



Teton County Fire Protection District

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

Monday April 16th, 2018

Fire Commissioners in attendance:

Jason Letham, Board Chair
Kent Wagener
Scott Golden

Also in attendance:

Bret Campbell, Fire Chief
Jon Wisby, Battalion Chief of Logistics
Doug Martin, ISFCA Region 6B
Charis Schreiber, Local 4667 President
Rebecca Parkinson, Local 4667
Bart Birch, Legal Counsel
Monica Hoth, Board Secretary

Meeting began @ 1530 hours

Minutes: Commissioner Letham asked if anyone had question or comments on the prepared minutes from the **March 18th, 2018** meeting. No questions were asked.

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

Commissioner Wagener seconded the motion.

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

Claims: Commissioner Letham asked for any questions or comments on the claims presented for the period **March 10th, 2018 through April 13th, 2018**. No questions or comments were raised.

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

Commissioner Wagener seconded the motion.

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

Budget Statement:

Commissioner Letham asked for any comments or questions on the March 2018 Budget Statement presented.

Commissioner Golden asked about the Overtime/Backfill amount in the budget statement. Fire Chief Bret Campbell explained that the situation has slowed down, but is still an issue they are working through. He went on to reiterate that the department has a driver just now coming back from being on medical leave and that they are close to certifying more drivers to help with the amount of overtime they are seeing.

Commissioner Golden also asked about the computer/IT line in the budget. Chief Campbell explained that we are working to get a server up and running that wasn't part of the budget going into this fiscal year.

Discussion continued with Commissioners and Chief Campbell about patient revenue, and that we were on track with that line in the budget also.

Chief Campbell felt confident that we are still in line with the overall budget.

No further questions or comments were made.

Commissioner Golden made a motion to approve the March 2018 Budget Statement as presented.

Commissioner Wagener seconded the motion.

Commissioner Letham asked for all in favor. Both replied "aye", and the March 2018 Budget Statement was approved as presented.

Idaho Fire Commissioner Assoc. (IFSCA) Regional Director, Doug Martin:

Doug Martin came and spoke on behalf of the Idaho Fire Commissioners Association. He spoke about the annual conference coming to Idaho Falls this coming November. He encouraged the Fire Commissioners to come and participate. He spoke about the benefits to being a member of IFSCA.

Fire Commissioners told Mr. Martin that they had recently decided not to renew membership to IFSCA. They spoke about their reasoning and Doug thought he would try and find another time to come back to meet with them and discuss further the benefits to staying members.

Hazardous Fuel Reduction Grant MOU Paperwork:

Chief Campbell presented the grant paperwork for the Grant TCFD was awarded for Hazardous Fuel Reduction work. It is for up to \$240,000, to do fuel reduction treatments in partnership with the forest public lands in the southwest corner of the valley.

Paperwork and forms were completed by Commissioner Letham, and sent back to our state partners. There was no further discussion.

Collections Company Proposal and Pay Assist Program:

Chief Campbell and Monica Hoth presented an opportunity to further efforts with patient collections in order to improve the process and therefore increasing the revenue being collected/recovered for ambulance services.

They explained to Fire Commissioners that three companies had been approached to provide collections services to potentially replace the current collections company, Chapman Financial. There was a standout company, and that was ARMADA with the added benefit of their additional service called Pay Assist.

With Pay Assist, the opportunity to reach out to patients after initial billing and yet before going to collections with ARMADA, seemed like the right way to benefit both TCFD and the patients. This allowed another avenue to reach patients and work out payments before further action was needed. The Pay Assist option does reduce the amount of revenue to TCFD slightly for just those tough cases, but eliminates payroll and time spent on existing staff to do this. Our current ambulance billing company, would upload these accounts to Pay Assist instead of writing them off to potential collections. If collections is still needed for any individual, Pay Assist would have a direct link to their main business at ARMADA to begin the collections process. It is hopeful that this new process may save more people from ending up in collections and recovering more of the revenue to TCFD, while at the same time cutting down staff time spent or possibly hiring someone to do the work.

Discussion continued on the details and questions from Fire Commissioners.

It was decided to contract with Armada and begin using both their collections service as well as Pay Assist. Chief Campbell will proceed with the agreements.

Discuss Date and Time for Fire Commissioner Meetings:

Fire Commissioners took the opportunity to discuss and decide on what date and time to hold their monthly meetings. It was decided to hold their meetings on the 3rd Monday of each month and remain at 3:30pm. The next meeting will take place Monday May 21st, 2018 at 3:30pm.

Provident Life Insurance:

Life Insurance was a part of the February 26th, 2018 meeting minutes and discussion. It was decided at that time to get quotes for coverage of both current personnel and Reserve Firefighters.

Chief Campbell presented the Life Insurance quotes from Ballard Insurance Company to Commissioners. Our current insurance broker was unable to get quotes for this same coverage so it was decided to use Ballard Insurance Company who was able to get the quote and coverage. They gave us three coverage options labeled Plan 1, Plan 2 and Plan 3. After discussion it was decided to go with Plan 1.

Commissioner Golden made a motion to accept Plan 1 for Provident insurance.

Commissioner Wagener seconded the motion.

Commissioner Letham asked for all in favor. All replied “aye”, and the motion to providing Provident Insurance as quoted in Plan 1 was accepted as presented.

Upper Snake Interagency Wildland Group (USIWG) May 19th Training Exercise & Pre Fire Season Mtg:

Chief Campbell spoke about the inter-agency training exercise involving multiple federal, state and local fire agencies. The exercise will train individuals to function on an inter-agency wildfire incident. During the four station scenarios, wildland firefighting partners will practice structure protection, radio communication and firefighting tactics. The exercise will commence at 9:30 am at the Teton County Search & Rescue Building. The stations will take place along Syringa Drive, Wet Henderson and Dry Henderson roads.

Capital Improvement Plan:

Chief Campbell updated Commissioners on the likelihood of receiving a Community Block Grant with the current incomes recorded in Teton Valley. Since that avenue isn't as likely to be a solution, the discussion began on other ideas and what the Fire Commissioners might like to see in the future. It was decided to continue to explore ideas and also to begin budgeting for the savings we will need in order to be ready for any future decisions.

Chief Campbell then began discussion on what Fire Commissioner would like to do about the current ambulances in the fleet. The discussion continued on the maintenance and wear schedule for the current ambulances. It was also discussed that there is a year lead time for the build of a new ambulance. It was decided to start the process of input on design and to then to proceed with the bid process. The current state of these ambulances is costing more in maintenance and the purchase of one additional ambulance would ease the current situation, and allow for a better rotation on service hours to each of the ambulances in the fleet that will keep them running better and for longer.

Commissioner Golden made a motion to order a new ambulance.

Commissioner Wagener seconded the motion.

Commissioner Letham asked for all in favor. All replied “aye”, and the motion to purchase a new ambulance was passed as presented.

Chief Campbell and Battalion Chief Wisby updated Commissioners on the surplus items that were decided to be placed up for sale at the February and March 2018 meetings. After research and comparison information was gathered, the value to the 92 Ambulance should be reduced. It was also decided that they would remove the 06 truck from the surplus sale.

Commissioner Wagener made a motion that the 92 ambulance is no longer needed, has a value of less than \$10,000 and can be sold as surplus.

Commissioner Golden seconded the motion.

Commissioner Letham asked for all in favor. All replied “aye”, and the motion was passes as presented.

Commissioner Golden made a motion to remove the 06 GMC truck from the surplus sale of items.

Commissioner Letham seconded the motion.

Commissioner Letham asked for all in favor. All replied “aye”, and the motion was passed as presented.

Monica Hoth will edit the resolution to reflect the changes.

Chief's Report:

Fire Chief

Commissioner Letham began with asking Chief Campbell about the procedure for exchanging ambulance linens with TVH. He also asked that he speak with the hospital about this and discuss how best to clarify and potentially improve that exchange of linens in the future. Chief Campbell, along with the staff present in the meeting discussed this with Commissioner Letham to answer his questions. They will address this with TVH as well to ensure there is proper protocol being followed.

Chief Campbell reported that he had recently met with Fire Officers from the Bridger Teton and Caribou Targhee National Forest as well as the local fire departments within the area, to foster better working relationships.

Chief Campbell also relayed that they had recently had another Community EMS Group meeting last week also. It was well attended and lasted just over an hour, and another positive gathering. The next meeting is scheduled for some time in October.

Chief Giles is out doing an inspection, so Chief Campbell reported for Prevention. Building permits are heavy and inquiries into subdivision has recently increased as well.

Chief Campbell also reported that training for the ARFF is currently going on. Crews are also preparing for wildland season and really trying to wrap up the busy training season. Driver classes and engine boss classes are wrapping up.

Logistics – Battalion Chief, Jon Wisby

Wisby reported on the completion of work on the tenders. We now have 2 operating tenders in service. They are also trying to do a Spring/Summer cleaning around the buildings. They are also working on the Light Engine to be sure it is ready and crews are familiar in case of a deployment this summer.

Monica Hoth, Administrative Assistant

Monica Hoth let Fire Commissioners know that it is time to set the date to this year's public budget meeting. It was discussed and decided to hold the meeting during the regularly scheduled August meeting. That will be August 20th, 2018 at 3:30pm, and Monica will return this information to the County Clerk's office to go out with this year's tax bills to homeowners.

Executive Session pursuant to Idaho Code section 74-206(1)(d) to consider records that are exempt from public disclosure – Waiver Application #20180416:

Commissioner Letham made a motion to enter into executive session pursuant to Idaho Code section 74-206(1)(d) to consider records that are exempt from public disclosure – Waiver Application #20180416. Commissioner Wagener seconded the motion.

Board Secretary, Monica Hoth asked for a roll call. Each Fire Commissioner responded "aye" and the executive session began at 1723 hours.

Executive Session ended at 1730 hours.

Commissioner Golden made a motion to disallow \$1,700.00 of the ambulance bill, and allow the waiver applicant #20180416 to continue making payments to pay off the remaining balance still owed.

Commissioner Wagener seconded the motion.

Commissioner Letham asked for all in favor. All replied "aye", and the motion to disallow a portion of the applicants bill was approved.

Recess

Adjourn

Commissioner Letham made a motion to adjourn.

Commissioner Golden seconded the motion.

Commissioner Letham asked for all in favor. All replied "aye", and the Board of Fire Commissioners was adjourned at 1730 hours.

