

**JOINT POWERS BOARD
OF
THE HAILEY FIRE DEPARTMENT
and
THE WOOD RIVER FIRE PROTECTION DISTRICT**

AGENDA

FOR THE SPECIAL MEETING

ON

Wednesday, October 10th, 2018

4:30 PM

HAILEY CITY HALL

115 SOUTH MAIN STREET

HAILEY, IDAHO

ACTION ITEM = a vote may occur but is not required to be taken..... Action Item

1. Call to Order
2. Open session for public comments not to exceed three minutes per person and per topic (subject to discretion of the chairperson)
3. Consent Agenda
 - a. Approval of last Meeting's Minutes.....Action Item
4. Old Business
 - a. Discussion regarding contract with ESCI to develop a Strategic Planning Process..... Action Item
 - b. Consideration of drafted letter to the Blaine County Commissioners requesting priority consideration for a portion of the old Blaine Manor Property for the purpose of a consolidated fire station.....Action Item
 - c. Consolidated name to simplify dispatch of joint response....Action Item
5. New Business
 - a. Discussion on accomplishments from the ESCI 2011 recommendations..
 - b. Discussion on different options for consolidation and recommendation to respective boards.....Action Item
6. Staff Reports/Other Discussion
7. Adjourn

**MINUTES OF THE MEETING OF THE JOINT BOARD OF THE
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT
HELD September 19, 2018
IN THE HAILEY MEETING ROOM**

The Meeting of the Joint Board of Hailey / Wood River Fire Protection District (WRFD) was called to order at 4:32 P.M. by Chair Seth Martin. Also present were board members, Martha Burke, Linda Haavik, and Pat Cooley. Staff present included City Administrator Heather Dawson, Hailey Deputy City Clerk Nancy Arellano, Hailey Fire Chief Craig Aberbach and WRFPD Fire Chief Bart Lassman.

[4:33:25 PM](#) Call to order by Chairman Seth Martin.

Open Session for Public Comments:

No public comment.

CONSENT AGENDA:

- a. *Approval of last Meeting's Minutes.....Action Item*

Martin brings attention to the spelling for Rune Haavik's name on page one, that begins with "4:32:41 PM Ruin Haavik speaking..." and page four of the minutes "5:11:05 PM Ruin Haavik comments." The correct spelling is Rune Haavik. The correction will be noted.

Haavik motions to approve the minutes noting the corrections seconded by Bailet. Motion passed unanimously.

OLD BUSINESS:

- a. *Staff recommendation to contract with ESCI to develop a Strategic Planning Process..... Action Item*

[4:34:10 PM](#) Martin opens discussion. In the last meeting, staff recommendation for contracting with ESCI was discussed. Haavik asks, was the ESCI in 2011 adopted on Wood River and the City? Lassman answers, yes. Dawson answers, yes it was adopted. Haavik, the study suggested a steering committee. Was the steering committee put together? Dawson answers, no. Haavik, that study also talks about an adoption of a Regional Fire Protection Vision. Are we still trying to establish that vision or has it been established? Martin answers, it's a combination of both.

[4:36:18 PM](#) Aberbach answers, depending how you look at it. What we're doing is taking a lot of those recommendations and trying to come up with a meaningful solution to accomplish the objectives of our unified department. How we go about doing that is open to the elected officials. We are taking those recommendations and coming together based on the recommendation of consolidation.

[4:36:54 PM](#) Haavik, the elected entities created this body. Haavik asks, the 2011 ESCI also talked about working on combining the Fire Associations (Wood River and Hailey) into a single 501c3?. Did they vote on that? Are they both independent 501c3's right now? Aberbach answers, they are separate now and they are right now working together on doing exactly that. Haavik, on the update it talks about doing a SWAT analysis. Would we expect it significantly different?

[4:39:02 PM](#) Lassman, the way I understand it after sitting down with the ESCI at the Chief's conference this past year. What we have done is we have taken some not all and followed all of the recommendations and put them in. Bellevue's not included. The study included Bellevue. We're only taking some of the components and we have gone in a different direction. Lane Wintermute from ESCI recognized that and said, where are you now? Where do you want to go because the board has been created? He's willing to come in for two to three days and put together; meet with the different parties, discuss, and get feedback to create a pathway for us. Whether it includes the SWAT analysis, whether it includes more components, I don't know. We may be beyond that. Maybe we are behind the curve in creating a mission statement, a vision statement, a value statement for the joint powers board/ operational departments working together. I think of one department. We are on our way toward creating one single entity. Now we need to start creating some of these visions. Haavik asks, we see this update as helping us bring that together? Lassman answers, correct.

[4:41:13 PM](#) Aberbach, we did accomplish a lot of what we're talking about in the packet that we put together. It does list a lot of the objectives that were taken out of the original plus the ones modified based on where we are today with the mission statement and the goals. A lot of it has been done and updated.

Martin, since the ESCI 2011 study, we've taken a lot of the baby steps that were outlined in that document over the past 4 years or so. It would be helpful to have them come back in and look at what we've done and where we are and give us a roadmap that we may or may not follow 100% so we have some guidance in this. Haavik, I agree with you completely. I'm just trying to understand that we won't duplicate something that's already been done and we feel is still valid. At the same time trying to fill the pieces together. I'm well aware of the different things that have already been consolidated. Lassman, that's where Wintermute comes in and helps give us a path forward. It's his job helping people give direction.

Cooley asks, what is the cost estimate? Martin answers, I believe it was fourteen thousand dollars. Haavik, it was another fifteen hundred for a public workshop. It is a good idea. Having context of all the members, volunteers, and elected officials.

[4:43:58 PM](#) Martin, I think there's a lot of value in it. I'm not sure it's worth fifteen hundred dollars. Most people would be for consolidation.

[4:44:43 PM](#) Cooley, I think some guidance along more defined cooperative. Cooley to Lassman, I don't think we're to the point yet where we're working as one department.

Using this board to move to approve the cooperation between the two entities. This is a good way to do it. Cooley looks to Dawson for where the money is coming from on our end. Dawson, we do not have seven thousand budgeted for that. Aberbach, no, we do not but there are funds that aren't allocated from the deployments for example. Dawson, we can open the budget in the next fiscal year to allocate those monies. We did not talk about it in the last budget cycle.

[4:45:53 PM](#) Burke, before we move ahead with any allocation from the City of Hailey, it has to go to Mayor and Council. Martin, this is a recommendation from us to the Council. Burke, the level we want to participate may not be the level that the Mayor wants to participate. Martin, remember this board is a recommendation to our respected bodies.

[4:46:48 PM](#) Burke, asks about the planning workshop. Burke doesn't have a clear picture and needs it to be clearer. Martin, I think if we were to vote in favor of pursuing this, we'd ask Lassman or Aberbach to get a proposal and confirm a quote on the scope of work.

[4:48:06 PM](#) Martin, proposes motion to support possibly moving forward with this. Making a firm decision at the next meeting based upon a firm quote. Burke suggests, 2 or 3 possible outcomes. Consolidation, combining more effort in training and purchasing equipment so there might be stages in this scope of work.

[4:48:55 PM](#) Lassman tells Burke, that is something when Lane Wintermute interviews you, their consulting group comes in and interviews each of you, what would you like to see? How would you like to proceed? Burke, I understand the finished product but I want to present to Council and staff, this is what we could expect as finished product. That's where we sit because the money is not ours. We are asking to open the budget therefore we need this study to produce the following. Burke then exemplifies questions Council will ask.

Bailet makes a motion to direct the Chiefs to get a quote and a scope of work and bring back to the board seconded by Burke, motion passed unanimously.

NEW BUSINESS:

- a. *Consideration of drafted letter to the Blaine County Commissioners requesting priority consideration for a portion of the old Blaine Manor Property for the purpose of a consolidated fire station.....Action Item*

[4:50:49 PM](#) Martin speaks, over the summer we had indication from Greenberg for support of Fire Station on the Blaine Manor site. Martin drafted letter to board of the Blaine County Commissioners.

[4:51:44 PM](#) Haavik, questions use of the word district. It is suggesting that they're no longer separate districts. Martin, dispatch treats us as one. Haavik suggests to use the

word entity? Martin then gives all a minute to read the letter. Burke states, my concern is that some of the language is premature. Martin, I can reword it.

[4:54:29 PM](#) Haavik is in favor of the letter. We need to let the County formally know that we are interested. Cooley, also in favor but would like time to look at it. Martin, suggests to table this.

Cooley motions to continue the discussion in the next meeting seconded by Burke. Motion passed unanimously.

- b. *Discussion on different options for consolidation and recommendation to respective boards.....Action Item*

[4:56:39 PM](#) Martin states, we had some conversations with the attorney from City of Hailey, Christopher Simms. Simms speaks, the discussion might be premature. Haavik speaks, the 2011 study is important to remind City Council that it was done. It was found favorable. Haavik, I agree it might be premature tonight but it is valid.

[4:58:16 PM](#) Dawson speaks, the ESCI study did lay out several different paths that can be used towards working together. The City of Hailey is very clear they wanted to use a path that used slow baby steps, very carefully. In that work, after lots of discussion with the Mayor, the City Council came up with the idea that the way they wanted to go forward towards working together is through this Joint Powers Agreement that we have in place. I think some of the problem in Hailey they have in the study is that we haven't enacted all of the portions of the 2011 study yet. We worked slowly and methodically and in right order towards those goals. We've done a good job and we can continue to do that with recommendations of that study. But, they did put in place a Joint Powers Agreement. Dawson, from my perspective, that JPA has not yet started to be worked upon. I studied where you were and where you've come from in the last year. In the last year, you've had 7 meetings. Most of those meetings has been about forming yourselves, who your appointees are and what you're going to do. The JPA is very specific about what you should do. Dawson reads from the Joint Powers Agreement. This board has not gotten into the business of doing all of that yet. Dawson, Council from what I've heard is comfortable with this board figuring it all out and learning to work together because that's the next phase.

[5:01:12 PM](#) Martin responds he feels most of those things have been accomplished even before the board was officially formed. Where Hailey Fire and Wood River have worked together from standardized training. There are still some that needs to be accomplished but a lot of them have been standardized. Everything you read has been worked on whether or not it's been direct involvement on the board or amongst the chiefs. One significant thing is we did standardize response in allocation of apparatus in this response plan. Martin disagrees with Dawson.

[5:02:18 PM](#) Haavik states she brought up exactly the same thing a few meetings ago. Haavik, agrees there has been quite a bit of work done on a number of those things.

Haavik recognizes it is a little here and a little there. Maybe it's not as mapped out as it can be but that's where ESCI can come in.

[5:03:39 PM](#) Martin, we have two department heads willing to work together even before this board was formed. A lot of the things outlined on the agreement have already been worked on. Haavik suggests, maybe memorialize the work that has been done. Martin, in the first meetings he refers to them as an educational period, we asked the chiefs to educate us on what had been done and some of those things were brought up during the process.

[5:04:36 PM](#) Simms, in listening to the critical thought process of Haavik, the new eyes she's brought to that in reanalysis. Bring the memorialization as a report to City Council would be beneficial to give everyone a status update of where we stand today and where we started three years ago prior to the formation of the board. Martin states he did go before Council several months ago and gave an update on what has been done. Martin is willing to go before Council again.

[5:06:16 PM](#) Burke, would like to see the Joint Powers Agreement in the Council packet because Council might not have read it. Burke would like them to see exactly what they're in on. Also, a documentation of those accomplished things. Cooley adds, the 2011 ESCI study and bullet points on accomplishments. Burke, thin out the Executive Summary a little bit so that the Council has bullet points. Council doesn't have this background. Burke, our reports back to them are not documented the way this material is. We need to get everybody on the same page.

[5:07:36 PM](#) Haavik, the service initiative that Aberbach and Lassman put together a few years ago is sort of the meltdown of the ESCI 2011. This can represent what it was in 2011 and update each of the bullet points Dawson talked about.

Burke, what we are asking for is work that we don't know about and haven't seen as a board. The work that we've done as a board put together a tidy packet that can be passed to people that sit at this table that says, look at what we've done. Now we're going to ask for money to do the next step forward process. Without that kind of documentation it is not enough.

[5:08:32 PM](#) Bailet speaks, get the Chief to give you a response, the number of people, number of response times, five years ago and today. Cooley and Burke, we see that on an annual basis. Cooley clarifies, that can be a component of this presentation. The purpose of the presentation is to be able to move forward with this proposal to the ESCI.

[5:09:08 PM](#) Simms, it's a matter of process. It's going to need to come back here and then approval is recommended.

Haavik, happy to work with the chiefs to try to get that updated from this board's perspective. Martin, that's a great idea.

a. *Consolidated name to simplify dispatch of joint response.....Action Item*

5:09:40 PM Martin speaks, next item is the joint response plan beginning October 1st. Aberbach asked for a name. It's difficult for Dispatch to get on and send out one tone and call out two different departments. Gather recommendations and thought process into a single name for an entity. Haavik asks, this is just Hailey and Wood River? Martin answers yes.

5:10:43 PM Aberbach, we are trying to break the stigma of us versus you and have a unified volunteer firefighting force. That is one of the big objectives. We are all firefighters. We all respond to the same calls. We are really working as one department. Even though we are two payrolls and two administrations it should be seamless to the firefighters.

Cooley asks the Chiefs, thoughts or ideas of names? Martin, suggests a list of names. Instead of calling us the Joint Powers Board we can operate under an actual name. Aberbach, it should come from our firefighters. Again, two departments but we respond as one.

Bailet suggests to put a suggestion box at the firehouse.

Lassman, partly think this is premature. All this is for is so Dispatch Center has something to abbreviate Hailey Wood River when they dispatch. It's unified fire authority. Something that pulls us together but there needs to be more input.

Martin reiterates, there are still two separate entities. The umbrella organization, the Joint Powers Board, should have a name. A name that is palatable to everybody involved so that if we move forward with consolidation that name can have a stronger proliferation and it would be easier for Dispatch using that name.

Cooley asks, are we doing this to rename this board or paging purposes? Lassman answers, paging purposes and it may come around to naming the board. Martin, if everyone is in favor of this, we should start pulling those involved to gather names. Haavik, make sure they understand this is for dispatch. Lassman makes a point to what Haavik just said. Lassman gives an example of Wood River Fire and the Ambulance District. Cooley, I understand what you are saying. Lassman, gives out names. Central Fire Authority, Central Fire, or Central Blaine County Fire whatever would work for the Dispatch Center to sharpen up what they are currently using. Haavik adds those that are listening on the radio will know it's them.

Bailet asks, what is it when an EMS call is outside the City of Hailey? Martin answers, it's going to fall back on the response protocol. Lassman gives an example of how another city operates.

5:20:12 PM Greenberg comments, be careful about not including the public in the discussions. We and the City go out of our way to ensure that the public has an opportunity to comment. Greenberg has received comments about consolidation and

location. Be wary of that. Although this board operates a certain way, Council, Commissioners, and ambulance district commissioners operate in a different way. We can't make decisions for the others in this kind of setting. Be sensitive and understanding that certain information that has been verbalized may need to be written format so that everything you want to express can be then disseminated to others who make decisions. Greenberg, things have a tendency of moving a certain direction but they make a turn somewhere. Be acceptant of what is envisioned may not be get through the final decision. Be adamant about certain direction goal. Greenberg says to be careful about the expenditure.

[5:24:34 PM](#) Martin, thanks Greenberg for the advice and comments. We are acutely aware. Cooley, we're a recommended body. The information will go from this board back to the respected bodies.

d. *Consideration for special meeting in October.....Action Item*

[5:25:04 PM](#) Martin, next meeting is on October 10th.

STAFF REPORTS/ OTHER DISCUSSION:

[5:26:06 PM](#) Simms advises the next City Council meeting is October 22nd.

[5:26:41 PM](#) **Cooley moves to adjourn meeting, seconded by Burke, motion passed unanimously.**

Seth Martin, Chairman

Mary Cone, Hailey City Clerk

4 A.

ESI 2011

with legal professionals experienced in public law before embarking on any consolidation strategy.

Idaho Statutes describe the process the annexation of a city to a fire district. The process is initiated when a city and district express by ordinance or resolution to be included within the limits of the fire protection district.

Framework for Action

We provide an outline of some of major action steps necessary to reach the Regional Vision. The governing bodies and (when appointed) the Steering Committee can use this framework as a general guide, but the parties should also be prepared to adapt the plan as work progresses and new issues become evident. As with any work of this nature, the plan should be continuously reviewed and revised as necessary. Some action steps overlap in sequencing, or are ongoing; other steps may be dependent on the successful completion of previous work.

Landmarks for Reaching a Regional Fire Protection Vision

- **Consult with service partners.** The Bellevue, Hailey, and the Wood River Fire & Rescue Fire Protection District governing officials begin a dialog between the three service partners (and legal counsel) regarding the proposed Regional Fire Protection Vision and the work plan. Establish which agencies are likely to participate in reaching the goal.

- **Joint Adoption of a Regional Fire Protection Vision.** The governing officials formally adopt a Regional Fire Protection Vision. Such action includes the appointment, charge, and timeline goal of a Regional Fire Protection Vision Steering Committee. A sample vision and three fundamental questions that should apply to steering committee actions are provided below.

Provide the highest quality emergency fire and EMS service for our citizens with the available resources. The Strategy is: To develop a consolidation work plan and determine if it provides net efficiencies in fire and EMS service delivery between Bellevue Fire Department, Hailey Fire Department, and Wood River Fire and Rescue.

- Are we considering a consolidation for the benefit of our citizens?
 - Are we considering a consolidation to gain efficiencies for the benefit of our citizens?
 - Are we considering a consolidation to improve the overall level of service, standards of cover, and enhance services for the benefit of our citizens?
- **Organize the Steering Committee.** The governing officials instruct the committee to formulate and report on all elements of a work plan. Establish leadership roles of the chair and other committee members. Create meeting guidelines and elect leadership. Set meeting dates and times. Review and adopt the work plan. Meetings are ongoing, as is the review and revision of the work plan. Committee performs as a clearinghouse

for all information concerning the effort so that service partners speak with a unified voice.

- **Obtain definitive legal advice.** The Steering Committee obtains legal opinion concerning the statutory requirements for annexation of Bellevue and Hailey to the Wood River Fire & Rescue Fire Protection District. At a minimum, the agencies should determine the following: 1) if an adjustment to the fire district's tax rate is necessary; and 2) how the timing of any election might influence the finance and taxation systems of the district.
- **Establish mission, vision and values of the proposed integrated district.** Obtain consensus on the name, logo, mission, vision, values, and organizational structure of the proposed consolidated district. The name should accommodate eventual active participation by other emergency service providers.
- **Deliver a public education/information campaign.** During the Steering Committee process the public must be provided with information regarding the annexation and its benefit to the emergency service system. All entities should actively participate in the process to the extent allowed by law. Information should be shared via media outlets and public contacts including personnel conducting knock and talks throughout all neighborhoods.
- **Prepare the documents of the district.** During the time leading up to the annexation (if any), prepare supporting documents such as budget, risk management, errors and omissions insurance, bylaws, policies, rules, and procedures.
- **Merge the associations of the fire departments into a single 501(c)3 non-profit.** Adopt articles of incorporation and bylaws to create a volunteer (PPC) association for the firefighters of the integrated fire district. The board of fire commissioners should officially recognize the association as the representative of the PPC firefighters of the district. The purpose of the association is to represent the interests of the volunteer membership to the fire chief and to provide volunteer members with a means of association self-governance.
- **Inventory and transfer assets.** Capital assets and employees of the former city fire departments are transferred to the integrated district. An interim step would be for the cities to retain title to the capital assets.
- **Disband the Steering Committee.** Once the fire district is integrated and operational, the Regional Vision has been accomplished and the Steering Committee is no longer required.
- **Implement a strategic planning process.** The district board of fire commissioners oversees the development of a facility site plan, and equipment replacement plan, and a staffing plan. Investigate and include in the plans collaborative opportunities for joint facilities, equipment, staffing, or operations with other fire protection agencies, especially the Ketchum Fire Department and Ketchum Fire Protection District.

The following functional cooperative effort strategies, explained in detail in the *Opportunities for Cooperative Efforts* section of this report, are judged as being most likely to result in significant

Report October 2018 on JOINT BOARD Joint Board established by Joint Powers Agreement between Hailey & Wood River Rural Fire Protection District adopted April 19, 2017	Purposes of Joint Board (Agreement 1.) in part "to continue the Parties' long term efforts to combine services, increase levels of service and increase efficiencies." Actions by Joint Board 2017 - present	General Comments
Joint Powers Agreement 4. Joint Board 4.5 Powers and Duties: The Joint Board is responsible to operate and manage the Operations. (Operations are described in Recital G, as a "...joint exercise of powers necessary to provide fire protection and prevention and emergency medical services and operation of the Parties.")	4.5.1 Approve of procedures for the operation, meeting and other administration matters of the Joint Board;	The end-game is to "combine services" (consolidation of some sort) that will increase levels of service and increase efficiencies. Each of the powers and duties that guide the work of the Board should be viewed with the goal of "combined services" or the Board is simply looking at how each independent entity operates at present. What does the Board need in order to recommend an option and way forward?
4.5.2 Approve standard operation procedure for the Parties;	Adopted, as amended By-laws: covering meeting schedule, membership, terms, etc. Copy attached. Standard Operating Guidelines: Adopted by all agencies in County 2016-17; 20 separate issues covered from Mayday to Infectious Diseases to Personal Protection.	Board would not be expected to have expertise to approve the specifics contained in such a technical manual. It is more appropriate to have Board ensure that standard procedures are developed and adopted by WRRF & Hailey in advance of consolidation.
4.5.3 Approve response standards, including policies regarding dispatch responses;	Hailey and Wood River Unified Response Assignments approved by consensus (copy of matrix attached)	Does this mean as they might exist for a full consolidation?
4.5.4 Provide recommendations to the governing bodies of Parties;		Given, that expenses that cannot be funded through existing 2 budgets must be approved by the respective jurisdiction. However, expenses that can be funded from existing budgets may only need approval of the governing bodies) if a contract for services is required.
4.5.5 Recommend for approval by the governing bodies of each Party a budget and financial plan, which may include joint purchase of property;		Assume this means a joint budget, if full consolidation were to take place. Requires understanding commitment of each of the Parties to the effort and then an attempt at what the budget would look like (need to assume "contract for services" or "new separate district" created....one or the other - depends on commitment of the 2 parties.
4.5.6 Approve allocation of resources, including stationing of personnel and vehicles;	Stationing: Hailey during day and weekends; WRRF FT staff; crossover of volunteers; Not acted upon by JPA	Training schedule exists. No training plan or education plan beyond the minimum required after the original "fire academy" requirement to become a volunteer or FTE; could be training plans for each person if there was a training officer, as has been recommended in ESCI.
4.5.7 Approve a training and education plan(s) for all personnel;	More than the Unified Response (above)??	Assume this means presently - in-the-mean-time; and not what it would look like after a consolidation. Or??
4.5.8 Approve a deployment plan(s) for all the Parties' equipment;		Do we need an update to the ESCI 2011 (with a limited scope or just a new SWOT?), or with review of recommendations that have been completed; should we more simply draft a strategy forward? Such as: Pages 333 & 334 of ESCI lists landmarks to reach the regional vision (consolidation) - it seems to already delineate what is needed to move forward; develop mission/vision statement to be adopted by Hailey and WRRF; then recommend the way forward (recommended choice is Hailey to annex into WRRF per ESCI); obtain legal feedback on technicalities of accomplishing the choice; understand consequence of tax base to new entity payers; develop a mock budget based on the 2019FY figures; develop a staffing/org chart; set a time frame - public hearings; elections; etc. necessary
4.5.9 Recommend for approval by the governing body of each Party the manner by which the parties acquire, hold and dispose of real and/or personal property jointly owned by and used by the Parties;		
4.5.10 Address other matters necessary and convenient in furtherance of the purpose of this Agreement;		
4.5.11 Identify matters that require approval of the governing bodies of the Parties;	On-going.	
4.5.12 Engage legal and accounting services deemed necessary;	Yes.	Same as comment on 4.5.4 above; AND there is need for full analysis of effect on rate payers (both Parties) and legal advice on ability to enter into contract for services for a term longer than year to year.
4.5.13 Comply with Idaho Meetings Law, Idaho Code 74-201 et seq., as amended, the Public Records Act, Idaho Code 74101 et seq., as amended, and other applicable laws;	OK.	Assume this means recommendation from consolidation forward are to operate on FY
4.5.14 Operate on a fiscal year from October 1 through September 30; and		
4.5.15 Approve and oversee implementation of fire service and/or EMS standards, protocols and procedures.		Board would not be expected to have expertise to "approve and oversee" but should be held to ensure they are adopted and implemented....again, in context of full consolidation.

4b

JOINT POWERS BOARD
CITY OF HAILEY AND WOOD RIVER FIRE PROTECTION DISTRICT

October _____

Blaine County Board of County Commissioners
Angenie McCleary, Chair
206 South First Avenue, Suite 300
Hailey, ID 83333

Dear County Commissioners,

The Wood River Fire Protection District and the City of Hailey entered into a Joint Powers Agreement in 2017 to increase the services and efficiencies of the respective operations in order to better serve residents and visitors to Hailey and the surrounding Fire Protection District. The actions taken by the Joint Board are deliberately scrutinized by both governing bodies to ensure the results exceed the expectations of service previously provided by the stand-alone agencies.

The combined cooperation between the agencies has already resulted in:

- Greater buying power reducing the cost to replace outdated Self-Contained Breathing Apparatus (SCBA), hose, personnel protective gear, and training costs.
- Implementation of joint training, sharing paid on call responders, standardizing tools and equipment, operating within standard guidelines, and normalizing the pay plan for paid on call firefighters.

These actions are the stepping stones to future consolidation. A Unified Response Plan went into effect October 1st that provides Blaine County Dispatch with a single dispatch protocol enabling our first responders to utilize the closest appropriate personnel and apparatus regardless of which station the personnel and equipment are coming from. This ensures the highest level of service available for the public.

As we look to the future, our most critical need is to replace and consolidate the existing fire stations. Both WRFPD and the City of Hailey have significantly outgrown their individual, outdated, inefficient facilities. The costs of ongoing maintenance and improvements these buildings require for safe use have created budgetary difficulty in maintaining or improving other important aspects of the emergency services these agencies are required to provide.

As the Joint Powers Board representing these agencies, we respectfully request that the County assist us in this effort by allowing us first consideration of the southern portion of the old Blaine Manor site for the purpose of a consolidated fire station. We understand that an agreement between the County, the City of Hailey and Wood River Fire will need to address many issues. We are confident, however, that our respective governing bodies are committed to the success of this Board's mission and will act to find an equitable arraignment for all parties involved.

Thank you for your support toward consolidation and we look forward to working together to provide the best possible emergency services to all our constituents.

Respectfully the Joint Powers Board,

Chairman
Seth Martin

Vice Chairman
Pat Cooley

Board Member
Jay Bailet

Board Member
Martha Burke

Member At Large
Linda Haavik

Cc: City of Hailey
Wood River Fire Protection District

DRAFT

The Cooperative Efforts Feasibility Study produced by Emergency Services Consulting International (ESCI) in 2011 outlined 43 recommendations. Of those 43 recommendations the ones specific to only Bellevue were deleted which left 31 pertaining to Hailey, Wood River or both departments. Of those recommendations we feel all but 5 have been addressed or have been placed into action. This has shown the commitment between the two departments in taking great strides to make these happen in working together.

Appendix C: Summary of Recommendations (Current Conditions)

1. Recommendation 1: (Hailey Fire Department and Wood River Fire & Rescue) – An automatic aid agreement for ladder truck response between the agencies should be re-established as soon as practical.
Done - 2014
2. Recommendation 3: (All Agencies) - Establish a written safety program; Develop an OSHA compliant Respiratory Protection Plan.
Done – in SCBA SOG May 2016
3. Recommendation 5: (Hailey Fire Department) - Link the City Personnel Handbook and the HFD Rules and Guidelines to each other in their text to assure that all members are clear on administrative practices; Add effective, revision, and update information to existing SOGs; Establish an SOG detailing the review and update process.
In progress to include WRFR Policy Manual
4. Recommendation 6: (Wood River Fire & Rescue) - Review and further develop the existing safety policy to include safety committee practices; Review the SOG manual, update as needed and standardize format.
Meets objective by Countywide SOG committee ongoing
5. Recommendation 7: (Wood River Fire & Rescue) – Periodically review and update mission statements.
Completed reviewed 2015 with “Draft Service Initiative”
6. Recommendation 9: (Wood River Fire & Rescue and Bellevue Fire Department) – Produce an annual report of activities and distribute it to the community.
Began doing annually beginning 2014 for HFD & 2015 WRFR
7. Recommendation 10: (All Agencies) – Establish and formalize the decision-making process.
8. Recommendation 11: (Hailey Fire Department) – Conduct annual hose and ladder testing.
Completed every year since 2013
9. Recommendation 12: (Hailey Fire Department) – Detail and codify all financial controls and practices.
Implemented bid process FY2014
10. Recommendation 14: (Hailey Fire Department) – Continue annual strategic planning efforts; Place a priority on finding a means by which to fund future capital replacement needs.
Requested all unallocated deployment funds go to capital reserve beginning FY2017
11. Recommendation 15: (Wood River Fire and Rescue) – Continue efforts to plan for capital replacement and funding of a replacement schedule; Consider strategic planning process in the future. Plan to review and update the existing Master Plan in 2012.
Completed through the Development of a Fleet Replacement Plan 2016
12. Recommendation 16: (All Agencies) – Consider implementing a Length of Service Awards Program.
Completed through annual step advancement and recognition at annual event.
13. Recommendation 19: (Wood River Fire Department) – Implement an Employee Assistance Program.
2018 Completed and in place now
14. Recommendation 21: (Hailey Fire Department) – Implement the use of a CPAT, or similar, physical assessment process for new hires; Establish a structured process of ability assessment for promotional candidates; Set employee medical standards and conduct periodic medical examinations.
2014 Completed and in place. FTE's have medical exams through insurance
15. Recommendation 22: (All Agencies) – Develop a health and wellness program.
In place for Fulltime, PPC have ability to utilize fitness equipment at HFD
16. Recommendation 23: (Wood River Fire & Rescue) – Establish the full-time position of fire marshal.
Obtained through the Hailey/Wood River Contract for Service (services of a Fire Marshall)

17. Recommendation 25: (Hailey Fire Department) – Plan to replace the fire station with a facility with adequate space for fire apparatus, meeting room, and offices
Options to coordinate with WRFR
18. Recommendation 27: (Hailey Fire Department) – Replace Engine No. 3
Completed FY 2016
19. Recommendation 28: (Wood River Fire & Rescue) – Remove water tender 72 from service when the replacement pumper/tender is received. (AFG Grant FY2019 Applied)
20. Recommendation 30: (Hailey Fire Department) – Collect and record turnout time statistics.
Completed through CAD and PERCS
21. Recommendation 31: (Hailey Fire Department and Wood River Fire & Rescue) – Establish EMS response protocols to address the number and response level of first responder transport units
2016 Cross training of HFD FF's to ambulance driver also better utilization of HFD SQD
22. Recommendation 32: (Wood River Fire & Rescue) – Establish minimum attendance requirements for to Quality Assurance meetings.
23. Recommendation 33: (All Agencies) – Appoint a single Training Officer to coordinate training activities for all three organizations as a shared resource.
High priority for both departments
24. Recommendation 34: (All Agencies) – Schedule fire department weekly training activities on the same night of the week to accommodate joint exercises.
Completed 2014/15 (Tuesday 6:15)
25. Recommendation 35: (All Agencies) – Develop a cooperative training site shared by the three fire departments.
Completed at WRFR # 3
26. Recommendation 36: (Hailey Fire Department) – Develop defined training program goals and objectives.
2015/2016 Completed following WR annual schedule
27. Recommendation 37: (All Agencies) – Review the required number of annual hours of training to assure adequacy of skills maintenance.
2018 Completed utilizing newly developed software
28. Recommendation 39: (Hailey Fire Department) – Develop a partnership with WRFR for training of entry level firefighters.
2014 Completed
29. Recommendation 40: (All Agencies) – Establish a training Records Management System as a shared effort between the three organizations.
2018 Completed between HFD & WRFR
30. Recommendation 42: (Hailey Fire Department) – Adopt a schedule for frequency of inspections based on risk.
2015 Established annual for high risk occupancies and 18 months for all others.
31. Recommendation 43: (All agencies) – Annex the City of Hailey into WRFR.
Open for input