MINUTES OF THE NORTHERN LAKES FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING

November 24th, 2015 at 3:00 p.m.
125 W. Hayden Avenue, Hayden, Idaho

I. Call To Order

COMMISSIONER THOMPSON called meeting to order at 3:00 p.m.

COMMISSIONERS PRESENT: Commissioners Amende, Clark, Halpin, Thompson and Washko.

OTHERS PRESENT: Fire Chief Marcus, Deputy Chief Riley, Division Chief Mather, Division Chief Van Ert, Fire Marshal Drechsel, Secretary Knapp, and David Sherman.

II. Pledge of Allegiance

COMMISSIONER THOMPSON led the Pledge.

III. Amendments to the Agenda

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER CLARK,** to amend the agenda to include an Executive Session per Idaho Code 74-206(1)(b) to discuss a personnel issue.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

ROLL CALL VOTE:	
Commissioner Amende	Yes
Commissioner Clark	Yes
Commissioner Halpin	Yes
Commissioner Washko	Yes
Commissioner Thompson	Yes

Motion carried

IV. Consent Calendar

The consent calendar for November 24th, 2015 was presented for review as follows:

1. Approval of November 24th, 2015 Meeting Agenda as amended
2. Approval of November 10th, 2015 Regular Meeting Minutes as presented
3. Approval of Unpaid and Paid Bills Lists

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to approve the November 24th, 2015 Consent Calendar as presented.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

ROLL CALL VOTE:	
Commissioner Amende	Yes
Commissioner Clark	Yes
Commissioner Halpin	Yes
Commissioner Thompson	Yes

Motion carried

V. Public Input

DEPUTY FM LYON reported that he will be on medical leave beginning 11/30 with a planned return the 2nd week of January 2016.

VI. New Business

A. Discussion and Possible Action on Hiring of Legal Counsel

CHIEF MARCUS reported that the District's current attorney is leaving private practice to become the Chief Civil Deputy City Attorney for Coeur d'Alene; a letter of resignation was presented for review. A list of possible replacement counsel was presented for review; CHIEF MARCUS noted the list includes a referral from the current counsel, as well as one from **COMMISSIONER CLARK.**

There was further discussion on referrals and other options. The board requested that SECTRY KNAPP call Lake City Law Group and Winston Cashett as discussed to schedule interviews during an Executive Session at a Special Meeting for next week.

VII. Reports

A. Chief's Report – CHIEF MARCUS reported the following:

1. Leadership – Ron Moser, the District's leadership consultant, met with each Battalion Chief and their crews last week. He will be developing a follow-up employee survey for the end of January.
2. Banquet – Admin staff have met twice so far on the Awards Banquet scheduled for 1/16/16; planning is going well so far.
3. Operations Report – Was presented for review. CHIEF RILEY reported the following:
   a. Attended the NIFCA annual meeting with state legislators on 11/19.
   b. District personnel responded to 88 calls in a five-hour period during the windstorm on 11/17.
   c. Crews have assessed outlying stations for any damage due to windstorm; found no damage to structures or property, but one tree at St 5 (Mokins Bay Road) was damaged and will need to be removed.
   d. Crews responded to structure fire early this a.m. on Hayden Lake and were able to use the fire boat on the lake to keep fire from spreading.
4. EMS Report – Was presented for review. CHIEF VAN ERT reported on the following:
   a. Attended, with CHIEF MATHER, the KCFCA meeting on 11/13; minor revisions to the Rehab policy and MCI policy were made and are still pending approval.
   b. Attended the KCEMSS JPB meeting on 11/19; the system will be purchasing a surplus truck from KCFR to be re-purposed as an MCI unit. There was discussion on the International truck having 30,000 miles on it.
   c. Received notice from FEMA that the District's 2014 Assistance to FF Grant (AFG) was not awarded; the application was for funds to purchase an air filling trailer. CHIEF VAN ERT noted that Admin staff will be reviewing guidelines for the AFG and deciding whether to apply for 2015 AFG funds for the same purchase or for another purpose.
   d. FF MATT DILL will complete his paramedic clinical training at Kootenai Health by the end of December, and then will begin his internship with the District on Blue Shift at the first of the year.
5. Training Report – Was presented for review. CHIEF MATHER reported on the following:
   a. Upcoming training opportunities include:
      i. The FDIC in Indianapolis in April; have four members approved to attend.
      ii. Looking into costs for ARFF training being held in Helena, MT to determine how many members could attend.
   b. Apparatus:
      i. The Rosenbauer engine/pumper (V-32) has been taken out of service due to crack in the radiator possibly caused by oil leaking into the cooling system. CHIEF MATHER reported he spoke with General Fire and decided to have the apparatus "stripped" of equipment in preparation for the cab/chassis retrofit. General Fire will then use a tractor trailer to haul the engine to the Rosenbauer plant versus attempting to drive it there with the risk of it breaking down.

         CHIEF MATHER reported that the 2000 HME (V-07) will be operated out of St 2 in the meantime. He stated that he will keep the board updated on completion times for the retrofit by Rosenbauer.
6. Fire Marshal Summary – Was presented for review. FM DRECHSEL reported the following:
   a. Completed the cold weather sprinkler operation training with all crews on 11/20.
   b. Have met with water districts to provide information on hydrant discrepancies. FM DRECHSEL reported that 21 water districts have 1,700 hydrants throughout the District, with 5 discrepancies this year.
   c. Attended the NICE meeting on 11/18 with topics including types of fire suppression for commercial occupancies discussed. **COMMISSIONER HALPIN** clarified with FM DRECHSEL that the water districts will correct any discrepancies before next spring.
   d. Approved a 90,000 sq. ft. building plans and fire alarm plans for the Odom Corporation sales office on N. Warren St., in Hayden.
7. Correspondence –
   a. An email from a dispatcher with Kootenai County 9-1-1 thanking CHIEF RILEY for his assistance with dispatching calls on 11/17 during the windstorm was presented for review.
   b. CHIEF MARCUS submitted his official letter of retirement to the board; his last day of employment will be February 1st, 2016.

B. Commissioner Reports

1. **COMMISSIONER CLARK** reported on a meeting a potential donor, along with CHIEF MARCUS, last week. He noted that the District may hear from the donor next spring.
2. **COMMISSIONER CLARK** presented the new commissioner polo shirts that were purchased at JC Penney and embroidered by Stand Out; he noted that the total cost for the new shirts with the embroidery were less expensive than just the polo shirts would have been through another vendor.

VIII. Executive Session

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to enter Executive Session pursuant to Idaho Code 74-206(1) (b) to discuss a recent personnel issue.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

ROLL CALL VOTE:	
Commissioner Amende	Yes
Commissioner Clark	Yes
Commissioner Halpin	Yes
Commissioner Washko	Yes
Commissioner Thompson	Yes

Motion carried

Entered Executive Session at 3:35 p.m.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER AMENDE** to exit Executive Session and reconvene the Regular Meeting.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a vote and all were in favor.

Exited Executive Session at 3:40 p.m. There was discussion on recent disciplinary action taken with an employee. No decisions were made.

IX. Adjournment

There being no further business to be brought before the Board, the Regular Meeting was adjourned upon the motion of **COMMISSIONER HALPIN** and as seconded by **COMMISSIONER WASHKO** at 3:40 p.m.

COMMISSIONER THOMPSON called for the vote and all were in agreement to the motion.

TERRY J. THOMPSON, Chairman

DENNIS L. AMENDE, Commissioner

LARRY R. CLARK, Commissioner

DAVID P. HALPIN, Commissioner

JAMES C. WASHKO, Commissioner

NORTHERN LAKES FIRE PROTECTION DISTRICT DISTRICT SECRETARY

ATTEST BY:

Valerie Knapp, District Secretary