

# KETCHUM RURAL FIRE PROTECTION DISTRICT

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**Jed Gray**

*Chairman*

**Earl Engelmann**

*Secretary*

**Chris Stephens**

*Treasurer*

**Rich Bauer**

*Fire Chief*

## Special Meeting of the Ketchum Rural Fire Protection District October 23, 2019

Present: Chairman - Jed Gray  
Treasurer - Chris Stephens  
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 10:16 AM.

### PUBLIC COMMENT

Sarah Michael, a Hulen Meadow resident, wanted to thank the district for their work, and protecting rural county residents. She personally voiced her support of Jed Gray in his re-election. She thinks the leadership has been outstanding, and is grateful. Stated further that any upgrades to the station and protecting our community is appreciated. Hearing no other public comment, Commissioner Gray closed the public comment.

### APPROVE AGENDA

The agenda was previously approved via email.

### COMMISSIONER REPORTS

Commissioner, Earl Engelmann gave a report on the status of the district's fire stations and residences. Commissioner Englemann inspected the residences and found many items that need to be addressed. A large portion of the repairs needed, can be completed by a handyman or the tenants themselves. Commissioner Engelmann

mentioned he would rather create a culture of ownership and pride, by allowing the tenants to care for the residences themselves, rather than hire a handyman, therefore creating the aforementioned culture. He would also like to hear what the tenants think about handling some light landscaping duties such as mowing and leaf removal. Commissioner Engelmann suggested using a credit system with the tenants versus payment for their time spent working on the residences. This would be based upon their hourly wage. He mentioned that fire fighter Theo Rich is working on a list of repairs, separating the tasks by what he can complete, and those requiring a subcontractor. Commissioners Gray, Stephens and Engelmann agreed to enlist Chief Bauer's assistance by reporting repairs needed to the commissioners, who will in turn approve via email. The Commissioners also agreed to purchase a set of tools for each station. Commissioner Stephens wanted it stated loud and clear; we want the best possible living conditions for the residences, and we are willing to spend the money. Commissioner Stephens suggested we take \$30,000.00 to get the residences up to par. The funds can be used for paying subcontractors or crediting the residents. This includes landscaping projects such as tree trimming and shrub removal. Ketchum Rural will spend the funds now to get the building up to par, then the Sun Valley team continues the maintenance. All Season Landscaping is located across the street from Greenhorn station, and that would be great for the snowplowing contract. They have submitted a bid for tree and shrub clean up. Commissioner Stephens stated that in the past, any proposal above \$10K required 3 bids in the past. Just a piece of history. Paving at Greenhorn has been postponed until Spring 2020 due to weather conditions. Mayor Peter Hendricks stated they hope to have a new contract with this paving contractor in 2020. The City of Sun Valley was very pleased with the job they completed this year. Fire Chief Rich Bauer stated, this contractor will honor this fall's price, next spring.

### **MOTION**

**Commissioner Stephens moved to allocate up to \$30,000.00 for repairs and maintenance of residences and have Commissioner Engelmann work directly with Sun Valley to accomplish this task, seconded by Commissioner Engelmann. A roll call vote was taken.**

**AYES:** Commissioner Engelmann  
Commissioner Stephens  
Commissioner Gray

**NAYS:** None.

**Chairman Gray declared the motion carried**

REPORT: STATUS OF THE FY2018 ASSISTANCE TO FIREFIGHTERS GRANT –  
KETCHUM RURAL FIRE PROTECTION DISTRICT CHIEF, RICH BAUER

The grant was accepted. Trish and I are working out the details of the grant because there is a little red tape with the change in management of Ketchum Rural. We have consulted with grant specialist and are working toward the remittance of the funds totaling near \$66,000.00. We would like to use these funds to purchase battery operated extraction tools, spreaders, rams, etc. The goal is to have two sets of tools, one for Greenhorn, and one for Griffin Butte. Commissioner Gray expressed his appreciation of Tom Anconda of the Ketchum Fire Department for writing the grant.

REPORT: STATUS OF KETCHUM RURAL FIRE DISTRICT TRANSITION FROM  
KETCHUM FIRE DEPARTMENT TO SUN VALLEY FIRE DEPARTMENT – SUN VALLEY  
FIRE CHIEF, TAAN ROBRAHN

Taan expressed his appreciation to the Commissioners for using the words “pride and ownership”. It is nice to hear on a commissioner level, the same terms that we reinforce through the fire department and what we focus on at the City of Sun Valley. It is something the we try to install in our membership. It’s a culture that we try to build, not only in our personal lives, but when we go out to serve the public and in our communities. He also reported that the transition has been going great; and expressed his appreciation of Chief Bauer and Trish for all their hard work. They have doing an amazing job, ensuring we are moving along smoothly with the transition.

We began strong, the first 2 weeks we had a little bit of everything; multiple gas leaks, small wildland fires, car accidents, and fire alarms. We averaged a call a day with the Rural in those first 2 weeks. We had great responses and the teams were working well together.

Taan spoke of an engineering drill which incorporated all the apparatuses and getting the residences from the rural stations and our dual members up to speed on each other’s equipment.

Chief Bauer has taken care of the maintenance regarding the bay doors, and garage door openers. They are operational now.

Chief Bauer will be attending The National Fire Academy, leaving this weekend, to finish his managing officer program. This will be his last trip to the academy for

this program. Once he returns, he will complete a capstone project, which will be something that directly relates to what we are doing here. Once he has completed this, he will be the fifth person in the State of Idaho to achieve the managing officer certification.

Sun Valley Safety Director: Walt Femling, announced that Chief Robrahn is one of those five in the State of Idaho who achieved the managing officer certification. Commissioner Gray asked about cistern inspections.

Chief Taan responded by saying, we are still searching through the historical data received from Ketchum Fire Department. We are working toward developing a program that assures all cisterns are tested, and if deficiencies are found, the homeowner is notified. We need to make the cisterns are working properly and the homeowners need to understand their role in maintaining the cisterns, such as snow removal. The cistern program will be like the hydrant program we have in the city. Commissioner Stephens stated the water supply is not just cisterns, it's ponds and other types of rural supply. We know the locations of the water supplies, knowing the status of them is critical.

Commissioner Stephens brought up the rating bureau ISRB, the letter for Ketchum Rural, ISO rating has to do with certain water supplies like Dip Creek. He believes there are 12 such water supplies on the list and those are critical. If those went away and the rating bureau looked at them differently, the property insurance impact to the citizens of Ketchum rural would be extraordinary. We negotiated this list, and it needs to be continually checked.

Chief Robrahn had one last statement regarding our collaboration with the Red Cross to install smoke alarms in houses Chief Bauer is overseeing this with the assistance of Captain Black and Firefighter/EMT Julie Youngblood. They have all been working very hard on building this program to ensure everyone has working smoke detectors, with our focus being on the trailer parks south of town. The program is funded through the Red Cross, we complete a fire safety inspection and install smoke detectors for free by professional contractors. This is a neat program and we'd really like to see it grow.

Commissioner Stephens asked if there have been any challenges with the transition that the commissioners can help with.

Chief Robrahn replied yes, we are finding that some essential equipment from apparatuses are no longer on the apparatuses, such as gas detectors (rough

estimate being \$900.00) and thermal imagers (rough estimate of an average model between \$1,800.00 - \$3,500.00). It is uncertain at this point if the City of Ketchum purchased these items, or if Ketchum Volunteer Association purchased them. One gas detector has already been ordered for station 2, and we'd like to get one for station 3.

Commissioner Stephens replied, let's go ahead and do that, we don't need a motion for this purchase.

Commissioner Gray re-opened public comment

Sarah Michael, Hulen Meadows is upgrading the water system, including new fire hydrants. Will that be tested by the rural, in cooperation with Sun Valley? Reply: Yes. Also, Hulen Meadows has approximately 160 homeowners and I'd like to put the smoke alarm system information in the newsletter. Who would I contact regarding fire news? Reply: Chief Bauer would be best.

Commissioner Stephens: Hulen Meadows has what we call a flying fail open deal there is a phone line that is direct burial, not even in pipe. And that's what communicates the water level in their cistern that's in the center of Hulen Meadows, but kind of on the south end. When the water level gets to the deal, it shuts off the pump, and the rest is all gravity. If you lose communication, it fails open, so the pump runs continually.

Eagle creek, Dip Creek, was always Commissioner Stephens go to back up plan. Commissioner Stephens would like to drive around and show where he has found the water over the past 29 years.

### **ACTION ITEM: KETCHUM RURAL FIRE PROTECTION DISTRICT FUNDS**

Commissioner Stephens reported, the rural has a little over 1.2 M in the bank. Of our \$500,000.00 budget, we give \$300,000.00 to Sun Valley. Let's say 400 of the 500 we get through property taxes, and the levy rate.

Sales tax income, rent checks, plans checks. There is a formula, that as though payments come in, we pay SV. Commissioner Stephens has been Linda at Becker & Chambers, hard cutoff at \$300,000.00. If a district is above \$300,000.00, they are required to have a full audit. Talked to LT Gov Little, that number hasn't changed since the 80s. Ed bailey wanted \$8,800.00-\$9,000.00 to audit, although our bid this year is half, which is great, and we were able to allocate that money

toward shifts and volunteer salaries. Our accountants complete our accounts payables on Great Lakes, which is like Quickbooks on steroids. We get Monthly P & L and Financials. They reached out to Trish & I to get them electronic copies of previous audits.

Linda Chambers stated all our money is invested in state investment pools, other than a few bank accounts. We got all our rogue bank accounts closed. Accounts down to 4. An operating bank account, a capital bank account, a state investment pool for capital and then kind of a sweep account. Working with Linda Chambers on the correct amount so we have enough flow to be able to cover our contract with Sun Valley, and normal operating expenses. The rest would go into a state investment pool. In that account, we will probably have about \$1,150,000.00. it's called a capital account, it's very loose. We do not have in our bylaws, a procedure for moving funds out of the capital account, into the operating account. It's something we might want to think about. We have an equipment replacement schedule for all our rolling equipment, SCBAs.

In conjunction with our audit, to have money in an account called Capital, and have the rest with enough flow. It's how Sun Valley does it, it's how a lot of cities do it. There was not a sense of urgency before because the earnings rate is very low, approximately 1.7% last year.

City of Sun Valley, Walt Femling stated: I'm glad you brought this up, as I audited all your funds over the last 3 years, that amount jumped up to me, the amount paying for a small district. This is a small district, and yet it was paying from accounting to audits, over \$20,000.00 I believe was the figure, just from memory. If you want to take accounting within the inhouse here at Sun Valley, put a program together to change all accounts to rural accounts, into the city, and save half the money you're spending now. It's an option for you to discuss later, I could approach the city and work on what that would do to be a little more efficient and cost effective for the rural district

Commissioner Gray replied by saying, if we had an actual proposal from the City of Sun Valley, we could look at that. His personal standpoint, he likes going over

the checks on a monthly basis, and usually Commissioner Stephens will verify the invoices prior to Commissioner Gray signing the checks.

Walt Femling replied: that would not change, just bring accounting in house. If this is something the commission is interested in, Walt could broach the subject with the city.

Commissioner Stephens stated that the rural district is paying Becker and Chambers a lot of money, but we didn't have the staff and we were sharing a clerk. One of the reasons we didn't pursue this at the beginning of the proposal is, we have a lot of moving parts. Maybe after a few months, we can revisit. The savings might not be as high. The city has a great person in that position that can do an excellent job. That would save time as well since we are running accounts payable down to Hailey. It would be nice to have it all in one place. I'd like to get through the audit, if we get a clean audit, it might make sense, then I can make a recommendation.

Commissioner Engelmann stated he would support our accounting in house.

**MOTION**

**Commissioner Stephens moved to adjourn the meeting; Commissioner Engelmann seconded the motion.**

**AYES:** Commissioner Engelmann  
Commissioner Stephens  
Commissioner Gray

**NAYS:** None.

**Chairman Gray declared the motion carried**

Adjournment 11:22 AM