

## 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 October 19, 2022, at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 3:07 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:** Cpt. Haavik announced that he had received a copy of the approved and signed proposal for a new 2023-24 Ambulance for \$250,000.00 from the Blaine County Ambulance District. He will begin the pre-build process to replicate 691 so our first two outs will be the newer ambulances. We can expect to receive this ambulance in approximately 14-15 months from now.

**Action Item:** Approve and Sign Meeting Minutes from the Commissioner Meeting on September 21, 2022. **Commissioner Garman motioned to approve the minutes from September 21, 2022; Commissioner Meeting, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

**Action Item:** Approve and Sign September 2022 Payables. **Commissioner Garman motioned to approve and sign the September 2022 Payables; Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

### Chiefs Report:

**ITEM:** Capital Fund (Chief's Report / Action Item)

**DESCRIPTION:** Stephanie has been doing a lot of end of FY 2022 work, setting the table for FY 2023. She just processed some things this week and our final FY 2022 account balance was \$2,474,214.80 on September 30, 2022 (see highlighted balance sheet). I would like to transfer \$498,000 (the budgeted figure) into our newly established Capital Fund (2<sup>nd</sup> LGIP account). The remaining \$1,976,215 would be the beginning FY 2023 Operational Fund balance. I would like to point out, with some administrative pride, that we set the beginning Operational Fund balance at \$1,970,000. That's pretty darn impressive and kudos to Chief Sears and Stephanie for their work.

In Colorado, we had a second "set" of checks that we used to make capital payments. I'm going to have Stephanie inquire of Stacy and Scott to see if they have a best practices recommendation for getting another set of checks.

**ACTION PROPOSED:** *Subject to any questions and / or discussion, I would ask for roll call vote to directing staff to transfer \$498,000 to the new LGIP Capital Fund.*

Commissioner Garman motioned to establish and transfer \$498,000.00 into a separate Capital Fund Account with the Local Government Investment Pool and Mt. West Bank to keep Capital funds separate from Operational funds. Commissioner Kavanagh seconded the motion, Commissioner Bailet was also in favor of the motion. Motion carried.

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

**DESCRIPTION:** As you're well aware, for the first time in several years, we did an outside hiring process this past June. We thought we'd get more applicants than we did, but (despite those who incorrectly assume to the contrary) paramedic firefighters do NOT grow on trees. Never mind, though, I am pretty darn sure we found the right one. It's early, Emily has only been full-time with us for two and a half weeks, so I can't speak too glowingly, or I fear I will lose my credibility. With that said, I am super jazzed to have her here at WRFR. She's a wonderful addition to our team [Husband, Will. Emily's parents, Lynn and Alan (who flew in from Seattle to be here), Will's mom, Kathy].

**ACTION PROPOSED:** *None.*

**ITEM:** Blaine County Ambulance District *EMSA* (Chief's Report / Action Item)

**DESCRIPTION:** The County is running behind with getting the FY 2023 *Emergency Medical Services Agreement* on their agenda, signed, and to us so that we can do the same. Understanding, as it was pointed out last year, that we need to have all signatures in place before we can receive monthly funding, I wanted to put this on our agenda, absent the document in hand. With our next BoFCs meeting on 11/16 and Chair Bailet out of town for several weeks, it seems quite likely that we won't receive funding until after Thanksgiving.

The possible hurdle: I do not know if there will be changes made to the *EMSA*, as we've proposed (SOC with 10-minute response in municipalities). Since those changes were not the same proposed for the ALS transport for northern BC, I am interested to see if the contract language is the same (as it's been for several years) or changed; specifically, has it been changed for the KFD agreement, too. And, what does the SVFD agreement look like.

I've included a spreadsheet of the BCAD contracts for the past four years. I think it best articulates this "hurdle." While I've been purposeful in not comparing us with other agencies, saying that our mission is different (call volume, call type, hospital location, etc.), *we asked for more to provide more*. The response has been "rectify this imbalance." My question of the BCAD: What is the focus – parity in funding or parity in LOS?

**ACTION PROPOSED:** *Placed as an action item, but absent the contract, I can't see how we take any action.*

Commissioners held discussion.

## **Operations Chief Report:**

### **We are operating!!**

o 872 calls YTD (10/18/22), 3.00 per day on average, projected total is 1,097 calls for calendar 2022. FY22 we ran 1,050 calls!!

### **New fiscal year**

o To start our new fiscal year we have a whole lot of changes / updates: new 53hr work week, new 18-day work period, new timecards, new org chart, new shift assignments and definitely not least a new full-time employee in Emily White.

### **Schedule / Work Period**

o 53-hour work week has commenced, a few hiccups and unforeseen complications as we move toward asynchronous pay periods and work periods, but nothing that we can't sort out.  
o Substantial amount of work (especially by Stephanie) to adjust payroll process, timecards etc., but based on how much easier schedule is to fill, fully well worth the effort.

### **Upgrades**

o Line staff has been working hard on getting some new / upgraded equipment in service: storage shed at station 1, EMS training room at station 3, new tools / hotel packs / fog nails, Swiftwater rescue equipment, tech rescue trailer. We've also improved livability/longevity at both stations with the new boiler & A/C at station 3, new mattresses, gym equipment and turnout racks.

### **Zoll Upgrades**

o Our Zoll monitors have been upgraded to Zoll X-Series *Advanced*, giving us much better control over respiratory rate and tidal volume. Will allow for better ventilations overall, particularly important in traumatic head injuries.

Of note here, the new functionality is driven by an additional adapter that we connect to our bag valve masks (BVM). Each time we "bag" a patient this adapter is considered used and is a single use item that gets disposed of; price per adapter is \$70.00!

o We can now upload our "call" (cardiac strips, 12-leads, vitals, interventions) from the Zoll monitors and have them import – automatically time stamped – into our RMS (records management system), making report writing more accurate and less time consuming.

### **Picabo Hills Repeater Project**

o A lot of hard work (especially on Lieutenant Mathieu's part) and some legal round and round with the lease (a lot of work for Chief Bateman) has the space leased to us and this repeater fundamentally up and running. A little more tuning will be done (hopefully by end of this month) and then we will be fully operational and will move towards tuning our mobile & portable radios to work with the repeater and training of our personnel and dispatch on how best to leverage this tool.

o Initial testing shows that while this is intended as a "South County" tool, Marshall Elle can easily hit the repeater with a good clear signal – on his handheld – from his house in Cold Springs

Commissioners held discussion.

**Fire Marshals Report:**

As of Friday, October 14, I have reviewed 63 building permit applications for new buildings. I have completed more than 25 Final Fire Inspections on buildings to ensure all safety measures are completed before the Building Officials complete their Final Inspections.

We had predicted over 100 building permit reviews this year however after meeting with the County Building Department, the Fire Code Officials agreed that some reviews were redundant and did not require fire department building permit application reviews. Those projects included things such as solar panel installations on one- and two-family homes, swimming pools, and reroofs. These types of projects were counted as part of the total building permit application reviews in the past but were not counted in calendar year 2022. This change has saved the Fire Marshal’s valuable time and allowed us to conduct more Fire Safety Inspections before buildings are occupied.

I am continuing to finish plan reviews and complete other Fire Marshal business as quickly as I’m able. My schedule varies week by week, but I really enjoy assisting builders, contractors, and property owners in our District as well as handling emergency calls as a paramedic.

The fee schedule project is moving along. Everything is entered and I am working on the public notice timeline to get it in front of the Board soon. As always, thank you for your support.

Commissioners held discussion pleased with the Fire Marshall’s role within WRFR needs.

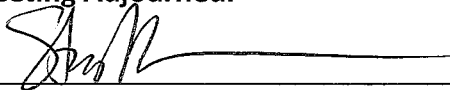
**Old Business:** None

**New Business:** None

**Any Other Business:** None

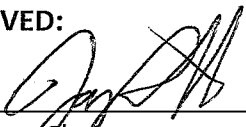
**Adjourn:** Commissioner Garman motioned to adjourn the regular meeting and Commissioner Kavanagh seconded the motion for Adjournment at 3:25 pm. All in favor, motion carried.

**Meeting Adjourned.**



Stephanie Jaskowski, District Clerk

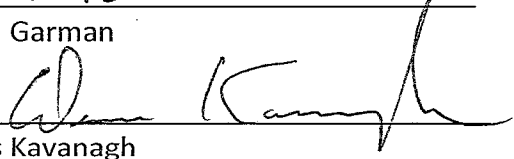
**APPROVED:**



Jay Bailet, Chairman



Steven Garman



Dennis Kavanagh

Date: 11/16/2022

## WOOD RIVER FIRE &amp; RESCUE

## Balance Sheet

As of September 30, 2022

	Sep 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1100 · Cash & Cash Equivalents	
1100.1 · Mtn West Checking	
1100.11 · Mtn West Sweep	87,188.40
1100.1 · Mtn West Checking - Other	-82,662.83
Total 1100.1 · Mtn West Checking	4,525.57
1100.2 · Mtn West Reserve Ckng	447.40
1100.3 · Local Govt Investment Pool	2,469,121.83
1100.4 · Petty Cash	120.00
Total 1100 · Cash & Cash Equivalents	2,474,214.80
Total Checking/Savings	<del>2,474,214.80</del>
Accounts Receivable	
1150 · Accounts Receivable	
1151 · Accounts Receivable, net	12,929.61
1152 · Property Taxes Receivable	21,894.49
1150 · Accounts Receivable - Other	-14,200.46
Total 1150 · Accounts Receivable	20,623.64
Total Accounts Receivable	20,623.64
Other Current Assets	
12000 · Undeposited Funds	1,270.85
1240 · COBRA Reimbursement	-9,752.08
Total Other Current Assets	-8,481.23
Total Current Assets	2,486,357.21
Fixed Assets	
1200 · Noncurrent Assets	
1210 · Capital Assets	
1220 · Equipment & Vehicles	
1220.6 · Equipment	31,912.21
1220 · Equipment & Vehicles - Other	2,717,728.00
Total 1220 · Equipment & Vehicles	2,749,640.21
1230 · Land, Buildings & Improvements	1,602,212.97
1210 · Capital Assets - Other	493,481.10
Total 1210 · Capital Assets	4,845,334.28
Total 1200 · Noncurrent Assets	4,845,334.28
1250 · Accumulated Depreciation	-2,669,622.46
Total Fixed Assets	2,175,711.82
Other Assets	
1300 · Deferred Outflows of Resources	
1310 · Pension Obligations	373,329.00
Total 1300 · Deferred Outflows of Resources	373,329.00
Total Other Assets	373,329.00
<b>TOTAL ASSETS</b>	<b>5,035,398.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 · Accounts Payable	-13,729.45
Total Accounts Payable	-13,729.45

## WOOD RIVER FIRE &amp; RESCUE

## Balance Sheet

As of September 30, 2022

	Sep 30, 22
<b>Credit Cards</b>	
2500 · Credit Cards	
2501 · First Bankcard Visa RB1322	2,494.12
2502 · First Bankcard Visa SJ0436	3,766.41
2503 · First Bank Visa WR9365	775.61
2504 · First Bankcard Visa SS0354	325.88
<b>Total 2500 · Credit Cards</b>	<b>7,362.02</b>
<b>Total Credit Cards</b>	<b>7,362.02</b>
<b>Other Current Liabilities</b>	
2100 · Current Liabilities	
2110 · Accrued Wages & Benefits	49,596.00
2120 · Compensated Absences	154,232.64
2130 · Unearned Rental Income	26,485.00
2140 · Accrued Interest	1,703.00
2150 · Current Portion Long Term Debt	75,154.64
<b>Total 2100 · Current Liabilities</b>	<b>307,171.28</b>
<b>Total Other Current Liabilities</b>	<b>307,171.28</b>
<b>Total Current Liabilities</b>	<b>300,803.85</b>
<b>Long Term Liabilities</b>	
2250 · Long Term Liabilities	
2280 · Net Pension Liability	-112,853.00
<b>Total 2250 · Long Term Liabilities</b>	<b>-112,853.00</b>
2300 · Deferred Inflows of Resources	
2310 · Employer Pension Assumptions	850,153.00
<b>Total 2300 · Deferred Inflows of Resources</b>	<b>850,153.00</b>
<b>Total Long Term Liabilities</b>	<b>737,300.00</b>
<b>Total Liabilities</b>	<b>1,038,103.85</b>
<b>Equity</b>	
3000 · Net Position	
3100 · Net Investment in Capital Asset	1,651,938.00
3200 · Unrestricted	1,277,229.00
<b>Total 3000 · Net Position</b>	<b>2,929,167.00</b>
3900 · Retained Earnings	400,970.63
Net Income	667,156.55
<b>Total Equity</b>	<b>3,997,294.18</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,035,398.03</b>

## BCAD CONTRACTS / REQUESTS FY 2020 - FY 2023 - FINAL

	FY 2020 K	FY 2021 K	INCR	FY 2022 K	INCR	FY 2023 REQ	INCR
Carey Fire Rescue	\$80,568	\$82,985	3.00%	\$95,875	15.53%	\$98,736	2.98%
Ketchum Fire Department	\$1,164,335	\$1,199,265	3.00%	\$1,271,243	6.00%	\$1,513,357	19.05%
Wood River Fire Rescue	\$1,157,308	\$1,192,027	3.00%	\$1,497,197	25.60%	\$1,562,610	4.37%
Dr. O'Connor (Medical Direction)	\$66,553	\$68,550	3.00%	\$86,978	26.88%	\$89,587	3.00%
SVFD						\$150,800	
<b>Total</b>	<b>\$2,468,764</b>	<b>\$2,542,827</b>		<b>\$2,951,293</b>		<b>\$3,415,090</b>	
<b>South County</b>	<b>\$1,271,153</b>	<b>\$1,309,287</b>		<b>\$1,636,561</b>		<b>\$1,706,140</b>	
<b>North County</b>	<b>\$1,197,612</b>	<b>\$1,233,540</b>		<b>\$1,314,732</b>		<b>\$1,708,951</b>	
South County	Perct. Of Total	51.49%	51.49%	55.45%		49.96%	
North County	Perct. Of Total	48.51%	48.51%	44.55%		50.04%	

	Population	FY 2020 PER CAPITA	FY 2021 PER CAPITA	FY 2022 PER CAPITA	FY 2023 PER CAPITA
Carey Fire Rescue	1000	\$81.48	\$83.93	\$104.91	\$109.37
Bellevue Fire Department	2500	\$81.48	\$83.93	\$104.91	\$109.37
Wood River Fire Rescue	3000	\$81.48	\$83.93	\$104.91	\$109.37
Hailey Fire Department	9100	\$81.48	\$83.93	\$104.91	\$109.37
Ketchum Fire Department	3600	\$139.26	\$143.43	\$152.88	\$198.72
North Blaine County Fire	3500	\$139.26	\$143.43	\$152.88	\$198.72
Sun Valley Fire Department	1500	\$139.26	\$143.43	\$152.88	\$198.72
<b>Blaine County</b>	<b>24200</b>	<b>\$102.02</b>	<b>\$105.08</b>	<b>\$121.95</b>	<b>\$141.12</b>

**Wood River Fire & Rescue – Accounts Payable Report**  
**Register: Mountain West Operations Checking Account & Current Assets**  
**From: 10/1/2022 to 10/31/2022:**

Oct 31, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

**1100 · Cash & Cash Equivalents**

**1100.1 · Mtn West Checking**

1100.11 · Mtn West Sweep 87,188.40

1100.1 · Mtn West Checking - Other -64,484.83

**Total 1100.1 · Mtn West Checking 22,703.57**

**1100.2 · Mtn West Reserve Ckng 447.40**

**1100.3 · LGIP - Operations**

1100.33 · LGIP - Capital Funds 498,000.00

1100.3 · LGIP - Operations - Other 1,761,121.83

**Total 1100.3 · LGIP - Operations 2,259,121.83**

**1100.4 · Petty Cash 120.00**

**Total 1100 · Cash & Cash Equivalents 2,282,392.80**

**Total Checking/Savings 2,282,392.80**

**Accounts Receivable**

**1150 · Accounts Receivable**

1151 · Accounts Receivable, net 12,929.61

1152 · Property Taxes Receivable 21,894.49

1150 · Accounts Receivable - Other -14,200.46

**Total 1150 · Accounts Receivable 20,623.64**

**Total Accounts Receivable 20,623.64**

**Other Current Assets**

**12000 · Undeposited Funds 25.00**

**Total Other Current Assets 25.00**

**Total Current Assets 2,303,041.44**



Stephanie Jaskowski, District Clerk

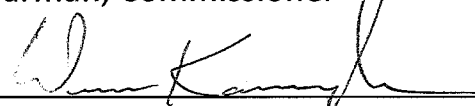
**APPROVED:**



Jay Bailet, Commissioner



Steven Garman, Commissioner



Dennis Kavanagh, Commissioner

DATE: 11/16/2022



WOOD RIVER FIRE & RESCUE

11/10/2022 1:34 PM

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

From 10/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2022			12000 · Undeposited Fu...	Deposit		X	1,270.85	5,796.42
10/01/2022	24965	BIG WOOD FITNESS	2200 · Accounts Payable		375.00			5,421.42
10/01/2022	24966	BLUE CROSS OF ID...	2200 · Accounts Payable		15,369.80			-9,948.38
10/01/2022	24980	NCPERS GROUP LIF...	2200 · Accounts Payable		224.00			-10,172.38
10/01/2022	24982	PICABO TOWER LE...	2200 · Accounts Payable	VOID:				-10,172.38
10/01/2022	25000	BPA HEALTH	2200 · Accounts Payable		131.40			-10,303.78
10/01/2022	25001	DELTA DENTAL	2200 · Accounts Payable		1,262.19			-11,565.97
10/01/2022	25003	PICABO TOWER LE...	2200 · Accounts Payable		900.00			-12,465.97
10/03/2022	24983	CUISINE WANDERE...	C · PERSONNEL:6200 ...	Deposit for 12/2...	2,650.00			-15,115.97
10/04/2022			1100 · Cash & Cash Equ...	Funds Transfer -...			75,000.00	59,884.03
10/06/2022	BASE	PERSI	-split-	M040	10,343.71			49,540.32
10/06/2022	CHOICE	PERSI	2400 · Payroll Liabilities...	M040	2,005.34			47,534.98
10/06/2022	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	13,187.08			34,347.90
10/06/2022			1100 · Cash & Cash Equ...	Funds Transfer -...	31,327.89			3,020.01
10/06/2022			1100 · Cash & Cash Equ...	Funds Transfer -...	4,520.10			-1,500.09
10/10/2022	AutoPay1	CENTURY LINK	E · ADMINISTRATION...	Station 1	237.94			-1,738.03
10/13/2022	ACH	CITY OF HAILEY / S...	2200 · Accounts Payable		90.17			-1,828.20
10/13/2022	ACH	CITY OF HAILEY / S...	2200 · Accounts Payable		42.62			-1,870.82
10/13/2022	25008	AMAZON.COM	2200 · Accounts Payable		750.95			-2,621.77
10/13/2022	25009	CLEAR CREEK DISP...	2200 · Accounts Payable		30.00			-2,651.77
10/13/2022	25010	COX COMMUNICAT...	2200 · Accounts Payable		234.04			-2,885.81
10/13/2022	25011	CR WIRELESS, LLC	2200 · Accounts Payable		26,261.90			-29,147.71
10/13/2022	25012	DATATEL COMMU...	2200 · Accounts Payable		95.00			-29,242.71
10/13/2022	25013	GREAT AMERICA FI...	2200 · Accounts Payable		93.00			-29,335.71
10/13/2022	25014	ID BUREAU OF EMS...	2200 · Accounts Payable		25.00			-29,360.71
10/13/2022	25015	INTEGRATED TECH...	2200 · Accounts Payable		176.94			-29,537.65
10/13/2022	25016	KETCHUM HEATIN...	2200 · Accounts Payable		125.00			-29,662.65
10/13/2022	25017	MIKE.ELLE	2200 · Accounts Payable		44.36			-29,707.01
10/13/2022	25018	SAINT ALPHONSUS	2200 · Accounts Payable		2,600.00			-32,307.01
10/13/2022	25019	SATELLITE PHONE ...	2200 · Accounts Payable		67.19			-32,374.20
10/13/2022	25020	STEPHANIE.JASKO...	2200 · Accounts Payable		44.35			-32,418.55
10/13/2022	25021	STRYKER MEDICAL	2200 · Accounts Payable		4,384.80			-36,803.35
10/13/2022	25022	UNITED OIL (Christe...	2200 · Accounts Payable		793.38			-37,596.73
10/13/2022	25023	WSCFF EMPLOYEE ...	2200 · Accounts Payable		600.00			-38,196.73
10/14/2022			-split-	Deposit			5,004.47	-33,192.26
10/17/2022	AutoPay1	INTERMOUNTAIN G...	E · ADMINISTRATION...		18.49			-33,210.75
10/17/2022	AutoPay2	INTERMOUNTAIN G...	E · ADMINISTRATION...		18.49			-33,229.24
10/18/2022	ACH	C3 INTEGRATED SO...	B · CONTRACTURAL:...		440.00			-33,669.24
10/18/2022			1100 · Cash & Cash Equ...	Funds Transfer			85,000.00	51,330.76
10/20/2022	BASE	PERSI	-split-	M040	12,654.57			38,676.19

WOOD RIVER FIRE & RESCUE

11/10/2022 1:34 PM

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

From 10/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/20/2022	CHOICE	PERSI	2400 · Payroll Liabilities...	M040	2,227.59		36,448.60
10/20/2022	E-pay	UNITED STATES TR...	-split-	82-0397612 QB ...	16,502.74		19,945.86
10/20/2022			1100 · Cash & Cash Equ...	Funds Transfer- ...	37,790.97		-17,845.11
10/20/2022			1100 · Cash & Cash Equ...	Funds Transfer -...	5,698.25		-23,543.36
10/21/2022			1100 · Cash & Cash Equ...	Funds Transfer -...		50,000.00	26,456.64
10/25/2022			-split-	Deposit		24.94	26,481.58
10/26/2022	AutoPay1	IDAHO POWER	E · ADMINISTRATION...		256.40		26,225.18
10/26/2022	AutoPay2	IDAHO POWER	E · ADMINISTRATION...		31.08		26,194.10
10/31/2022			-split-	Deposit		1,295.85	27,489.95
10/31/2022	ACH	STATE TAX COMMI...	2400 · Payroll Liabilities	000230196	4,077.00		23,412.95
10/31/2022	25024	WOOD RIVER FIRE ...	2400 · Payroll Liabilities...		709.38		22,703.57