



Teton County Fire Protection District

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

Tuesday June 23rd, 2020 - Teleconferenced

In Attendance:

Jason Letham, Fire Commissioner
Scott Golden, Fire Commissioner
Bob Foster, Fire Commissioner
Bret Campbell, Fire Chief
Earle Giles III, Deputy Fire Chief/Fire Marshal
Ed Schauster, Deputy Fire Chief
Jared Colson, Battalion Chief of EMS
Monica Hoth, Board Secretary
Bart Birch, Legal Counsel, via zoom
Rebecca Parkinson, Local 4667, on duty
Charis Schreiber, Local 4667 President, via Zoom
Judith Brower and Theresa Flannery, Wipfli via Zoom

On March 13, Governor Brad Little issued a proclamation ([attached](#)) declaring a state of emergency in the State of Idaho due to the occurrence and imminent threat to public health and safety arising from the effects of the 2019 novel coronavirus (COVID-19). For the duration of the emergency declaration related to COVID-19, the Governor has suspended the portion of the Open Meetings Law that requires public agencies to have at least one member of the library board or the library director physically present at the meeting location designated in the meeting notice. All other requirements of the Open Meetings Law remain in place, including providing the public with the ability to attend public meetings by telecommunication devices.

Meeting began @ 1545 hours

Minutes: Commissioner Letham asked if there were question or comments on the prepared minutes from the May 26th, June 2nd, June 5th, and June 11th, 2020 meetings.

No questions or comments were made.

Commissioner Foster made a motion to approve the minutes as presented.

Commissioner Golden seconded the motion.

Commissioner Letham asked for all in favor. All replied "aye", and the minutes were approved.

Claims: Commissioner Letham asked for any questions or comments on the claims presented for the period **May 1st, 2020 through June 18th, 2020.**

No questions or comments were made.

Commissioner Letham made a motion to approve the claims as presented.

Commissioner Golden 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 questions or comments on the May 2020 Budget Statement presented.

Commissioner Golden asked Chief Campbell about the line items for Driggs Maintenance, Tetonia Heating, and the Training items. Chief Campbell began a discussion on each.

Commissioner Foster began a discussion on where in the budget statement the accrual of foregone tax monies will go if they decide to include it in the next tax year.

No further questions or comments were made.

Commissioner Foster made a motion to approve the Budget Statement as presented.

Commissioner Golden seconded the motion.

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

Audit Report for Fiscal Year Ended 9/30/2019:

Judith Brower, CPA, Partner and Theresa Flannery, Senior Manager/Audit with Wipfli LLP presented the final Audit Statement for FY ending September 30, 2019. The audit showed that the financial records of the Teton County Fire Protection District were in accordance with the Generally Accepted Accounting Principles. Review and discussion began on the Financial Statement Findings, of which there were two. Finding 2019-001 – Identification of Estimates and Finding 2019-002 Cut-off Identification and Reconciliation Processes. Both criteria or specific requirements were discussed, and recommendations were provided and accepted. Fire Commissioners, Chief Campbell, and Administrative Assistant Monica Hoth were overall pleased with the process and results. The final audit statements were delayed because of COVID-19.

Commissioner Foster made a motion to accept the Financial Statement for FY ended 9/30/19.

Commissioner Letham seconded the motion.

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

Fire Commissioners Report:

This item was mistakenly placed on the agenda but will not appear on future agendas because it just was not needed as a stand-alone item.

Job Descriptions:

Chief Campbell presented Fire Commissioners with a Job Description for the positions of; Administrative Assistant, Deputy Chief of Prevention, Deputy Chief of Administration, Division Chief of EMS, Division Chief of Logistics, Division Chief of Training, Driver Operator, Fire Captain, Fire Chief, and Firefighters (Probationary to Senior Firefighter) to discuss again at the July meeting for ultimate approval to be added to the Policy Manual.

COVID-19 Pandemic Emergency Update:

Chief Campbell began a discussion on the recent cases of COVID-19 in Teton County Idaho and around the state.

The Fire Stations will remain closed to the public for July as is the case currently. They will discuss again at the next monthly meeting July 28th.

FY 2020/21 Budget Discussion:

Chief Campbell did not have anything to present for this topic, as the draft budget was presented and is being further discussed in the Collective Bargaining Agreement renewal meetings.

He also reported on the CARES ACT monies received and the intention of the State of Idaho for Federal relief funds.

Capital Improvement Plan:

Chief Campbell asked Commissioners for feedback on what was presented so he could craft the next budget worksheet in July. Discussion began on replacement of Tender 3 in the next fiscal year.

Chief's Report:

Fire Chief

Chief Campbell reported to Fire Commissioners that Headwaters Construction visited recently and took 3D measurements of the entire Driggs Fire Station 1. They gave positive feedback that remodeling of the current station will be half the cost of building new and the building is in great shape to do that. They will be providing a report to Commissioners for consideration of the next steps.

Chief Campbell informed Commissioners of the recent calls for Fire and EMS. Two fires of note; one from an oven and another from a chimney. As well he reported we did have one firefighter injure his hand and need to file a worker's compensation claim. The firefighter is fine and has returned to work.

Lastly, he let Commissioners know we have sent one Firefighter/Medic to Arizona for a Wildland Fire Assignment with a Water Tender.

Deputy Fire Chief / Fire Marshal

Chief Giles let Commissioners know that he has been in contact for the permit to hold the fireworks in Driggs.

He also confirmed that building permits have not slowed down for his office and especially at the County Planning & Zoning office.

Deputy Fire Chief / Administration

Chief Schauster reported to Commissioners that all the wildland fire billing has been in since January of this year, but all the reimbursement billing for both fuels' reduction grants are also received. The fuels crews are working now on the North area and will likely run out of grant monies before they will run out of interested owners with acreage to be treated.

He lastly reported that they have applied for a second grant that would expand the south fuels project area and still tie in with the Forest Service work being performed now.

Executive Session

The waiver application was on the agenda in error, so there was no need to hold executive session.

Recess

Adjourn

Commissioner Golden made a motion to adjourn at 1753 hours.

Commissioner Foster seconded the motion.

Commissioner Letham asked for all in favor. All replied "aye", and the Board of Fire Commissioners were adjourned.