

## MINUTES OF THE REGULAR MEETING OF THE WOOD RIVER FIRE PROTECTION DISTRICT

**ITEM:** Swearing-In Ceremony – Josh Fields (Chief's Report)

**DESCRIPTION:** Another month and another new hire celebration with pictures and all. "New hire" is a funny thing to assert with Josh – since I believe he's been with the District since 2012. As always, a quick story before the formalities. I didn't have to look far to find a story about ENG Fields that I wanted to share today:

Seven-twenty something in the evening, Wednesday, February 23<sup>rd</sup>, 2022. [Any idea, Josh?] In the three months preceding we had lost decades of fire / EMS experience – Ron Taylor, Tom White, Kelly White. That week found me in between returning from Portland (taking Tom's parents home) and heading to Fort Collins (to have, ultimately, minor surgery). Chief Sears and I were scrambling to figure out HOW we might continue staffing the District. We needed to adapt quickly, unsure if we had to hire from outside...or what. And hours before the deadline to submit for a TFT position – way out of left field (the puns write themselves here) Josh sends a short, three sentence letter of interest. Nine minutes later I texted Chief Sears. "Josh. Fields. Holy [smokes]. Game. Changed." I shared this story for this (probably obvious) reason – Josh swooped in at a critical moment to really bolster our service. But his email had a profound impact on Chief Sears and me, too. I am thankful for

**ACTION PROPOSED:** *No formal action necessary.*

**Call Meeting to Order:** Commissioner Jay Bailet called the meeting of the Wood River Fire Protection District to order on July 24, 2023, at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 3:16 PM.

**Attendance:** Commissioners Jay Bailet, Dennis Kavanagh, Steven Garman, Chief Ron Bateman, Operations Chief Bass Sears, Office Manager Stephanie Jaskowski

**Open Session for Public Comments: None**

**Action Item:** Approve and Sign Meeting Minutes from the Commissioner Meeting on June 21, 2023. **Commissioner Garman motioned to approve the minutes from June 21, 2023, Commissioner Meeting, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

**Action Item:** Approve and Sign June 2023 Payables. **Commissioner Garman motioned to approve and sign the June 2023 Payables; Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

## Operations Chief Report:

### We are operating!

- 585 calls in 2023, 3.02 per day on average, 120% of three year moving average projects to ~1,166 calls in 2023. 88% of calls have been EMS.

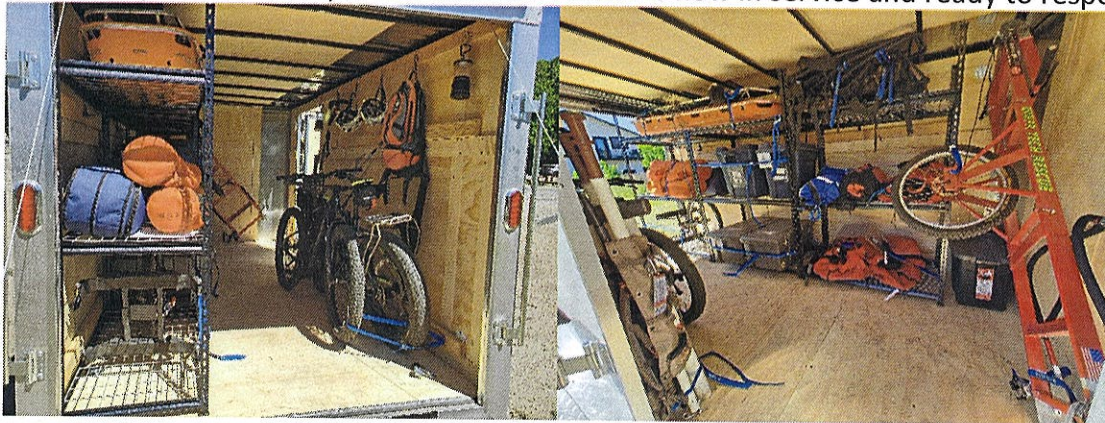
### Vehicles

- **Bid for new apparatus**
  - Request for Bid has been sent out and legal notice made for new 3,000 gallon tender on commercial chassis.
  - Anticipate a brief update at August BOC meeting detailing how many bids were received etc, and full recommendation from apparatus committee for commissioners' decision at September BOC meeting.

Commissioners held discussion to clarify sources of suppliers and who may be participating in the bid process and the Apparatus committee staffing to finalize the decision.

### Technical Rescue Trailer

- Version 0.9 (a "beta" build) of the technical rescue is now in service and ready to respond.



### Flying Hat Fire

- Challenging initial response given some gaps in information between dispatch and WRFR, particularly on location.
- Challenging fire attack given safety hazards of working in cotton bottoms.
- Use of BLM air assets was expensive but deemed necessary for adequate suppression and for firefighter safety.
- First day we exercised the MOU with Ketchum Fire Department, we had KFD Lt Keith Potter as 5<sup>th</sup> on the day of the start.

Commissioners discussed details of the incident, the ongoing dispatch process/procedures/issues, challenging off duty staffing response to the incident. Servicing stacked medical calls at time of fire incident.

## ISRB

- Water supply testing in full swing to be ready for ISRB rating this fall, hydrants, dry hydrants and cisterns are all being tested on aggressive schedule.
  - On top of the off duty crews that tested hydrants, on duty crews have been working really diligently at getting the other water supply tests knocked out, great dedication given all the other demands on their time.
- Pump, hose and ladder testing, as well as apparatus preventative maintenance, have all been scheduled to have taken place by the time the actual audit is done in October.

## FF Fields

- Hannes started fulltime employment on July 15<sup>th</sup> with that day being his first set with C shift (his assigned shift), although as TFT he has been a regular C shift member all fiscal year.

## Station 3

- Crews moved their “office” from the front entryway to the old BLM office, providing more space, nicer environment, and room for a 3<sup>rd</sup> crewmember to work in the same office as the first two, avoiding the “two in the office, one at the kitchen table” split that was not conducive to crew cohesiveness.

## Chief Report:

### ITEM: FY 2024 Budget (Chief's Report)

**DESCRIPTION:** The FY 2024 Capital and Operational Budgets are finally done, less any changes that are directed today in advance of next month's hearing. There have been some tiny adjustments since I sent the document to the BoFCs last week. Those changes mainly center around how we, by code, are directed to collect any forgone. I will begin with that:

**Forgone.** WRFR has a forgone balance of \$54,771; \$11,353 was from last year and \$43,418 was from prior to my time here in Idaho. To collect forgone, IC requires that we had previously submitted a resolution to *reserve* and now submit a resolution to *recover* with our L-2. We did a resolution last year to reserve (2022-03). We cannot collect that \$54,771 all at once; in fact, we can only recover with *limitations* – an extra 1% for “general purposes” and 3% for “capital projects. We need to find our FY 2024 “starting line” to figure what we can collect of our forgone. We begin with last year's revenue figure and multiply it times 3% ( $\$1,179,000 \times 0.03$ ) and get our initial increase in revenue – \$35,370. We then add allowable budget increase from new construction \$19,980 (This figure is provided on the L-2 Worksheet). That grand total of last year's figure plus 3% plus new construction is \$1,234,350. This is the “starting line” for calculating forgone – therefore, 1% would be \$12,344 and 3% would be \$37,031. From my June 2<sup>nd</sup> Idaho State Tax Commission class – 3% is temporary and must be “tracked separately and not added into the base property tax budget.” BUDGET DIAGRAM. This *funding pathway* into our budget was what I had to change last week. I had that 4% (\$49,375) coming in with our fire district levy, into the Operations Fund, as it always has. Now that we've created a second fund,

we need it to go directly into that Capital Fund. What code prevents is a higher “starting line” next year. The only question I have – does the county do a second, small levy just for this forgone collection?

**Transfer to Capital Fund.** We are in a sizable hole with Capital. As Chief Sears was creating an apparatus inventory for the latest ESCI consultation, I compared it to their BFD / HFD / WRFR consolidation report. The only suppression asset on his list in 2023 that wasn’t on that 2011 report (p. 82) was 651. In other words, we have some real catching up to do. It is important that we have a separate fund and it’s recognized as a transfer from our fire district levy (and not the contract with the BCAD). Capital projects are defined in IC § 63-802, germane to our budget – “the construction, expansion, renovation or replacement of public facilities, including...site improvements” and “the purchase of equipment with a useful life of more than ten years.”

**Health Insurance Costs.** Each year we expect annual increases in health insurance costs. This year, on average, those increases are about 9.5%. However, the real crux this year is that our newer RFT members will be more costly than those members that have or may soon depart. Those two positions have been filled and the plan has been to add another RFT position. The net difference between the former two and the newest three will be approximately \$35,000. Line Item 6150 was \$196,888 for FY 2023 and will be \$242,346 in FY 2024. That is a 23.1% increase from one year to the next...to provide the same LOS.

**PERSI.** The state advised us that employer contributions are rising nearly a full percentage point (from 12.28% to 13.26%). Approximately \$13,000 increase.

**Employer Burden.** Insurance and PERSI have increased our employer burden from 41.08% to 43.35%. It had gone down from 3-4 years ago and is now going back up. We had lost senior, family members and those positions were filled by younger, single members (the ones who have or intend to depart). This is a figure that averages – in most of my research – between 25% and 40%. I’ve shared that we need to address this, but I believe that we can move forward with this year’s budget without this tackling right now.

**Blaine County Emergency Communications.** As I shared last month, Dispatch had made us aware of a large funding deficit and the need to share that cost among County agencies. I took that approximately \$13,000 increase out of our budget as we didn’t hear back from BCEC regarding their implementation plan.

**BCAD.** With some increased costs, and the understanding that the BCAD intends to keep contracts “flat” with last year, I can bump our request up to where it was last year, as I had decreased it 0.66%. Approximately, \$11,000 bump. The BCAD has their budget on the agenda for discussion tomorrow morning at 9 AM.

**Consumer Price Index.** The CPI has increased 4% from May 2022 to May 2023 (for reference it was 8.6% from May 2021 until May 2022).

**Cash Flow Projections.** We have spent down our Operational Fund Balance in the past few years – about 7-10%. If we finish this FY with \$1.87 million (as I anticipate), our FY 2024 BEGINNING Fund Balance will be about 65% of last year’s expenses. And, as you can see on the Cash Flow Projection sheet, we will spend about \$146k of our reserves in the next budget year and we will have about 60% of the previous year’s expenses. This sheet assumes a 5% increase in the BCAD contract each year going forward. I believe this is the real crux going forward – we cannot continue to spend our reserve money this way in perpetuity. See the BCAD contract sheet.

**Posting.** We will submit the first page (approved budget page) to the Mt. Express NLT Friday, August 4<sup>th</sup> for publication on Wednesday, August 9<sup>th</sup>, per code – in advance of our August 16, 2023 hearing.

**Miscellaneous.** We can look at any line item or aspect of the budget that the BoFCs would like.

Chief Bateman reviewed the components of the Draft Budget report and how he structured it (attached).

**Wage / Salary Increases.** The CBA matrix is what we had developed last year – a base with additions based upon length of service, position, education, training, etc. The base increases from \$63,500 this FY to \$65,000 next FY. The average increase is 3.24% for the twelve, shift assigned RFT members. I am recommending a 2.5% increase to the TFT hourly rate – to \$24.85 / HR. The PT / POC hourly rate is calculated at the CY (after performance evals), and I have it averaged at \$20.50 / HR for the budget. I am recommending 3.75% increase for the Operations Chief position and 2% for the Office Manger position. I am recommending 1% for the Fire Chief position. Executive Session, if necessary, to talk about an employment agreement / employment changes.

**Executive Session:**

**Commissioner Baillet called for a motion to open an Executive Session to consider personnel matters [Idaho Code § 74-206 (1) (a) & (b)]**

**Commissioner Kavanagh seconded the motion, all in favor roll call vote (Baillet, Kavanagh, Garman) to convene the session at 4:05 pm.**

**At 4:34 pm Commission Garvin purposed to adjourn the Executive Session, Commissioner Kavanagh seconded the motion, all in favor roll call vote (Baillet, Kavanagh, Garman) to adjourn the session at 4:35 pm.**

**Executive Discussion was held, no action was taken.**

**Commissioner Baillet called the regular meeting back to order at 4:36 pm:**

**ACTION PROPOSED:** There is a ton here; I’ve hardly been able to speak to it all. Ultimately, *subject to any discussion, I would ask for a roll call vote directing WRF staff to post (with any changes) per Idaho Code and notice our budget hearing on August 16, 2023.*

## **Fire Marshal Report:**

38 new building applications have come in so far compared to 49 at this time last year. In addition, 5 Agricultural Building applications have been approved. Agricultural Buildings do not require Building permit approvals from the district only set-back requirement approvals. 28 Final Fire Inspections have been completed for Certificate of Occupancy so far this year.

Much of my time lately has been spent answering questions about water supplies, responding fire engines, and distances from fire stations for homeowners and insurance companies as many insurance companies are adjusting their rates unfortunately upward. The local agents are doing their best to help homeowners and I give them whatever information they need to clarify Wood River's firefighting capabilities as well as our automatic aid and mutual aid partners.

I continue to work on projects as assigned and take care of Fire Marshal business as efficiently as possible. The data collection process for our upcoming Idaho Survey and Rating Bureau evaluation is very time consuming. I have also been testing some cisterns as time allows to update our records.

As we move into our busiest emergency call season, I look forward to assisting on emergency calls including the Flying Hat Ranch fire. I truly enjoy working with other agencies on incidents as it gives me the chance to meet and work with some of our newer local emergency responders in a collaborative way.

Commissioners discussed their approval of the Fire Marshall's report and status.

**Old Business:** Commissioner Garman requested an update on the Apparatus repairs needed for Engine 682 and Ops Chief Sears discussed the status of the apparatus's repairs and maintenance records and his strategy for repairs.

**New Business:** None

**Any Other Business:** None

**Adjourn:** Commissioner Garman motioned to adjourn the regular meeting and Commissioner Bailet seconded the motion for Adjournment at 4:40 pm. **Roll Call Vote, Commissioners Bailet, Garman and Kavanagh voted all in favor, motion carried, meeting adjourned.**

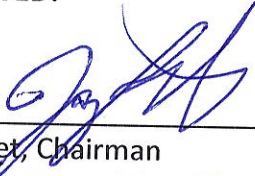
**Meeting Adjourned.**

Attest:

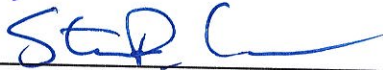


Stephanie Jaskowski, District Clerk

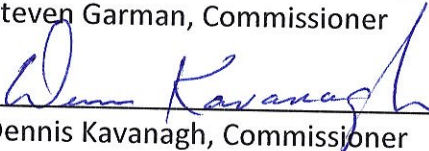
APPROVED:



Jay Bailet, Chairman



Steven Garman, Commissioner



Dennis Kavanagh, Commissioner

Date: 8/17/2023

Public Agency: Wood River Fire Protection District, Blaine County, Idaho



Governing Body: Fire Commissioners Board

Meeting Date, Time & Location: July 24, 2023 – 3:00 PM  
Wood River Fire & Rescue Station 3  
11053 Hwy 75  
Bellevue, ID 83313

### EXECUTIVE SESSION MOTION AND ORDER

JAY BAILET (print name), CHAIR (print title)

MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206, CONVENE IN EXECUTIVE SESSION TO:  
(identify one or more of the following)

- Consider labor contract matters [Idaho Code § 74-206 (1) (a)]
- Consider personnel matters [Idaho Code § 74-206 (1) (a) & (b)]
- Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]

Purpose/Topic Summary: DISCUSSION - NO DECISIONS MADE

**AND THE VOTE TO DO SO BY ROLL CALL.**

CONVENE AT: 4:05 PM ADJOURN AT: 4:35 PM

	YES	NO	ABSTAIN
Jay Bailet, Chair	<u>X</u>	_____	_____
Steven Garman, Member	<u>X</u>	_____	_____
Dennis Kavanagh, Member	<u>X</u>	_____	_____

Chief: [Signature]  
(signature)



# WOOD RIVER FIRE & RESCUE

8/14/2023 2:13 PM

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

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2023	25421	BIG WOOD FITNESS	2200 · Accounts Payable		375.00			142,008.71
07/01/2023	25422	BLUE CROSS OF I...	2200 · Accounts Payable		15,173.50	X		126,835.21
07/01/2023	25423	PICABO TOWER L...	2200 · Accounts Payable		900.00	X		125,935.21
07/01/2023	25435	DELTA DENTAL	2200 · Accounts Payable		1,249.50	X		124,685.71
07/01/2023	25436	NCPERS GROUP LI...	2200 · Accounts Payable		224.00	X		124,461.71
07/03/2023			1100 · Cash & Cash E...	Funds Transfer		X	1,850.00	126,311.71
07/03/2023			1100 · Cash & Cash E...	Funds Transfer	1,850.00	X		124,461.71
07/05/2023	AutoPay3	IDAHO POWER	E · ADMINISTRATIO...		321.82	X		124,139.89
07/05/2023			1100 · Cash & Cash E...	Funds Transfer		X	1,300.00	125,439.89
07/05/2023			1100 · Cash & Cash E...	Funds Transfer	1,300.00	X		124,139.89
07/06/2023			12000 · Undeposited F...	Deposit		X	253.69	124,393.58
07/06/2023			1100 · Cash & Cash E...	Funds Transfer		X	2,350.00	126,743.58
07/06/2023			1100 · Cash & Cash E...	Funds Transfer	2,350.00	X		124,393.58
07/07/2023	ACH	FIRST BANKCARD	2200 · Accounts Payable		3,996.71	X		120,396.87
07/07/2023	ACH	STATE TAX COM...	2400 · Payroll Liabilities	000230196	6,002.00	X		114,394.87
07/07/2023	25424	FIRST BANKCARD	B · CONTRACTURA...	VOID: MISPR...		X		114,394.87
07/07/2023			1100 · Cash & Cash E...	Funds Transfer		X	575.00	114,969.87
07/07/2023			1100 · Cash & Cash E...	Funds Transfer	575.00	X		114,394.87
07/10/2023	AutoPay1	CENTURY LINK	E · ADMINISTRATIO...	Station 1	243.38	X		114,151.49
07/10/2023			1100 · Cash & Cash E...	Funds Transfer		X	10,000.00	124,151.49
07/10/2023			1100 · Cash & Cash E...	Funds Transfer	10,000.00	X		114,151.49
07/11/2023			1100 · Cash & Cash E...	Funds Transfer		X	1,150.00	115,301.49
07/11/2023			1100 · Cash & Cash E...	Funds Transfer	1,150.00	X		114,151.49
07/12/2023			-split-	Deposit		X	131,873.75	246,025.24
07/12/2023			1100 · Cash & Cash E...	Funds Transfer	131,898.24	X		114,127.00
07/12/2023			1100 · Cash & Cash E...	Funds Transfer		X	131,898.24	246,025.24
07/13/2023	BASE	PERSI	-split-	M040	11,080.01	X		234,945.23
07/13/2023	CHOICE	PERSI	2400 · Payroll Liabiliti...	M040	3,167.77	X		231,777.46
07/13/2023	E-pay	UNITED STATES T...	-split-	82-0397612 Q...	14,498.60	X		217,278.86
07/13/2023			1100 · Cash & Cash E...	Funds Transfer...	33,160.33	X		184,118.53
07/13/2023			1100 · Cash & Cash E...	Funds Transfer...	7,862.93	X		176,255.60
07/13/2023			1100 · Cash & Cash E...	Funds Transfer		X	70,000.00	246,255.60
07/13/2023			1100 · Cash & Cash E...	Funds Transfer	70,000.00	X		176,255.60
07/14/2023			4200 · Other Revenue:...	Deposit		X	80.00	176,335.60
07/14/2023	AutoPay3	INTERMOUNTAIN ...	E · ADMINISTRATIO...		106.54	X		176,229.06
07/14/2023	25437	AMAZON.COM	2200 · Accounts Payable		910.32	X		175,318.74
07/14/2023	25438	ATKINSON'S MAR...	2200 · Accounts Payable		40.48	X		175,278.26
07/14/2023	25439	BOUND TREE ME...	2200 · Accounts Payable		600.90	X		174,677.36
07/14/2023	25440	CLEARWATER LA...	2200 · Accounts Payable		75.00	X		174,602.36
07/14/2023	25441	COX COMMUNICA...	2200 · Accounts Payable		241.79	X		174,360.57

# WOOD RIVER FIRE & RESCUE

8/14/2023 2:13 PM

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

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/14/2023	25442	DAVIS EMBROIDE...	2200 · Accounts Payable		1,368.41	X		172,992.16
07/14/2023	25443	ES CHAT	2200 · Accounts Payable		118.82	X		172,873.34
07/14/2023	25444	FIRSTNET	2200 · Accounts Payable	287320825102	124.61	X		172,748.73
07/14/2023	25445	GEM STATE WELD...	2200 · Accounts Payable		132.34	X		172,616.39
07/14/2023	25446	HARRISON INSUR...	2200 · Accounts Payable		23,458.00	X		149,158.39
07/14/2023	25447	HENRY SCHEIN	2200 · Accounts Payable		417.20	X		148,741.19
07/14/2023	25448	IDAHO ASSOCIATI...	2200 · Accounts Payable		433.42			148,307.77
07/14/2023	25449	LES SCHWAB	2200 · Accounts Payable		236.90	X		148,070.87
07/14/2023	25450	LL GREEN'S HARD...	2200 · Accounts Payable		197.28	X		147,873.59
07/14/2023	25451	O'REILLY AUTO P...	2200 · Accounts Payable		440.48	X		147,433.11
07/14/2023	25452	SATELLITE PHON...	2200 · Accounts Payable		67.19	X		147,365.92
07/14/2023	25453	SAWTOOTH PLUM...	2200 · Accounts Payable		1,131.02	X		146,234.90
07/14/2023	25454	ST LUKE'S MEDIC...	2200 · Accounts Payable		416.38	X		145,818.52
07/14/2023	25455	THE ORGANIZED ...	2200 · Accounts Payable		245.00	X		145,573.52
07/14/2023	25456	UNITED OIL (Christ...	2200 · Accounts Payable		121.39	X		145,452.13
07/14/2023	25457	VALLEY COUNTR...	2200 · Accounts Payable	123811	585.36	X		144,866.77
07/14/2023	25458	VERIZON WIRELE...	2200 · Accounts Payable	565720461-00...	404.63	X		144,462.14
07/14/2023	25459	WAXIESANITARY ...	2200 · Accounts Payable		130.84	X		144,331.30
07/14/2023	25460	WEIDNER FIRE, IN...	2200 · Accounts Payable		2,501.78	X		141,829.52
07/14/2023	25461	WHITE CLOUD CO...	2200 · Accounts Payable		600.00	X		141,229.52
07/14/2023			1100 · Cash & Cash E...	Funds Transfer		X	175.00	141,404.52
07/14/2023			1100 · Cash & Cash E...	Funds Transfer	175.00	X		141,229.52
07/17/2023	ACH	C3 INTEGRATED S...	B · CONTRACTURA...		484.00	X		140,745.52
07/17/2023	AutoPay1	INTERMOUNTAIN ...	E · ADMINISTRATIO...		26.29	X		140,719.23
07/17/2023	AutoPay2	INTERMOUNTAIN ...	E · ADMINISTRATIO...		15.29	X		140,703.94
07/17/2023			1100 · Cash & Cash E...	Funds Transfer		X	100.00	140,803.94
07/17/2023			1100 · Cash & Cash E...	Funds Transfer	100.00	X		140,703.94
07/18/2023			1100 · Cash & Cash E...	Funds Transfer		X	5,125.00	145,828.94
07/18/2023			1100 · Cash & Cash E...	Funds Transfer	5,125.00	X		140,703.94
07/19/2023			4200 · Other Revenue:...	Deposit		X	312.00	141,015.94
07/19/2023			1100 · Cash & Cash E...	Funds Transfer		X	28,225.00	169,240.94
07/19/2023			1100 · Cash & Cash E...	Funds Transfer	28,225.00	X		141,015.94
07/20/2023			-split-	Deposit		X	20,632.46	161,648.40
07/20/2023			4200 · Other Revenue:...	Deposit		X	1,200.00	162,848.40
07/20/2023	ACH	CITY OF HAILEY / ...	2200 · Accounts Payable		89.08	X		162,759.32
07/20/2023	ACH	CITY OF HAILEY / ...	2200 · Accounts Payable		45.31	X		162,714.01
07/20/2023	25462	HAILEY VOLUNTE...	4200 · Other Revenue:...	VOID: Whiteh...		X		162,714.01
07/20/2023	25463	HAILEY VOLUNTE...	4200 · Other Revenue:...	VOID: Whiteh...	1,200.00	X		161,514.01
07/20/2023			1100 · Cash & Cash E...	Funds Transfer	21,068.75	X		140,445.26
07/20/2023			1100 · Cash & Cash E...	Funds Transfer		X	21,068.75	161,514.01

# WOOD RIVER FIRE & RESCUE

8/14/2023 2:13 PM

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

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/21/2023	25464	WOOD RIVER FIR...	4200 · Other Revenue:...		312.00			161,202.01
07/21/2023	25465	WSCFF EMPLOYE...	2200 · Accounts Payable		600.00			160,602.01
07/21/2023			1100 · Cash & Cash E...	Funds Transfer		X	100.00	160,702.01
07/21/2023			1100 · Cash & Cash E...	Funds Transfer	100.00	X		160,602.01
07/24/2023	25466	AIRGAS USA, LLC.	2200 · Accounts Payable		205.18	X		160,396.83
07/24/2023	25467	AMAZON.COM	2200 · Accounts Payable		97.77	X		160,299.06
07/24/2023	25468	GREAT AMERICA ...	2200 · Accounts Payable		93.00	X		160,206.06
07/24/2023	25469	HENRY SCHEIN	2200 · Accounts Payable		80.55	X		160,125.51
07/24/2023	25470	MSBT LAW	2200 · Accounts Payable		67.50			160,058.01
07/24/2023	25471	STATE INSURANC...	2200 · Accounts Payable	503920	3,804.00	X		156,254.01
07/24/2023	25472	UNITED OIL (Christ...	2200 · Accounts Payable		789.24			155,464.77
07/24/2023			1100 · Cash & Cash E...	Funds Transfer		X	150.00	155,614.77
07/24/2023			1100 · Cash & Cash E...	Funds Transfer	150.00	X		155,464.77
07/25/2023			-split-	Deposit		X	317,343.13	472,807.90
07/25/2023	BASE	PERSI	-split-	M040	12,663.25	X		460,144.65
07/25/2023	CHOICE	PERSI	2400 · Payroll Liabiliti...	M040	3,427.05	X		456,717.60
07/25/2023			1100 · Cash & Cash E...	Funds Transfer	316,606.17	X		140,111.43
07/25/2023			1100 · Cash & Cash E...	Funds Transfer		X	316,606.17	456,717.60
07/26/2023	AutoPay1	IDAHO POWER	E · ADMINISTRATIO...		260.25	X		456,457.35
07/26/2023	AutoPay2	IDAHO POWER	E · ADMINISTRATIO...		60.98	X		456,396.37
07/27/2023	E-pay	UNITED STATES T...	-split-	82-0397612 Q...	14,597.64	X		441,798.73
07/27/2023	25477	WOOD RIVER FIR...	2400 · Payroll Liabiliti...		912.06			440,886.67
07/27/2023			1100 · Cash & Cash E...	Funds Transfer...	35,040.67	X		405,846.00
07/27/2023			1100 · Cash & Cash E...	Funds Transfer...	4,490.49	X		401,355.51
07/27/2023			1100 · Cash & Cash E...	Funds Transfer		X	71,875.00	473,230.51
07/27/2023			1100 · Cash & Cash E...	Funds Transfer	71,875.00	X		401,355.51
07/28/2023			1100 · Cash & Cash E...	Funds Transfer		X	21,100.00	422,455.51
07/28/2023			1100 · Cash & Cash E...	Funds Transfer	21,100.00	X		401,355.51
07/31/2023			12000 · Undeposited F...	Deposit			253.69	401,609.20
07/31/2023			4200 · Other Revenue:...	Interest		X	0.04	401,609.24
07/31/2023			4200 · Other Revenue:...	Interest		X	166.35	401,775.59
07/31/2023			B · CONTRACTURA...	Service Charge	12.00	X		401,763.59
07/31/2023	ACH	STATE TAX COM...	2400 · Payroll Liabilities	000230196	4,037.00			397,726.59
07/31/2023	AutoPay4	IDAHO POWER	E · ADMINISTRATIO...		17.46			397,709.13
07/31/2023	25479	CLEAR CREEK DIS...	2200 · Accounts Payable		189.39			397,519.74
07/31/2023	25480	CLEARWATER PO...	2200 · Accounts Payable		35.51			397,484.23
07/31/2023	25481	CURTIS, L.N.	2200 · Accounts Payable		175.45			397,308.78
07/31/2023	25482	IDAHO LUMBER	2200 · Accounts Payable	2281	73.27			397,235.51
07/31/2023	25483	iSIMULATE	2200 · Accounts Payable		21,485.00			375,750.51
07/31/2023	25484	JOHANNES.THUM	2200 · Accounts Payable		209.44	X		375,541.07

# WOOD RIVER FIRE & RESCUE

8/14/2023 2:13 PM

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

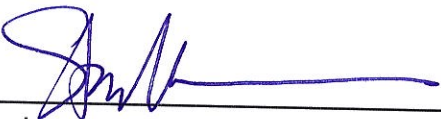
From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref


<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
07/31/2023	25485	WAXIESANITARY ...	2200 · Accounts Payable		613.53			374,927.54
07/31/2023	25486	WEIDNER FIRE, IN...	2200 · Accounts Payable		191.14			374,736.40
07/31/2023			1100 · Cash & Cash E...	Funds Transfer	250,000.00	X		124,736.40
07/31/2023			1100 · Cash & Cash E...	Funds Transfer		X	250,600.00	375,336.40
07/31/2023			1100 · Cash & Cash E...	Funds Transfer	250,600.00	X		124,736.40


**Wood River Fire & Rescue – Accounts Payable Report**  
**Register: Mountain West Operations Checking Account & Current Assets**  
**From: 7/1/2023 to 7/31/2023:**

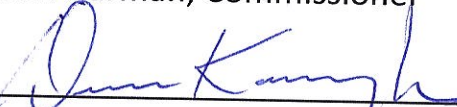
	<u>Jul 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1100 · Cash & Cash Equivalents	
1100.1 · Mtn West Checking	
1100.11 · Mtn West Sweep	137,531.91
1100.1 · Mtn West Checking - Other	<u>-12,795.51</u>
Total 1100.1 · Mtn West Checking	124,736.40
1100.2 · Mtn West Capital Checking	6,012.32
1100.3 · LGIP - Operations	2,008,758.74
1100.33 · LGIP - Capital Funds	721,067.97
1100.4 · Petty Cash	<u>120.00</u>
Total 1100 · Cash & Cash Equivalents	<u>2,860,695.43</u>
Total Checking/Savings	2,860,695.43
<b>Accounts Receivable</b>	
1150 · Accounts Receivable	
1151 · Accounts Receivable, net	131,968.35
1152 · Property Taxes Receivable	<u>23,868.63</u>
Total 1150 · Accounts Receivable	<u>155,836.98</u>
Total Accounts Receivable	<u>155,836.98</u>
<b>Total Current Assets</b>	<u>3,016,532.41</u>

  
 \_\_\_\_\_  
 Stephanie Jaskowski, District Clerk

**APPROVED:**

  
 \_\_\_\_\_  
 Jay Bailet, Commissioner

  
 \_\_\_\_\_  
 Steven Garman, Commissioner

  
 \_\_\_\_\_  
 Dennis Kavanagh, Commissioner

DATE: 8/17/2023

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

**Call Special Meeting to Order:** Commissioner Jay Bilet called the Special meeting of the Wood River Fire Protection District to order on July 28, 2023, at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 2:00 PM.

**Attendance:** Commissioners Jay Bilet, Dennis Kavanagh, Steven Garman, Chief Ron Bateman, Office Manager Stephanie Jaskowski

**Open Session for Public Comments: None**

### Executive Session:

Commissioner Bilet called for a motion to open an Executive Session to consider personnel matters [Idaho Code § 74-206 (1) (a) & (b)]

Commissioner Kavanagh seconded the motion, all in favor roll call vote (Bilet, Kavanagh, Garman) to convene the session at 2:02 pm.

At 2:14 pm Commission Garvin proposed to adjourn the Executive Session, Commissioner Kavanagh seconded the motion, all in favor roll call vote (Bilet, Kavanagh, Garman) to adjourn the session at 2:15 pm.

**Action Item:** Executive Discussion was held, and Commissioner directed to increase OM Jaskowski FY24 Salary from proposed 2% to 3%, with full time to be considered 37 hours per week, flexible to District needs.

Commissioner Bilet called the regular meeting back to order at 2:16 pm.

### **Chief Report:**

**Note:** This is the same report from Monday – all changes are highlighted in yellow.

**ITEM:** FY 2024 Budget (Chief's Report / Action Item)

**DESCRIPTION:** The FY 2024 Capital and Operational Budgets are finally done, less any changes that are directed today in advance of next month's hearing. There have been some tiny adjustments since I sent the document to the BoFCs last week. Those changes mainly center around how we, by code, are directed to collect any forgone. I will begin with that:

**Forgone.** WRFR has a forgone balance of \$54,771; \$11,353 was from last year and \$43,418 was from prior to my time here in Idaho. To collect forgone, IC requires that we had previously submitted a resolution to *reserve* and now submit a resolution to *recover* with our L-2. We did a resolution last year to reserve (2022-03). We cannot collect that \$54,771 all at once; in fact, we can only recover with

*limitations* – an extra 1% for “general purposes” and 3% for “capital projects. We need to find our FY 2024 “starting line” to figure what we can collect of our forgone. We begin with last year’s revenue figure and multiply it times 3% ( $\$1,179,000 \times 0.03$ ) and get our initial increase in revenue – \$35,370. We then add allowable budget increase from new construction **\$18,355** (This figure is provided on the L-2 Worksheet). That grand total of last year’s figure plus 3% plus new construction is \$1,23. This is the “starting line” for calculating forgone – therefore, 1% would be **\$12,327** and 3% would be **\$36,982**. From my June 2<sup>nd</sup> Idaho State Tax Commission class – 3% is temporary and must be “tracked separately and not added into the base property tax budget.” BUDGET DIAGRAM. This *funding pathway* into our budget was what I had to change last week. I had that 4% (**\$49,309**) coming in with our fire district levy, into the Operations Fund, as it always has. Now that we’ve created a second fund, we need it to go directly into that Capital Fund. What code prevents is a higher “starting line” next year. The only question I have – does the county do a second, small levy just for this forgone collection?

**Transfer to Capital Fund.** We are in a sizable hole with Capital. As Chief Sears was creating an apparatus inventory for the latest ESCI consultation, I compared it to their BFD / HFD / WFRF consolidation report. The only suppression asset on his list in 2023 that wasn’t on that 2011 report (p. 82) was 651. In other words, we have some real catching up to do. It is important that we have a separate fund and it’s recognized as a transfer from our fire district levy (and not the contract with the BCAD). Capital projects are defined in IC § 63-802, germane to our budget – “the construction, expansion, renovation or replacement of public facilities, including...site improvements” and “the purchase of equipment with a useful life of more than ten years.”

**Wage / Salary Increases.** The CBA matrix is what we had developed last year – a base with additions based upon length of service, position, education, training, etc. The base increases from \$63,500 this FY to \$65,000 next FY. The average increase is 3.24% for the twelve, shift assigned RFT members. I am recommending a 2.5% increase to the TFT hourly rate – to \$24.85 / HR. The PT / POC hourly rate is calculated at the CY (after performance evals), and I have it averaged at \$20.50 / HR for the budget. I am recommending 3.75% increase for the Operations Chief position and 2% for the Office Manger position. I am recommending 1% for the Fire Chief position. Executive Session, if necessary, to talk about an employment agreement / employment changes.

**Health Insurance Costs.** Each year we expect annual increases in health insurance costs. This year, on average, those increases are about 9.5%. However, the real crux this year is that our newer RFT members will be more costly than those members that have or may soon depart. Those two positions have been filled and the plan has been to add another RFT position. The net difference between the former two and the newest three will be approximately \$35,000. Line Item 6150 was \$196,888 for FY 2023 and will be \$242,346 in FY 2024. That is a 23.1% increase from one year to the next...to provide the same LOS.

**PERSI.** The state advised us that employer contributions are rising nearly a full percentage point (from 12.28% to 13.26%). Approximately \$13,000 increase.

**Employer Burden.** Insurance and PERSI have increased our employer burden from 41.08% to 43.35%. It had gone down from 3-4 years ago and is now going back up. We had lost senior, family members and those positions were filled by younger, single members (the ones who have or intend to depart). This is a figure that averages – in most of my research – between 25% and 40%. I’ve shared that we need to address this, but I believe that we can move forward with this year’s budget without this tackling right now.

**Blaine County Emergency Communications.** As I shared last month, Dispatch had made us aware of a large funding deficit and the need to share that cost among County agencies. I took that approximately \$13,000 increase out of our budget as we didn't hear back from BCEC regarding their implementation plan.

**BCAD.** With some increased costs, and the understanding that the BCAD intends to keep contracts "flat" with last year, I can bump our request up to where it was last year, as I had decreased it 0.66%. Approximately, \$11,000 bump. The BCAD has their budget on the agenda for discussion tomorrow morning at 9 AM.

**Consumer Price Index.** The CPI has increased 4% from May 2022 to May 2023 (for reference it was 8.6% from May 2021 until May 2022).

**Cash Flow Projections.** We have spent down our Operational Fund Balance in the past few years – about 7-10%. If we finish this FY with \$1.87 million (as I anticipate), our FY 2024 BEGINNING Fund Balance will be about 65% of last year's expenses. And, as you can see on the Cash Flow Projection sheet, we will spend about \$146k of our reserves in the next budget year and we will have about 60% of the previous year's expenses. This sheet assumes a 5% increase in the BCAD contract each year going forward. I believe this is the real crux going forward – we cannot continue to spend our reserve money this way in perpetuity. See the BCAD contract sheet.

**Posting.** We will submit the first page (approved budget page) to the Mt. Express NLT Friday, August 4<sup>th</sup> for publication on Wednesday, August 9<sup>th</sup>, per code – in advance of our August 16, 2023, hearing.

**Miscellaneous.** We can look at any line item or aspect of the budget that the BoFCs would like.

**ACTION PROPOSED:** There is a ton here; I've hardly been able to speak to it all. We just need to take specific action. So, *subject to any discussion, I would ask for a roll call vote directing WRFR staff to post (with any changes) per Idaho Code and notice our budget hearing on August 16, 2023.*

**ACTION ITEM:** Commissioner Garman motioned to approve the tentative FY2024 Budget and direct Chief to make changes as needed to post per Idaho Code and notice our budget hearing for August 2023. Commissioner Kavanaugh seconded the motion, Commissioners Garman, Kavanaugh and Bailet were all in favor, motion carried.

**ACTION ITEM:** Fire Chief Employment Agreement

**DESCRIPTION:** The Fire Chief Agreement that we discussed on Monday, and I sent to you to review on Wednesday could and should be signed.

**ACTION PROPOSED:** *Subject to any discussion, I would ask for a roll call vote directing the Chair to sign the employment agreement.*

**ACTION ITEM:** Commissioner Garman motioned to approve the Fire Chief Employment Agreement, Commissioner Kavanaugh seconded the motion, Roll Call Vote, Commissioners Bailet, Garman and Kavanaugh voted all in favor, motion carried.



**Old Business:** None


**New Business:** OM Jaskowski will be receiving the instructions for Commissioners Garman and Kavanagh the re-election information and forms for the upcoming November election process as their current terms will expire at the end of 2023.

**Any Other Business:** None

**Adjourn:** Commissioner Garman motioned to adjourn the regular meeting and Commissioner Kavanagh seconded the motion for Adjournment at 2:20 pm. Roll Call Vote, Commissioners Bailet, Garman and Kavanagh voted all in favor, motion carried, meeting adjourned.

**Meeting Adjourned.**


**Attest:**

  
Stephanie Jaskowski, District Clerk

**APPROVED:**

  
Jay Bailet, Chairman

  
Steven Garman, Commissioner

  
Dennis Kavanagh, Commissioner

Date: 8/17/2023

Public Agency: Wood River Fire Protection District, Blaine County, Idaho



Governing Body: Fire Commissioners Board

Meeting Date, Time & Location: July 28, 2023 – 2:00 PM  
Wood River Fire & Rescue Station 3  
11053 Hwy 75  
Bellevue, ID 83313

### EXECUTIVE SESSION MOTION AND ORDER

JAY BAILET (print name), Commissioner Chair (print title)  
MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74-206, CONVENE IN EXECUTIVE SESSION TO:  
(identify one or more of the following)

- Consider labor contract matters [Idaho Code § 74-206 (1) (a)]
- Consider personnel matters [Idaho Code § 74-206 (1) (a) & (b)]
- Deliberate regarding an acquisition of an interest in real property (Idaho Code § 74-206(1)(c))
- Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]

Purpose/Topic Summary: Review proposed FY24 Budgeted Staff Wages.

**AND THE VOTE TO DO SO BY ROLL CALL.**

CONVENE AT: 2:02 pm ADJOURN AT: 2:14 pm

	YES	NO	ABSTAIN
Jay Bailet, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Garman, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Kavanagh, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chief: [Signature]  
(signature)