

**Regular Meeting of the North Blaine County Fire District in the Council
Chambers – 81 Elkhorn Road, Sun Valley, ID
May 11th, 2022, at 10:00 AM.**

Chairman Gray – Present in person.

Commissioner Michael – Present in person.

Commissioner Engelmann – Present via conference call.

1. Call to Order.

Chairman Gray called the meeting to order at 10:01 a.m.

2. Public Comment.

Blaine County Commissioner Angenie McCleary, also on the Board of the Ambulance District (AD), introduced herself. She is here today to represent Blaine County and the Ambulance District. From the Ambulance District, she believes that in the future we can do a better job of working together with Fire Departments, EMS, and the Ambulance District. She is now the AD representative working with all of the AD's vendors and parties, and wants to formally state her commitment to establishing better and more regular communications between these groups, as well as her commitment to general improvement in the services that the AD provides. Specifically at this meeting she is here to address the contract the Ketchum Fire Department (KFD) and the AD have in regards to where KFD houses their ambulances. KFD decides where the best locations for their ambulances are, and has indicated they would like to move their ambulance out of North Blaine County Fire District's Greenhorn Station and up to Ketchum. When this was first brought to her attention, she had some concerns about not have ambulances spread throughout the Valley. But in meeting with KFD, SVFD, and NBCFD fire chiefs and listening to the data, it did become clear to her that the best resource allocation would be to have it north in Ketchum, and she is supportive of this decision based on the stats she has been shown. She is very reachable by call and text and email. As a Commissioner for the AD and Blaine County, it is not her decision to make, but she does want to show her support for the decision. She is available via phone calls and texts and is always happy to discuss concerns that anyone has. Chairman Gray thanked Commissioner McCleary for her comments, and said she is always welcome to come to any of our meetings, as they are always open meetings.

Next, Bill McLaughlin, Fire Chief for the City of Ketchum, introduced himself. He apologized for not frequenting our meetings, they have been coinciding with other meetings in Ketchum. There have been a lot of conversations discussing how to provide the best emergency services to all citizens of our Valley, as well as the Strategic Planning Committee with the AD and outside consultants. The Strategic Planning Committee collected a lot of data regarding response times at locations across the Valley, and the data shows we are doing better in some areas than others. In Sun Valley, fire and EMTs are often arriving on scenes before ambulances, providing care until the ambulance gets there, and this is a model seen in most of the country. What has been discussed and is being encouraged is for the North Blaine County Fire District to also start following this model of response, having firefighters from either of the District's two stations respond to medical emergencies, as well as the ambulance. Allows to have enough staff to be able to have initial response and help in moving patients. Fire staff are even encouraged to get on the ambulance to accompany patients to the hospital.

This winter created a tipping point for our ambulance resources. There were roughly 30 ambulance calls mid-valley in 2021, with 6 in the first calendar year quarter of 2022, compared to 336 total calls in the north valley. We have seen the available KFD staff at Greenhorn that respond to calls diminish. There were 72 instances first quarter of having two ambulances simultaneously dispatched in Ketchum, and 11 times there were three ambulances out at the same time, and two times with four ambulances. KFD was having to retrieve the ambulance from Greenhorn to have it on standby, and then return it to Greenhorn again. Between decreased staffing, higher call numbers, it makes sense to move this ambulance rather than purchasing a new one. Most important piece of this is having the resources where we need them. Mid-valley location of the ambulance makes sense in that it is available to a wider area, but not if there is not someone there to staff it. We are fortunate that within Ketchum, there are about 60 responders.

Commissioner Michael asked if Chief McLaughlin is referring to calendar or fiscal year for his numbers, and he said calendar. She also asked what the total number of all calls was, and he responded about 680. Commissioner Michael commented that that is a significant difference from just mid-valley calls, and Chief McLaughlin added our increased number of calls are mostly north of Ketchum and even towards Smiley Creek.

Chairman Gray asked what the protocol is once everybody is on site with a patient for EMS calls, if EMTs arrive with an engine before the ambulance arrives. Chief McLaughlin said that plan is still being worked out with Sun Valley. It would be great for whoever starts with the patient get to follow through with them. The paramedic in charge gets to make the official call. Commissioner Michael asked if since Chief McLaughlin mentioned that there are not people responding from Greenhorn, does he see the location of the ambulance changing again once we increase our housing levels and have more staff to respond? Or is the move based more on the high call level of north-valley than mid-valley? He answered that it could possibly be moved back to mid-valley, especially once there are more staff at Greenhorn that could respond. In many places in the country ambulances are moved frequently, and we want them to be where they are needed, but it's important to note that 67% of north valley calls occur within the city of Ketchum. The Commissioners thanked Chief McLaughlin for being at the meeting and giving his comments.

Commissioner McCleary added that we have the opportunity to keep open communication and an open dialogue. Please call her if there are any problems.

Chairman Gray commented that a lot of this is new information for the District and Commissioners, and it may be brought up later in this meeting, or in the June meeting.

3. Approval of the May 2022 Claims*.

Commissioner Engelmann noted that we got a 'professional credit' of \$1000 of our latest invoice from Galena Engineering and asked if there was a specific reason. Mike Mattias, a public attendee of the meeting, previous volunteer firefighter, and our hired architect for the housing project, answered, and said they gave it to us as a gift as a long time friend of the fire district. The Commissioners all thanked him for this contribution.

MOTION:

Commissioner Michael moved to approve the May 11, 2022, claims; seconded by Commissioner Engelman. A roll call vote was taken.

AYES: Chairman Gray, Commissioner Michael, Commissioner Engelmann

NAYS: None

4. Approval of the April 20, 2022, Special Meeting Minutes*.

Chairman Gray would like to thank Jocelin, the administrative assistant, for her work on the minutes and all of her work for the District.

MOTION

Commissioner Michael moved to approve the April 20, 2022, Special Meeting Minutes; seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Chairman Gray, Commissioner Michael, Commissioner Engelmann

NAYS: None

5. Report: Monthly Update – North Blaine County Fire District Chief, Rich Bauer.

Lt. Slater Storey and Firefighter Ricky Williams will be going to Wisconsin next week to inspect the new pumper tender before delivery. We hope to have the engine delivered around June 1st. It will be responding out of Greenhorn Fire Station for the first six months so it gets more use, and we can detect any defects under warranty. It will then be moved to respond from Griffin Butte. This new pumper tender will be a great piece of equipment and provide great service to our community for years to come.

Chairman Gray thanked Chief Bauer for forwarding the Commissioners weekly photograph updates of the engine.

There was an Ambulance District meeting last week, discussing Blaine County Ambulance District's Strategic Plan. Chief Bauer and Chief Robrahn then had a meeting with the KFD Leadership, Blaine County Administrator Mandy Pomeroy, and Blaine County Commissioner Angenie McCleary, where they discussed a lot of what was brought up in this meeting's public comments. As mentioned before, most of the information is still new to both Chiefs, and they are still looking it over before we make extensive comments.

Chairman Gray asked if the District engines are equipped for EMS services. Chief Bauer answered that the District engines probably need more equipment, but District would need to first discuss changing their EMS response model and what the engines are equipped with. It is a subject with a lot of nuance. All District engines are currently equipped with some Basic Lifesaving Equipment, and would need more equipment if our response model were to change. Chairman Gray requested the Chief Bauer review and inventory the EMS equipment on the engines and create a list and accompanying possible budget of additional supplies we would need, and Chief Bauer said he will work on that.

6. Report: Monthly Update – Sun Valley Fire Chief, Taan Robrahn.

We had our first of the season wildland fire in the City of Sun Valley on Dollar Mountain. It stayed small with the recent moisture and was put out quickly. It was our second fire of the year responding in a snowcat.

It is going to be a busy summer for all of us with all of the events and additional people that are scheduled to be in town. At the Sun Valley City Council meeting last week, the council generously voted to dedicate \$300,000 to our Greenhorn Housing Project, matching the \$300,000 the District has dedicated.

Commissioner Michael asked if the District is still offering open burn permits? If so, when will that close? Chief Bauer answered there is not a regular date we stop issuing permits, and we normally fall in line with federal guidelines. We do not issue very many permits, unlike down south where there are a lot of permitted agricultural burns. He will update the Commissioners when the decision is made to stop issuing permits this year.

7. Discussion and possible action regarding Greenhorn Housing Project*.

Chairman Gray would like to start this conversation by thanking the city of Sun Valley for matching the District's \$300k commitment to this project. If Commissioner McCleary were still here at the meeting, she would have heard that we now have raised \$600K between the City and the District, in addition to requesting \$400k in ARPA funding to go towards this project. We have Allison Kennedy from the County P&Z here to listen today. As a general information for Allison, we have a goal of having four of these units ready for tenants by the end of the year. This is a joint project between the City of and the District. This is to be an open discussion.

Chief Robrahn thanked Allison for being here today. We have been working closely with Galena Engineering and Mike Mattias, and we have had an application in with South Central Public Health District (SCPHD) for about 2.5 months of the 3 month requirement. We had initial meetings with the County about our conditional use request. A lot of this process depends on the response from the SCPHD. Everybody has been noticed that has to be noticed regarding the project, including some residents on Audubon Place that had questions about the project. We are working with a water engineer to look at our well on site. Initial reports show that there should be sufficient water flow for the project. There will be a site visit, flow test, and then they will make calculations. We are looking to the County now for advice on next steps with them. Chairman Gray added that our final intention is to have eight units on the site.

Allison started her comments saying the last site drawing she saw was from January 2022. She brought with her an original Conditional Use Permit (C.U.P) from 1992, and modification from 2003, as well as a variance request for the highway 100 setback. The first comment/recommendation she has is that we look at pushing back our driveway and units so they are not in the 100 ft highway setback, or as far back as we can. There are two different setbacks, a 100 ft setback from the highway, and the scenic highway overlay district which only allows for berms and landscaping. P&Z will be looking closely at these lines. Her second recommendation is to make sure units are far enough away from the river to not be in the floodplain, and the floodplain line should be marked on our submitted site plan. Lastly, the District should work with ITD to have a 25ft easement from the dirt path to the east, which is heavily used. Is there a site plan that shows the extended lot lines from ITD. Chief Robrahn answered that we have a new 99 year least contract with ITD for the 2.3 acres we plan to build on. Allison said that we should set our rear setback line 25 ft from where our leased line is. What the District is asking for is a modification to the 1992 C.U.P, as well as a possible variance from the 100 ft setback. She can walk Chief Robrahn through the application process, as he is currently the point person for the project.

Commissioner Michael asked if there variance request gets brought to the P&Z, and confirmation that the County is currently booked up with meetings? Allison answered that the variance and C.U.P go through together, and yes, they are very booked up. We can start looking at the calendar once the applications are in. Chairman Gray asked there could be an earlier special meeting since this housing is for emergency responders? Allison said perhaps, but she cannot speak to that, but we need the application in first. Chief Robrahn added to Allison that we have a company we would like to use for the units that could start building and have units ready by fall. We will work to get this application as soon as possible. Chairman wants to know, do you see any reason we would not get approval for this project? Allison explained that she is not the decision maker, but if we are thoughtful about all of the points that she just made, she does not see any reasons at this time we would not be approved.

Commissioner Michael asked if there is a 200 ft setback from the highway? Allison answered that there are two different codes, the highway setback and the scenic highway overlay cover the same area with two different codes. It is only a 100 ft setback total.

Chairman Gray asked if Allison has any questions for the District/Commissioners? Not at this time, but some advice is to maximize the space that we do have. It's great that you've been reaching out to the neighbors. Chairman Gray responded that we want to be as friendly and expedient as we can with this process and added that we are not making this housing exclusive to SV or the District. Any fire person can use this and will need to become an on-call member with the District. We have many firefighters in our housing already that are members of different departments. Allison said that is good to know and should be included application that we submit.

Mike Mattias has our most current plans; can he show those to Allison, to answer any questions and clarify our plans? Mike and Allison gathered at the dais to look over the plans, including property lines, the new driveway location, snow storage etc, and a general discussion of the new plans was had. Chairman Gray asked Allison if can we get a foundation permits before other permitting? She answered that sometimes that can happen after the plans go before P&Z. Chairman Gray thanked her for coming and speaking with us at this meeting today.

Before closing this agenda item, Chairman Gray asked if the Mayor or City Administrator had any comments. Mayor Peter Hendricks just had a quick out of meeting discussion with Commissioner McCleary, and emphasized to her that this is our most important project right now and we are dedicated to getting this done as quickly and efficiently as possible because of its importance. Chairman Gray said that the NBCFD is on exactly the same page, and since the mayor is here, thanked the City again for their matching \$300k for this project. We would like to see the County work with this as well, and our request with them for ARPA funds is 400K. We will be moving forward on this project no matter what. Commissioner Michael commented that she has been in all recent ARPA meetings and our project has not been on their list. Chief Robrahn added that our application needed more clear infrastructure costs and estimates, and he has reached out to multiple companies for bids. Perhaps the county can ear tag the money for evaluation while we wait for those estimates. Chairman Gray commented that we are in a difficult spot because the contractors want more information and a timeline, and the County needs the application before we can even get on their agenda. Allison commented that she is not familiar with the ARPA funding process, but based on experience with other types of funding requests, she suggests that the District could have City of Sun Valley Building Official give infrastructure cost estimates. The district could submit those with notes on all of the contractors who have been contracted, to be able to re-submit our application for ARPA funds sooner rather than later. Both Chiefs thank her for that very helpful advice. Mike Mattias said he can talk with Galena for

having infrastructure estimates.

Commissioner Michael said we need to hire an official project manager to be able to stay focused on the project; Chief Robrahn should not have to manage this entire project in addition to his Chief responsibilities. Galena Engineering should be the project manager. The other Commissioners indicate their agreement.

MOTION

Commissioner Michael moved that we request that Galena Engineering gives us a proposal to become the project engineer, including permitting and management, for the Greenhorn Station Fire Housing Project; seconded by Commissioner Engelmann.

AYES: Chairman Gray, Commissioner Michael, Commissioner Engelmann

NAYS: None.

As Allison left, the Commissioners once again thanked her for her time and input. When asked if he had any further questions or comments, Mike Mattias said that in the most recent plans, we now have units one and two parallel to that rea setback that had been mentioned, to keep them further away from the setback. All of the suggestions that Allison made are doable.

In response to a question from City Administrator Walt Femling, Chief Robrahn said he has met with the City attorney regarding public works license for modular units. Since ZipKit, the home manufacturer is based out of Utah and new to Idaho, they do not yet have a public works license, but will get the license should we move forward with them. There are a lot of moving parts.

Chairman Gray asked what else we need to keep the project moving forward now that we have heard from the County and approved hiring a project manager. Chief Robrahn answered that we will get the bid process started for the modular units, and then commit to the manufacturer of the units. Once we go through formal bidding process the project we will come to the Commissioners with the offer.

Chairman Gray asked if there were other comments on this agenda item, and Commissioner Engelmann commented that we have previously discussed hiring a project manager. We need to get a project manager, and this person to be the person to oversee everything, from applications to approvals to construction. There are a lot of pieces that need to come together and be overseen.

Chairman Gray asked if Commissioner Engelmann wants this person to see the project through the certificate of occupancy, and he said yes. Commissioner Michael asked for clarification if Commissioner Engelmann is saying that the project manager will also be the construction manager, and he again said yes.

Walt has spoken with Michelle Griffith of ARCH, and we may be able to hire their construction manager for our project and has requested as much. He will follow up on this request. Chairman Gray trusts Chief Robrahn and Walt to choose the most appropriate person for this project. Walt said that perhaps Galena gets us through the permitting, then ARCH takes over for construction project manager. Commissioner Engelmann agrees with Walt's proposal, saying that Galena is a civil engineering company, and do not specialize on overseeing construction.

MOTION:

Commissioner Michael moves that we authorize the Chief and City Administrator to develop a proposal and contract with a construction manager to complete and oversee the construction part of the project. Seconded by Commissioner Engelmann, after discussion that this can mean having different managers for the different phases of the project.

AYES: Commissioner Jed Gray; Commissioner Sarah Michael; Commissioner Earl Engelmann

NAYS: None

8. Discussion and possible approval of fundraising methods and hiring a fundraising campaign manager for Greenhorn Housing Project*.

Commissioner Michael, Walt, and Chief Robrahn met with Sarah Gillespie of the SPUR foundation, and they sent us some proposal documents on May 1st for them to partner with us for possible fiscal sponsorship. In the paperwork it shows an example fundraising goal of \$3.5 having a 1% fee to be paid to SPUR. Sally may be able to give us the name for a fundraising manager for the District to hire. To move forward on fundraising though the District needs to have a specific fundraising goal, achievable by the end of the calendar year. When raising the funds, the focus should be on a few large gifts.

The three pieces we really need to officially start a fundraising campaign are:

- 1 – Budget – How much do we want to raise?
- 2 - Advisory Group of Influential People – People that will connect the District to donors via get togethers where we can discuss the District’s vision and goals of this project.
- 3 – Hire a Campaign Manager – We have requested a suggestion from Spur.

Chairman Gray asked Commissioner Michael if we are the ones who need to hire a finance manager and put our own financial advisory committee together? How soon should the committee be assembled, and how big should the committee be? Commissioner Michael answered yes, it is our responsibility to hire and put a committee together, and there is not a required size for the committee. We can continue to reach out to SPUR for more advice. Chris Stephens is someone who has come to mind as a potential candidate, but Chairman Gray pointed out that he spends a lot of time out of town. Commissioner Michael says that we should all look through our contact lists and see who we know that would be passionate about the projects and would be good influencers and promoters of this project.

Chief Robrahn commented that as a part of partnering with SPUR, Sally said that they have their own donor list they can share with us. Chairman Gray responded that if he is given a list of names he is more than happy to reach out to them and ask for contributions to this project. He has a couple of names of real estate clients that he can reach out to, but a larger list would be very helpful. Commissioner Michael commented that the advisory committee would be expanding the group of citizens that would be passionate about this project. We should approach people of interest and invite them to be on the committee. Commissioner Engelmann added that we should not over-analyze this, but should start reaching out to people right away, and momentum will build on itself. A 1% fee from the Spur foundation is a great rate, and is much cheaper than the interest we would be paying on the bank loan.

MOTION:

Commissioner Engelmann moved to commit to partnering with the SPUR Foundation, utilizing them to help run our fundraising campaign and giving them 1% of our proceeds; seconded by Commissioner Michael.

AYES: Commissioner Jed Gray; Commissioner Sarah Michael; Commissioner Earl Engelmann

NAYS: None

Chairman Gray thanked Commissioner Michael for her work in getting us started with the SPUR Foundation, and she commented that we do still need to get our estimate for fundraising amount, and should estimate higher rather than lower. Chief Robrahn will do his best to get rough estimate numbers to the Commissioners by the end of the week. Commissioner Engelmann added that once we do have a fundraising manager hired, we should ask them for a pro forma and how much they will cost us.

Chairman Gray asked if Walt had any updates for the Commissioners about taking out a loan with Zions Bank. Walt said that last week Zions Bank met with the City Treasurer, Kelly Rockwell. We have given them all the paperwork they requested, and are looking it over. One question the bank had was who will be paying the loan repayments, since it is two entities asking for the loan. Kelly said City would do payments, and the District will reimburse, since the District already makes contracted bi-annual payments to the City. Commissioners Gray and Michael said that sounds reasonable. Preliminary work is completed, Walt will check in with them and Kelly and keep them updated on our current fundraising status. Chairman Gray asked Walt we are still expecting an interest rate of 3%, since interest rates are on the rise, and Walt will need to check in with Zions about that.

9. Discussion and possible action regarding Fiscal Year 2023 Budget*.

In looking over the budget proposal, Chairman Gray wants to know if we should increase the Advertising and Legal Publishing line item 10-425-440 for fundraising and advertising for the housing project? Chief Bauer commented that we do have a line specifically for Greenhorn New Housing 10-425-631, could any housing related advertising go into that line? At this time we do not have a number in that line for FY 2023 because we wanted to get some feedback from the Commissioners. Chairman Gray said that perhaps that is where the project manager budget comes from. Commissioner Michael added that she presumes the \$300K to Commissioners voted on would be included in line 10-425-631.

Chairman Gray asked Mayor Hendricks, between the \$600K the City and the District have both committed, is the money only to be used for a specific part of the project, or can it be for all uses, such as partnering with SPUR, advertising, hiring a project manager, etc? The Mayor answered that the funds allocated are not restricted and should be used to continue moving the project forward however needed. Chairman Gray suggested that perhaps all \$600K is placed into a fund that the City is the primary manager of, to simplify the process of spending the money, especially if the Zions loan will be going through the City. Mayor Hendricks responded that some fund or account will probably get set up to transparently manage these funds.

Commissioner Michael commented that this fiscal year we originally budgeted \$50k for 10-425-631, for the planning, permitting, project management, etc. Maybe this needs to be increased to \$75k for FY 2023. We have enough money in our surplus budget and income each year to add this in. We will add the \$300K to the budget that is to be used for capital expenses, such as the actual buildings or infrastructure costs, and can be put in the shared account with the City. Mayor Hendricks was unaware the District already had \$50K budgeted for project costs and thinks we should continue using that until it runs out, and then tap into the \$600K. Commissioner Michael wants to make sure we have the money set aside to potentially use as a down payment with the home manufacturer. Commissioner Engelmann commented that we should keep the District's operating budget clean, and it would be wise to have all

of our Greenhorn development costs come out of the same shared pool of money. He is reluctant to have two different pools of money to pull from and increase the District's Operating Budget to do so.

Walt says that looking at process, having a lot of small bills going through the capital account will be confusing and difficult to process, especially when bills need to be put before City Council each month. Since the District already has \$50K in the current budget we should use that, and the \$600K can go towards our down payment on the homes. Chief Bauer also wanted to add that we still have \$36k in the line item and agrees that and we should keep using that and should be enough to help us continue working on the planning process. Commissioner Engelmann said that it was the District's responsibility to get the project started, which was what the money was budgeted for. Continue using this for our smaller up front costs. Now that we are partnered with the City, the \$600K should be used for development of project and those costs.

Commissioner Michael said that the \$36K still in 10-425-631 will carry us through the remainder of the fiscal year. Looking at the next fiscal year's budget, should we put this line in again, or put it in the shared capital account? Chairman Gray would like to suggest \$75K in the line for next year, considering we will have to go through parts of the permitting process again for the second phase of units. Commissioner Engelmann supports this, saying that just because it will be in the budget does not need we have to spend it. Would the costs of a Construction Manager come out of joint money or District budget? Chairman Gray answered that he thinks that should come from the shared fund, because it is a mutual expense. Chairman Engelmann said that a lot of these expenses should be shared with the City, especially considering the District has already been contributing its own funds. If we are using money out of our line item 50K or 75K, perhaps the City would eventually match that once we calculate total costs.

Walt Femling responded that it is going to take time to get this all set up on the City right now, so the District should go ahead with all current billed, keeping things moving forward. Chairman Gray said we have the ability to pay these bills now and can track costs to balance out with the City later. Commissioner Engelmann agrees with all of these statements.

Chairman Gray restated that we should put \$75K in line 10-425-631 for FY 2023 and asked for any further comments on the proposed budget.

Chief Bauer wants to add a few brief points. Most of our increases are due to inflation and rising costs, including costs of fuel and PPE. Utilities, line 10-425-570, were increased significantly to account for the new housing utility costs once units are in place. Another suggestion is to separate line 10-425-585 into two lines, separating the maintenance costs of our residential buildings maintenance and the fire bays. The commissioners indicated that they agree with these changes. Jocelin added that the snow removal was also increased due to the increased housing driveway space. We no longer have cable or internet so line item is updated. There are different highlighted lines on where we have gone overbudget in the past.

Commissioner Michael asked when we will have salary estimates? Chief Bauer answered that we the District goes in line with the City and should have those numbers by the next meeting. Chief Robrahn added that this is very preliminary, and the Commissioners have to review this before the next meeting.

Commissioner Michael thinks that it is important we look at the rental income for the units we currently have, and work to get their costs more in line with market rates for affordable housing. That should be an agenda item soon.

10. Discussion: Old Business.

None.

11. Public Comment.

None.

12. Adjournment*.

MOTION

Commissioner Michael moved to adjourn the meeting; seconded by Commissioner Engelmann.
A roll call vote was taken.

AYES: Chairman Gray, Commissioner Michael, Commissioner Engelmann

NAYS: None.

Chairman Gray declared the meeting adjourned at 11:58 a.m.



James E. Gray, Commissioner/Chairman



Earl Engelmann, Commissioner/Secretary