

**MINUTES OF THE REGULAR MEETING OF
THE WOOD RIVER FIRE PROTECTION DISTRICT
February 21, 2024**

Call Meeting to Order: Commissioner Dennis Kavanagh called the meeting of the Wood River Fire Protection District to order on February 21, 2024, at Wood River Fire District Station 3, 11053 State Hwy 75, Bellevue, Idaho at 3:00 PM.

Attendance: Commissioners Dennis Kavanagh, Steven Garman, Chief Ron Bateman, Operations Chief Bass Sears, Office Manager Stephanie Jaskowski, Scott Hunsaker, CPA - Auditor

Open Session for Public Comments: None

Consent Agenda:

Action Item: Approve and Sign Meeting Minutes from the Commissioner Meeting on January 17, 2024. Commissioner Garman motioned to approve the minutes from the January 17th, 2024 Commissioner Meeting, Commissioner Kavanagh seconded the motion. All Commissioners Garman and Kavanagh are in favor, motion carried.

Action Item: Approve and Sign January 2024 Payables. Commissioner Garman motioned to approve and sign the January 2024 Payables; Commissioner Kavanagh seconded the motion. All Commissioners, Garman and Kavanagh are in favor, motion carried.

Action Item: Auditor's Report for Fiscal Year 2023 presented by Scott Hunsaker, CPA, Mahlke Hunsaker & Co. Scott reviewed the Audited FY23 report and In their opinion, they found no significant, or material findings. He complimented work well done and managed by the Chief, Office manager and Board oversight. He said the fiscal year ended well with good reserves for future needs.

Commissioners held a brief discussion with Scott and Chief clarifying the ending cash position and upcoming FY24 Apparatus acquisition plans. Chief reviewed upcoming FY24 PERSI deductions in July.

Commissioner Garman motioned to accept the Fiscal Year 2023 Auditor's Report as presented, Commissioner Kavanagh seconded the motion. All Commissioners Garman and Kavanagh are in favor, motion carried.

Chief Report:

ITEM: FY 2024 Budget Update / FY 2025 Budget Plan (Chief's Report / Action Item)

DESCRIPTION: A big part of the plan for next year (any year for that matter) is the financial piece of the puzzle. This is *precisely* the time of the year I would start to give you a rough draft of a budget and talk about a plan, so nothing comes as a surprise – changes in staffing, LOS, labor relations, etc. That said, I haven't done any work on a FY 2025 WRFR Budget, as it's all been for the Authority. And the rhetoric that I've heard multiple times from the County is concerning (10% v 3% next year, but NO mention of 4% v 0% this year). However, this language isn't the intention today.

This item is more of a heads up with regard to our March 20th meeting. We will need to amend this year's budget – *after* the JPA document is signed (primarily because the deposit that establishes our Authority Operations Account wasn't included in the FY 20204 Budget). Roughly speaking, we have spent around \$1.2 million, and I estimate that we will spend about \$1.6 million. We are right on track – even though our maintenance line item is on a record pace [see dry erase calculations].

Beyond that I would like the BoFCs to consider that we engage a third TFT position for the last 4 months of this FY. There are multiple reasons I'd like to make this move, some preparing us best *operationally* for the future, but of supreme importance is I would like Chief Sears to be able to be as removed as possible for the summer, to assist me with Authority planning. I estimate this additional cost to be approximately \$27,500 (will use \$30,000 for amended budget).

ACTION PROPOSED: *Subject to any discussion, I would ask for general direction.*

ITEM: Joint Powers Authority / Consolidation Conversation (Chief's Report)

DESCRIPTION: Thank you all for your attendance at the joint meeting with Ketchum, Smiley Creek, and West Magic last week. The action that we need to take this afternoon is appointing a WRFR Board member to the JPA group – working weekly over the next month to get the fine points of the document finished. Chief McLaughlin and I visited about picking a recurring day each week that we did a meeting.

I would imagine that reporting back to this elected body would become a regular thing and I can certainly aid with that going forward.

ACTION PROPOSED: *Subject to any discussion, this item is for specific board action; I would ask for a nomination and vote on who should represent WRFR on the JPA Board group.*

Commissioners held brief discussion clarifying JPA work group members.

ACTION: Commissioner Garman motioned/nominated Commissioner Jay Bailet as Wood River Fire Protection District representative for the JPA group. Commissioner Kavanagh seconded the motion. All Commissioners Garman and Kavanagh are in favor, motion carried.

February 2024

FY Cash Flow Projections

	CAPITAL		OPERATIONS		TOTAL
Balance 10/1/23	\$623,082	Balance 10/1/23	\$2,053,009	\$2,676,091	
Transfer					
Total					
Apparatus					
Equipment					
Station / Repeater					
Additional Capital					
Balance 2/20/24	\$634,346	Balance 2/20/24	\$2,422,262	\$3,056,607	
Additional Trans	\$250,000		\$250,000		
Total	\$884,346		\$2,172,262		
Apparatus	\$335,000	BCAD	\$911,523		
Equipment	\$28,500	Tax Share	\$439,161		
Station	\$92,500	Other Revenue	\$31,997		
Additional Capital	\$0	Total	\$3,554,942		
Balance 10/1/23	\$428,346	Est. of 7.5 mos. Exp.	\$1,640,000		
		Total	\$1,914,942		
Balance 10/1/24	\$428,346	Balance 10/1/24	\$1,914,942	\$2,343,288	

Operations Chief Report:

We are operating!

- o 3.16 per day average through 2/20/24, 117% of three-year moving average. 91% of calls have been EMS.
- o Three year moving average is after call volume spiked (2021-2023) and still 117% of that average.

□ Annual RSI Checkoff

- o Almost all our paramedics completed their annual required RSI checkoff with Dr Kopplin and Katie Feris on 2/1. Dr Kopplin texted afterward *"I thought everyone did great today. Clearly folks are practicing a lot. Everyone calm and methodical. Let's keep up the stellar work!"*

Commissioners congratulated staff for their efforts maintaining their skill levels.

□ Technical committee meeting

- o Placeholder entry for any update from 10:30AM 2/21/24 Technical Committee Meeting was attended by Ops Chief and Chief. Recording of this meeting is available.

□ TUSA radio study

- o Placeholder entry for any update from 1:00PM 2/21/24 TAC Meeting with radio consultant presentation for County wide needs, challenges and possible solutions.

Commissioners discussed with Ops Chief potential involvement should a consolidation occur with improvements and standardization to the system. Clarified current procedures in place.

□ Vehicles

- o Braun Ambulance

- No definitive ETA on delivery but appears build is in progress; they are requesting any equipment we want to have installed by them be sent to them by the end of this month. Will be sending them mobile radios, radio wiring harnesses, Wi-Fi antenna, narc vaults.

- o Radios

- 180-day lead time on mobile radios. Two mobiles (VHF & 700mhz) that were originally intended for Tacoma will be used on new ambulance.

- o E653 from Hughes Fire back to Jerome Peterbilt

Commissioners held discussion with Ops Chief clarifying maintenance catch-up that was overdue on aging apparatus and equipment that had been deferred. Also discussed potential for Grant funding for apparatuses.

□ **Remote Operations Best Practices**

o Continue to build out our “Best Practices” guides. This one covers operating outside the core of our fire & ambulance districts (Carey and east, Croy, Muldoon, East/West Magic etc.). Covers command & control, radio frequencies, ambulance rendezvous, vehicle extrication, patient destinations, air asset use and the southern finger of Blaine County.

□ **Agency EMS License**

o Agency license renewal has been submitted (February 7th), currently shows as “Status: Final Review” on IGEMS.

□ **ImageTrend / RMS**

o Challenging to complete reports, KFD has reports they can’t enter. KFD is moving to First Due (which they already use for inspections, hydrants, scheduling etc.) for RMS.

Fire Marshal Report:

New construction continues to be slow. Currently, I’ve had 3 building permit applications come across my desk. I have completed several final inspections on houses that were built last year. Additionally, I have been involved in several meetings with developers who are looking to start large residential developments south of Bellevue and commercial developments on Glendale Road. My main focus on the large residential developments is pressurized fire hydrant systems and required fire apparatus access roads. Should any of these developments move forward through the County Land Use Department, I expect to become very busy.

I have spoken to our ISRB contact after we received our draft evaluation letter about missing recognized water supplies in our District. As it turns out, our previous ISRB evaluator in 2013 had labelled a bunch of 10,000-gallon cisterns in Indian Creek as part of the Hailey Municipal Water Supply which is not correct. He had not recognized most of our 30,000-gallon dry hydrant water supplies as compliant, so I spent a bunch of time going through our records and making sure that the correct water supplies are recognized in the State’s ISRB data bank. We should see the correct water supply list in the next evaluation letter from the ISRB office. Our ISRB rating is still a 4 in those areas with recognized water supplies and other areas will get an 8 or a 9 depending on distance from the fire station or available water supplies.

With the dry winter we’re experiencing so far, the fire weather forecast is looking like a busy wildfire season. Keep your fingers crossed!

Commissioners discussed water supply’s covered or not in the ISRB evaluation and clarified ponds, cisterns, and pressurized hydrants in the Indian Creek and Croy areas with Ops Chief.

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 3:53 pm. Roll Call Vote, Commissioners Kavanagh and Garman voted all in favor, motion carried, meeting adjourned.

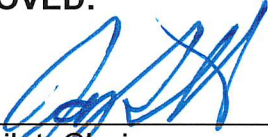
Meeting Adjourned.

Attest:



Stephanie Jaskowski, District Clerk

APPROVED:



Jay Bailet, Chairman



Steven Garman, Commissioner



Dennis Kavanagh, Commissioner

Date: 3/20/24

Wood River Fire & Rescue – Accounts Payable Report
Register: Mountain West Operations Checking Account & Current Assets
From: 2/1/24 to 2/29/2024:

WOOD RIVER FIRE & RESCUE
Balance Sheet
 As of February 29, 2024

Feb 29, 24

▼ ASSETS	
▼ Current Assets	
▼ Checking/Savings	
▼ 1100 · Cash & Cash Equivalents	
▼ 1100.1 · Mtn West Checking	
1100.11 · Mtn West Sweep	105,141.52
1100.1 · Mtn West Checking - Other	9,517.49
Total 1100.1 · Mtn West Checking	<u>114,659.01</u>
1100.2 · Mtn West Capital Checking	6,014.26
1100.3 · LGIP - Operations	2,296,730.62
1100.33 · LGIP - Capital Funds	637,257.66
1100.4 · Petty Cash	80.00
Total 1100 · Cash & Cash Equivalents	<u>3,054,741.55</u>
Total Checking/Savings	3,054,741.55
▼ Accounts Receivable	
▼ 1150 · Accounts Receivable	
1151 · Accounts Receivable, net	132,030.15
1152 · Property Taxes Receivable	30,617.76
Total 1150 · Accounts Receivable	<u>162,647.91</u>
Total Accounts Receivable	162,647.91
▼ Other Current Assets	
12000 · Undeposited Funds	1,718.75
Total Other Current Assets	<u>1,718.75</u>
Total Current Assets	<u>3,219,108.21</u>



Stephanie Jaskowski, District Clerk

APPROVED:



Jay Bailet, Commissioner



Steven Garman, Commissioner



Dennis Kavanagh, Commissioner

DATE: 3/20/24

WOOD RIVER FIRE & RESCUE

3/15/2024 9:16 AM

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

From 02/01/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/01/2024	25790	HILLSIDE AUTO	2200 · Accounts Payable		308.81		82,310.36
02/02/2024	AutoPay3	IDAHO POWER	E · ADMINISTRATIO...		400.72		81,909.64
02/06/2024			1100 · Cash & Cash E...	Funds Transfer ...		30,000.00	111,909.64
02/07/2024	ACH	FIRST BANKCARD	2200 · Accounts Payable		9,134.61		102,775.03
02/08/2024	BASE	PERSI	-split-	M040	15,174.01		87,601.02
02/08/2024	CHOICE	PERSI	2400 · Payroll Liabiliti...	M040	3,634.75		83,966.27
02/08/2024	E-pay	UNITED STATES T...	-split-	82-0397612 Q...	18,242.82		65,723.45
02/08/2024			1100 · Cash & Cash E...	Funds Transfer...	40,521.16		25,202.29
02/08/2024			1100 · Cash & Cash E...	Funds Transfer...	6,547.15		18,655.14
02/09/2024	AutoPay1	CENTURY LINK	E · ADMINISTRATIO...	Station 1	246.57		18,408.57
02/12/2024			-split-	Deposit		130,529.30	148,937.87
02/13/2024			-split-	Deposit		48.10	148,985.97
02/14/2024			12000 · Undeposited F...	Deposit		100.50	149,086.47
02/15/2024			-split-	Deposit		48.10	149,134.57
02/15/2024			4000 · Fire District Rel...	Deposit			149,134.57
02/15/2024			-split-	Deposit		55,774.79	204,909.36
02/15/2024	ACH	C3 INTEGRATED S...	B · CONTRACTURA...		437.00		204,472.36
02/15/2024	AutoPay1	INTERMOUNTAIN ...	E · ADMINISTRATIO...		250.64		204,221.72
02/15/2024	AutoPay2	INTERMOUNTAIN ...	E · ADMINISTRATIO...		295.10		203,926.62
02/15/2024	AutoPay3	INTERMOUNTAIN ...	E · ADMINISTRATIO...		551.79		203,374.83
02/20/2024	25792	AMAZON.COM	2200 · Accounts Payable		182.06		203,192.77
02/20/2024	25793	ATKINSON'S MAR...	2200 · Accounts Payable		58.82		203,133.95
02/20/2024	25794	BK TECHNOLOGIES	2200 · Accounts Payable		693.73		202,440.22
02/20/2024	25795	BRAUN NW, INC.	2200 · Accounts Payable		24.00		202,416.22
02/20/2024	25796	BY THE BOOK-ST...	2200 · Accounts Payable		202.50		202,213.72
02/20/2024	25797	CHRISTENSEN OIL...	2200 · Accounts Payable		461.36		201,752.36
02/20/2024	25798	COX COMMUNICA...	2200 · Accounts Payable		263.37		201,488.99
02/20/2024	25799	ES CHAT	2200 · Accounts Payable		114.25		201,374.74
02/20/2024	25800	FIRSTNET	2200 · Accounts Payable	287320825102	124.61		201,250.13
02/20/2024	25801	GREAT AMERICA ...	2200 · Accounts Payable		93.00		201,157.13
02/20/2024	25802	HENRY SCHEIN	2200 · Accounts Payable		505.00		200,652.13
02/20/2024	25803	INTEGRATED TEC...	2200 · Accounts Payable		256.21		200,395.92
02/20/2024	25804	JANE'S ARTIFACTS	2200 · Accounts Payable		38.28		200,357.64
02/20/2024	25805	LL GREEN'S HARD...	2200 · Accounts Payable		178.94		200,178.70
02/20/2024	25806	MCKESSON	2200 · Accounts Payable		175.95		200,002.75
02/20/2024	25807	MES-MUNICIPAL ...	2200 · Accounts Payable		2,035.81		197,966.94
02/20/2024	25808	MINIDOKA MEMO...	2200 · Accounts Payable		40.00		197,926.94
02/20/2024	25809	MOTOROLA SOLU...	2200 · Accounts Payable		3,872.69		194,054.25
02/20/2024	25810	O'REILLY AUTO P...	2200 · Accounts Payable		226.01		193,828.24
02/20/2024	25811	PLATT	2200 · Accounts Payable		128.35		193,699.89

WOOD RIVER FIRE & RESCUE

3/15/2024 9:16 AM

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

From 02/01/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/20/2024	25812	SATELLITE PHON...	2200 · Accounts Payable		67.19		193,632.70
02/20/2024	25813	ST LUKE'S MEDIC...	2200 · Accounts Payable		1,016.82		192,615.88
02/20/2024	25814	VALLEY COUNTR...	2200 · Accounts Payable	123811	572.47		192,043.41
02/20/2024	25815	WSCFF EMPLOYE...	2200 · Accounts Payable		550.00		191,493.41
02/20/2024	25821	CHRISTENSEN OIL...	2200 · Accounts Payable		370.34		191,123.07
02/21/2024	ACH	CITY OF HAILEY / ...	2200 · Accounts Payable		96.29		191,026.78
02/21/2024	ACH	CITY OF HAILEY / ...	2200 · Accounts Payable		56.56		190,970.22
02/22/2024	BASE	PERSI	-split-	M040	13,164.47		177,805.75
02/22/2024	CHOICE	PERSI	2400 · Payroll Liabiliti...	M040	3,653.09		174,152.66
02/22/2024	E-pay	UNITED STATES T...	-split-	82-0397612 Q...	14,422.88		159,729.78
02/22/2024			1100 · Cash & Cash E...	Funds Transfer ...	36,036.89		123,692.89
02/22/2024			1100 · Cash & Cash E...	Funds Transfer ...	2,807.20		120,885.69
02/23/2024	AutoPay1	IDAHO POWER	E · ADMINISTRATIO...		277.23		120,608.46
02/23/2024	AutoPay2	IDAHO POWER	E · ADMINISTRATIO...		105.61		120,502.85
02/28/2024	AutoPay4	IDAHO POWER	E · ADMINISTRATIO...		166.00		120,336.85
02/29/2024	ACH	STATE TAX COM...	2400 · Payroll Liabilities	000230196	4,732.00		115,604.85
02/29/2024	25816	WR FIRE FIGHTER...	2400 · Payroll Liabiliti...		945.84		114,659.01