**MINUTES OF THE REGULAR MEETING OF**

**THE WOOD RIVER FIRE PROTECTION DISTRICT**

**Call Meeting to Order:** Chairman Commissioner Jay Bailet called the meeting of the Wood River Fire Protection District to order on March 18, 2020 at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 3:00 PM.

**Attendance:** Commissioners Jay Bailet, Steven Garman, Dennis Kavanagh, Chief Ron Bateman, Office Manager Stephanie Jaskowski, Auditor Scott Hunsaker

**Consent Agenda:**

* **Action Item:** Approve and Sign Old Meeting Minutes from the Regular Meeting on February 12, 2020. **Commissioner ­­­­­­­­­­­­­­­­­­Garman motioned to approve the minutes from February 12, 2020 Regular Meeting, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**
* **Action Item:** Approve and Sign February 2020 Payables. After brief discussions for clarification on a few items, **Commissioner ­­­­­­­­­­­Kavanagh motioned to approve the February 2020 Payables; Commissioner Garman seconded the motion. All in favor, motion carried.**

**Public Comment:** None

**Fiscal Year 2019 Auditor Report with Scott Hunsaker, CPA** – Action Item

* Scott Hunsaker reviewed the auditor report for fiscal year 2019 with the commissioners. Discussion was held for clarity on certain points and components of the financial reporting. **Commissioner ­­­­­­­­­­­­­­­­­­Garman motioned to accept the Fiscal Year 2019 Auditor Report and Findings as presented, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

**Chief Ron Bateman’s Report:**

**NOTE**: I apologize for any typos or lack of clarification in this report, especially with Item 4. I fear the document is sloppy in ways that I wouldn’t typically allow. The past week has been incredibly busy with things far beyond the realm of those included below.

**ITEM**: Leftover / Surplus Furniture (Chief’s Report)

**DESCRIPTION:**  LT Haavik, as the project lead for facilities, has been collecting surplus District furniture. As I understand it, he has this surplus in the bay at Station 3. In Colorado, we needed action from the Board to determine something was surplus for donation. For that reason and from my experience, I asked LT Haavik to craft me a brief letter for you, but we have come to realize that (according to our SOG) unless the value of an item exceeds $5,000 that we don’t need to have Board approval. With this in mind, I just wanted to let you know that we have some chairs and small furniture that we are getting rid of / donating.

**ACTION PROPOSED**: For information only. ***No formal action is requested.***

**ITEM**: Ketchum Rural Fire Protection District Automatic Aid (Chief’s Report)

**DESCRIPTION:**  When Comm. Bailet and I met with the KRFPD Board in January, we discussed creating an automatic aid agreement with KRFPD. Chief Bauer drafted this pretty straightforward document. I sent it to staff and asked for feedback; I didn’t receive anything substantial – positive or negative – other than we need a document with KRFPD. I think the document is a great start to a gap in our aid reality right now. I would direct your attention to Paragraph VIII for the operational plan. I do think there is some measure of operational vulnerability that we incur, if we send a two-person crew immediately; we will need to work quickly towards 4-person staffing and ask people to come in for backfill more than has been happening, as of late.

**ACTION PROPOSED**: I would request discussion, questions and a roll call vote. I would request a motion to support, with direction to have the Board Chair sign two copies – one for WRFR and one for KRFPD. ***Formal action is requested.* Commissioner ­­­­­­­­­­­­­­­­­­Garman motioned to approve the Ketchum Rural Fire Protection District Automatic Aid Document; Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

**ITEM**: Communications Assessment

**DESCRIPTION:**  I reached out to David Lister on January 3, 2020 about concerns with Yellow 1 not working well. At the Blaine County Fire Chief’s meeting on January 29, 2020, Chief Beaver (Bellevue) commented that Yellow 1 was, “scratchy.” Chief Baledge, LT Mathieu and I met with David and Chuck Robertson, an engineer from Boise on Friday, January 31, 2020. We discussed contracting with Mr. Robertson to do an independent assessment of our Yellow 1 repeater. Mr. Robertson had plans to be back in Blaine County to work on the local Ham Radio system so we began, in earnest, to develop a plan for him to look at our assets. We collected information from various sources (Mike Elle was huge in this regard). With what has transpired, especially in the past week, we were fortunate to get to the Lookout site on Friday, March 13, 2020.

Chuck will be working on a more complete report in the upcoming week or so, but suffice to say that the antenna and hardware itself certainly merit replacement. It’s tough to say exactly how old it is, but decades may be an accurate description. Perhaps the largest concern is another signal – transmitting continuous data (158.637) – is very close to our frequency (158.88). David and Comm. Garman checked the “interference” and it was pretty significant along the length of the ridgeline. More information will be forthcoming. LT Mathieu has been tasked with working with Chuck and David. I want to, again, in this forum recognize David Lister’s role in making this happen – from his technical knowledge to logistical stuff like getting lift tickets and snow machine shuttles. I have asked him to bill WRFR for his time and service.

Commissioners discussed the issue for clarity.

**ACTION PROPOSED**: For information only. ***No action necessary.***

**ITEM**: Staffing Proposal

**DESCRIPTION:**  I first mentioned in our December 18, 2019 BoFCs meeting that I wanted present some ideas about increasing staffing. I pushed that discussion back a couple of times – in January because our attorneys were in town for training and again in February as the presentation for the JPA took precedence. This additional time has allowed me a much better understanding of our budget and how we spend money. This is critical, as my desire to improve our operational capability can’t surpass our funding stream. Last year, as the audit shows, we were $385,666 in the black. That’s infinitely better than being that same figure in the red, but it’s not license for us to be reckless. With that in mind, I’ve done a lot of analysis to speak to our financial ability to do add temporary full-time staffing.

**Financial Assessment** (summarized on spreadsheet attachment)

I have focused extensively at the expense side of the FY 2020 budget v. actual report in the time I’ve been with WRFR. I’ve asked Stephanie to help me by making sure the revenue stream (that was forecasted) is coming in, too.

**Line A – Personnel** – This is by far the largest piece of our FY 2020 Budget. While our total budgeted expenditures are $2,306,917. Line Item A makes up $1,847,859 (80.1%). Line Item A includes Payroll, Payroll Expenses, Benefits and Other Payroll Expenses.

1. **Payroll** – There are four (4) pieces to this line item – Admin Salaries, Full-Time Salaries, Part-Time Wages and Contract Labor. The budget analysis below is based upon End of February reporting (11 pay periods). There are so many moving parts - with pay raises, retirement pay outs and individuals moving from one-line item to another (Ex. I was originally part of the Contract line item and now I am part of the Admin Salaries line item) that forecasting is sometimes problematic. With that in mind, I have been deliberately conservative.

**Admin Salaries** – Budgeted at $211,753, we’ve spent $66,861.87. We are averaging $6,078.35 per pay period and on pace to spend just under $160,000 on this line item. If I bump that figure up $170,000, I believe we could be ***$41,753 under budget.***

**Full-Time Salaries** – Budgeted at $772,011, we’ve spent $280,771.33. We are averaging $25,524.67 per payroll and on pace to spend approximately $665,000 on this line item. This is the most nebulous line item since we operated without a ninth member for a number of months. With that in mind, I have bumped this figure up to $700,000. We believe we will be ***under budget by $72,011.***

**Part-Time Wages** – Budgeted at $179,207, we’ve spent $70,464.91. We are averaging $6,405.90 per pay period and on pace to spend approximately $167,000 for FY 2020. If I bump this figure up to $170,000, we should be ***under budget by $9,207***.

**Contract Labor** – Budgeted at $123,029, we’ve spent $81,407.72 thus far. This line item requires a far different approach to forecasting. We had large expenditures early in FY 2020

with this line item – namely my interim services and recruiting with Prothman. Going forward, the only items that we anticipate including each month on this line item are the prevention / plans arrangement with the City of Hailey ($3,000/ month) and housing ($1,300). With that in mind, we can plan on spending $30,100 for the remaining seven months of FY 2020. I estimate we will finish the year around $114,000, approximately ***$9,029 under budget***.

2. **Payroll Expenses** – These items, like WC, Medicare, SS, etc., are a function of payroll itself. Budgeted at $146,766, we have spent $49,377.53 after 11 pay periods. At this rate, we would end the year at $117,000, approximately ***$29,766 under budget.***

3. **Benefits** – The largest realized savings in this line item will come from health insurance. The budgeted figure is $220,529. At the end of February, we had spent $72,482.05. With retired members moving off and new hires moving on this line item has taken a little bit more thinking to forecast. Although it’s likely a little over-simplified than simply taking $72,482.05 and dividing that figure by 5 (months) means that $14,496.41 At the end of the FY we will spend just under $175,000 on this line item. The total budgeted figure is $367,843 and I believe that we will finish FY 2020 at about $313,000. This would leave us ***under budget $54,843.***

4. **Other Payroll Expenses** – Relative to the previously mentioned line items, this one is much smaller. Budgeted at $47,250, we have spent $7,112.94 to date. Conservatively forecasting, I feel we could be ***$10,000 under budget.***

Taken together, I can conservatively estimate that we are trending towards being ***$228,609 under budget.***

So, how much would a TFT FF cost at $22 / hour? Well, we anticipate these employees working 4 24-hour shifts in each 14-day work period. They would work 52 days during this 6-month period. $22 x 24 hours = $528 shift x 52 shifts = $27,456. If we factor in 5% OT (a figure I used initially in CO) = $28,828.80. Stephanie estimated employer burden at 24%. This is far less than 48% for RFT staff since health and dental insurance isn’t included. This is an important stop-gap measure. We were at a vulnerable place operationally, before the COVID-19 pandemic that is stretching us even thinner. It is my job to recognize and remedy that as quickly as possible.

I have, also, attached a TFT announcement letter that I will send out tomorrow, subject to the BoFCs approval for this plan. I drafted this document last week and sent it to counsel for approval. He made some recommendations and I made some minor adjustments, based upon those recommendations.

In my weekly update on March 6, 2020, I asked that anyone interested in this particular opportunity to contact me directly. I did have four individuals express that they were interested. One of those four later said that they couldn’t fulfill the commitment. I do believe that, if approved, we will have three applicants. This is an ideal scenario.

* **ACTION PROPOSED**: Subject to any questions and discussion, I would ask for a roll call vote. It is my desire and resolute belief that this wholly affordable and even more necessary. ***Formal action is requested.*** Further discussion for clarification was held, after discussion, **Commissioner ­­­­­­­­­­­­­­­­­­Garman motioned to authorize Chief Bateman to increase Temporary Full Time Staffing up to 3 positions as presented, Commissioner Kavanagh seconded the motion. All in favor, motion carried.**

**Old Business:**

Commissioner Kavanagh thanked everyone for their condolences on the sympathy card he received when he lost a family member. He was appreciative of our consideration, compassion and fraternity of this organization.

Commissioner Garman requested update on the COVID19 issue with the Ambulance utilization. Chief clarified current protocols in place and decontamination procedures. Discussion was held for clarifications.

**New Business**

**Action Item:**  Review grant and endorse Grant Application Letter requesting funding from Idaho Emergency Services for funding of a Stryker Power Gurney and Power Load Kit to replace one of the manual lifts written by Lt. Ryan DeMoe. After discussion, **Commissioner ­­­­­­­­­­­­­­­­­­Garman motioned endorse the Grant Application Letter as presented, Commissioner Kavanagh seconded the motion. All in favor, motion carried, letter signed.**

**Executive Session:**

**Commissioner Kavanagh motioned to enter into Executive Session at 4:18 pm, Commissioner Garman seconded the motion, all in favor, Motion carried.**

* + Consider Labor Contract Matters [Idaho Code 74-206 (1) (a)]

**Action Item: Discussion or Action Upon Executive Session:** **Commissioner Kavanagh motioned to obtain local legal counsel to suit the needs of the District, Commissioner Garman seconded the motion, all in favor, Motion carried.**

**Any Other Business** - None

**Adjourn:** **Commissioner Garman motioned to adjourn the meeting and Commissioner Kavanagh seconded the motion for Adjournment at 4:30 pm. All in favor, Motion carried.**

Meeting Adjourned.

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Stephanie Jaskowski, District Clerk

**APPROVED:**

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Jay Bailet, Chairman

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Steven Garman

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Dennis Kavanagh Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_