

**MINUTES OF THE MEETING OF THE JOINT BOARD OF THE  
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT  
HELD MARCH 7, 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, Linda Haavik, 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.

Open Session for Public Comments:

No public comment.

Neither Jay Bilet nor Martha Burke were present at the start of the meeting.

CONSENT AGENDA:

**[4:32:16 PM](#) Cooley moves to approve minutes with the addition of showing Haavik as present in the heading of the meeting minutes, seconded by Haavik. Motion passed unanimously.**

OLD BUSINESS:

**[4:32:59 PM](#)** Marten discusses options on revising bylaws to eliminate concerns with rotating of roles between entities. We received proposals from staff, the first proposal was to keeping section 3.1 mostly the same except changing August to February and swapping the even and odd language. In 3.2 changing the succession of co-chair to the opposite chair. The 2<sup>nd</sup> change suggests, switch august for February, remove odd and replace with "first" years. Martin describes the change to Section 3.2 in the 2<sup>nd</sup> proposal.

**[4:34:18 PM](#)** Cooley would like the party that has the chair position, (in case of resignation or removal) should stay in that position until the new year election changes this to the opposite entity. Cooley feels we should switch odd with even. And Cooley agrees, we should move August to February, for the election of chair, delete odd and replace with "first years." The party that hold the chair position should keep the chair position for the remainder of the year until election time in February.

Martin agrees with Cooley, likes it better than the odd/even language.

**[4:35:30 PM](#)** Haavik, as the language states right now, it looks like that the vice-chair would take over the chair position.

Discussion between board, want chair to stay with same party. Haavik, that is in the first option.

[4:37:20 PM](#) Cooley wants the parties that hold seats retain seats upon vacancy of chair or vice-chair position. Cooley likes section 3.1 from back page, and 3.2 from front page.

[4:38:23 PM](#) Martin not sure if the proposals were intended to mix and match.

[4:38:51 PM](#) Cooley suggests 3.1 on 2<sup>nd</sup> proposal, and 3.2 with 1<sup>st</sup> proposal.

Discussion between Martin, Cooley and Haavik on how to get language to state their intent.

[4:41:40 PM](#) Dawson understands their intent and lets them know that we can combine 3.2 1<sup>st</sup> page and 3.1 of 2<sup>nd</sup> page, by eliminating the last phrase in the sentence 3.1, "election to these positions shall continue to be alternated every year thereafter." Removing "except as described in Article 3.2." Dawson, further explains, it is not odd and even, just succession every year. Party holds position for the entire year, no matter if resignation or removal during the year.

[4:42:45 PM](#) Martin and Dawson discuss terms.

[4:44:18 PM](#) Cooley reiterates, he wants the same party to retain their chair position throughout the entire year.

[4:45:25 PM](#) Martin explains his side, party holds position for the entire year.

Dawson will bring changes to board in next meeting.

#### NEW BUSINESS:

[4:46:53 PM](#) Aberbach hands out Hailey's current fire budget to board.

[4:47:15 PM](#) Haavik discloses that her son works for Wood River Fire as Aberbach is handing out the draft budget documents.

Aberbach hands out several budget documents, the Hailey fire budget, Wood River Fire budget, separated the Wood River Ambulance budget and showed the total Wood River budget. One point for consideration is that the expenses for Wood River and revenue for Hailey have the same dollar amounts because of the contract for services (\$84,000), for the Assistant Wood River Fire Chief. This revenue to Hailey is broken up into several positions salaries. These reports include - adjustments and expenses related to calls. How is it shown going forward, Martin asks? Aberbach, that is not up to us.

[4:49:50 PM](#) Aberbach announces these are existing budgets how we are operating now. The goal is to get better efficiencies and maybe the budgets do not decrease immediately.

[4:50:34 PM](#) Cooley wants time to review the budget documents.

[4:50:50 PM](#) Aberbach, Wood River's budget is larger because of the ambulance contract "the F for Fire and A for Ambulance", Hailey's budget is on one page. We tried to group Wood River's budget to match as close as possible to Hailey's budget line items.

[4:52:11 PM](#) Martin plus minus on the right-hand side, do we ignore this item. Aberbach replies this is trying to show percentages of where the Hailey budget is in comparison to Wood River's budget.

[4:52:39 PM](#) Martin asks where the \$84,000 contract amount is shown in each budget? Aberbach, it shows under Contracted Labor in Wood River's budget, Hailey's isn't called out separate but it is built into the salary line items. On the revenue sheet, we see this coming in \$84,252 - the 3<sup>rd</sup> line on Wood River budget, shown as contract labor, split between ambulance and Fire department.

[4:53:53 PM](#) Dawson asks question about this contract for service expense. It is shown twice as an expense, on both budgets. This going forward would not an expense 2 times. Dawson asks if is there any redundancy in the ambulance and other budgets also?

Dawson added it is an embedded expense on both sides.

[4:55:16 PM](#) Chief Lassman, this is not a combined budget yet. Aberbach clarifies Dawson's comment, showing the expense in Wood River and the receivable on Hailey's budget.

Continue discussion in next meeting.

Cooley wants to better study and then come together to discuss at next meeting.

[5:00:14 PM](#) Lassman states, Wood River's goal in meeting the agreement language, that talks about the creation of a budget – by showing the operating budgets for Wood River and Hailey, he doesn't envision joining the funds at any time in as long as the joint powers board exist. This board's capacity, is to see some joint purchases to make efficiencies, i.e. in joint buying of uniforms, he does see this happening.

[5:01:47 PM](#) Haavik clarifies, each department would take these expenditures to their respective boards for their approval? Martin, confirms yes. And he sees adopting a budget by May as called out in the bylaws will be a challenge.

[5:02:20 PM](#) Martin envisions a model budget where you have personnel costs, Hailey and Wood River funds are separate.

[5:02:44 PM](#) Aberbach, according to Joint Powers Agreement (JPA), this group needs to establish a budget for operations, we are on track for this. We can have one operational budget and remain separate. Then, what are next steps towards consolidation. [5:04:08 PM](#) Cooley asks what is the timeframe? Aberbach % over last year's budget.

[5:04:36 PM](#) Cooley you budgeting for next year right? Aberbach confirms, yes we are working on next year's budgets. Cooley, what do you expect from this board? Aberbach responds, after budgets are established, what governmental body are we going to work under, and can we start working towards that. Cooley asked, there is no deadline for budget? Aberbach, no there is not. The JPA states it would be nice to have by May or it could be extended out, Aberbach ends.

Jay Bailet joins the meeting.

[5:05:34 PM](#) Haavik, it doesn't matter on the numbers if we are doing an outline.

Cooley, a conceptual budget is more than a year out.

[5:06:54 PM](#) Aberbach states if a unified body, then we can have a combined budget.

[5:07:11 PM](#) Lassman, you may operate 5-10 years with separate budgets before combining funds.

[5:07:41 PM](#) Martin states, looking at budgets side by side can help us pinpoint efficiencies.

[5:08:14 PM](#) Lassman, if Hailey does not spend funds, assets go to General fund at end of year.

[5:08:43 PM](#) Dawson explains Hailey's budget and revenue. It is really not "back into the fund" if they don't spend it, then next year's budget is already set.

[5:09:33 PM](#) Lassman a fire district can take unexpended funds into next year's operating budget. If there are areas we don't spend, as we don't need it, we just carryover those unexpended funds to next year's operation line item. We sometimes we move it to the capital reserve, Lassman states.

[5:11:53 PM](#) Dawson asks a question. Do you levy? Or tax. Lassman, it is a levy. Dawson, then there really is no difference, you appropriate expenses and you don't give back to the citizens, we (Hailey) just put funds in the general fund, you only have one department, easier for you to show this unexpended money.

[5:13:22 PM](#) Aberbach hands out a current Wood River organization chart in color. And a current Hailey organization chart. Everyone in black color are shown in both organizations.

STAFF REPORTS:

[5:14:00 PM](#) Martin gives a reminder that this board doesn't have the power to set policy only make recommendations to our respective agencies. There was some discussion last week about this topic (this discussion is not explained or parties that were involved). This board's power is in recommendation.

[5:14:35 PM](#) Haavik appreciates this comment. This board is not the governing board of the organizations.

[5:15:00 PM](#) **Bailet moves to adjourn, seconded by Cooley, motion passed unanimously.**

Approved in the board's meeting on May 9, 2018.

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Seth Martin, Chairman

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Mary Cone, Hailey City Clerk