

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

**Call Meeting to Order:** Commissioner Jay Bailet called the meeting of the Wood River Fire Protection District to order on March 22, 2023, at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 3:00 PM.

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

**Open Session for Public Comments:** Stephanie ran into Retired Chief Bart Lassman earlier in the day and he asked her to send his best wishes to all.

Commissioner Garman wished Chief a belated Happy Birthday for the record.

**Action Item:** Approve and Sign Meeting Minutes from the Commissioner Meeting on February 15, 2023. **Commissioner Garman motioned to approve the minutes from February 15, 2023, Commissioner Meeting, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

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

## **Chiefs Report:**

**ITEM:** Financial Report (Chief's Report)

**DESCRIPTION:** For all intents and purposes, we are halfway through FY 2023. I wanted to give a snapshot of where we are financially. As I typically do, especially for the latter part of each FY, I have included a "FY Cash Flow Projection" worksheet with my report. Again, to reinforce, it's critical for me to ensure you, those tasked with fiduciary responsibility of the District, truly *know* that we are in a safe / healthy / stable place financially.

**[Description of balance sheet / spreadsheet] - attached**

So, what used to be scribbled on the dry erase board in my office has now become a *little* more formal. All of this is to say that – even with ebbs and flows (like large, unexpected vacation payouts or large station / apparatus maintenance fixes) – we *adjust* and are tracking exactly as I'd hoped and predicted.

**[Scan of last year's projections] - attached**

The confluence of operations and administration is why I've taken time to elucidate: As you can see from Chief Sears' report, last month we were on pace for 1200 calls in 2023, now we're closer to 1300— **60 PERCENT more than 2019**. We need more resources (funding / labor), and we must be very smart about it all. Using more funding allows for no mistakes financially. I am fine with this; it means I must be good at my job. I am thankful for your trust in us. There was no way we were going to rescue Honey Bear off Della without working close to the edge. I needed to trust all the pieces of the puzzle that night.

I have made no adjustments to the FY 2024 Budget from the version presented last month. I have informally conveyed the request for FY 2024 to other affected contract holders and to the BCAD. I remain resolute in the again reduced figure - \$1,552,360 – as necessary to complete our mission.

Commissioners held discussion clarifying anticipated capital expenses in the Apparatus/Equipment categories with OPS Chief Sears regarding needs to update/replace outdated items and inventory. Commissioner Baillet questioned confidence in our financial institutions stability and Office Manager Jaskowski explained her cash flow management processes with majority of funds residing in the Local Government Investment Pool.

**ACTION PROPOSED:** *For discussion and questions, no action necessary.*

**ACTION ITEM:** RFT Hiring Process (Chief's Report)

**DESCRIPTION:** A lot of this information may already be known, as I've sent out the draft announcement included with this report, I need to make a few small adjustments but will have it finalized by the end of the month. This will allow three full weeks until the application packets will be due, on Friday April 21, 2023. The skills assessments and interviews will be on Saturday, May 13, 2023, with notification NLT Friday, May 19, 2023. Our hope is a start date on or around June 9, 2023.

The other consideration is do we open the process externally? Reliably, I believe that we could have anywhere between 5-7 candidates apply internally. There are additional reasons, but I feel that we have very well-suited PT / POC members who would be wonderful in an RFT capacity and should move forward as such.

**ACTION PROPOSED:** *For discussion and formal action. I would ask for a roll call vote directing staff to proceed with conducting a hiring process for a replacement the lost RFT member.*

Commissioners held discussions with the Chiefs clarifying details of potential internal POV staff interested in the position available and skill sets of EMT vs Medic and department roster needs. The assessment process of skills and peer review in determining the best candidate for the position. Discussion was held on the current process of improving depth and back up to the payroll operations component for the District needs.

**Commissioner Garman motioned to allow the Chiefs to move forward with the hiring process for a replacement Regular Full-Time member. Commissioner Kavanagh seconded the motion. All in favor, Commissioners Baillet, Garman and Kavanagh carried the motion favorably (yes).**

## **Operations Chief Report:**

### **We are operating!**

246 calls in 2023, 3.04 per day on average, 134% of three year moving average projects to ~1,300 calls in 2023. 88% of calls have been EMS.

### **Hughes Fire**

Working on developing annual vehicle maintenance plan with them (regular maintenance to be done on sight in Wood River Valley) as well as thorough servicing of two vehicles (E672 and T682) that did not get serviced by Star Fire last year. Will most likely require bringing those vehicles (plus E653 -again) to Boise for in depth servicing.

Commissioners held discussion regarding the apparatus maintenance needs and challenges to keep the aging equipment in healthy good condition.

### **State EMS Inspection / License**

State EMS License application is complete, pending site inspection (11:30AM 3/22/2023) our license renewal should be complete.

### **CAD Import**

Providers can now auto import apparatus times from the CAD system directly into their reports, which is a big time saver. Times still need to be verified as mistakes often come in the imported data, but it saves manual entry of each and every en route / dispatched / on scene time. Combined with the auto import from the Zoll monitors there is significantly less manual data entry needed while writing fire or EMS reports.

### **New personnel**

Adding a total of 5 people "out of cycle", i.e. not just as academy graduates. Two EMS only EMT's, one EMS only paramedic, two POC FF/EMTs (one who is POC with KFD as well, one who is RFT with SVFD as well). There is significant workload related to bringing these members up to speed (orienting, equipping, training and mentoring them) but it is what's needed to keep our roster solid.

To streamline new POC members joining we've created a comprehensive checklist to get all paperwork, orientation, PPE, pager needs taken care of efficiently for new hires.

### **Processes being built**

Continue to refine and verify some of our processes to make sure personnel and the department are protected. Implemented and verified correct paperwork trail to ensure fire academy students are covered by worker's compensation in case of injury.

Created paperwork process for EMT student ride along.

### **Station Life document**

The new guidelines for station life have been "adopted" and are serving their purpose by creating shared expectations and prompting discussion of how we might do things better but still in a consistent way across shifts.

Commissioner Garman thanked Chief Sears for developing the Station Life document noting that this is an important document to have.

### **Avalanche training**

With access to an outside expert, KFD has offered lots of avalanche training education in north valley this year, Captain DeMoe and Lt Knox participated extensively and have brought good information back to WRFR.

### **Fire Marshal Report:**

The building permit applications are at about 50% of last year's pace. Only 10 new building applications have come in so far compared to 20 at this time last year. Final inspections for Certificate of Occupancy have also decreased with only 12 successfully completed so far.

In your packets this month, you will find the final draft of the Permit Fee schedule that I had put together previously. This is a discussion item for the Board to review and adjust as necessary. The International Fire Code (IFC) has requirements for permitting to ensure public safety during construction and operations of potentially dangerous activities. The draft Fee Schedule follows the 2018 IFC Section 105 which is the current Fire Code adopted in Blaine County. I've attached IFC Section 105 as well as the current Idaho Department of Lands (IDL) Fire Apparatus/Equipment Rates schedule for definitions which are referenced in the draft Fee Schedule.

It's important to note that not all the individual fees shown in the schedule may ever necessarily be needed in the Wood River Fire Protection District but by adopting a complete fee schedule now, we have a complete permit baseline for any future development and for future consolidation of fire departments. The costs associated with each fee is based on an average of the actual cost of personnel per hour plus the benefit load. The actual fees I've noted for each permit are based on my previous experience on inspections with some of these permits and other agencies fee schedules. The plan will be to make any changes then provide the 30-day required public notice and adopt the new Fee Schedule at the April Board meeting.

I am continuing to schedule fire final inspections, plan reviews and complete other Fire Marshal business as quickly as possible as well as handling emergency calls as a paramedic.

I am thankful for this opportunity to continue to serve as an emergency responder and to promote public safety to the citizens and visitors that we serve.

Chief Bateman requested the commissioners review the documents to digest prior to a Public Hearing to accept the new Fee Schedule purposed. If they have any questions to contact Fire Marshal Elle prior to end of March as we need to arrange the publication of Public Notice Announcements for 2 weeks prior to the April 19<sup>th</sup> Commissioners Meeting and Fee Schedule Public Hearing.

Commissioner Garman motioned to move into Executive Session, Commissioner Kavanagh seconded the motion. Commissioner Bailet voted in favor; motion carried.

### **Executive Session:**

#### **Convened at 3:26 pm**

- **To consider personnel matters [Idaho Code § 74-206 (1) (a) & (b)]**
  - **Action Item: Discussion or Action Upon Executive Session**

**Adjourned at 3:40 pm, Discussion held. No action taken.**

Commissioner Baillet called the regular meeting back to order at 3:41 pm:


Old Business: None

New Business: None

Any Other Business: None

Adjourn: Commissioner Garman motioned to adjourn the regular meeting and Commissioner Kavanagh seconded the motion for Adjournment at 3:42 pm. All in favor, motion carried.

Meeting Adjourned.



Stephanie Jaskowski, District Clerk

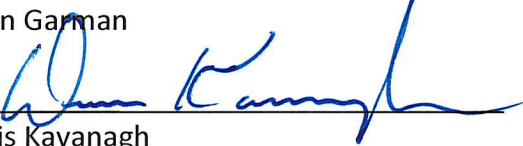
APPROVED:



Jay Baillet, Chairman



Steven Garman



Dennis Kavanagh

Date: 4/19/23

WOOD RIVER FIRE & RESCUE

4/14/2023 8:57 AM

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

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2023	25247	DELTA DENTAL	2200 · Accounts Payable		1,205.80	X		44,689.64
03/01/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	4,975.00	49,664.64
03/01/2023			1100 · Cash & Cash Equ...	Funds Transfer	4,975.00	X		44,689.64
03/02/2023			-split-	Deposit		X	146.67	44,836.31
03/02/2023			1100 · Cash & Cash Equ...	Funds Transfer	166.20	X		44,670.11
03/02/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	166.20	44,836.31
03/03/2023			-split-	Deposit		X	24.94	44,861.25
03/03/2023	AutoPay3	IDAHO POWER	E · ADMINISTRATION...		378.56	X		44,482.69
03/03/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	20,575.00	65,057.69
03/03/2023			1100 · Cash & Cash Equ...	Funds Transfer	20,575.00	X		44,482.69
03/06/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	15,800.00	60,282.69
03/06/2023			1100 · Cash & Cash Equ...	Funds Transfer	15,800.00	X		44,482.69
03/07/2023			-split-	Deposit		X	1,942.61	46,425.30
03/07/2023	ACH	FIRST BANKCARD	2200 · Accounts Payable		2,785.82	X		43,639.48
03/07/2023			1100 · Cash & Cash Equ...	Funds Transfer -...		X	60,000.00	103,639.48
03/07/2023			1100 · Cash & Cash Equ...	Funds Transfer	61,965.70	X		41,673.78
03/07/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	61,965.70	103,639.48
03/08/2023	25248	ACTIVE911.COM	2200 · Accounts Payable		375.00	X		103,264.48
03/08/2023	25249	ATKINSON'S MARK...	2200 · Accounts Payable		74.92	X		103,189.56
03/08/2023	25250	BOUND TREE MEDI...	2200 · Accounts Payable		786.35	X		102,403.21
03/08/2023	25251	BPA HEALTH	2200 · Accounts Payable		138.70	X		102,264.51
03/08/2023	25252	CLEAR CREEK DISP...	2200 · Accounts Payable		27.78	X		102,236.73
03/08/2023	25253	CLEARWATER LAN...	2200 · Accounts Payable		585.00	X		101,651.73
03/08/2023	25254	COX COMMUNICAT...	2200 · Accounts Payable		241.79	X		101,409.94
03/08/2023	25255	ES CHAT	2200 · Accounts Payable		118.82	X		101,291.12
03/08/2023	25256	FIRSTNET	2200 · Accounts Payable	287320825102	124.61	X		101,166.51
03/08/2023	25257	GEM STATE WELDE...	2200 · Accounts Payable		56.50	X		101,110.01
03/08/2023	25258	HENRY SCHEIN	2200 · Accounts Payable		752.25	X		100,357.76
03/08/2023	25259	ID BUREAU OF EMS...	2200 · Accounts Payable		25.00	X		100,332.76
03/08/2023	25260	INDUSTRIAL SCIEN...	2200 · Accounts Payable		24.97	X		100,307.79
03/08/2023	25261	INTEGRATED TECH...	2200 · Accounts Payable		149.52	X		100,158.27
03/08/2023	25262	JANE'S ARTIFACTS	2200 · Accounts Payable		42.13	X		100,116.14
03/08/2023	25263	KARL MALONE FO...	2200 · Accounts Payable		143.06	X		99,973.08
03/08/2023	25264	LES SCHWAB	2200 · Accounts Payable		282.88	X		99,690.20
03/08/2023	25265	LL GREEN'S HARD...	2200 · Accounts Payable		156.77	X		99,533.43
03/08/2023	25266	MCKESSON	2200 · Accounts Payable		215.76	X		99,317.67
03/08/2023	25267	NAPA AUTO PARTS	2200 · Accounts Payable		9.29	X		99,308.38
03/08/2023	25268	O'REILLY AUTO PA...	2200 · Accounts Payable		55.96	X		99,252.42
03/08/2023	25269	SATELLITE PHONE ...	2200 · Accounts Payable		67.19	X		99,185.23
03/08/2023	25270	ST LUKE'S MEDICA...	2200 · Accounts Payable		425.28	X		98,759.95

WOOD RIVER FIRE & RESCUE

4/14/2023 8:57 AM

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

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/08/2023	25271	UNITED OIL (Christe...	2200 · Accounts Payable		561.25	X		98,198.70
03/08/2023	25272	VALLEY COUNTRY ...	2200 · Accounts Payable	123811	523.93	X		97,674.77
03/08/2023	25273	VERIZON WIRELESS	2200 · Accounts Payable	565720461-00001	404.72	X		97,270.05
03/08/2023	25274	WEIDNER FIRE, INC.	2200 · Accounts Payable		1,693.66	X		95,576.39
03/08/2023	25275	WSCFF EMPLOYEE ...	2200 · Accounts Payable		600.00	X		94,976.39
03/08/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	4,150.00	99,126.39
03/08/2023			1100 · Cash & Cash Equ...	Funds Transfer	4,150.00	X		94,976.39
03/09/2023	BASE	PERSI	-split-	M040	11,865.64	X		83,110.75
03/09/2023	CHOICE	PERSI	2400 · Payroll Liabilities...	M040	2,490.67	X		80,620.08
03/09/2023	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	15,659.94	X		64,960.14
03/09/2023			1100 · Cash & Cash Equ...	Funds Transfer....	35,783.42	X		29,176.72
03/09/2023			1100 · Cash & Cash Equ...	Funds Transfer. ...	7,776.40	X		21,400.32
03/09/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	73,575.00	94,975.32
03/09/2023			1100 · Cash & Cash Equ...	Funds Transfer	73,575.00	X		21,400.32
03/10/2023	AutoPay1	CENTURY LINK	E · ADMINISTRATION...	Station 1	236.19	X		21,164.13
03/10/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	50.00	21,214.13
03/10/2023			1100 · Cash & Cash Equ...	Funds Transfer	50.00	X		21,164.13
03/10/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	1,100.00	22,264.13
03/13/2023			1100 · Cash & Cash Equ...	Funds Transfer	1,100.00	X		21,164.13
03/14/2023			12000 · Undeposited Fu...	Deposit		X	130,217.50	151,381.63
03/14/2023			1100 · Cash & Cash Equ...	Funds Transfer	127,215.46	X		24,166.17
03/14/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	127,215.46	151,381.63
03/15/2023			-split-	Deposit		X	17,809.10	169,190.73
03/15/2023	ACH	C3 INTEGRATED SO...	B · CONTRACTURAL:...		484.00	X		168,706.73
03/15/2023			1100 · Cash & Cash Equ...	Funds Transfer	16,046.57	X		152,660.16
03/15/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	16,046.57	168,706.73
03/16/2023	AutoPay1	INTERMOUNTAIN G...	E · ADMINISTRATION...		303.38	X		168,403.35
03/16/2023	AutoPay2	INTERMOUNTAIN G...	E · ADMINISTRATION...		324.71	X		168,078.64
03/16/2023	AutoPay3	INTERMOUNTAIN G...	E · ADMINISTRATION...		674.69	X		167,403.95
03/16/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	2,450.00	169,853.95
03/16/2023			1100 · Cash & Cash Equ...	Funds Transfer	2,450.00	X		167,403.95
03/17/2023	ACH	CITY OF HAILEY / S...	2200 · Accounts Payable		45.31	X		167,358.64
03/17/2023	ACH	CITY OF HAILEY / S...	2200 · Accounts Payable		93.59	X		167,265.05
03/17/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	1,225.00	168,490.05
03/17/2023			1100 · Cash & Cash Equ...	Funds Transfer	1,225.00	X		167,265.05
03/20/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	1,775.00	169,040.05
03/20/2023			1100 · Cash & Cash Equ...	Funds Transfer	1,775.00	X		167,265.05
03/21/2023			-split-	Deposit		X	24.94	167,289.99
03/21/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	125.00	167,414.99
03/21/2023			1100 · Cash & Cash Equ...	Funds Transfer	125.00	X		167,289.99

WOOD RIVER FIRE & RESCUE

4/14/2023 8:57 AM

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

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/22/2023	25277	AMAZON.COM	2200 · Accounts Payable		615.56	X		166,674.43
03/22/2023	25278	GREAT AMERICA FI...	2200 · Accounts Payable		93.00	X		166,581.43
03/22/2023	25279	MCKESSON	2200 · Accounts Payable		323.41	X		166,258.02
03/22/2023	25280	STATE INSURANCE ...	2200 · Accounts Payable	503920	3,821.00	X		162,437.02
03/22/2023	25281	UNITED OIL (Christe...	2200 · Accounts Payable		430.52	X		162,006.50
03/22/2023	25282	AIRGAS USA, LLC.	2200 · Accounts Payable		181.11	X		161,825.39
03/22/2023			1100 · Cash & Cash Equ...	Funds Transfer	22.93	X		161,802.46
03/22/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	22.93	161,825.39
03/23/2023	ACH	PERSI	-split-	M040	13,618.43	X		148,206.96
03/23/2023	CHOICE	PERSI	2400 · Payroll Liabilities...	M040	2,461.39	X		145,745.57
03/23/2023	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	18,250.72	X		127,494.85
03/23/2023	25285	WOOD RIVER FIRE ...	2400 · Payroll Liabilities...		945.84			126,549.01
03/23/2023	25276	Bailet, Jay T	-split-		210.57			126,338.44
03/23/2023			1100 · Cash & Cash Equ...	Funds Transfer-...	40,146.46	X		86,191.98
03/23/2023			1100 · Cash & Cash Equ...	Funds Transfer-...	8,728.29	X		77,463.69
03/23/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	83,625.00	161,088.69
03/23/2023			1100 · Cash & Cash Equ...	Funds Transfer	83,625.00	X		77,463.69
03/23/2023			1100 · Cash & Cash Equ...	Funds Transfer	2.07	X		77,461.62
03/24/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	2.07	77,463.69
03/27/2023	AutoPay1	IDAHO POWER	E · ADMINISTRATION...		287.00	X		77,176.69
03/27/2023	AutoPay2	IDAHO POWER	E · ADMINISTRATION...		162.56	X		77,014.13
03/27/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	950.00	77,964.13
03/27/2023			1100 · Cash & Cash Equ...	Funds Transfer	950.00	X		77,014.13
03/28/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	19,875.00	96,889.13
03/28/2023			1100 · Cash & Cash Equ...	Funds Transfer	19,875.00	X		77,014.13
03/29/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	550.00	77,564.13
03/29/2023			1100 · Cash & Cash Equ...	Funds Transfer	550.00	X		77,014.13
03/30/2023			12000 · Undeposited Fu...	Deposit		X	202.48	77,216.61
03/30/2023	AutoPay4	IDAHO POWER	E · ADMINISTRATION...		93.37	X		77,123.24
03/30/2023			1100 · Cash & Cash Equ...	Funds Transfer	6.51	X		77,116.73
03/30/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	6.51	77,123.24
03/31/2023			-split-	Deposit		X	24.94	77,148.18
03/31/2023			4200 · Other Revenue:4...	Interest		X	0.01	77,148.19
03/31/2023			4200 · Other Revenue:4...	Interest		X	63.07	77,211.26
03/31/2023			B · CONTRACTURAL:...	Service Charge	12.00	X		77,199.26
03/31/2023			1100 · Cash & Cash Equ...	Funds Transfer		X	100.00	77,299.26
03/31/2023			1100 · Cash & Cash Equ...	Funds Transfer	100.00	X		77,199.26



**Wood River Fire & Rescue – Accounts Payable Report**  
**Register: Mountain West Operations Checking Account & Current Assets**  
**From: 3/1/2023 to 3/31/2023:**

Mar 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

**1100 · Cash & Cash Equivalents**

**1100.1 · Mtn West Checking**

1100.11 · Mtn West Sweep 62,379.88

1100.1 · Mtn West Checking - Other 14,819.38

**Total 1100.1 · Mtn West Checking** 77,199.26

1100.2 · Mtn West Reserve Ckng 447.42

1100.3 · LGIP - Operations 2,201,013.79

1100.33 · LGIP - Capital Funds 503,890.53

1100.4 · Petty Cash 120.00

**Total 1100 · Cash & Cash Equivalents** 2,782,671.00

**Total Checking/Savings** 2,782,671.00

**Accounts Receivable**

**1150 · Accounts Receivable**

1151 · Accounts Receivable, net 144,417.96


1152 · Property Taxes Receivable 21,894.49

1150 · Accounts Receivable - Other -14,200.46

**Total 1150 · Accounts Receivable** 152,111.99

**Total Accounts Receivable** 152,111.99

**Total Current Assets** 2,934,782.99



Stephanie Jaskowski, District Clerk

**APPROVED:**



Jay Bilet, Commissioner



Steven Garman, Commissioner



Dennis Kavanagh, Commissioner

DATE: \_\_\_\_\_

4/19/23