

**MINUTES OF THE SPECIAL MEETING OF THE JOINT BOARD OF THE  
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT  
HELD JANUARY 24, 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 Bilet, Martha Burke, and Pat Cooley. Staff present included City Administrator Heather Dawson, and Hailey City Clerk Mary Cone. City Fire Chief Craig Aberbach and WRFD Fire Chief Bart Lassman.

Call to order:

[4:29:50 PM](#) Chair Seth Martin called meeting to order.

Present all except Keith Sivertson

Open Session for Public Comments:

No public comments.

Consent Agenda:

[4:30:09 PM](#) Jay Bilet abstains from minutes as he was not present at the last meeting.

[4:31:23 PM](#) **Burke moves to approve with correction of typo on 2<sup>nd</sup> page – correct Wood River Chief, Cooley seconds. Motion approved with Bilet abstaining.**

Martin announces that Keith Sivertson, the newly appointed at large member has stepped down from the board as he will not live in Hailey, the house he was under contract to buy in Old Cutters fell through during the inspection process. [4:33:05 PM](#) Martin reads the letter of resignation.

This seat is open again.

Discussion / Selection of At-Large Member

[4:33:27 PM](#) Cooley suggests that we should put out a public notice for future openings.

[4:34:15 PM](#) Aberbach reads from bylaws, chair notifies party, agency may select letters of interest, it does not have to be advertised.

[4:35:18 PM](#) Linda Haavik is present at meeting tonight and she speaks to the board. Haavik is interested in serving on this board and has the time to dedicate. Haavik lives in Hailey. Haavik's discloses that her son is a full-time member of Wood River Fire.

[4:36:18 PM](#) Burke discloses a conversation with Haavik prior to the meeting. Burkes and Haavik both ask the city attorney, Christopher Simms, when should Haavik recuse herself or declare conflict of interest - possibly salary issues related to Wood River Rural or any other time. Has Simms notified and has he weighed in on this and if so, what did he say?

Aberbach replies to Burke. This was brought up to Mayor Haemmerle and he was in full support of it.

[4:37:00 PM](#) **Burke moves to nominate member-at-large Linda Haavik, Bailet seconds, motion passed unanimously.**

New Business:

[4:38:21 PM](#) Fire Chief Craig Aberbach presents the response model, refers to past consolidation model done by ESCI, that study gave several options for consolidation. 75% of paid on call staff works for both agencies, always have an emergency 2<sup>nd</sup> ambulance out for calls. Hailey is making efficiencies where we can and are looking to take on more responsibilities. Public education for schools; we've formed one group to provide all training.

[4:41:21 PM](#) Wood River Chief Lassman suggests all people get same pagers that have different tones for departments.

Want to use same pager type for cross trained people receive certain medical calls.

[4:43:27 PM](#) Cooley asked for clarification, daily on call for day and night shift, how compensated?

Aberbach explains, hourly person Monday-Friday 8-5, paid by the hour [4:44:52 PM](#)  
Aberbach explains how scheduling works by month.

[4:47:29 PM](#) How are they paid, Cooley asks? Aberbach replies, 70-80% are on both rosters. Wood River doesn't pay them unless they are on a Wood River call.

[4:48:27 PM](#) Cooley asks, Captain Taylor; "Is there animosity with this process?" Taylor has not noticed any animosity.

[4:49:32 PM](#) Bailet thinks the training is important.

[4:49:46 PM](#) Haavik asks, issue with having respondents? There are times of day where people are not able to respond.

Cooley wants to make sure it is fair for both agencies.

[4:51:30 PM](#) Martin, asks how do we integrate Hailey personnel into Wood River personnel? Aberbach, now we are talking finances. We need guidance on what you

want, then go to respective boards to get funding. Martin wants us to work on plan and budget.

[4:52:53 PM](#) Chief Lassman, we have an opportunity to remove the “auto aid” agreement. If you operate as one department, can expand to all fires instead of just structure fires.

[4:55:10 PM](#) Bailet what happens if we get rid of auto aid agreement? Lassman, if we create an operation. If this board decides we want true consolidation, all people under one entity, then all would be insured by one agency.

[4:58:09 PM](#) Burke asks to put together numbers if auto aid encompasses responses to all calls. This is the first step and possibly change the pager system at that time.

[4:59:22 PM](#) Aberbach, not many fire calls, mostly false alarms and medical calls. We are looking to improve the level of service.

Haavik asks what has auto aid cost in the past year? Lassman, very little cost.

[5:01:42 PM](#) Cooley asked for a document, needs a visual. Lassman refers to a standard response assignment, suggests to combine each department into one document. Aberbach, want our firefighters to be busy and keep them interested.

[5:05:17 PM](#) Martin, the auto aid may not be a hit on department budgets. It is usually the same firefighters. How is it going to work and then the numbers are a secondary?

[5:07:26 PM](#) Haavik asks do the charts look the same? Lassman, yes, with the exception that Hailey has 1 station, and Wood River has 3.

Are there chain of command meetings? Aberbach answers, this is addressed already.

Discussion about the dispatch tones used to call out each agency, explaining how tones are used differently; 3 beeps for Wood River. Have Hailey tone earlier in the call out.

[5:12:16 PM](#) Aberbach explains what tones are used and when.

Martin asked for copies of the chart. Aberbach gets up to make the copies. A sample future consolidation chart is handed out to the board. Aberbach this was presented at the last Wood River Fire Board meeting. Suggest to keep a fire marshal, [5:16:38 PM](#) Aberbach explains, with squad leaders on shifts. ALS stands for Advanced Life Support.

[5:17:57 PM](#) Martin explains if combined, we could save a ½ FTE admin assistant. The fire marshal would be shared by Hailey and Wood River District. Training FTE would provide training for all Hailey and Wood River personnel. Aberbach, we are already integrating fire prevention activities.

[5:19:15 PM](#) Dawson asks a question about the visual org chart; full-time personnel are on one side of chart and part-time on the other and that the personnel have different levels of training. Aberbach the visual is correct. The paid-on-call are supervised by full-time personnel. Liaison would be integrated within the full-time staff.

[5:20:52 PM](#) Burke, looks like volunteers report to full time people. Is there a way to move up in the ranks? Aberbach responds, this represents 3 divisions of fire department, operation, admin and support services.

[5:23:14 PM](#) Lassman asks Burke, to clarify her question. Burke wonders can a part time person become full time person? Aberbach as long as they are qualified and capable.

Burke wonders can this cause strife? Cooley thinks that is has caused some concerns in the past. It looks divisive – Burke comments.

[5:28:02 PM](#) bailet we need paramedics not emts, on anyone new coming into the organization.

[5:29:00 PM](#) Burke, we don't have enough action for trained firefighters, point is, if we can move forward, make it more active, please make sure the volunteer program in Hailey is not forgotten.

[5:30:12 PM](#) Lassman responds, to Burke comments, they are not required to be firefighters and have firefighters that are not required to be Paramedics (EMTs) but we do encourage them to be cross trained.

Burke asks Martin to come and present to Hailey city council, to hear direction this board is going and how this chart will work going forward. Aberbach shows Burke something from his tablet.

[5:32:28 PM](#) Cooley sees a stumbling block. Need to disseminate this to your crews if they aspire to certain jobs. Lassman responds, we've always encouraged growth; maybe we need to test more often to create a list of candidates for future openings.

[5:34:51 PM](#) Martin all folks go through the ranks in the valley from volunteer to full time. Cooley states that only maybe 10 people in the past have ever wanted to move up in the ranks, but we need to present them with the opportunity and share the knowledge of it.

[5:36:10 PM](#) Dawson is hearing that the org chart can be slightly revised to show what the words are explaining.

Haavik, this is an accountability chart, showing the supervisor.

Election of New Chair / Vice-Chair positions:

[5:37:38 PM](#) Cooley and Martin suggest that we should continue this item until counsel is consulted.

Burke suggests to delay this decision until legal counsel is conferred.

Next Meeting Date Discussion:

[5:41:37 PM](#) Wednesday Feb 14<sup>th</sup>.

Staff Reports:

[5:41:50 PM](#) Aberbach shows board recently purchased combined Joint Fire Department t-shirts and explains that expenses for them were covered mostly by a donation received.

Haavik thanked board for the opportunity to serve, she looks forward to this service.

[5:42:30 PM](#) **Burke moves to adjourn meeting, Cooley seconds, motion passed unanimously.**

Approved in the board's meeting on February 12, 2018.

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Seth Martin, Chairman

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Mary Cone, Hailey City Clerk