

**MINUTES OF THE SPECIAL MEETING OF THE JOINT BOARD OF THE  
HAILEY / WOOD RIVER FIRE PROTECTION DISTRICT  
HELD OCTOBER 11, 2017  
IN THE HAILEY MEETING ROOM**

The Meeting of the Joint Board of Hailey / Wood River Fire Protection District (WRFD) was called to order at 4:30 P.M. by Chair Seth Martin. Present were board members, Martha Burke, and Pat Cooley. Staff present included City Attorney Christopher Simms, and Hailey City Clerk Mary Cone. City Fire Chief Craig Aberbach and WRFD Fire Chief Bart Lassman.

[4:30:27 PM](#) Meeting called to order: by Chair Seth Martin

Jay Bailet not in attendance at meeting.  
Keith Sivertson not in attendance at meeting

Open Session for Public Comments:

**CONSENT AGENDA:**

Martin announced, since there is no quorum, we will postpone the minutes approval.

**NEW BUSINESS:**

[4:31:29 PM](#) Aberbach opens with discussing the Hailey Fire station. It needs a new roof, bay and exterior doors, which Hailey has applied for a FEMA grant to help cover these costs. Initial indications show that we are favorable to receive this grant, we will know in the next couple of weeks, whether or not, we'll get awarded it. The grant would cover most of these expenses mentioned.

[4:34:03 PM](#) Martin asks a question about heavy rescue. Aberbach refers to page # 1 on his handout, vehicle. Have better opportunity to gain efficiencies by sharing equipment with Wood River. Have funding for refurbish or replacement of equipment. Hailey does not have a ladder truck but can utilize Wood River's truck, prolong this 20 year old truck by helping cover future maintenance.

Wood River agency overview and deficiencies given by Bart Lassman [4:37:06 PM](#) station 1, which is the admin station – we've outgrown it, it is worth keeping but need to replace the station, and give back to the ambulance district, in order to do this, we need to find land and build a new station. In the old Comprehensive Plan, Station 1 & 2 were to go away, where the land is owned by City of Hailey, and the building owned by Wood River. Possibly build one big joint station on these sites. Station 3, built in 2004, in Bellevue, it is in the center of the Wood River fire protection district. [4:39:46 PM](#) Wood River has a 20-year lease with the Bureau of Land Management (BLM), where their fire personnel can go into area and they own half of the bays. BLM built half of the station and gave it to Wood River. Vehicle Tender 631, is a 1993, GMC tender, it needs a new water tender, and it is critical to Wood River's ISO rating to get a new one. ISO rating is 5 now, and 8,9 and 10. Engine 611 dedicated last weekend, it is brand new. Engine # 631, Station 3, is our oldest engine, we looked at refurbishing this but it is probably cheaper to buy new. Engine # 632, is a brush truck, 2004 year, was at station 3, moved to station 1 this last summer. Engine #621 is at station 2, located next to Hailey's Fire station, it has a custom engine tender with 2500 gallons of water on it. The ladder truck, has ladders and pump on it, quint, has hose on it, meets all requirements for the ISO rating. Engine

#622, is what #611 replaced, [4:45:42 PM](#) #622 is at station # 2, and has a pump on it, and is 4 wheel drive for Wildland or structure fires. Chief 61 is a command vehicle, Ford F250 2016 is what Lassman drives. Wood River has an e-bike to use for back country rescues, and it stays at station 1.

Lassman left the room for 5 mins.

[4:50:27 PM](#) Next - daily staffing models covered by Hailey Chief Aberbach, 1 part-time admin. 3 full time fte's and approved paid-on-call person to fill-in during normal business hours as well as a part-time fire inspector beginning in October. Hailey has been successful in running the station with existing personnel. At night and weekends, we have a person on call all the time. We would like more on-call firefighters. Our budget cannot justify another full time position right now with the call volume. EMS personnel for medical calls are on-call too, Aberbach reports. There are 36 individuals between both Hailey and Wood River on call firefighters.

[4:54:49 PM](#) Lassman, due to the ambulance district contract, we have to have one paramedic on 24/7, a minimum of 2, the fire district needs an engineer on-call also. Wood River has an office manager, and the Wood River Chief is available around the clock. The ESCI study paid for by Hailey & Wood River years ago, showed a deficiency in a training officer, full-time at Wood River [4:56:39 PM](#) Aberbach and Lassman have discussed a coordinator position to set up training for fire and ems for both agencies. [4:57:37 PM](#) Seth asked question on response time. Aberbach, replied, vehicles respond immediately. And gave an example of recent truck response time of 6 minutes.

[4:58:33 PM](#) response calls report by Hailey Chief Aberbach, he always responds in an EMS vehicle. If ambulance is gone, sometimes a certified individual will staff an ambulance. On fire calls, we don't like to leave the station with less than 3 people. Uniform response throughout the building. Overview of a fire call, chief, EMS, and 3 on truck, is about 5 minute response time.

[5:01:13 PM](#) Lassman gives report on Wood River response calls. An ambulance must be out the door on an average response time in under 9 minutes, with minimum of 2 people on ambulance, most of the time they have 3 people. Starting to get many stacked calls, where they are leaving one personnel behind and then staffing it with Hailey. 9% of the time get simultaneous EMS calls. We like to go out with 3 on an engine, starting to get Hailey personnel to staff truck.

[5:04:20 PM](#) joint training program presented by Hailey. Aberbach refers to the handout, they have been trading out the department who is responsible for the training. Most of training is joint training only pink colored items are Hailey only training. Martin comments.

[5:06:25 PM](#) Joint Standard Operating Guidelines (SOGs), Aberbach presents what we have done already what is next to do. Aberbach comments 4 years ago, we identified need to have consistent policy. Hailey and Wood River formed an SOG committee, developed county-wide SOGs, have around 20 SOG's. From life safety perspective, regarding an evacuation order, we recently had to evacuate multiple buildings, and it was a good cooperative effort. Now meeting on quarterly basis, each department revises its own policies. Our manuals are outdated. Working with Lassman, to join department manuals and update them. [5:09:28 PM](#) Lassman one pitfalls with the current policy manual, is the full-time line personnel and the collective bargaining agreement – they have their own contract – so a lot of the current Wood River policy

manual needs to be rewritten. [5:10:10 PM](#) Cooley asked what is the timeframe on the revisions? Lassman responded that they started this last year and then tabled it.

[5:10:58 PM](#) Hailey budget overview by Aberbach. In 2017 we came in close to budget (budget not yet closed as of this meeting). Personnel going up to \$507,937, increase of 1.21%. Reductions on, lots of work, increase in budget for Capital outlay, of \$10,000, 3-year lease to own, totaling \$30,000.

[5:14:07 PM](#) Lassman presented a Wood River budget overview. Focus on budget column in the handout. 99% of each item has a split, A or F by description (A – for Ambulance F - for Fire revenue). %'s shows responsibility between A & F. [5:16:35 PM](#) Martin asked a question, what can we spend money on? Lassman responds, we can split costs between fire and EMS on turnout gear. All other operational gear, extrication gear is split, most other is paid for by fire department budget. Cannot use ambulance district funds to buy operation supplies – i.e. tires. Share maintenance expenses across both fire and EMS. Ambulances are owned by Ambulance district. Use national model, 70,000 miles/ 7 years for wear and tear and then pass down older units to the Carey Fire department.

Cooley would like to understand at a later date, better about the ambulance district. Burke also, and how it impacts Hailey.

[5:20:26 PM](#) Martin gives overview, maybe next time we can discuss a strategy and staffing plan.

#### **STAFF REPORTS:**

Martin asked for an overview of each of the agencies staff duties, call volume and special things the board should know about from each agency.

[5:21:36 PM](#) Aberbach stated that it can be a joint report for both agencies. The majority of EMS calls are for emergencies including sicknesses, and injuries. 95% of all calls, joined with Wood River Ambulance or truck. Any structure fire outside city, fire personnel responds as one department. There are redundancies with shared personnel. Aberbach gives a breakdown of calls and incidents, 456 calls for the year at the beginning of this week. There were very few calls where both agencies don't respond together. Both departments utilize the same software, comprehensive reporting system with great reports.

[5:24:21 PM](#) Burke asked who responded to the trash truck fire, Aberbach, both departments responded. Oldest Hailey fire truck has run 11 calls this year. And Wood Rivers truck comparable trucks ran 4 calls, less than 20 calls between 3 trucks, both departments. There are some efficiencies that can be gained in this area.

[5:25:35 PM](#) Martin asks where can we consolidate? Aberbach responds, fire prevention is one of those areas, opportunity to combine plans examination and inspections. Today both departments share fire prevention activities at Alturas and Bellevue elementary schools. For the rest of the week fire we will have a prevention trailer which we borrow every year from Filer – at the elementary schools, another example of combining departments activities.

[5:27:07 PM](#) Lassman, suggests it is deficient to maintain 3 people in each of the 3 stations and difficult to keep all of this covered, maintaining a lot of equipment with a small core group of individuals. [5:28:35 PM](#) Martin wants to understand better what is being done and what we can do better. Lassman suggests an incentive based program, reduced living arrangements for

maintenance didn't work great because there are no good living quarters available. And the individuals who were living there had to move out to make room for BLM for this summer season.

[5:30:08 PM](#) Simms asked Martin to revisit minutes approval as there is a quorum present tonight.

[5:31:00 PM](#) **Burke moves to approve minutes as presented, Martin seconded. Motion passed with Cooley abstaining.**

[5:31:23 PM](#) Aberbach thanked the people present at today's meeting. Martin adds to this statement. Martin encouraged comments from group, you can help us make this consolidation better.

Burke added they are here to make it happen. Cooley thanked attendees for coming out.

**Burke moves to adjourn, Cooley seconds. Motion passed unanimously.**

Approved in the board's regular meeting on January 24, 2017.

---

Seth Martin, Chairman

---

Mary Cone, Hailey City Clerk