



# Teton County Fire Protection District

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

Friday October 18<sup>th</sup>, 2019

## In Attendance:

Jason Letham, Fire Commissioner  
Scott Golden, Fire Commissioner  
Kent Wagener, Fire Commissioner  
Bret Campbell, Fire Chief  
Earle Giles III, Deputy Fire Chief/Fire Marshal  
Kevin Bollar, Battalion Chief Training  
Bart Birch, Legal Counsel  
Monica Hoth, Board Secretary  
Jerry More, on shift Captain  
Caleb Mullins, on shift FF/Medic  
William Fox, on shift Recruit FF  
Bob Foster, member of public

**Meeting began @ 1300 hours**

## Minutes:

Commissioner Letham asked if anyone had question or comments on the prepared minutes from the September 20<sup>th</sup>, 2019 meeting.

No questions or comments were made.

**Commissioner Letham made a motion to approve the minutes as presented.**

**Commissioner Wagener 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 **September 19<sup>th</sup>, 2019 through October 16<sup>th</sup>, 2019.**

No questions or comments were raised.

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

**Commissioner Wagener 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 September Budget Statement.

Discussion only.

**Commissioner Letham 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.**

***Payroll Tax - Update:***

Chief Campbell updated Fire Commissioners on the work done by auditors at Rudd & Co to identify a payroll error that was found to have begun in 2013 and which created an overpayment to Medicare. Only the last 3 years would be allowed to be amended in employee and District tax returns and the cost of amending returns would be greater than the error totals which were found.

**Commissioner Golden made a motion to payout to employees what was incorrectly taken and put to Medicare, and to write off the amount due to the District.**

**Commissioner Wagener seconded the motion.**

**Commissioner Letham asked for all in favor. All replied “aye”, and the motion was approved.**

**Engagement Letter with Rudd & Co – Audit of the year ended September 30, 2019:**

Commissioner Golden asked when the last time we put out an RFP for audit services. It was found that Rudd & Co has provided the audit services since as far back as we could find.

**Commissioner Golden made a motion to put out a Request for Proposals for the annual audit.**

**Commissioner Letham seconded the motion.**

**Commissioner Letham asked for all in favor. All replied “aye”, and the motion was approved.**

Chief Campbell and Monica Hoth will work to get RFP posted and results by the November meeting. Ms. Hoth will hold onto the engagement letter and authorizations until we know who is provided the audit.

**Holiday Party:**

Chief Campbell began discussion on what Fire Commissioners would like to see for this years Holiday Party. Commissioners discussed last year and ideas with staff present at the meeting. It was decided to contact Teton Springs again for availability on December 12<sup>th</sup>. Chief Campbell will work with Captain Moore and the great folks at Teton Springs to see what can be put together.

**Fire Commissioners Meeting Date/Time:**

Fire Commissioners decided to move their monthly meetings to Tuesday beginning at 3:30pm to begin on November 26<sup>th</sup> at 3:30pm. Chief Campbell and Ms. Hoth will work to make the necessary notifications of the change.

**Chief's Report:****Fire Chief**

Chief Campbell reported on radios at Teton Valley Health and working with TC Emergency Management to get them the appropriate access they need. He also discussed encryption and the cost, but as a future endeavor to consider.

He let Fire Commissioners know that our annual wellness visit with insurance provider III-A was recently completed and all went great. Including the mental health evaluation that was piloted along with it this year. Crew members found value in all of it and look forward to its continuance.

Chief Campbell informed the board that the SCBA's are here and waiting for BC Wisby to return from deployment to inventory. He expects them to be put into use shortly thereafter.

Fire Commissioners were also informed that the crash rescue truck was deployed to a small airport in southern Colorado to assist with fire efforts still ongoing there. Chief Campbell anticipates a full deployment and possibly a crew swap if it is needed longer.

**Deputy Fire Chief / Fire Marshal**

Chief Giles reported to Commissioners that he has received another 18 building permits from the County and that the building activity and the planning for more activity has not slowed much.

He also let them know about a recent meeting he and Chiefs participated in along with Jackson Hole leadership and held at Grand Targhee Resort. This meeting focused on access and the expansion proposed at the resort.

Chief Giles also relayed the 2 fire drills recently held at the County Courthouse as well as 1 at the law enforcement center being a great prevention effort between agencies.

Lastly, Giles let Commissioners know about the upcoming fire prevention class in Boise. He and Chief Campbell will be bringing 3 other firefighters along. They anticipate a great learning opportunity for all of them to bring home to the community.

**Battalion Chief Jon Wisby, Logistics:**

Chief Wisby spoke to Commissioners about the status of the type 6 wildland engine we purchased. It is currently in Oregon and plans are for Chief Campbell to fly in after the Boise class to inspect and drive home.

**Battalion Chief Kevin Bollar, Training:**

Chief Bollar reported on the recruit academy is almost finished. Six of them will be heading to a FEMA facility in Alabama to learn the Hazmat Ops portion of their training and then the EMT portion will begin around January.

They also have a flashover unit coming at the end of November to be utilized along with the 3000 N home. This home was donated for the training purposes of our fire personnel throughout the winter as the owner had no immediate timeline for its demo when finished.

**Commissioner Letham made a motion to enter executive session per IC 74-206(1)(d) Waiver Application #20191018 & IC 74-206(1)(b) Personnel  
Commissioner Golden Seconded the motion. All in favor.**

Roll Call:

Jason Letham

Kent Wagener

Scott Golden

The board moved into Executive session at 1411 hours

The board came out of Executive session at 1532 hours

**Commissioner Letham made a motion to waive the full remaining balance due on Waiver Application #20191018.**

**Commissioner Golden seconded.**

**Commissioner Letham asked for all in favor. All replied "aye", and the motion was approved.**

**Recess**

**Adjourn**

**Commissioner Letham made a motion to adjourn at 1535 hours.**

**Commissioner Wagener seconded the motion.**

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