

KETCHUM RURAL FIRE PROTECTION DISTRICT

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Jed Gray

Chairman

Earl Engelmann

Secretary

Sarah Michael

Treasurer

Rich Bauer

Fire Chief

Special Meeting of the Ketchum Rural Fire Protection District held on December 11, 2019
Meeting Minutes

Present: Chairman - Jed Gray
Treasurer – Sarah Michael
Secretary - Earl Engelmann
Director of Public Safety – Walt Femling
Sun Valley Fire Chief – Taan Robrahn
Ketchum Rural Fire District Chief – Rich Bauer
Administrative Assistant – Trish Smith
Public

CALL TO ORDER

Commissioner Gray called the meeting to order at 10:30 AM.

PUBLIC COMMENT

No public comment

SWEARING IN AND OATH OF OFFICE OF NEW COMMISSIONER SARAH MICHAEL

Commissioner Gray read the oath to Sarah Michael, who swore to uphold the oath. Sarah stated it is an honor to serve and she expressed her gratitude for being appointed. She is thrilled to be working with Walt Femling again, whom she worked with for 8 years as county commissioner.

COMMISSIONER REPORTS

Commissioner Engelmann gave a report on the status of the districts’ fire stations and residences. Commissioner Englemann stated we are proceeding quite well on a lot of the repairs and upgrades. We have spent about \$6,400.00 to date and we have most of the plumbing and electrical problems repaired. The overhead doors have been fixed, and new keypads were installed. There is now better service from Cox at the Greenhorn station. New appliances are coming for Billy’s unit which should arrive this week. A new tool set for Greenhorn station should be ordered this week. There is one issue with the paving contractor.

It got too cold, and we called them off. They wanted to give us a bill for staging their equipment. Chief Bauer did some great negotiating with the contractor. We will pay the contractors' invoice once we receive written confirmation from the contractor stating they will credit the District this amount in the spring. We currently have a verbal confirmation of the credit. There are a lot of broken seals in the windows of the units, that do not need to be fixed right away, but it'd be good to start on that. Also, the exhaust on Engine 2 needs to have some repair or possibly be replaced. Commissioner Engelmann will get costs on both.

REPORT: MONTHLY UPDATE – KETCHUM RURAL FIRE PROTECTION DISTRICT CHIEF, RICH BAUER

Chief Bauer stated there is a good tool set up at Griffin Butte already, wanted that noted since we are purchasing a new tool set for the Greenhorn station. Chief Bauer also gave a report on the Meadows Fire of November 23, 2019. Everyone did a great job!

After the fire; The Ketchum/Sun Valley Volunteers Association, Sun Valley Fire Department, The Meadows RV Park and Saint Luke's have all assisted with clothing donations. The Farley family lost all their belongings, the other family had a lot of smoke damage to their clothing. There is a vacancy at the Greenhorn Fire Station. We have 4 great applicants and are hoping to fill this vacancy in the next 10 days. Ketchum Rural is staffing a holiday shift assist program, because staffing is a main concern during peak times. From December 26th through January 1st, we have offered two 12-hour shifts per day for our paid-on-call to help staff the rural so that we are ready for the busy season. Of the 14 shifts available, 8 of those have already been filled. We should have excellent coverage for the entire community for the holidays which increases the safety levels for everyone. At the last meeting, a need for turnouts at the rural stations was brought up. After researching this, it was concluded that there is not really a need for turnouts for dual members. However, it has come to my attention that a lot of the turnouts in the rural are old, and past their service life. The NFPA standard for replacing turnouts is every 10 years. We want to ensure the safety of our members. Of the 13 sets that were inspected, 11 pieces of gear, whether it be pants or coats, were 15 years or older, far older than the NFPA standard. I will be asking the commissioners for their support in starting a program to replace these old turnouts with new turnouts over the course of the year, because we need to ensure the safety of our firefighters.

Commissioner Gray interjected: The safety of our personnel is not something we want to stretch out over the course of a year. Chief Bauer explained the turnouts he found have been mixed and matched. For example, a coat bought in one year, and pants purchased years later. Turnouts should be purchased in a set, not piece by piece. Chief Bauer would like to have a turnout program where they are replaced every 10 years as recommended. Commissioner Engelmann interjected by asking the last time turnouts were purchased. Chief Bauer replied he did not know. When he reviewed the records with interim Chief Bowman there were no accurate records kept of who bought turnouts, for whom or when. Commissioner Gray interjected: In the 8 years he has been commissioner, he doesn't believe we have purchased

turnouts, nor was he made aware of the life expectancy of turnouts. He is interested in ascertaining the quickest way to have updated and safe turnouts in our stations. Asked the price of a turnout. Chief Bauer replied the average turnout price is approximately \$2,500.00 for a complete set. And our number one priority is for the safety of our firefighters. He noticed one set of turnouts in Griffin Butte that were manufactured in 2001 and that does not sit well with Chief Bauer. (nor with Commissioner Gray) Commissioner Gray asked Chief Bauer to categorize how many turnouts are needed so an order can be approved at the next meeting. Commissioner Michael asked of Commissioner Gray if we should wait a month to approve such an order. If this is a matter of fire fighter safety, this is something we should do right away. Commissioner Gray stated, a special meeting would need to be called. Commissioner Engelmann agreed. Commissioner Engelmann asked about the water supplies. Chief Bauer stated he has the data from 2018. On one sheet, almost half of the cisterns were noted as out of service. There was no record of a follow up with the cistern owner. Commissioner Gray interjected: Assistant Chief Ancona reassured me that the cisterns had been inspected. There were some that were not in service, but I thought they were on top of that. Chief Bauer is working on developing a plan to maintain and service the rural water supply system. Currently a lot of them are not marked, one of them was behind a fence. That would not work out well for us during an emergency. Moving forward we will ensure those water systems are working, and we will have contact to improve owner awareness. We will ensure snow is removed in the winter, and vegetation is not in the way in the warmer weather. A special meeting was called for by Commissioner Gray to be scheduled on Friday December 20, 2019 at 10:00 AM to discuss the turnouts purchase.

REPORT: MONTHLY UPDATE – SUN VALLEY FIRE CHIEF, TAAN ROBRAHN

Welcome to our new Commissioner Sarah Michael and Ketchum's new Fire Chief Bill McLaughlin. Wood River has hired Ron Bateman for their Chief. Thank you to the Commissioners for moving forward with the turnouts. We are in the process of identifying items and procedures that we can improve upon.

REPORT: MONTHLY UPDATE – SUN VALLEY SAFETY DIRECTOR WALT FEMLING

Welcome to Sarah Michael our new Commissioner. One suggestion to avoid a special meeting, we do have significant funds in a Capital outlay. This could be used for turnouts. Commissioner Gray interjected that we cannot vote on turnouts at this meeting because it was not listed on the agenda as an Action Item. Director Femling stated that Chief Bauer is working on an assessment. Once we have our assessment, we can move forward with you for running the district in a more efficient and, cost effective manner. When these areas are identified, we will bring them periodically before the commissioners. One area of concern is dealing with the claims, and how we are paying bills, and spending our budget. To give a bit of history of how things were completed in the past, the District had a fulltime fire clerk, who would bring the claims to the Commissioner/Treasurer. When those claims were approved, the fire clerk would

then drive the claims to an accounting firm in Hailey. The accounting firm produces the check, then the fire clerk would drive back down to Hailey to retrieve the checks for Commissioner signatures and mailing. Director Femling did not find this to be efficient. Looking into the fire clerk salary, plus the accountant fees, the district was probably spending close to \$70,000.00 to pay for \$112,000.00 worth of bills. That is an area that jumped out at Director Femling during his analysis of the budget. As of October 1, 2019, the City of Sun Valley brought Trish on who is only part-time, so the district is saving half of a salary, where the city of Sun Valley is paying the other half salary for her time spent working in the planning department. When Director Femling looked at what Trish is doing building spreadsheets to try and record the claims effectively and give the commissioners, chiefs and the proper figures that are needed for budgeting. Director Femling found that while spreadsheets are nice, they should not be used in accounting practice. Director Femling would like to see the District purchase accounting software, like Quickbooks and implement Quickbooks for Ketchum Rural to use. Director Femling suggested that the District move right away on Quickbooks, so we don't fall too far behind on budget line items, and we can print our own checks. There will be no comingling of funds with the City of Sun Valley. The suggested process would work like this: Chief Bauer and Trish will develop the claims.

Claims will then go to Chief Robrahn for his approval.

When the claims are completed, they will be presented to Commissioner Michael for her approval. The Claims Approval Report will be presented at the Ketchum Rural Fire District meeting for all three Commissioners to approve and sign. Trish can then print the checks. Checks require the signatures of two commissioners.

Commissioner Gray said we can discuss this at our Executive Session today.

Commissioner Engelmann agrees that Quickbooks is more efficient.

Commissioner Michael asked if this would be a Ketchum Rural program on a Sun Valley server and is there any issue that the City of Sun Valley would have hosting a separate program?

Director Femling stated that he will speak with Todd of Ketchum Computers and Mayor Hendricks to see if there are any issues there.

ACTION ITEM: CLAIMS

Commissioner Michael presented the claims.

MOTION

Commissioner Michael moved to approve the claims as presented for \$4,261.69, seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

ACTION ITEM: RESOLUTION 2019-100 CANVASS OF THE VOTES FOR THE NOVEMBER 5, 2019 ELECTION

Commissioner Gray and Commissioner Michael explained this resolution is to accept the canvass of the votes presented by the Blaine County Commissioners. While the election has been contested, we are required to accept the canvass from the County Commissioners.

MOTION

Commissioner Michael moved to approve Resolution 2019-100, acceptance of the canvassed election results from the Blaine County Board of Commissioners held in the Ketchum Rural Fire District on Tuesday November 5, 2019, as final, seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

ACTION ITEM: 2020 REGULAR MEETING SCHEDULE

The Commissioners discussed their availability and the availability of the Sun Valley City Council Chambers where the meetings are held.

MOTION

Commissioner Michael moved to adopt the 2020 Regular Meeting Schedule of every 2nd Wednesday of the Month for the Year 2020 at 10:00 AM at Sun Valley City Council Chambers, seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
 Commissioner Michael
 Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

DISCUSSION: KETCHUM RURAL FIRE DISTRICT WEBSITE

Commissioner Michael suggested having our own website where we can post meeting agendas and discuss our programs. It's relatively inexpensive, and in this era of Google, when someone searches Ketchum Rural Fire District, they cannot find any information, which is not good as we are a taxing district. Commissioner Gray agreed that over this past year a lot of the public did not even know what the Ketchum Rural Fire District was, as it was always assumed to be Ketchum Fire Department. Moving into a website would help people to start to identify with us, the issues we face, and the decisions we make. Commissioner Engelmann commented, he thought it was a great idea. Commissioner Gray asked Commissioner Michael to take the lead on this project and bring a progress report to the Special Meeting on December 20, 2019.

REVIEW OF THE KETCHUM RURAL FIRE DISTRICT BOUNDARIES

The recent election on November 5, 2019 uncovered some anomalies in our boundaries in so much as some of the residents at our fire stations could not vote in the election. One station because it is on BLM land, and the other station was listed in the Wood River Fire Protection District. We should research allowing those residents living at our fire stations the ability to vote in the Ketchum Rural Fire District elections. Commissioner Michael will research the boundaries and bring that information to the Special Meeting on December 20, 2019.

ACTION ITEM: MEMBERSHIP IN THE IDAHO STATE FIRE COMMISSIONERS ASSOCIATION

Commissioner Michael found there are numerous fire districts around the State of Idaho who belong to this association. Membership includes 1 hour of free attorney consultation, grant research and assistance. She believes that it is a good investment and allows us to dialogue with our colleagues across the state. The price is \$960.00 per year, which is based upon our overall budget.

MOTION

Commissioner Michael moved to join the Idaho State Fire Commissioners Association, Commissioner Engelmann seconded the motion. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

ACTION ITEM: EXECUTIVE SESSION: Pursuant to Idaho Code 74-206 1 (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need and (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

MOTION

Commissioner Michael moved to enter Executive Session, pursuant to Idaho Code 74-206 1 (a) and (b), seconded by Commissioner Engelmann. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

The Board of Commissioners entered Executive Session at 11:30 AM

The Board of Commissioners re-opened Regular Session at 12:23 PM

MOTION

Commissioner Engelmann moved, to create a plaque and dedicate the Griffin Butte Fire Station to Chris Stephens, Commissioner Michael seconded. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

MOTION

Commissioner Michael moved to not renew the accounting services contract with Becker & Chambers, seconded by Commissioner Engelmann. Note by Commissioner Gray, we will follow the suggestion of Walt Femling, by purchasing a Quickbooks program for Ketchum Rural Fire District and handle the financials in house. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

Commissioner Gray wanted to reiterate the fact that if we are going to join the Idaho Fire Commissioners Association, we need to do that ASAP so we can get some questions answered.

MOTION

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

AYES: Commissioner Engelmann
Commissioner Michael
Commissioner Gray

NAYS: None.

Chairman Gray declared the motion carried.

Adjournment 12:27 AM



Jed Gray, Commissioner/Chairman



Earl Engelmann, Commissioner/Secretary