

# MINUTES OF THE NORTHERN LAKES FIRE PROTECTION DISTRICT BOARD OF FIRE COMMISSIONERS

## REGULAR MEETING

November 22<sup>nd</sup>, 2023 at 10:00 a.m.  
Fire Station 1, 125 W. Hayden Ave., Hayden, ID

### I. Call To Order

**COMMISSIONER HALPIN** called meeting to order at 10:00 a.m.

**COMMISSIONERS PRESENT:** Commissioners Amende, Duncan, Halpin, Pearce and Washko

**OTHERS PRESENT:** Fire Chief Riley, Asst. Chief Dill, Division Chief Drechsel, Division Chief Anderson, Secretary Knapp, Luke Michael, Logan Robideaux, Jason Paulson, Dan Schaefer, Caleb Tyler, Scott Hochberger, Casey Schreiner, Jarrod Pitts, and Mariano with SERVPRO Coeur d'Alene

### II. Pledge of Allegiance

**COMMISSIONER HALPIN** led the Pledge.

### III. Amend Agenda

**FIRE CHIEF RILEY** recommended the board amend the agenda per Idaho Code §74-204(4)(c) to add approval of a revised Exemption Agreement with Lakes Highway District under New Business, Item C.

He reported that a revised agreement with Lakes Highway District was received late last night which has been reviewed/approved by District legal counsel. A redline copy of the revised agreement was presented for board review.

**FIRE CHIEF RILEY** reported that the only revisions to the agreement that was originally approved by the board at their November 9<sup>th</sup> regular meeting, include specifying that the agreement applies only to the current construction projects on Pope Road and would not affect any future construction project by the Fire District or Lakes Highway District (LHD).

**FIRE CHIEF RILEY** reported that LHD will be holding a special meeting next week to approve the revised agreement once the Fire District has approved it. He noted that the board could amend the agenda today to approve the agreement, or wait until their next regular meeting in three weeks. There was discussion on being able to move forward with the permitting process of St 3 once the agreement is signed by both boards.

**COMMISSIONER HALPIN** stated that he recommends holding a future special meeting to give board members time to review the revised agreement. **COMMISSIONER PEARCE** clarified with **FIRE CHIEF RILEY** that Lakes Highway District's board of commissioners would like for the Fire District to approve the agreement first.

The board's consensus was to hold a special meeting on Monday, November 27<sup>th</sup> at 10:00 a.m. to consider approval of the revised Exemption Agreement. **SECRTY KNAPP** will post the notice and agenda today.

### IV. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of November 22<sup>nd</sup>, 2023 Meeting Agenda as presented;
- B. Approval of November 9<sup>th</sup>, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for October



**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the November 22<sup>nd</sup>, 2023 Consent Calendar as presented.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER HALPIN** called for the vote and all were in favor. Motion carried

## **V. New Business**

### **A. Facility Use Agreement Extension with Kootenai County**

A Facility Use Agreement Extension Amendment "A" was presented to the board for review. FIRE CHIEF RILEY reported that this agreement extends the District's use of the airport's ARFF station. He noted that the Facility Use Agreement with the Kootenai County Board of Commissioners was originally effective through November 15<sup>th</sup>, and this will extend it through June 30, 2024.

**COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the emergency response to a recent aircraft crash was quicker with the District's engine coming from the ARFF station vs. Station 1 in Hayden. FIRE CHIEF RILEY did note that the next step would be to get all staff ARFF trained.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the Facility Use Agreement Extension Amendment "A" between Kootenai County and the Northern Lakes Fire Protection District, as presented.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER HALPIN** called for the vote and all were in favor. Motion carried

### **B. Administrative Staff Memorandum of Understanding**

A Memorandum of Understanding (MOU) between the District and DIV CHIEF ANDERSON was presented for review. FIRE CHIEF RILEY reported that DIV CHIEF ANDERSON completed six months of probation for the promoted position this month making him eligible for an Admin MOU; which will be in effect along with all the Admin Staff MOUs until September 30, 2027. He noted that DIV CHIEF ANDERSON's MOU has the same language as retired DIV CHIEF MATHER's other than changes to his position title and supervisor (ASST. CHIEF DILL).

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO** to approve the Memorandum of Understanding (MOU) between the District and DIV CHIEF ANDERSON effective November 18, 2024 through September 30, 2027, as presented.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER HALPIN** called for the vote and all were in favor. Motion carried

## **VI. Reports**

### **A. Chiefs Report – FIRE CHIEF RILEY reported on the following:**

1. Fire Commissioner Election: The county has certified the canvassed results for the November 7 election and should be receiving a copy this week. The board will vote to approve the certified results and issue certificates of election for both Sub District 2 and Sub District 4 at their next meeting. FIRE CHIEF RILEY reported that the commissioner-elect will be notified.
2. Engine Purchase: At last meeting, the board was advised that the District could "get in line" to purchase two new custom engines and have an option to back out while not being financially obligated. FIRE CHIEF RILEY reported that this is not allowed with the cooperative purchasing contract with Sourcewell.



FIRE CHIEF RILEY reported that the District would have to enter into a contract with Rosenbauer financially obligating them to the purchase without language that they could back out. He noted that General Fire was willing to provide a verbal commitment that the District could back out, but that he was not comfortable with that.

**COMMISSIONER WASHKO** questioned if there are other cooperative purchasing companies and there was discussion on government purchasing through cooperative contracts with Rosenbauer. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that the District's two new engines were purchased through Sourcewell's cooperative purchasing contract with Rosenbauer.

3. Fire Station 3: The new station modules are anticipated to be delivered sometime in the next two weeks. ASST. CHIEF DILL stated that once delivered, setup will take 7-10 days, then another 3-4 weeks for their crew to finish interior work.

**COMMISSIONER PEARCE** clarified with ASST. CHIEF DILL that the last update from manufacturer is that the week of 12/4 would be the earliest delivery. FIRE CHIEF RILEY stated that he will send out any updates to the department.

4. KCEMSS: FIRE CHIEF RILEY reported that the top 4 Chief candidates will participate in 2-3 oral interview panels on 12/12. He noted that there were a dozen applications with 4-5 disqualified. Interview questions were solicited from all agency chiefs.
5. Airport Operations: FIRE CHIEF RILEY reported that with the board approving the Facility Use Agreement Extension for the ARFF station, the signed copy will be sent to the board of county commissioners (BOCC) for their approval.
6. Labor/Admin Meeting: A meeting was held on 11/20 for discussion on constant staffing and vacation with no action taken. FIRE CHIEF RILEY stated he appreciated the feedback received from Labor on the staffing issue. The next regular Labor/Admin meeting is scheduled for 11/28 at 9:00 a.m.
7. Personnel: There are currently three members off-duty on long term illness/injury leave, with one member expected to be released in a few weeks.
8. Hiring List: Currently advertising to establish a new firefighter hiring list, with the current list expiring in January. The District is using its continuous list on National Testing Network (NTN).
9. Rathdrum Chamber of Commerce: FIRE CHIEF RILEY attended their annual banquet and received the District's Business of the Year award. He thanked the crews for earning the award.
10. Impact Fees Collected in October 2023:
  - a. City of Rathdrum \$64,527 (paid to District on 11/14)
    - i) 49 residential dwellings (incl. 1 duplex)
    - ii) 1 commercial building (2,660 sq. ft.)
  - b. Kootenai County \$16,796 (paid to District on 11/13)
    - i) 13 residential units
  - c. City of Hayden \$148,075 (to be mailed out next week)
    - i) 100 residential dwellings (incl. 85 Hayden Canyon townhomes)
    - ii) 9 commercial buildings (incl. 7 storage buildings)

Total collected in October was \$229,398. The total collected YTD since August 2022 now totals \$1,055,538 plus \$14,600 in interest earned.

**B. Commissioner Reports**

1. **COMMISSIONER DUNCAN** suggested that with **COMMISSIONER HALPIN** retiring at the end of the year, that the board discuss replacing his position on the KCEMSS JPB, as well as appointing a new board chairman.

The board's consensus was to take action to appoint **COMMISSIONER WASHKO** as the representative to the JPB and **COMMISSIONER PEARCE** as the board chairman at the special meeting scheduled for Mon., 11/27.

2. **COMMISSIONER DUNCAN** questioned the flight seat upgrade expense of \$9.99 on the Unpaid Bills List for a member's travel to a training. He noted that it was discussed at a previous meeting that expenses for any travel upgrades should be recovered from employees going forward. There was further discussion on the upgrade and **COMMISSIONER HALPIN** clarified with DIV CHIEF ANDERSON that the employee booked their own flight.

There was further discussion on letting employees know that they are responsible for upgrade costs moving forward.

**VII. Public Input**

MARIANO with SERVPRO of Coeur d'Alene thanked the District members for their service to the community.

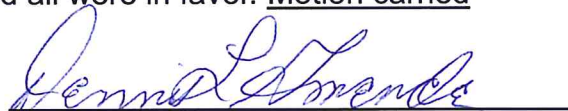
**VIII. Adjournment**

There being no further business to be brought before the board, the regular meeting was adjourned upon the motion of **COMMISSIONER PEARCE** and as seconded by **COMMISSIONER WASHKO** at 10:25 a.m.

**COMMISSIONER HALPIN** called for discussion. There was no discussion.

**COMMISSIONER HALPIN** called for the vote and all were in favor. Motion carried

  
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**DAVID P. HALPIN, Chairman**

  
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**DENNIS L. AMENDE, Commissioner**

  
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**DOUGLAS D. DUNCAN, Commissioner**

  
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**MICHAEL R. PEARCE, Commissioner**

  
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**JAMES C. WASHKO, Commissioner**

I certify that the foregoing is a true and correct copy of the minutes of a duly called meeting of the governing body of the Northern Lakes Fire Protection District held in accordance with all applicable legal requirements, including Idaho Open Meeting Law, on the 22<sup>nd</sup> day of November 2023.

ATTEST BY:

  
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Valerie Knapp, District Secretary

