



# Teton County Fire Protection District

P.O. Box 474  
911 N. Hwy 33  
Driggs, ID 83422

## Board of Fire Commissioners

Scott Golden, District 1  
Jason Letham, Chair-District 2  
Kent Wagener, District 3  
Monica Hoth, Secretary/Clerk

Monday November 13<sup>th</sup>, 2017

**Attendance** District Commissioners: Golden, Letham and Wagener  
Interim Commissioners:  
District Legal Counsel: Bart Birch  
District Public Relations: Becky Mitchell  
Fire Chief: Campbell  
Deputy Fire Chief / Fire Marshal: Giles  
Battalion Chief of EMS: Colson, BC of EMS  
Captain/Driver/Firefighter: Hoyle (captain) Brown (firefighter)  
Board Secretary: Hoth  
Local 4667: A. Fletcher  
Public:

## **Welcome @ 1530 hours**

Commissioner Letham welcomed everyone to the meeting.

**Minutes:** Commissioner Letham asked if anyone had question or comments on the prepared minutes from the **October 16<sup>th</sup>, 2017** meeting. No questions were asked.

**Commissioner Letham made a motion to approve the October 16<sup>th</sup> minutes as presented.**

**Commissioner Wagener seconded the motion.**

**Commissioner Letham asked for all in favor, all replied "aye" and minutes were approved as presented.**

**Claims:** Commissioner Letham asked for any questions or comments on the claims presented for the period **October 14<sup>th</sup> through November 10<sup>th</sup>, 2017**. No questions or comments were raised.

**Commissioner Golden made a motion to approve the claims as presented.**

**Commissioner Letham seconded the motion.**

**Commissioner Letham asked for all in favor. All replied "aye", and the claims were approved as presented.**

### **Budget Statement:**

Commissioner Letham asked for any comments or questions on the October 2017 Budget Statement presented.

Chief Campbell highlighted a few areas of interest, but expressed confidence that the first budget statement of the fiscal year was off to a good start.

No further questions or comments were made.

**Commissioner Golden made a motion to approve the October Budget Statement as presented. Commissioner Letham seconded the motion.**

**Commissioner Letham asked for all in favor. All replied “aye”, and the Budget Statement was approved as presented.**

### **Health Insurance:**

Chief Campbell and Monica Hoth discussed their recent meeting with the district health insurance broker, American Insurance Service, AJ Argyle. Discussion covered our long and short term disability policy, the rate increase of only 4.5% that takes effect 1/1/18, and the renewal date now being January 1<sup>st</sup> of each year. Specifically they both presented and expressed interest in beginning an FSA (Flex Spending Account) account for interested employees. American Insurance service will manage the program, and the fire district will only need to perform a few administrative tasks to get it up and running. The account will need to be initially funded to cover costs submitted before payroll deductions catch up. Discussion continued on the details of the program and the benefits to the employee and the district.

**Commissioner Golden made a motion to move \$5,000 into a new non-interest bearing account at Key Bank to begin an FSA plan for employees.**

**Commissioner Wagener seconded the motion.**

**Commissioner Letham asked for all in favor. All replied “aye”, and Chief Campbell and Monica Hoth will begin the process of starting the FSA accounts for employees.**

### **Holiday Party:**

Chief Campbell reported that the Holiday Party was available again at Warbirds inside the Driggs Airport. He explained that he would be contacting the restaurant in the coming days to try and arrange a date and similar menu to last year. Each Commissioner agreed that would be fine and Chief Campbell agreed to keep in communication as plans developed.

### **Reserve Program:**

Chief Campbell presented Commissioners with a *Reserve Program Manual* that was created by the Battalion Chief of Training, Kevin Bollar. He also gave them a packet for *Managing Volunteer Firefighters for FLSA Compliance: A guide for fire chiefs and community leaders*. Chief Campbell then began discussion on better complying with FLSA and what changes/adjustments are being made at Teton County Fire to do that. Discussion continued on details, as well as history leading to this discussion.

### **Ambulance Protocol:**

Commissioner Letham asked that this item be placed on today's agenda to discuss the transport communication protocol with the hospital. Chief Campbell, BC of EMS Jared Colson and Commissioners discussed the protocol. They also discussed the communication that is happening in regular meetings with both hospital and TCFD, and expressed that those meetings have been productive and positive. Chief Campbell gave his feedback from those he speaks with directly at the hospital as being positive and that he didn't feel there was any cause for concern. He will continue to meet with the group from the hospital and to always have an open door for continued discussions on all the details of our working relationship with TVHC. He and the Commissioners agreed, that the relationship has greatly improved since taking over the Ambulance Services for the County.

### **Long Term Planning:**

Chief Campbell wanted to discuss with Commissioners, the current status of the Fleet and what the replacement needs are to prepare them for future *Mid-Range Capital Improvement Planning*. He presented this document along with a list of the prioritized replacement needs. Discussion continued on the timing and cost of these future needs. Chief Campbell will continue to communicate as time goes by, for the proper funding needs that will be required.

Chief Campbell also presented Commissioners with an opportunity to purchase a 2013 Braun built ambulance with 25,000 miles on it, being sold by Swan Valley in a sealed bid. Appraised value of the Ambulance was being compared to others that are for sale. Chief Campbell and BC Jon Wisby were hoping Commissioners would allow them to place a bid in the high 80k range. Commissioner Letham asked and Chief Campbell confirmed, the money would have to come from contingency in the Capital Improvement line of the budget.

**Commissioner Golden made a motion to approve entering a bid of \$89,000 for the Swan Valley Ambulance as presented.**

**Commissioner Wagener seconded the motion.**

**Commissioner Letham asked for all in favor. All replied "aye", and Chief Campbell will enter the bid at tomorrow's deadline.**

### **Chief's Report:**

#### **Deputy Fire Chief/Fire Marshal – Earle Giles**

Chief Giles spoke about Halloween and the number of kids that they have met at each of the events they were invited to pass out candy at. Fire Prevention week went well and he reported they saw each of the 2<sup>nd</sup> grade classes as they usually do, for a station tour and prevention safety talk. Holiday parade and more coming up in December. Permitting is still going strong with projects getting worked on as they come in as usual. The conference in Boise was a good one this year for Fire Investigation.

**Public Relations – Becky Mitchell**

Becky Mitchell spoke to Commissioners about the work that is currently being done on the website. Becky has worked closely with Monica Hoth and Fletcher Design to create a new Ambulance Standby Services page and it is ready to go. Becky also asked Commissioners if it was a good time to post the TVN ad about the Ambulance Standby Services. They agreed it was great timing and to go ahead with the release of that ad and web page. There was also brief discussion on upcoming work, web updates and security.

**Local 4667 – Adam Fletcher, President**

Prior to the meeting closing, Adam Fletcher asked for time to address the Commissioners. Adam read a statement to the Commissioners and closed with his resignation from the Teton County Fire District as a Driver/Operator, and is also resigning from being the President of the Local 4667. A copy of the statement he read was not given to the clerk for inclusion in the minutes.

**Recess**

**Adjourn**

**Commissioner Golden made a motion to adjourn.  
Commissioner Wagener seconded the motion.  
Commissioner Letham asked for all in favor. All replied “aye”, and the Board of Fire Commissioners was adjourned.**

