

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 May 17, 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, 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 April 19, 2023. **Commissioner Garman motioned to approve the minutes from April 19, 2023, Commissioner Meeting, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

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

Chief Report:

ITEM: Financial Information / FY 2024 Budget / BCAD (Chief's Report)

DESCRIPTION: Financial situation / FY 2024 Budget. I've spent an immense amount of time on the Cash Flow Projection worksheet. There were some wrinkles to iron out; most orbit around our Capital Budget and grant funding we've received. For example, grants that CPT DeMoe had secured represent unplanned revenue with a similar (not always exact) unplanned expenditure for AEDs and Lucas Devices. We are still working all the procedural bugs out of extracting Capital from Operations.

The numbers highlighted in the middle of the page are *exact* and pulled from our balance sheet last week. The anticipated balances on 10/1/23 are at the bottom of the page, in bold, and things are looking right on track.

Other items worth mentioning that will impact the final version of our budget:

Blaine County Emergency Communications. We had a meeting on May 4th with the focus being that the current Dispatch Budget has a projected budget shortfall of \$524,316.31 (highlighted in YELLOW on the included sheet). As I best understand it, a decision / agreement / plan was made 10-12 years ago and because BCEC has been understaffed, they were operating in the black. Now that they are more fully (and appropriately) staffed they will be operating in the red. The need to find a solution is pressing and, while \$13k won't make or break our budget, it is a 43.8% increase in a single line item. There has been conversation about "phasing" this increase in over three years.

The commissioners held discussion regarding this budget shortfall and its impact to the service providers and clarified the numbers to their understanding.

Blaine County Ambulance District. The BCAD has scheduled us to present our FY 2024 request on Tuesday, May 30th at 2 PM. That invite did include the following - "...the Ambulance District Board have discussed their thoughts regarding next year's Ambulance District Contracts. Based upon the financial analysis and projections, the Board has reached a consensus that they intend to maintain all contracts flat, including that of the Medical Director; so, the intent as of now is that there will be no increase for FY24 budgets. The thought process here is that we will collectively work towards our consolidation efforts while working to maintaining the current level of service with the current funds allocated." I have included my draft PowerPoint with this board report.

FY 2024 Staffing Plan. I need to meet with labor management, as I believe my thoughts have the potential to impact the collective bargaining agreement – with regards to daily medic staffing / our level of service to the BCAD. I need their input towards the best solution. With that said, my report to the BCAD in April 2021 said, "a dearth of skilled fire / EMS providers may appear as a bump on the horizon, but it's actually a mountain." I wasn't wrong and it's becoming more apparent each day, as we have received notification that another RFT FF / Medic is likely leaving in August. I need and will act intentionally and quickly.

ACTION PROPOSED: I mentioned this BCAD meeting to Chairperson Bailet, as he is invited to attend that May 30th meeting. ***No formal action necessary.***

Commissioners held a brief discussion of the importance of maintaining service levels and meeting community needs.

ITEM: Hiring Process (Chief's Report)

DESCRIPTION: There are many, many balls in the air and I need to err on the side of caution right now (by not saying too much). But, beyond what Chief Sears has shared in his report, I would like to say a bit about the hiring process. In fourteen years as a fire chief, this is the first time that I had zero effect on the actual scoring. While my fingerprints are certainly on essay and interview questions, I could very much say that CPT Canfield (KFD) had a larger impact on who we hired than I did. This isn't because I am ambivalent as to who we hired, but I knew that each of the candidates understands who we (WRFR) are and who we aspire to be; I wanted them to be as objectively assessed as possible. The feedback we've received has been positive.

Chief Sears and I met with all six candidates on Tuesday evening. We notified them of their score and where they finished in the process. The top scoring candidate was Hannes Thum. I have verbally made him an offer of RFT employment. I need to finish that paperwork tomorrow. We hope to have him start sometime in mid-June.

Commissioners were pleased with the results and the selection of the new RFT member to the roster.

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

Executive Session: **Cancelled – no need.**

Operations Chief Report:

- We are operating!
 - 399 calls in 2023, 2.91 per day on average, 125% of three year moving average projects to ~1,220 calls in 2023. 87% of calls have been EMS.

- Vehicles

Continue to spend a large amount of time on fleet maintenance and upgrades, including tire swaps and repairs to the smaller vehicles (squads / ambulances).

- Backcountry rescue vehicle / utility squad
 - 2022 Toyota Tacoma has been purchased and up fitted by Toyota dealer, work is complete except rear rack that is on backorder.
 - Hoping to get truck moved over to Hughes Fire to begin fire specific up fitting (light bar, siren, radios) but have (usual) delays regarding radio purchasing.
- 653 in Boise
 - Still in Boise, hoping to have repair estimates this week; Hughes Fire is not moving as quickly as I had hoped but I'm not currently aware of other viable options.
- 652
 - Our reserve – while being used first out with 653 out of service – had dead battery charger resulting in truck that would not start. It has been repaired but this highlights the potential cascade of having multiple apparatus out of service at the same time.

- Flooding

Spent the last ~6 weeks making sure we're prepared for potential flooding calls / swiftwater calls. This is some of the proactive pre-planning / behind the scenes work that I think is not always noticed by the ambulance district.

- Swiftwater raft in service (thank you Commissioner Kavanagh and Indian Creek Board!) and trained on
- Swiftwater trailer in service and ready to deploy at Station 1
- Waders on both ambulances for calm flood water use

- Hiring process

Hiring process went well on Saturday May 13th. Candidates had varying levels of field experience which was apparent, but all six candidates performed very impressively in all their stations; very satisfying to see homegrown members perform so well. Multiple full-time and POC staff helped the actual process itself go very smoothly.

- Ambulance Wi-Fi

All 3 ambulances have on board WiFi built in, allowing for transition to tablet use for real-time charting in the ambulance and (eventually) direct CAD interaction in the cab for marking ourselves en route / on scene etc.

- These upgrades, at the request of the BAC, represents an estimated 80+ man hours of work to plan, order, and install.

- Carey / HFD Auto Aid

Process to update / refine auto aid agreements with Hailey Fire Department are ongoing, and WRFR re-signed auto aid agreement with Carey Fire Rescue to cover fire related emergencies in the Bellevue Triangle.

- Stress Continuum Board

Peer Support Group has placed a stress continuum board at Station 1. An important tool for both self awareness and awareness of your crew's mental health, it allows (anonymous) noting of crew members' self assessed mental strength for that day, allowing other members to realize their crew's relative strength for the shift AND if there are potential looming mental health crises coming.



- EMS Equipment/Supplies/Techniques

Continuing to upgrade / update our equipment and supplies and techniques at the request of medical control. I have no doubt these new additions (along with previous new medications introduced earlier this year) will have a positive effect on patient outcomes, but we should acknowledge the logistical and training workload that these new rolls out incur across the duty staff (planning, acquiring supplies) and entire EMS staff (training).

- Upgraded equipment and techniques with bag valve masks with PEEP (peak end expiratory pressure) that provide more effective rescue breathing resuscitation.
- Upgraded CPAP equipment simplifies field application of tool we are using more and more in the field.
- Next month will be moving from needle cricothyrotomy (simpler technique that is relatively effective) to surgical cricothyrotomy (significantly more complex technique that is significantly more effective) for emergency airway interventions.

- Covid Masking

With end of the official Covid emergency and end of mask wearing at St Luke's, we have no mandatory mask wearing rules at WFRF unless a patient has explicit Covid symptoms / recent positive test. Mask wearing in potentially infectious situations is still encouraged, members have been explicitly told that mask wearing will never be mocked or denigrated, and the department reserves the right to reinstate mask wearing as needed to break infectious cycles.

- Extractor

A new turnout washer is fully installed and connected at Station 3. Will hopefully be much more reliable than the previous (purchased used) extractor at Station 2 and make it easier (and therefore more likely) that members clean their turnouts regularly and after any exposure to smoke or fire.

The Commissioners thanked the line staff for their efforts and hard work.

Fire Marshal Report:

23 new building applications have come in so far compared to 39 at this time last year. Final inspections for Certificate of Occupancy are 21 successfully completed so far. Although we have fewer Building Permit applications this year compared to last year, the buildings that are being proposed are taking considerably more time to review because of difficult building sites. Many applications require meetings with the developers and architects to ensure that Fire Code requirements are met before an application is filed for a building permit.

In addition, several subdivision Homeowners Associations have design review committees that require review and approval of building designs before owners can move forward with their applications. The design review committees often require an agency comment letter from me confirming that the proposed design meets Fire Code requirements, especially fire apparatus access requirements.

While I am out and about in the District, I have been assessing water supply cisterns and dry hydrant hook-ups for damage from the past winter. Several cisterns have been damaged by snowplows and I have been contacting owners to have them repaired as soon as possible. We are continuing to prepare for our upcoming rating assessment by the Idaho Survey and Rating Bureau and part of that process will be flow testing all our water supplies.

Commissioners held discussion of testing cisterns and water supplies processes with Ops Chief Sears.

I continue to work on projects as assigned and take care of Fire Marshal business as efficiently as possible. After recertifying as a National Registry Paramedic for the tenth time, I am looking forward to another busy summer season of emergency calls.

Old Business: None

New Business: Office Manager Jaskowski informed the board of a Grant Letter to the Bureau of EMS & Preparedness for funding to obtain a Hurst E3 Combination Tool (Cutter/Spreader) – Extraction Equipment was signed by Jay Bailet, Chair endorsing the Grant Application and Need. The remaining commissioners agreed with the need and supported Chair Bailet's signature to hopefully receive the Grant funding for this tool acquisition.

Any Other Business: Commissioner Kavanagh inquired of the success of the water training out Indian Creek to which Ops Chief Sears replied the event went very well, they accomplished their goals, and he appreciates the support.

Adjourn: Commissioner Garman motioned to adjourn the regular meeting and Commissioner Kavanagh seconded the motion for Adjournment at 3:25 pm. **Roll Call Vote, Commissioners Bailet, Garman and Kavanagh voted all in favor, motion carried, meeting adjourned.**

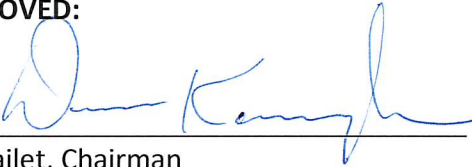
Meeting Adjourned.

Attest:



Stephanie Jaskowski, District Clerk

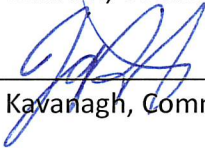
APPROVED:



Jay Bailet, Chairman



Steven Garman, Commissioner

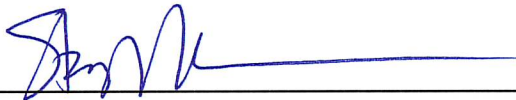


Dennis Kavanagh, Commissioner

Date: 6/21/23

Wood River Fire & Rescue – Accounts Payable Report
Register: Mountain West Operations Checking Account & Current Assets
From: 5/1/2023 to 5/31/2023:

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1100 · Cash & Cash Equivalents	
1100.1 · Mtn West Checking	
1100.11 · Mtn West Sweep	70,490.99
1100.1 · Mtn West Checking - Other	46,973.69
Total 1100.1 · Mtn West Checking	117,464.68
1100.2 · Mtn West Reserve Ckng	6,011.56
1100.3 · LGIP - Operations	2,084,150.67
1100.33 · LGIP - Capital Funds	435,743.57
1100.4 · Petty Cash	120.00
Total 1100 · Cash & Cash Equivalents	2,643,490.48
Total Checking/Savings	2,643,490.48
Accounts Receivable	
1150 · Accounts Receivable	
1151 · Accounts Receivable, net	131,742.04
1152 · Property Taxes Receivable	23,868.63
Total 1150 · Accounts Receivable	155,610.67
Total Accounts Receivable	155,610.67
Other Current Assets	
12000 · Undeposited Funds	-253.69
Total Other Current Assets	-253.69
Total Current Assets	2,798,847.46
TOTAL ASSETS	2,798,847.46



Stephanie Jaskowski, District Clerk

APPROVED:



Jay Bailet, Commissioner



Steven Garman, Commissioner



Dennis Kavanagh, Commissioner

DATE: 6/21/23

WOOD RIVER FIRE & RESCUE

6/16/2023 9:18 AM

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

From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2023			-split-	Deposit			288.75	81,935.29
05/01/2023	AutoPay4	IDAHO POWER	E · ADMINISTRATIO...		76.44			81,858.85
05/01/2023	25337	BIG WOOD FITNESS	2200 · Accounts Payable		375.00			81,483.85
05/01/2023	25338	BLUE CROSS OF I...	2200 · Accounts Payable		14,913.32	X		66,570.53
05/01/2023	25339	PICABO TOWER L...	2200 · Accounts Payable		900.00			65,670.53
05/02/2023			-split-	Deposit			192.40	65,862.93
05/02/2023			1100 · Cash & Cash E...	Funds Transfer ...			75,000.00	140,862.93
05/03/2023	AutoPay3	IDAHO POWER	E · ADMINISTRATIO...		394.74			140,468.19
05/04/2023			-split-	Deposit			48.10	140,516.29
05/04/2023	BASE	PERSI	-split-	M040	11,298.94			129,217.35
05/04/2023	CHOICE	PERSI	2400 · Payroll Liabiliti...	M040	2,461.39			126,755.96
05/04/2023	E-pay	UNITED STATES T...	-split-	82-0397612 Q...	14,243.60			112,512.36
05/04/2023			1100 · Cash & Cash E...	Funds Transfer...	33,617.69			78,894.67
05/04/2023			1100 · Cash & Cash E...	Funds Transfer...	6,403.03			72,491.64
05/05/2023			-split-	Deposit			96.20	72,587.84
05/05/2023			-split-	Deposit			96.20	72,684.04
05/07/2023	ACH	FIRST BANKCARD	2200 · Accounts Payable		2,817.82			69,866.22
05/08/2023	ACH	STATE TAX COM...	2400 · Payroll Liabilities	000230196	3,922.00			65,944.22
05/09/2023			-split-	Deposit			403.69	66,347.91
05/10/2023			-split-	Deposit			96.20	66,444.11
05/10/2023			12000 · Undeposited F...	Deposit			130,217.50	196,661.61
05/10/2023	ACH	CITY OF HAILEY / ...	2200 · Accounts Payable		45.31			196,616.30
05/10/2023	ACH	CITY OF HAILEY / ...	2200 · Accounts Payable		81.90			196,534.40
05/10/2023	AutoPay1	CENTURY LINK	E · ADMINISTRATIO...	Station 1	240.92			196,293.48
05/10/2023	25341	AIRGAS USA, LLC.	2200 · Accounts Payable		179.88			196,113.60
05/10/2023	25342	AMAZON.COM	2200 · Accounts Payable		599.95			195,513.65
05/10/2023	25343	ATKINSON'S MAR...	2200 · Accounts Payable		24.47			195,489.18
05/10/2023	25344	BOUND TREE ME...	2200 · Accounts Payable		3,276.11			192,213.07
05/10/2023	25345	BPA HEALTH	2200 · Accounts Payable		153.30			192,059.77
05/10/2023	25346	CLEARWATER PO...	2200 · Accounts Payable		122.59			191,937.18
05/10/2023	25347	COX COMMUNICA...	2200 · Accounts Payable		241.79			191,695.39
05/10/2023	25348	DELTA DENTAL	2200 · Accounts Payable		1,205.80			190,489.59
05/10/2023	25349	ES CHAT	2200 · Accounts Payable		118.82			190,370.77
05/10/2023	25350	EXPRESS PUBLIS...	2200 · Accounts Payable		76.13			190,294.64
05/10/2023	25351	FIRSTNET	2200 · Accounts Payable	287320825102	124.61			190,170.03
05/10/2023	25352	GEM STATE WELD...	2200 · Accounts Payable		112.68			190,057.35
05/10/2023	25353	HENRY SCHEIN	2200 · Accounts Payable		172.58			189,884.77
05/10/2023	25354	ID BUREAU OF EM...	2200 · Accounts Payable	VOID: Paid by ...		X		189,884.77
05/10/2023	25355	IDAHO LUMBER	2200 · Accounts Payable	2281	336.15			189,548.62
05/10/2023	25356	INTEGRATED TEC...	2200 · Accounts Payable		312.84			189,235.78

WOOD RIVER FIRE & RESCUE

6/16/2023 9:18 AM

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From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
05/10/2023	25357	Jake.Chaney	2200 · Accounts Payable		55.00		189,180.78
05/10/2023	25358	JANE'S ARTIFACTS	2200 · Accounts Payable		22.13		189,158.65
05/10/2023	25359	KERL.YORK	2200 · Accounts Payable		500.00		188,658.65
05/10/2023	25360	LL GREEN'S HARD...	2200 · Accounts Payable		158.02		188,500.63
05/10/2023	25361	MCKESSON	2200 · Accounts Payable		989.02		187,511.61
05/10/2023	25362	NCPERS GROUP LI...	2200 · Accounts Payable		208.00		187,303.61
05/10/2023	25363	O'REILLY AUTO P...	2200 · Accounts Payable		53.97		187,249.64
05/10/2023	25364	Q&A COMPUTE	2200 · Accounts Payable		270.00		186,979.64
05/10/2023	25365	SATELLITE PHON...	2200 · Accounts Payable		67.19		186,912.45
05/10/2023	25366	STATE INSURANC...	2200 · Accounts Payable	503920	3,818.00		183,094.45
05/10/2023	25367	STRYKER MEDICAL	2200 · Accounts Payable		78.00		183,016.45
05/10/2023	25368	THE ORGANIZED ...	2200 · Accounts Payable		280.00		182,736.45
05/10/2023	25369	UNITED OIL (Christ...	2200 · Accounts Payable		683.87		182,052.58
05/10/2023	25370	VALLEY COUNTR...	2200 · Accounts Payable	123811	502.02		181,550.56
05/10/2023	25371	VERIZON WIRELE...	2200 · Accounts Payable	565720461-00...	404.63		181,145.93
05/10/2023	25372	WAXIESANITARY ...	2200 · Accounts Payable		821.63		180,324.30
05/10/2023	25373	WSCFF EMPLOYE...	2200 · Accounts Payable		550.00		179,774.30
05/10/2023	25374	ID BUREAU OF EM...	2200 · Accounts Payable		25.00		179,749.30
05/11/2023			-split-	Deposit		96.20	179,845.50
05/12/2023	AutoPay3	INTERMOUNTAIN ...	E · ADMINISTRATIO...		392.99		179,452.51
05/15/2023			-split-	Deposit		30,500.41	209,952.92
05/15/2023			-split-	Deposit		144.30	210,097.22
05/15/2023	AutoPay1	INTERMOUNTAIN ...	E · ADMINISTRATIO...		184.01		209,913.21
05/15/2023	AutoPay2	INTERMOUNTAIN ...	E · ADMINISTRATIO...		203.00		209,710.21
05/16/2023			-split-	Deposit		96.20	209,806.41
05/17/2023			-split-	Deposit		48.10	209,854.51
05/18/2023			-split-	Deposit		48.10	209,902.61
05/18/2023	BASE	PERSI	-split-	M040	11,690.77		198,211.84
05/18/2023	CHOICE	PERSI	2400 · Payroll Liabiliti...	M040	2,461.39		195,750.45
05/18/2023	E-pay	UNITED STATES T...	-split-	82-0397612 Q...	15,178.98		180,571.47
05/18/2023	25375	GREAT AMERICA ...	2200 · Accounts Payable		93.00		180,478.47
05/18/2023	25376	MR. DEE	2200 · Accounts Payable		2,300.00		178,178.47
05/18/2023	25377	UNITED OIL (Christ...	2200 · Accounts Payable		545.22		177,633.25
05/18/2023	25378	WEIDNER FIRE, IN...	2200 · Accounts Payable		12,083.75		165,549.50
05/18/2023			1100 · Cash & Cash E...	Funds Transfer ...	34,856.24		130,693.26
05/18/2023			1100 · Cash & Cash E...	Funds Transfer ...	7,519.58		123,173.68
05/19/2023	ACH	C3 INTEGRATED S...	B · CONTRACTURA...		484.00		122,689.68
05/20/2023			-split-	Deposit		96.20	122,785.88
05/24/2023			-split-	Deposit		48.10	122,833.98
05/25/2023	AutoPay1	IDAHO POWER	E · ADMINISTRATIO...		265.15		122,568.83

WOOD RIVER FIRE & RESCUE

6/16/2023 9:18 AM

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From 05/01/2023 through 05/31/2023

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment C</u>	<u>Deposit</u>	<u>Balance</u>
05/25/2023	AutoPay2	IDAHO POWER	E · ADMINISTRATIO...		119.36		122,449.47
05/30/2023			-split-	Deposit		48.10	122,497.57
05/30/2023	ACH	STATE TAX COM...	2400 · Payroll Liabilities	000230196	3,943.00		118,554.57
05/30/2023	AutoPay4	IDAHO POWER	E · ADMINISTRATIO...		76.44		118,478.13
05/31/2023			-split-	Deposit		932.76	119,410.89
05/31/2023	25379	WOOD RIVER FIR...	2400 · Payroll Liabiliti...		878.28		118,532.61
05/31/2023	25393	CLEAR CREEK DIS...	2200 · Accounts Payable		200.16		118,332.45
05/31/2023	25394	UNITED OIL (Christ...	2200 · Accounts Payable		463.14		117,869.31
05/31/2023	25395	VERIZON WIRELE...	2200 · Accounts Payable	565720461-00...	404.63		117,464.68