people.

Cooley, who is in the CBA (Collective Bargaining Agreement)? Lassman [5:25:16 PM](#) union members, the top 3 of each column.

[5:26:11 PM](#) Dawson asks, on chart, is it everyone except who is in yellow? Aberbach, responded, The union includes only 9 firefighters total, top 3 red, blue and green colors are union replied Lassman, [5:27:08 PM](#)

[5:27:39 PM](#) Lassman suggests we can add improvements to the manual, harassment, workplace violence.

Martin asks all to give feedback on this draft.

c. *Review of Joint Task Book **Action Item***.....

[5:28:19 PM](#) Aberbach, this calls out expectations for all firefighters for the year. Have only received positive feedback so far and requests for more information to be included.

[5:30:14 PM](#) Martin asks a PAC test would it be important to call out the type of PAC test? Aberbach yes it is important but tailored to the skill set, if EMT or not. Will delineate what tests apply?

[5:31:01 PM](#) Haavik, for Paid-on-call folks this will be helpful for them. Glad to hear you are putting together one for FFII certification.

Martin asks what chiefs are looking for from board? Lassman, asks for a motion of support for this.

[5:32:10 PM](#) Aberbach, we think this is complete and will change annually. When would it change?

[5:33:00 PM](#) **Bailet moves to approve task book as presented, Haavik seconds, motion approved unanimously.**

6. Staff Reports/Other Discussion

a. *SAFER Grant update*.....

[5:33:50 PM](#) Aberbach, kick-off, 3 levels of points you can get, 8 points under, no money, page 82 in packet shows points that can be earned per month. 31 points = \$100. Already have seen positive response to this plan. We are working on defining the categories of the benefits. All paid on call firefighters are eligible for these benefits.

[5:37:59 PM](#) **Cooley moves to adjourn, seconded by Burke, motion passed unanimously.**

Seth Martin, Chairman

Mary Cone, Hailey City Clerk