

## 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 February 26, 2020 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.

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

#### PUBLIC COMMENTS.

Richard Canfield stated that he and his wife Lorna live near East fork, and they attend these meetings to show their support. He complimented the new website, and indicated the next challenge is to get information out to the general public and have visitors use the website. He was appreciative to all who have worked on the website to keep the community informed. And a thank you to the leadership in the various fire departments in the valley.

**MOTION**

**Commissioner Engelmann moved to approve the January 8, 2020 meeting minutes; seconded by Commissioner Michael. 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 January 23, 2020 meeting minutes; 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.**

**MONTHLY UPDATE-CHIEF BAUER.**

Chief Bauer thanked the volunteer association who purchased a thermal imager for Engine 2. He stated the new tool kit is in service at Station 2. The Greenhorn Station septic was pumped this month once we realized it had not been pumped in almost 10 years. We provided Wood River Fire & Rescue with a new draft for an Auto Aid Agreement. Chief Bateman of Wood River Fire & Rescue will present the draft agreement at his staff meeting tomorrow (Thursday February 27, 2020). Once the Auto Aid Agreement is finalized, the agreement will be presented to the Commissioners at the next public meeting for approval. It is now a requirement for all Ketchum Rural Fire District live ins to attend 1 Sun Valley Fire Department drill per month. Chief Bauer thanked Captain Reid Black for all his assistance with plan reviews. Ketchum Rural Fire District is working with Blaine County GIS specialists Sam Young and Chris Corwin to update some gaps in the boundaries on the map. Ketchum Rural Fire District is in the process of creating a master list of all the static water supply systems in the Ketchum Rural Fire District territory. The master list will be divided up into neighborhoods and specific sheets, to begin testing this spring. The new turnouts arrived Monday, February 24, 2020.

Ketchum Rural Fire District now has eleven new sets of turnouts for our members. It's great to see our folks with the safest NFPA gear!

#### MONTHLY REPORT-CHIEF ROBRAHN.

Sun Valley Fire Department recently promoted Dave Lister to Squad leader, which is the highest rank a paid-on call firefighter can achieve. He will serve in a supervisory role. Sun Valley Fire Department recently promoted Slater Storey to Lieutenant. He was also recently voted firefighter of the year by his peers.

#### MONTHLY REPORT-DIRECTOR FEMLING.

Director Femling presented an update regarding the reimbursement from the City of Ketchum. In January, Ketchum Rural Fire District submitted an invoice for the reimbursement of 50 SCBA Masks totaling \$13,425.00, 5 BK Radios totaling \$9,634.95, and \$16,314.00 worth of turnouts at depreciated pricing. The invoice to the City of Ketchum totaled \$39,373.95. On February 3, 2020 Ketchum Rural Fire District received a partial payment from the City of Ketchum. This check was in the amount of \$23,059.95. This reflects a lack of payment regarding the depreciated turnouts. In the interim, Ketchum Fire Department did return 2 BK radios to Ketchum Rural Fire District, so we can deduct \$3,853.98 from their bill. The remaining unpaid amount is \$12,461.00.

Chairman Gray interjected and stated that he spoke with Mayor Bradshaw yesterday (Tuesday February 25, 2020) who thought those turnouts were going to be returned to Ketchum Rural Fire District, Chief McLaughlin thought that was the situation as well. Chairman Gray has informed both Mayor Bradshaw and Chief McLaughlin that new turnouts had already been ordered by Ketchum Rural Fire District. Chief McLaughlin stated Mayor Bradshaw asked him to verify that Ketchum Fire Department has the turnouts. He further stated that Ketchum Fire Department should have been keeping inventory by serial numbers, but that was not the case. Ketchum Fire Department needs to verify the inventory of the turnouts prior to approving a payment to Ketchum Rural Fire District.

Director Femling offered the following information to assist Chief McLaughlin; the agreement made in December 2019 between Grant Gager and Director Femling was that Grant Gager would complete an inventory of the turnouts, and if any were found to be still in their boxes, and had not been distributed for use, he would return those to Ketchum Rural Fire District. However, if turnouts had already been assigned to firefighters, those would not be returned. Instead the City of Ketchum would reimburse Ketchum Rural Fire District under the

depreciation schedule. Grant Gager was to respond to Director Femling within one week, and no response has been had from Grant Gager to this date.

Commissioner Englemann added to the discussion that in December, when Ketchum Rural Fire District spoke of the turnout discrepancy, it would not have been politically correct to take any turnouts from existing firefighters working with the Ketchum Fire Department.

Chairman Gray will contact Mayor Bradshaw today (Wednesday February 26, 2020) regarding the turnout payment.

Chief McLaughlin requested that any future matters regarding Ketchum Fire Department, be brought to him directly. Chief McLaughlin delivered a USB drive to Ketchum Rural Fire District which contained electronic records of Ketchum Rural Fire District.

#### CLAIMS:

Commissioner Michael questioned the high dollar amounts of the power bills. Commissioner Englemann stated the buildings are old, not well insulated, have old windows, and use all electric heat. Down the road, Commissioner Englemann suggested Ketchum Rural Fire District could make improvements. Commissioner Englemann is tasked with contacting Idaho Power to find out what we can do to upgrade the buildings to use less energy.

#### MOTION

**Commissioner Michael moved to approve the claims; seconded by Commissioner Englemann. A roll call vote was taken.**

**AYES:** Commissioner Englemann  
Commissioner Michael  
Chairman Gray

**NAYS:** None.

**Chairman Gray declared the motion carried.**

#### BANK ACCOUNTS:

A discussion was held regarding the financial accounts that Ketchum Rural Fire District holds with the State of Idaho, Zions Bank and UBS, and ensuring the correct names are listed on the accounts. Commissioner Michael is tasked with researching the history of the account with UBS.

**MOTION**

Commissioner Engelmann moved to add our new Treasurer Sarah C. Michael as a signer to the Ketchum Rural Fire Protection Districts' bank account# (edited for public display) located with Zions Bank and grant her online banking access to this same account. He also moved that we remove our previous Treasurer Chris Stephens as a signer on the Ketchum Rural Fire Protection Districts' bank account# (edited for public display) located with Zions Bank.

Also, to add our Administrative Assistant Trish Smith, and our Treasurer Sarah Michael as authorized users on the Ketchum Rural Fire Protection Districts' Local Government Investment Pool accounts. These accounts being the operating account# (edited for public display) and the replacement account# (edited for public display) located with the Idaho State Treasurer.

And to complete and sign the corporate resolution forms provided by UBS Financial Services, Inc. These forms will ensure the current 3 commissioners: Jed Gray as Chairman, Sarah Michael as Treasurer and myself, Earl Englemann as Secretary are listed on the UBS account number (edited for public display);  
 Seconded by Commissioner Michael. A roll call vote was taken.

**AYES:** Commissioner Engelmann  
 Commissioner Michael  
 Chairman Gray

**NAYS:** None.

**Chairman Gray declared the motion carried.**

**LEGAL SERVICES:**

A discussion was had regarding legal services for Ketchum Rural Fire District. A local attorney who understands local matters could benefit Ketchum Rural Fire District. Also, an attorney who specializes in Fire District law could be beneficial. Our membership into the Idaho State Fire Commissioners' Association does grant us one free hour of legal services. It is possible to use the attorney with the Idaho State Fire Commissioners' Association when fire district questions arise, however when expertise is required for land issues with our fire stations, it may be best to use a local attorney.

**MOTION**

**Commissioner Engelmann moved to terminate our existing relationship with attorney Lee Ritzau; Seconded by Commissioner Michael. A roll call vote was taken.**

**AYES:** Commissioner Engelmann  
Commissioner Michael  
Chairman Gray

**NAYS:** None.

**Chairman Gray declared the motion carried.**

**MOTION**

**Commissioner Engelmann moved to create a relationship with attorney Ed Lawson to represent Ketchum Rural Fire District in conjunction with using the resources of the Idaho State Fire Commissioners' Association's attorney and that each attorney is used for their own expertise; seconded by Commissioner Michael. A roll call vote was taken.**

**AYES:** Commissioner Engelmann  
Commissioner Michael  
Chairman Gray

**NAYS:** None.

**Chairman Gray declared the motion carried.**

**PROPOSED BY-LAWS:**

Chairman Gray created a draft of bylaws based off several fire district by-law examples, and our own desires within the Ketchum Rural Fire District. He circulated the draft and has made a few revisions, but would now like opinions from Chief Robrahn, Chief Bauer and Director Femling.

Director Femling asked for clarification of by-law item 5.10 "To furnish services and facilities outside the boundaries of the District and to establish fees, rate, tolls, penalties or charges for such services and facilities as allowed by Idaho law."

Chairman Gray explained that language left an opening for possible future cooperation with other fire departments in the region. It was decided to remove the words "and facilities" from 5.10. Director Femling also suggested having an attorney review the by-laws prior to acceptance. Director Femling wanted to ensure 5.6 allows the District to lease equipment.

Commissioner Michael stated she would like more time to research Idaho Statutes, review the by-laws, circulate her suggestions, then have a discussion regarding adopting a draft before submitting the by-laws for legal review. Commissioner Engelmann believes we should adopt by-laws as soon as possible; however, he did notice a few errors in the current draft. He believes it should be reviewed by an attorney, Director Femling concurred.

Chairman Gray and Commissioner Engelmann decided to allow Commissioner Michael two (2) weeks to research the by-laws & statutes, make suggestions to the by-laws, and present her rendition at the next Ketchum Rural Fire District Regular Meeting on March 11, 2020.

The Commissioners agreed once the document is in the ready state for a motion of adoption, the public will be allowed to view and comment on the by-laws prior to a motion to adopt.

Commissioner Michael is tasked with researching Idaho Statute, reviewing the by-law draft and submitting her suggestions at the March 11, 2020 Regular Meeting.

#### Old Business:

Expanding Ketchum Rural Fire District Stations, Greenhorn Station:

Director Femling stated the septic, parking and driveway at Greenhorn Station is currently on ITD (Idaho Department of Transportation) property. There may have been an agreement years ago with ITD. Chief Robrahn contacted ITD who will begin researching to find if there is an old agreement. If ITD cannot find the old agreement, it is possible to draft a new agreement. The options believed available would be to ask ITD to donate the property to the District, ask ITD to sell the property to the District, or ask ITD for a 99-year lease to the District.

Chairman Gray stated he met with Scott of the Wood River Land Trust who has the easement agreement with land to the north of the Ketchum Rural Fire District property. There could be a possibility of a land swap.

Director Femling circulated a GIS rendering which showed a placement of the two current housing units on the ITD ROW (right of way) to see if that would work. They do fit, and it seems that would be the simplest way to move this project forward. Director Femling is currently waiting to hear back from ITD.

Commissioner Michael stated some background information obtained from the previous Commissioner Chris Stephens, the handshake he was involved with; ITD has a camera mounted on Greenhorn Station and Ketchum Rural Fire District provides the location and the electricity for this camera. Another forum that

Commissioner Michaels suggested is that a representative of Ketchum Rural Fire District speak with the Blaine County Regional Transportation Committee. This committee meets the first Thursday of each month, at the courthouse. These meetings are a great opportunity to come together with ITD and several other agencies to discuss current transportation topics.

#### Griffin Butte Station:

Chairman Gray stated the City of Ketchum is currently working with the BLM (Bureau of Land Management) to acquire property near Griffin Butte Fire Station and have Wood River Land Trust manage it. Scott, from the Wood River Land Trust mentioned to Mayor Bradshaw, that Ketchum Rural Fire District would like to have additional property at the Griffin Butte Station site, and a recorded document from the City of Ketchum stating if the City did acquire the BLM land; the City of Ketchum would not annex said property into the city.

Commissioner Michael stated that Mayor Bradshaw did assure her the City of Ketchum has no intention of annexing the Griffin Butte Station or the property if it is transferred to them under the Public Purposes Act.

Chairman Gray ran into roadblocks with the Attorney General's office regarding getting our Fire Stations into our District. They suggested speaking with a Representative which he did, and they do not have an answer for us at this time. Commissioner Michael suggested working with other Rural Fire Districts throughout the Fire Commissioner Associations' Legislative Program and using the Fire Commissioner Association's attorney to draft legislation which ensures District Fire Stations are located within the Fire Districts.

Regarding the district lines at the Greenhorn Station, Wood River Fire & Rescue needs to vote at one of their meetings to de-annex Greenhorn Station from their District. Then Ketchum Rural Fire District would reach out to the Blaine County Commissioners and inform them we wish to annex the Greenhorn Station.

Commissioner Engelmann asked of the Chiefs and the Director of Public Safety if the two additional housing units shown on Director Femling's GIS mockup; would that be their recommendation from a need's assessment point of view for the next step in expanding Greenhorn Station. All three answered Yes.



Commissioner Engelmann asked about expanding the actual station. Director Femling replied that lends to a discussion with our potential partners. It was decided this topic would be continued at the March 11, 2020 Regular Meeting.

**MOTION**

**Commissioner Engelmann moved to adjourn the meeting; Commissioner Michael 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 11:51AM



Jed Gray, Commissioner/Chairman



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Earl Engelmann, Commissioner/Secretary