

MINUTES OF THE SPECIAL MEETING OF THE WOOD RIVER FIRE PROTECTION DISTRICT

Call Meeting to Order: Commissioner Jay Bailet called the special meeting of the Wood River Fire Protection District to order on July 28, 2021, at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 3:00 PM.

Attendance: Commissioners Jay Bailet, Steven Garman, Dennis Kavanagh, Chief Ron Bateman (virtually), Office Manager Stephanie Jaskowski, Lt. Rune Haavik.

Open Session for Public Comments: None

Action Item: Approve and Sign Meeting Minutes from the Regular Meeting on July 14, 2021. **Commissioner Garman motioned to approve the minutes from July 14, 2021, Regular Meeting, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

Chiefs Report:

ACTION ITEM: Election Question

DESCRIPTION: We need to give formal direction to our bond counsel regarding our November 2021 election question. She will take this direction and craft it into a question for the County. During our presentation earlier this month, we were presented with \$17 million scenarios. I asked Christian to create a similar chart at \$16 million – for our discussion.

Interestingly, one of the principals involved in the interview process talked about finding the right amount and services that are comprehensive across the district. That's exactly what we are doing with this discussion and with the remodel to Station 3.

I think that we could lower that figure to \$16 million, but I would be a little uneasy, given the volatility of the construction market at this moment.

ACTION PROPOSED: *Subject to discussion, I would ask for direction for the attorney with regards to an amount and the term / years.*

The Commissioners held discussion, clarifying thoughts and numbers.

Action Item: Election Question. Commissioner Garman motioned to direct staff to have the attorney draft the election question for a General Obligation Bond for \$17 million dollars with a term of 25 years, with a Resolution for the August 18, 2021 meeting to be signed to be brought to the county. Commissioner Kavanagh seconded the motion. All in favor, motioned carried.

ITEM: FY 2022 Budget (Chief's Report)

DESCRIPTION: Stephanie and I did another look at the FY 2022 Budget last week and sent out the document that we can use for discussion today. She and I will sit down again on Tuesday, August 4th to make a few more tweaks before we send it to the paper for publication, per Idaho Code. The most notable adjustment from previous iterations would be that the beginning Operations Fund balance is at \$1.6 million (up about \$60k).

As before, the budget reflects spending just about \$200k of our Operations Fund Reserve so that that balance will be closer to \$1.4 million at the end of FY 2022 – still more than one-half a year of expenses on hand to begin FY 2023. We can talk more about your thoughts on this balance going forward. I listened to the BC budget discussions and heard that they keep three months of expenses + an additional 15% as their balance (I emailed JoLynn – the budget officer – to ensure that I heard correctly, and she said yes).

This budget will include promoting an Ops Chief, filling that vacancy from our hiring list, and adding two RFT positions. We will continue to deliver service as we have and as we have suggested in the future.

Our Capital Fund is reduced significantly, if we are successful with the bond question, as we will be making the second payment on the property itself.

ACTION PROPOSED: There will be some changes between now and August 18th. Most will be in the vehicle maintenance line items, contract for services with Hailey, plan review and BLM revenue (we have received no direction from the BLM with regards to revenue if they extend their lease). We should also receive the L2 figures by that time. *This item is for discussion.*

The commissioners discussed the budget items presented and thanked Chief for his work.

ACTION ITEM: Recommendation for Selection of Architect

DESCRIPTION: I want to begin by thanking LT Haavik for all the work that he put into this process. He did a lot of research, answered a bunch of questions, became a Zoom expert – And all of his effort allowed us to get a good look at three qualified and interested firms. Kudos, Rune. SLs Dave Schames and Josh Fields joined LT Haavik and I in interviewing all three candidates on Thursday afternoon, July 22nd. We spent about an hour afterwards comparing notes and scores to arrive at a recommendation for you, the WRFR BoFCs. I asked LT Haavik to type up some of the highlights and deciding factors. I've included that email with this report.

ACTION PROPOSED: Again, being new to this process, I believe (like the MA fees and Bond Counsel fees) that the lion's share of these costs will be part of the bond question. We have set aside \$50,000 in the FY 2021 Budget for any design or graphic work that will be necessary prior to November 2021. *Subject to any discussion, I would ask for a roll call vote directing WRFR staff to engage the preferred candidate for these services and to bring a contract for services to our August 18, 2021 meeting for board approval.*

The commissioners held discussion and clarified with Rune Haavik details of the Committee recommendation and Lt. Haavik pointed out the final decision would pend the acceptance of a financial agreement with the most qualified, the committee would move to next qualified candidate. The commissioners thanked Lt. Haavik for his hard work.

ACTION ITEM: Recommendation for Selection of Architect. Commissioner Garman motioned to engage Rice Fergus Miller for Architectural Services for the design of our new station, Commissioner Kavanagh seconded the motion. All in favor, motioned carried.

Chief Bateman will have the Architectural Agreement at the August Commissioner Meeting for signatures.

Chief Bateman then discussed an email received earlier this day from Kathy Grotto, Blaine County, Land Use & Building Services and shared the email with the commissioners. Kathy has concerns with zoning and permitted uses and the need to get a conditional use permit for the proposed new station as the property's current zoning does not permit a Fire Station to be built on it as is.

The commissioners held discussion and directed chief to have discussion with the county Land Use & Building Services, along with the attorney and others to bring more information to the August meeting.

ACTION ITEM: Approval of Municipal Advisor

DESCRIPTION: We had a virtual meeting with Christian Anderson on July 14th. He made a few additions to the *Agreement for Municipal Advisory Services*. I forwarded to Stephanie Bonney (MSBT Bond Counsel). She reviewed the document and gave her approval. Stephanie (Jaskowski) has a copy of the document for signatures.

ACTION PROPOSED: *Subject to any discussion, I would ask for a roll call approving this agreement and directing the WRFR Board Chair to sign with Stephanie's attestation.*

Commissioners reviewed the documentation and held discussion.

ACTION ITEM: Approval of Municipal Advisory Services Agreement with Zions Public Finance, Commissioner Garman made a motion to approve and sign the Municipal Advisory Services Agreement with Zions Public Finance. Commissioner Kavanaugh seconded the motion. All in favor, motioned carried.

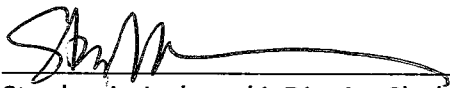
Old Business: None

New Business: None

Any Other Business: None


Adjourn: Commissioner Garman motioned to adjourn the special meeting and Commissioner Kavanaugh seconded the motion for adjournment at 3:50 pm. All in favor, motion carried.


Meeting Adjourned.


Stephanie Jaskowski, District Clerk

APPROVED:


Jay Bailet, Chairman


Steven Garman


Dennis Kavanaugh

Date: 8/18/2021


Wood River Fire & Rescue – Accounts Payable Report
Register: Mountain West Operations Checking Account & Current Assets
From: 7/1/2021 to 7/31/2021

Jul 31, 21

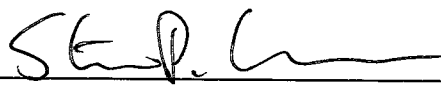
ASSETS	
Current Assets	
Checking/Savings	
1100 · Cash & Cash Equivalents	
1100.1 · Mtn West Checking	
1100.11 · Mtn West Sweep	103,624.41
1100.1 · Mtn West Checking - Other	<u>223,606.12</u>
Total 1100.1 · Mtn West Checking	327,230.53
1100.2 · Mtn West Reserve Ckng	447.34
1100.3 · Local Govt Investment Pool	2,045,578.37
1100.4 · Petty Cash	<u>120.00</u>
Total 1100 · Cash & Cash Equivalents	<u>2,373,376.24</u>
Total Checking/Savings	2,373,376.24
Accounts Receivable	
1150 · Accounts Receivable	
1151 · Accounts Receivable, net	<u>4,468.54</u>
Total 1150 · Accounts Receivable	<u>4,468.54</u>
Total Accounts Receivable	<u>4,468.54</u>
Total Current Assets	<u>2,377,844.78</u>
TOTAL ASSETS	<u>2,377,844.78</u>



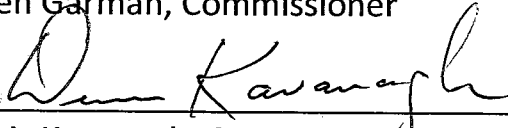
 Stephanie Jaskowski, District Clerk

APPROVED:


 Jay Bailet, Commissioner



 Steven Garman, Commissioner



 Dennis Kavanagh, Commissioner

DATE: 8/18/2021

WOOD RIVER FIRE & RESCUE

8/13/2021 9:06 AM

Register: 1100 · Cash & Cash Equivalents:1100.1 · Mtn West Checking

From 07/01/2021 through 07/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/01/2021	BASE	PERSI	-split-	M040	9,488.08		94,729.15
07/01/2021	CHOICE	PERSI	-split-	M040	1,543.53		93,185.62
07/01/2021	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	12,520.36		80,665.26
07/01/2021	24219	BIG WOOD FITNESS	2200 · Accounts Payable		325.00		80,340.26
07/01/2021	24220	CITY OF HAILEY / C...	2200 · Accounts Payable		1,754.61		78,585.65
07/01/2021			1100 · Cash & Cash Equ...	Funds Transfer -...	27,813.54		50,772.11
07/01/2021			1100 · Cash & Cash Equ...	Funds Transfer -...	5,649.00		45,123.11
07/02/2021	AutoPay3	IDAHO POWER	E · ADMINISTRATION...		302.96		44,820.15
07/07/2021	ACH	FIRST BANKCARD	2200 · Accounts Payable		1,815.51		43,004.64
07/07/2021	AutoPay1	C3 INTEGRATED SO...	B · CONTRACTURAL:...		320.00		42,684.64
07/07/2021	24193	AMAZON.COM	2200 · Accounts Payable		652.36		42,032.28
07/07/2021	24194	ATKINSON'S MARK...	2200 · Accounts Payable		2.99		42,029.29
07/07/2021	24195	BLUE CROSS OF ID...	2200 · Accounts Payable		14,614.53		27,414.76
07/07/2021	24196	BOUND TREE MEDI...	2200 · Accounts Payable		89.44		27,325.32
07/07/2021	24197	BPA HEALTH	2200 · Accounts Payable		156.95		27,168.37
07/07/2021	24198	CLEARWATER LAN...	2200 · Accounts Payable		275.00		26,893.37
07/07/2021	24199	DELTA DENTAL	2200 · Accounts Payable		1,118.40		25,774.97
07/07/2021	24200	EXPRESS PUBLISHI...	2200 · Accounts Payable		81.08		25,693.89
07/07/2021	24201	FINI MACHINERY, I...	2200 · Accounts Payable		105.25		25,588.64
07/07/2021	24202	GEM STATE WELDE...	2200 · Accounts Payable		23.40		25,565.24
07/07/2021	24203	HARRISON INSURA...	2200 · Accounts Payable		18,214.00		7,351.24
07/07/2021	24204	HENRY SCHEIN	2200 · Accounts Payable		96.11		7,255.13
07/07/2021	24205	ID BUREAU OF EMS...	2200 · Accounts Payable		25.00		7,230.13
07/07/2021	24206	IDAHO LUMBER	2200 · Accounts Payable	2281	13.98		7,216.15
07/07/2021	24207	INTEGRATED TECH...	2200 · Accounts Payable		329.29		6,886.86
07/07/2021	24208	KETCHUM HEATIN...	2200 · Accounts Payable		3,063.00		3,823.86
07/07/2021	24209	MCKESSON	2200 · Accounts Payable		293.25		3,530.61
07/07/2021	24210	NAPA AUTO PARTS	2200 · Accounts Payable		87.94		3,442.67
07/07/2021	24211	NCPERS GROUP LIF...	2200 · Accounts Payable		192.00		3,250.67
07/07/2021	24212	O'REILLY AUTO PA...	2200 · Accounts Payable		66.43		3,184.24
07/07/2021	24213	RICEFERGUSMILLER	2200 · Accounts Payable		10,080.00		-6,895.76
07/07/2021	24214	RUNE.HAAVIK	2200 · Accounts Payable		500.94		-7,396.70
07/07/2021	24215	SATELLITE PHONE ...	2200 · Accounts Payable		55.76		-7,452.46
07/07/2021	24216	TREASURE VALLE...	2200 · Accounts Payable	BCES	30.30		-7,482.76
07/07/2021	24217	UNITED OIL	2200 · Accounts Payable		519.08		-8,001.84
07/07/2021	24218	VERIZON WIRELESS	2200 · Accounts Payable	565720461-00001	405.29		-8,407.13
07/08/2021	24221	JANE'S ARTIFACTS	2200 · Accounts Payable		3.00		-8,410.13
07/08/2021	24222	VALLEY COUNTRY ...	2200 · Accounts Payable	123811	21.19		-8,431.32
07/08/2021	24223	ZOLL MEDICAL CO...	2200 · Accounts Payable		765.00		-9,196.32
07/08/2021			1100 · Cash & Cash Equ...	Funds Transfer -...		70,000.00	60,803.68

WOOD RIVER FIRE & RESCUE

8/13/2021 9:06 AM

Register: 1100 · Cash & Cash Equivalents:1100.1 · Mtn West Checking

From 07/01/2021 through 07/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/10/2021	AutoPay1	CENTURY LINK	E · ADMINISTRATION...	208-788-5577	227.89		60,575.79
07/12/2021	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	13,438.10		47,137.69
07/12/2021	AutoPay1	INTERMOUNTAIN G...	E · ADMINISTRATION...		24.78		47,112.91
07/12/2021	AutoPay2	INTERMOUNTAIN G...	E · ADMINISTRATION...		28.11		47,084.80
07/12/2021	AutoPay3	INTERMOUNTAIN G...	E · ADMINISTRATION...		94.11		46,990.69
07/13/2021			-split-	Deposit		122,642.77	169,633.46
07/15/2021	BASE	PERSI	-split-	M040	9,902.50		159,730.96
07/15/2021	CHOICE	PERSI	-split-	M040	1,553.12		158,177.84
07/15/2021			1100 · Cash & Cash Equ...	Funds Transfer -...	27,930.06		130,247.78
07/15/2021			1100 · Cash & Cash Equ...	Funds Transfer -...	8,522.85		121,724.93
07/20/2021			12000 · Undeposited Fu...	Deposit		1,593.75	123,318.68
07/22/2021	AutoPay1	CITY OF HAILEY / S...	-split-		91.36		123,227.32
07/22/2021	AutoPay2	CITY OF HAILEY / S...	-split-		42.57		123,184.75
07/22/2021	24224	AIRGAS USA, LLC.	2200 · Accounts Payable		96.70		123,088.05
07/22/2021	24225	ANTHEM BROADB...	2200 · Accounts Payable	18706	114.00		122,974.05
07/22/2021	24226	BASS SEARS	2200 · Accounts Payable		317.00		122,657.05
07/22/2021	24227	COX COMMUNICAT...	2200 · Accounts Payable		227.33		122,429.72
07/22/2021	24228	GREAT AMERICA FI...	2200 · Accounts Payable		93.00		122,336.72
07/22/2021	24229	HENRY SCHEIN	2200 · Accounts Payable		341.40		121,995.32
07/22/2021	24230	KETCHUM HEATIN...	2200 · Accounts Payable		3,188.00		118,807.32
07/22/2021	24231	LIFE CHURCH, THE	2200 · Accounts Payable		10,000.00		108,807.32
07/22/2021	24232	MSBT LAW	2200 · Accounts Payable		2,092.60		106,714.72
07/22/2021	24233	RICEFERGUSMILLER	2200 · Accounts Payable		1,512.00		105,202.72
07/22/2021	24234	SAWTOOTH WOOD ...	2200 · Accounts Payable		25.50		105,177.22
07/22/2021	24235	SILVER CREEK FORD	2200 · Accounts Payable		311.31		104,865.91
07/22/2021	24236	ST LUKE'S MEDICA...	2200 · Accounts Payable		177.00		104,688.91
07/22/2021	24237	STATE INSURANCE ...	2200 · Accounts Payable	503920	11,657.00		93,031.91
07/22/2021	24238	TREASURE VALLE...	2200 · Accounts Payable	BCES	90.30		92,941.61
07/22/2021	24239	UNITED OIL	2200 · Accounts Payable		889.46		92,052.15
07/22/2021	24240	WAXIESANITARY S...	2200 · Accounts Payable		166.22		91,885.93
07/22/2021	24241	WSCFF EMPLOYEE ...	2200 · Accounts Payable		500.00		91,385.93
07/22/2021	24242	ZOLL MEDICAL CO...	2200 · Accounts Payable		254.34		91,131.59
07/22/2021	24243	AMAZON.COM	2200 · Accounts Payable		84.81		91,046.78
07/23/2021			-split-	Deposit		305,552.63	396,599.41
07/27/2021	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	13,868.06		382,731.35
07/27/2021	AutoPay1	IDAHO POWER	E · ADMINISTRATION...		260.44		382,470.91
07/27/2021	AutoPay2	IDAHO POWER	E · ADMINISTRATION...		35.96		382,434.95
07/28/2021	AutoPay3	CENTURY LINK	E · ADMINISTRATION...		81.58		382,353.37
07/29/2021	ACH	STATE TAX COMMI...	2400 · Payroll Liabilities	000230196	6,099.00		376,254.37
07/29/2021	BASE	PERSI	-split-	M040	10,750.40		365,503.97

WOOD RIVER FIRE & RESCUE

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07/29/2021	CHOICE	PERSI	-split-	M040	1,571.85		363,932.12
07/29/2021	24248	WOOD RIVER FIRE ...	2400 · Payroll Liabilities...		1,013.40		362,918.72
07/29/2021			1100 · Cash & Cash Equ...	Funds Transfer	30,735.86		332,182.86
07/29/2021			1100 · Cash & Cash Equ...	Funds Transfer	4,952.33		327,230.53