

KETCHUM RURAL FIRE PROTECTION DISTRICT

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James E. Gray

Chairman

Earl Engelmann

Secretary

Sarah Michael

Treasurer

Rich Bauer

Fire Chief

Special Meeting of the Ketchum Rural Fire Protection District June 25, 2020 Meeting Minutes

Present: Chairman – James E. Gray
Treasurer – Sarah Michael
Secretary - Earl Engelmann
Sun Valley City Administrator – Walt Femling
Ketchum Rural Fire District Chief – Rich Bauer
Sun Valley Fire Chief – Taan Robrahn
Administrative Assistant – Trish Smith
Public

CALL TO ORDER.

Chairman Gray called the meeting to order at 10:00 AM.

PUBLIC COMMENTS.

None.

JUNE 10, 2020 MEETING MINUTES:

A discussion was had regarding the minutes. A few edits including different wording and grammatical errors were provided by Commissioner Michael. She also wished to strike a comment made by Commissioner Engelmann pertaining to the current leadership of the Ketchum Rural Fire District. Commissioner Engelmann stated the comment is what he said, he wanted to make the point that prior to contracting with the City of Sun Valley, Ketchum Rural Fire District had very poor support. Since partnering with the City of Sun Valley, it has been incredibly positive, and we have received great leadership. Commissioner Michael would like to look positive moving forward.

MOTION

Commissioner Michael moved to approve the June 10, 2020 meeting minutes as amended in the meeting discussion; seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

NAYS: None.

Chairman Gray declared the motion carried.

MOTION

Commissioner Michael moved to remove our previous accountant Linda Chambers of Becker, Chambers & Co., P.A. as a signer on the Ketchum Rural Fire Protection Districts' bank account# (edited for public display) located with Zions Bank; seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

NAYS: None.

Chairman Gray declared the motion carried.

MOTION

Commissioner Michael moved to approve the purchase of a gift certificate to The Ram in the amount of \$350.00 for Walt Femling and his family as a thank you for all the extra work he has completed for the Ketchum Rural Fire District, it is deeply appreciated; seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

NAYS: None.

Chairman Gray declared the motion carried.

Walt Femling voiced his appreciation to the Commission for their recognition, and while Walt has stepped away as Public Safety Director, he stated that he really enjoyed working with Chiefs Robrahn and Bauer. "They are two great up and coming leaders." Walt is excited about the Commissioner's vision for the future of Ketchum Rural Fire District, and he would like to continue to help where he can. The Commissioners are more than happy to receive assistance from Walt and his expertise.

DISCUSSION AND REVIEW OF THE PROPOSED FISCAL YEAR 2021 BUDGET:

Chief Bauer stated a contingency fund was requested from the last meeting. A contingency fund with a recommendation of \$20,000.00 has been added to the proposed budget. Commissioner Michael stated she is comfortable with the recommended amount. Commissioner Engelmann agreed, and thinks the contingency fund is a good idea. Chief Bauer stated that the new fund was the only change to the proposed budget, increasing the total proposed amount to \$486,200.00. Chief Bauer asked if the Commissioners would like to have a discussion regarding the potential purchase of a new pumper tender that was proposed at our last meeting. Chairman Gray investigated Commissioner Michael's question during the June 10, 2020 regular meeting regarding the City of Ketchum's future apparatus purchases. Chairman Gray spoke with Chief McLaughlin of the Ketchum Fire Department who indicated, the City of Ketchum most likely would not be interested in a similar apparatus because the double axel in the rear is very difficult to turn in tight quarters. There is a portion of properties in the Ketchum Fire department area, possibly in Old Ketchum or in the Warm Springs area, where a piece of equipment that size could be cumbersome. Chief McLaughlin stated he thought this apparatus would be a terrific apparatus for Ketchum Rural, because of the lack of water supply, and often Ketchum Rural is responding to wildland fires. Ketchum Fire Department would not plan to purchase such an apparatus, and with the auto aid agreement between our two companies, they would be able to call on the Ketchum Rural apparatus if needed. Commissioner Michael asked if we had vehicles in our inventory that will meet the tight turn radius that Chief McLaughlin spoke of. Chief Bauer spoke with Lieutenant Storey about it, who stated there isn't much of a difference between Engine 60 and Engine 62 (the new pumper tender) as far as the turning radius, it's a negligible amount, and it should not be an issue. Commissioner Engelmann thinks the purchase of a new pumper tender for Ketchum Rural is a great idea. Commissioner Engelmann took a tour of the new Sun Valley Fire Engine 62, and

stated it is an impressive vehicle. He thinks it would really add to the Ketchum Rural inventory, and we should pursue obtaining a similar apparatus. A new apparatus could give Ketchum Rural Fire District the opportunity to recoup funds by deploying this apparatus on wildland fires. Commissioner Engelmann asked if an apparatus like the Sun Valley Engine 62 would be in demand for fire deployments; and would Ketchum Rural send such an apparatus out on deployments? Chief Bauer replied that Ketchum Rural would probably not send out such an apparatus for deployment on wildland fires. While it is a very useful apparatus in a wildland situation, it is not a wildland specific apparatus. It would suit the needs of Ketchum Rural very well, especially at the Griffin Butte fire station where the live-in count is two. Having an apparatus that the two fire fighters can take out to an incident, bringing the water supply with them and the ability to attack the fire. Commissioner Engelmann asked what vehicles we would have available to send out on deployments if our assistance was requested. Chief Bauer stated we would send out one of the Type 6 vehicles: either Engine 10, Engine 20, or the Tanker out of Greenhorn. Tanker 3 is out of service, due to numerous mechanical repairs. It is a 25-year-old apparatus, with a repair cost of more than \$4,500.00. Tanker 3 has been moved to Sun Valley City Hall for storage and the Sun Valley Fire Department Engine 63 has been moved to Griffin Butte, to service the rural area. Tanker 3 is the apparatus Ketchum Rural is wanting to replace with the new pumper/tender apparatus. Commissioner Engelmann asked if there was a plan for the 25-year-old apparatus. Suggestions from Chairman Gray and Walt Femling included giving the tanker to Smiley Creek or Stanley fire departments. Chairman Gray asked for suggestions to obtain financing for the new pumper/tender apparatus. Walt Femling stated we would solicit bids from several banks and present this to the commission. Chairman Gray stated he would like to keep our financing with a local bank. Commissioner Michael asked Chief Bauer in his professional opinion if the leaking Tanker 3 is not worth repairing. Chief Bauer stated, so long as Sun Valley continues to allow Ketchum Rural to house the leaking tanker in their bay, and loan us their Engine 63, no. He went on to say if we had a decrease in the level of service we would certainly look to repair the vehicle, but with no decrease in the level of service, and the amount of money needed to repair a tanker that is past it's service life it does not seem prudent. Commissioner Michael asked if it is time to dispose of that equipment. Chief Bauer replied yes.

Commissioner Michael stated the \$300,000.00 is not in this current budget. In the last meeting, a Capital Improvement Fund was suggested with \$300,000.00 of our

reserve placed into that fund. Walt Femling explained, Ketchum Rural already has a fund with the State, and that really is the future capital fund. We do not need to create a secondary fund; we just need to identify the funds that come into are added to that. It can be called a capital fund without creating something new. Commissioner Engelmann stated that for all practical purposes, that is what the State account is. Chairman Gray added that historically, the State account has been used as a capital improvement fund. Commissioner Michael stated we need to put the \$79,000.00 payment into the budget, otherwise we will need to amend the budget. The funds do not need to be removed from the state account, but they do need to be accounted for in the budget. Walt Femling stated, once the Commission decides to set aside funds for a new apparatus, we can estimate funds to be placed into the budget. Chief Bauer stated he and Chief Robrahn estimated \$85,000.00 for the apparatus payment, which would be added to the capital expense line item on the budget. A discussion was had regarding the purchase of the Sun Valley apparatus. Sun Valley Fire Department was not required to make a down payment. The apparatus is on a 10-year lease to purchase loan with an interest rate lower than 2%, having 1 payment per year and a buyout payment of \$1.00 at the end of the term. Chairman Gray asked how similar Ketchum Rural's new apparatus would be to the new Sun Valley apparatus. Chief Bauer replied it would be similar, yet different. The Ketchum Rural apparatus would have more rural specific applications. Chief Bauer would seek input from Chief Robrahn and Lieutenant Storey who is the vehicle specialist for Sun Valley Fire. He would also reach out to Wood River Fire & Rescue who has a similar apparatus, to find out the best way to specify such a vehicle. The typical timeline from the decision to purchase an apparatus and delivery is more than a year. It takes a few months to select a committee, create the specifications and converse with the manufacturer. The actual production time will be approximately one year. Chairman Gray would like to lock in an interest rate as soon as possible. Walt Femling stated, Sun Valley locked in their rate when the order was placed. Ketchum Rural could possibly lock in a rate in a few months. A motion will be made in the July 8, 2020 meeting to approve the purchase of a new apparatus. Commissioner Michael summed up, that the plan would be add \$85,000.00 to the \$20,000.00 currently listed in the Ketchum Rural FY 2021 budget under the line item capital expenses for the expense of purchasing a new apparatus.

Commissioner Engelmann wanted to look at the bigger picture, and asked equipment wise, once we purchase the new apparatus, are we good for the next 5 years? Chief Bauer informed that Ketchum Rural would be good with apparatus purchases for the next 5 years. Commissioner Engelmann wants to keep the addition of housing in the fore front. He is concerned that it will go by the wayside. He does not think we need a budget dollar amount for this project since the project is well in the future, but he would like to begin creating a plan.

Walt Femling stated that in a follow up from our January meeting, Chief Bauer, Chief Robrahn, Walt Femling and the Wood River Commissioners met. Wood River Fire & Rescue believes they have more in common with Ketchum Rural Fire District than with any other fire department. They wanted to know how we felt about enhancing our relationship, our response plans, sharing some of our personnel, maybe facilities and equipment. It was just a general discussion about that, no decisions. Walt shared with Wood River Fire & Rescue, that the Ketchum Rural Commissioners are open to those possibilities of working more closely together with Wood River Fire & Rescue. The group spoke of the possibility of Greenhorn station being a nice hub in the future for not only housing, but also a place where an ambulance could be dispatched from. A lot of topics were covered in this conversation. Wood River invited us to attend their July 14th meeting and see the presentation to the Blaine County Commissioners regarding the ambulance district meeting. Wood River Fire & Rescue has opened the door to long term discussions regarding future of these departments. Both sides are anxious to see what we can do together. The more we do together, the more money we can save. This could result in faster response times, therefore delivering better service. Chairman Gray suggested that maybe if Ketchum Rural provides the land, Wood River could provide the building. Commissioner Engelmann said it all makes sense, it currently takes an ambulance 12-13 minutes to get out to East Fork. Having an ambulance at the Greenhorn station could shave 10 minutes off that response time. Commissioner Engelmann thinks it is critical to have an ambulance at Greenhorn station because it is centrally located, he believes that we should begin working with Wood River Fire & Rescue, to have better coverage for most of the valley. Chairman Gray asked Walt Femling to mention at the ambulance meeting that Ketchum Rural believes we should have an ambulance at this time, at Greenhorn Station. It would be premature at this next meeting for Ketchum Rural to say we want an ambulance at Greenhorn station, without first working out the details with Wood River Fire & Rescue.

Commissioner Engelmann and all the commissioners agree to stay on track with the Greenhorn project. Chairman Gray stated when Chairman Jay Bailet of Wood River attended our building workshop meeting, he indicated they have set aside money because they are in need of another structure, but do not have the land to build on. Walt Femling clarified, Chairman Bailet was speaking of a bond or an increase in their levy. Wood River Fire & Rescue does not have funds in reserve for building projects. The reserves they have are currently going to manpower. They do not have enough people responding to their secondary calls which is causing them to be delayed. They are currently trying to keep 4 on shift now, they had to invest more in manpower, and that is hurting them right now. Teaming up with Ketchum Rural, and the fact that Ketchum Rural has live in, paid on call firefighters is very inviting to Wood River Fire & Rescue. To sum it up, Commissioner Engelmann said, we have a capital fund, we have money there, we have identified our need for a new apparatus, and have accounted for that. What do we have left that we are willing to spend on expanding Greenhorn station and the live-in housing? Commissioner Engelmann would like a dollar amount number that we are comfortable spending, then we can begin to plan what size project we can handle within the expansion budget. And...how can we gain other funding to assist in the project? Chairman Gray stated we also need to find out if we can expand to the north of Greenhorn station with a property acquisition. It is complicated, but he believes we should try to work with the land trust, the homeowners, and Idaho Transportation Department.

Walt Femling will be delivering a capital replacement plan. This will show future costs and replacements, to assist in decision making for additional housing.

Commissioner Engelmann, trying to identify, is there some expense that we should throw into the FY 2021 budget. Commissioner Engelmann would like to have an architect on board, to not only create the plans, but also to have drawings that we could show potential donors. Walt Femling stated the \$20,000.00 in the capital fund is a reserve, so the \$20,000.00 could be used on architectural drawings, if we get to that point in this fiscal year.

Commissioner Michael asked Trish Smith to put together some revenue numbers from our recent audits. There are some anomalies with the amount of property tax received.

FY 2016	474,000.00
FY 2017	384,000.00
FY 2018	400,000.00

FY 2019 415,000.00

Commissioner Michael needs to know why we went from \$474,00.00 in property tax, to \$384,000.00 the following year. Commissioner Michael asked if the 3% increase was taken each year, Chairman Gray replied that he believes they have taken the increase each year. A discussion was had as to why the property tax payments to the Ketchum Rural Fire District went down \$90,000.00 from one fiscal year to the next. Commissioner Michael and Trish Smith will meet with the County Clerk to review property tax payments and report back at the regular meeting scheduled for July 8, 2020. The financial records of Ketchum Rural Fire District consist of 4 years of audits completed by 3 different companies. Commissioner Michael would like to research the \$90,000.00 difference, and stated we need to know what our projected income is prior to approving a budget.

OLD BUSINESS

Chairman Gray has tried to contact William Punkoney regarding the invoice his firm submitted for the review of bylaws. He received an email from Mr. Punkoney stating he is busy preparing for a trial and will get back to Chairman Gray later. Chairman Gray has not heard from Mr. Punkoney since. Chairman Gray will put another call regarding the invoice into William Punkoney. Walt Femling and Chairman Gray met with Ed Lawson yesterday. They submitted to Mr. Lawson the original set of bylaws with the red line section on the conflict of interest, briefly spoke about the auto aid agreement, however he neglected to tell Mr. Lawson that he was limited to \$600.00 worth of research. Chairman Gray later sent an email to Mr. Lawson informing him of this. Mr. Lawson confirmed receipt of the \$600.00 limit email and stated he should have some information for us by next week. Chairman Gray also gave Ed Lawson copies of the mutual aid agreements we have with Wood River Fire & Rescue, Sun Valley Fire Department, Bureau of Land Management and U.S. Forest Service so he can create a file for Ketchum Rural Fire District.

Commissioner Michael asked Trish Smith to give a report on the options and costs of Ketchum Rural possibly streaming our meetings. The Granicus system used by the City of Sun Valley has an annual subscription of \$8,671.00. Granicus will live stream a meeting to a website, but not the Ketchum Rural website. Our website is unable to handle the configuration required. Trish Smith spoke with Colleen

Quindlen who created the Ketchum Rural website, asking what streaming services our website could handle? The other two options are You Tube Live and GoToMeeting, both would require an additional person to administer the meetings. The first option of You Tube live is free, however an encoder is required which costs approximately \$3,500.00. Todd Mandeville from Ketchum Computers would need to set it up for us, and he is on vacation, so we do not have a price for those services at this time. The You Tube Live meeting recordings could not be stored on our website because it would slow the website down too much. The second option is GoToMeeting which is around \$14.00 a month. Trish spoke with Mary Cone who is the Clerk for the City of Hailey. The City of Hailey started with GoToMeeting for their meetings, they needed to purchase a camera for \$900.00, a microphone for \$200.00, and speakers which she did not recall the price of. After these expenditures, they did not like the service because the public would continue to unmute themselves, while they had one person trying to make sure everyone is muted. The City of Hailey switched to You Tube Live. Their first attempt at You Tube Live, they did not finish the meeting and they still have some kinks to work out. Commissioner Michael stated, with the lack of public attending our meetings, this is something that we may revisit in the future but does not find it necessary at this time with these prices. Commissioner Engelmann stated our minutes are on our website, and if we keep that up to date, the public can find information there. Chairman Gray stated that we can defer the concept of streaming our meetings. Commissioner Engelmann went on to say that if we have a meeting where we want to showcase something to the public such as a plan for new firefighter housing, we can always ask the newspaper to cover the meeting. Chief Bauer stated an anonymous donor recently donated \$50,000.00 to the Sun Valley/Ketchum Fire Fighters Association. This donor is interested in continuing to work with us. Commissioner Michael stated donors can be fiscal sponsors if that is something we wanted to do. We could have a sub account specifically for Ketchum Rural, unless we want to create a 501(c)(3) building fund.

Trish Smith stated that Wood River Fire & Rescue will officially request the Greenhorn station be de-annexed from their fire district. Once Wood River Fire & Rescue approves the de-annexation, Ketchum Rural can request to annex the Greenhorn station into the Ketchum Rural Fire District with the Idaho State Tax Commission. Commissioner Michael stated the annexation is required to be completed with a resolution.

Commissioner Michael asked if we could have the complete bylaws by the July 8th meeting. Chairman Gray replied that we should have the bylaws completed by the July 8th meeting, if not before. If the bylaws are completed and ready for approval, we can have those listed on the July 8th meeting agenda.

Chairman Gray requested a refresher from Sarah regarding annexing entire Bureau of Land Management property for the Griffin Butte station. This would make Griffin Butte station contiguous to Hulen Meadows therefore our fire station would be within our district. Chairman Gray wants to follow up on this annexation. – Commissioner Michael’s homework is to start the conversation with the Bureau of Land Management regarding annexation.

MOTION

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

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

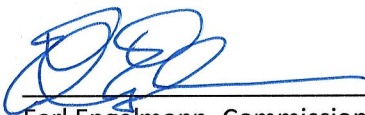
NAYS: None.

Chairman Gray declared the motion carried.

Adjournment 12:05 AM



James E. Gray, Commissioner/Chairman



Earl Engelmann, Commissioner/Secretary