

KETCHUM RURAL FIRE PROTECTION DISTRICT

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James E. Gray

Chairman

Earl Engelmann

Secretary

Sarah Michael

Treasurer

Rich Bauer

Fire Chief

Regular Meeting of the Ketchum Rural Fire Protection District
July 08, 2020 Meeting Minutes

Present: Chairman – James E. Gray
Treasurer – Sarah Michael
Secretary - Earl Engelmann
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 10:02 AM.

PUBLIC COMMENTS.

None.

MOTION

Commissioner Michael moved to approve the July 8, 2020 Claims; 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

The holiday weekend was slow, a few calls came in including a motor vehicle accident on the night of the 4th. It was a minor accident where a car hit a deer near the hospital. The following morning a mutual aid request came in for a structure fire in Hailey. The fire turned out to be a small garage fire, and the request for our assistance was cancelled. Ketchum Rural was called out for another horse rescue out Greenhorn Gulch. This was not a very successful rescue; the horse broke a leg. Ketchum Rural has a new resident living at the Greenhorn station. Tim Hanna, is all moved in. He has been busy attending trainings and responding to calls. Tim is a great fit; he is a real go getter and he compliments our live-in community well. There was a great drill last night, which included Ketchum Rural and the Sun Valley crews. The drill consisted of a rural water supply drill on a dry hydrant in Lake Creek Meadows, practicing drafting skills. The Greenhorn crew went to the Meadowbrook neighborhood off of East Fork Road and completed training on some cisterns there. They also got a tour from Nate Galpin who has been working on the rural water supplies. The paving project at Griffin Butte Station has been completed and looks great! In 3-5 years, we should put a sealer on it. Ketchum Rural and Sun Valley crews have been testing the rural water supply systems. After testing the systems, we will begin notifying owners with any deficiencies. Once the testing and notifications have been issued, we will begin working on the water use agreements for each of the cisterns. We will be purchasing about 50 locks for the cisterns. Chief Bauer has been busy in the plan check and inspection world. Chief Bauer recently met with a landscape architect to approve a road for a 9,000 square foot home in Lake Creek Meadows. Commissioner Michael asked if sprinklers were being required for such a large home. Chief Bauer gave a refresher of the Blaine County ordinance; a house in the rural that is under 4,000 square feet; it is deemed that we can fight that fire with the water carried on board our apparatus. If a home is between 4,000 and 7,999 square feet a cistern or a sprinkler system is required. Houses that are greater than 8,000 square feet are required to install both a cistern and a sprinkler system. Lieutenant Slater Storey has been speaking with Peirce regarding the new pumper tender. He assisted in specifying the new Sun Valley Engine 62. He has been working with Pierce on a preliminary build for the new engine. Ketchum Rural will be forming a small committee to go over the specs of the apparatus. We should be receiving a preliminary price soon.

MONTHLY UPDATE – CHIEF ROBRAHN

Chief Robrahn spoke of the importance of sprinklers. For fire fighters, we cannot advocate for enough for sprinkler systems. In the City of Sun Valley sprinklers are required in homes over 6,000 square feet. But from a fire fighters' perspective, having sprinklers is like having a full-time fire fighter at your house all the time. That is ultimately what is going to slow the spread of fire. Fire grows exponentially, for every minute of extended growth of the fire while it is burning, it will continue to grow exponentially. The sooner you can get water on it, and cool it, to stop it, the less damage it will do to a house. There are a lot of misconceptions regarding sprinkler systems. There is the thought that if one sprinkler activates, all the sprinklers will activate and flood the entire house. That is not the case, sprinkler heads are activated individually. Chairman Gray stated there has been some resistance to the use of sprinklers lately because the Smith Building and a condo project in Elkhorn had purchased some faulty sprinkler materials and caused serious leaking. Commissioner Engelmann stated they inherently have issues. He further explained there are two different systems: a wet system and a dry system. A dry system is under pressure and you can frequently find condensation in those. Over years, that will begin to rust. Depending upon the gauge of the pipe, these can begin to leak. Chief Robrahn agreed, issues can arise without testing and maintenance. The testing of a sprinkler system is recommended every 3 years. Chief Robrahn explained the difference of using a wet and a dry system. The type of system depends on the type of climate. In Sun Valley, the sprinkler will be exposed to the elements, then a dry system will be installed, to prevent freezing. Chief Bauer explained the process of inspections for sprinkler systems. First, the plans of a system need to be approved by the State of Idaho, then those plans need to be approved by the fire code official. The contractor will install the sprinklers prior to the framing of the building. The sprinklers are inspected at this point to ensure proper bracing and placement. A flow test is also performed to ensure the system is holding pressure. The fire department will perform a final inspection on the system once it is completed. Chief Bauer stated there is quite a process to try to prevent deficiencies. Chief Robrahn stated a lot of the deficiencies that are found are due to time and older materials. Commissioner Michael stated that a homeowner would be aware of this when they build a house, then asked if you purchase a house with a sprinkler system, is there a notification or statement on the purchase documents for the new homeowner to be made aware of the sprinkler system and the need to perform routine maintenance on it? Chairman Gray

answered that there is nothing regarding sprinkler systems on the realtor forms. Commissioner Michael asked if we could notify the homeowners that they have a sprinkler system that requires maintenance. Chief Robrahn stated that with new construction, the homeowners are informed. It is probably good information for REALTORS® to know so they can educate their clients. Chief Robrahn suggested putting an article about sprinkler systems on our website. Chief Bauer added that each sprinkler system in Ketchum Rural is required to be monitored by an alarm company.

Chief Robrahn wanted to share the steps in the process of purchasing a new apparatus. This is a long process; the large documents can be over 100 pages. We need to obtain 3 bids and present those to the commissioners for approval. Where we stand now: obtaining direction from the commission to move forward with an apparatus purchase next year. We will put the funds into the capital expense for trying to finance it. We may not even have our first payment in fiscal year 2021. By the time it is approved and built we may already be into fiscal year 2022. He wanted to explain the process since at the last meeting there was talk of locking in a rate for financing, and we are not at that step in the process yet. Once we get to the point of financing, it is a relatively easy process. The next stages are:

- Develop an engine committee
- Develop what the new engine will look like
- Develop the specs and bid documents; make sure the bid documents do not favor one company over another. The document needs to be open for multiple bidders.
- Submit the bid documents to the different fire apparatus manufacturers.

(It will be a sealed bid process so the bids will be opened in front of the Commission.)

- The engine committee will review all the bids and ensure they meet all our specifications. Any bids that fail to meet our specs will be removed from the process.

We are not required to accept the lowest bid. We are required to justify why we would choose to approve a higher bid.

From there, we would work on obtaining financing, signing the documents, and accepting the bid to move forward with whichever manufacturer is chosen.

Chairman Gray asked for a bit of a timeline as to when Chief Robrahn thinks we would be prepared to put bids out, then when we would be prepared to apply for financing.

Chief Robrahn explained that the specification process will begin with Lieutenant Storey and the creation of a build committee. The timeframe would be to have bid specifications within the next month to month and a half which we could then send to manufacturers for bids.

Chairman Gray asked who some other manufacturers are.

Manufacturers:

Pierce

Rosenbauer

Sutphen

BME (Boise Mobile Equipment)

Once bids have been received, it will take a few weeks to go through each submitted bid to see if they meet or do not meet our specifications. The committee would then discuss and decide upon a recommendation. The recommendation would be presented to the commission. The Commissioners would give their approval. The contract process with the manufacturer would begin. The build time depends, it took 9 months to build the Sun Valley apparatus. To sum it up, the entire process will take approximately 1 year.

Chairman Gray would like to have the financing bids as soon as possible before rates are raised. Chief Robrahn stated we will work as quickly as possible.

DISCUSSION AND POSSIBLE APPROVAL OF CREDIT CARD

Commissioner Michael and Chief Bauer think it is a good idea to have a credit card for the fire fighters to use on wildland fire deployments. Chairman Gray asked what type of purchases the credit card would be used for. Chief Robrahn stated the card would be used for unexpected incidentals. He further explained that typically with our operating agreements, when we are on a fire, fuel is covered. There are circumstances where personnel have need to use their personal credit cards. Some of those expenses are when they are traveling to and from the fire, they may need to stay at a hotel. The problem we have run into on the city side is if there is any vehicle maintenance required. For example, Chief Robrahn was on a fire in Tepee Springs and the apparatus suffered a brake issue that required parts to be purchased. Chief Robrahn put this expense on his own credit card, then submitted the expense to the City of Sun Valley for reimbursement. If Ketchum Rural were to obtain a credit card for use on wildland deployments, this would save our fire fighters from using their own personal credit cards. This card would

cover hotel, food, and fuel or vehicle maintenance. He suggested a limit be placed on the credit card. He also explained that when an apparatus is deployed, it is done so with an Engine Boss, who oversees the apparatus and the crew. They would be responsible for expense documentation and receipts. Chairman Gray asked if he had a recommendation for the limit. Walt Femling and Chief Robrahn both suggested \$2,500.00 for a limit on the card. Commissioner Engelmann asked if the City already had a credit card policy. The City of Sun Valley is in the process of creating a credit card policy.

MOTION

Commissioner Michael moved to authorize Chief Bauer and the administrator Trish Smith to obtain a credit card for use on wildland fires with a limit of \$2,500.00 from Zions Bank; Commissioner Engelmann seconded the motion. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

NAYS: None.

Chairman Gray declared the motion carried.

DISCUSSION REGARDING FEE SCHEDULE

A new resolution for a fee schedule will be completed in January 2021. The State of Idaho is currently in the process of adopting a new building code. Blaine County is also in this process of this adoption. There is no point in creating a resolution now, and then changing it in January when the new building codes are adopted. Chief Bauer would like to work with our counterparts in other areas of Blaine County to produce a consistent fee schedule.

DISCUSSION AND POSSIBLE APPROVAL TO PURCHASE A NEW PUMPER TENDER

Chairman Gray stated the commission would like to authorize the Chiefs to move forward with the process of purchasing a new engine, with all the ramifications that Chief Robrahn talked about in his monthly report.

MOTION

Commissioner Engelmann moved to authorize Chief Bauer and Chief Robrahn to move forward in developing a bid package for a new pumper tender; 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.

DISCUSSION AND POSSIBLE ADOPTION OF THE TENTATIVE FISCAL YEAR 2021 BUDGET

Commissioner Michael requested a few modifications to the tentative fiscal year 2021 budget packet:

1. Install the Ketchum Rural logo on the budget packet.
2. Change the title from "Rural Fire District Budget" to "Ketchum Rural Fire District Budget".
3. Change the Table of Contents page from FY 2010 to FY 2021.
4. Echo the Sun Valley Mission statement listed in the packet, altering it to fit the Ketchum Rural Fire District narrative.

Chairman Gray summarized that the numbers and the rest of the layout of the budget packet is fine, but would like the modification brought forward by Commissioner Michael.

MOTION

Commissioner Michael moved to adopt the tentative Ketchum Rural Fire Protection District fiscal year 2021 budget to be considered again in August 2020, subject to the narrative changes stated in the discussion; Commissioner Engelmann seconded the motion. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

NAYS: None.

Chairman Gray declared the motion carried.

DISCUSSION AND POSSIBLE APPROVAL OF THE KETCHUM RURAL BYLAWS

Commissioner Engelmann asked for clarification on article 4.2. Commissioner Michael stated, Section 74-501 of Idaho Code in the conflict of interest statute, prohibits any elected official from voting on a contract in which they have a personal interest. For example, if Commissioner Michael had an accounting business and is trying to get the fire district to contract with her accounting firm, Commissioner Michael could not vote on that item because of her personal interest in the outcome of the vote. Another example, if a fire fighter who was also a commissioner and a vote on increasing fire fighters' salaries came to light, the fire fighter/commissioner would need to abstain from that vote. That would be a conflict of interest. Chairman Gray stated that a fire fighter who lives in our district, has the right to run for office, and become elected. The fire fighter/commissioner would not be able to vote whether we renew our contract with the City of Sun Valley or if we decide to contract instead with the City of Ketchum. It would be a conflict of interest because they are a fire fighter, and such a move would affect them personally. For clarification, Commissioner Engelmann stated there is no way to restrict any person running for office. Chairman Gray confirmed that is correct. Commissioner Michael brought a physical version of the bylaws with an adoption date of today and a signature page in case the commission agreed to adopt the bylaws today.

MOTION

Commissioner Michael moved to approve the Ketchum Rural Fire Protection District bylaws effective today (July 8, 2020); Commissioner Engelmann seconded the motion. A roll call vote was taken.

AYES: Commissioner Engelmann
Commissioner Michael
Chairman Gray

NAYS: None.

Chairman Gray declared the motion carried.

OLD BUSINESS:

Annexation of Greenhorn Station – Chief Robrahn gave an update from the most recent Wood River Fire & Rescue meeting. Wood River Fire & Rescue approved to move forward with the de annexation of the Greenhorn fire station. The de annexation will need to coincide with the Ketchum Rural annexation of

Greenhorn fire station. Prior to Wood River Fire & Rescue de annexing Greenhorn fire station, they need from Ketchum Rural Fire District, the legal description that is on the deed, and a map with measurements on it. Trish Smith found 2 deeds that were recorded in the County Clerk's office. One is a quit claim deed gifting the property from Deer Creek Ranch to Ketchum Rural. The second quit claim deed was recorded approximately a month later, where the property was transferred from Ketchum Rural to Ketchum Rural. Sam from Blaine County GIS created a map for us with the measurements needed. Trish Smith will send the deeds and map to Stephanie at Wood River Fire & Rescue. Stephanie will then need to go to the State Tax Commission. There will be a few more steps to take prior to any de annexation or annexation.

Annexation of Bureau of Land Management land near Griffin Butte Station -

Commissioner Michael, spoke with Michelle Stennett about legislation versus annexation regarding the Griffin Butte station. Michelle recommended we go ahead and work with BLM (Bureau of Land Management) to annex Griffin Butte land. A discussion was had whether Ketchum Rural might want to also annex the Sunshine campground area, because there could be fire incidents in the campground where Ketchum Rural can respond. Commissioner Michael said the City of Ketchum is still working on creating a pond and recreation site. She also stated that we need a legal description prior to annexing. We do not have a survey of the land in question. When the City of Ketchum tried to do the public purposes act, they did a parcel description of not only the picnic are, but also the water tank. It was approximately 168 acres that the BLM (Bureau of Land Management) would have wanted to get rid of. Commissioner Michael will get the description from Sam Young with Blaine County GIS to see if that will be enough of a legal description for annexing. Chairman Gray asked if we did annex that area, would we have any liability for any maintenance on the water tank. Commissioner Michael stated we would only be charged with fire protection because the land would just be annexed into the fire district.

Chief Robrahn added: On the annexing process, where the fire district will not receive any taxable land. Ketchum Rural would be responsible for fire protection on that portion of land and we would not be reimbursed for the costs associated with the protection. If a fire begins on Bureau of Land Management land, they are responsible for the costs of that fire. If the fire starts on our land, or private property that we provide fire protection for, we then manage that fire and are responsible for it. Example:

A fire begins out East Fork, it starts on Bureau of Land Management land, BLM calls in air support, paints the ridge line; they bear the cost for that fire. If the fire is on private property and Chief Bauer or someone else in charge calls in air support, Ketchum Rural is responsible for the costs of those drops. It is something we need to consider. Chairman Gray stated we may not want to annex the entire parcel, it sounds like it could be a lot less expensive to pay for a survey of the property around the Griffin Butte station that we want annexed, and annex just that portion of the Bureau of Land Management land. Commissioner Michael reiterated that the portion of land annexed needs to reach Hulen Meadows to be contiguous. Commissioner Michael asked the price of a survey, Commissioner Engelmann estimated it to be a couple thousand dollars. Commissioner Michael will speak with the Bureau of Land Management and see if they need an environmental impact statement. She will also ascertain from the Bureau of Land Management, their willingness to annex the land if Ketchum Rural obtains a survey of the land in question.

MOTION

Commissioner Michael moved to adjourn the meeting; Commissioner Engelmann 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 11:33 AM



James E. Gray, Commissioner/Chairman



Earl Engelmann, Commissioner/Secretary