

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

REGULAR MEETING

September 14th, 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, Division Chief Drechsel, Secretary Knapp, John Spencer, Chris Larson, and Kevin Croffoot

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge.

III. Amend Agenda

There were no amendments to the agenda.

IV. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of September 14th, 2023 Meeting Agenda as presented;
- B. Approval of August 24th, 2023 Budget Hearing/Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for August

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the September 14th, 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. 2023 Dollar Certification of Budget Request to Board of County Commissioners L-2

There was discussion on the recent notification from the KC Auditor's Office that annexation values submitted to the State Tax Commission were incorrectly calculated by the Assessor's Office. The Board of County Commissioners (BOCC) held a special meeting on 9/7 to extend the deadline for affected taxing districts to resubmit corrected certification of budget requests (L-2) until 9/18; the error affected the District's maximum allowable non-exempt property tax that can be levied by a decrease of \$3,697.

A corrected L-2 certification amending the maximum allowable non-exempt property tax from \$6,779,727 to \$6,776,030 was submitted for review.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the District's corrected tax year 2023 L-2 certification with a maximum allowable non-exempt property tax levy of \$6,776,030, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that the interest and late fees that have been paid on the District's delinquent property tax levies since October 1, 2022 is still being retained by the county Treasurer. There was discussion on the recent court-decision that

the county must remit those monies to the taxing districts; but that the Treasurer has appealed the decision and that the District has not received any of the interest or late fee penalties as of yet.

B. Joint Powers Executive Agreement with Kootenai County

An *Agreement Regarding Sheriff's Dive Team* was presented for review. FIRE CHIEF RILEY noted the agreement to allow District members to participate on the team was drafted through the Kootenai County Sheriff's Office (KCSO) Dive Team and vetted through the county's legal counsel.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that diving equipment will be provided by the KCSO. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that equipment for a dive team would not be impact fee eligible.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that four District members passed the test. There was further discussion on the testing process used by the District to determine who is eligible to participate and that the members considered were already certified for diving.

COMMISSIONER DUNCAN noted that language in the agreement on Page 2, Para. 4, states that District dive team members won't be obligated to participate if they are "already engaged in fire protection activities" when a call for the dive team comes in; and asked for clarification on what "fire protection activities" define. FIRE CHIEF RILEY responded that those activities include suppression of fire and preservation of life, further clarifying the language just means that our members won't be expected to respond to a dive rescue response if already on an emergency call for the District.

There was further discussion on:

1. District members will not be in the water for the first six months of being on the team and provide shore support only;
2. District members will not be sent out of the District while on-duty

FIRE CHIEF RILEY noted that he does not yet know how much time this might involve for the District members yet.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER DUNCAN** to approve the Joint Exercise of Powers Agreement with Kootenai County Regarding Sheriff's Dive Team, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

C. Employee Policy

Employee Policy #094-*Fire Cadet Program* was presented for review and approval. FIRE CHIEF RILEY noted that the associated Standard Operating Guideline #531-*Cadet Program* was also presented for review but does not require approval by the board.

FIRE CHIEF RILEY reported that four cadets have been selected through a testing process and the District met with them and their parents/guardians last night to go over how the program will work. He noted that liability waivers reviewed by our legal counsel have also been signed by their parents/guardians.

There was discussion on the cadets being required to keep a minimum 3.2 GPA, have good attendance, and be in good standing at their schools while participating.

FIRE CHIEF RILEY stated that the cadets will respond with the crews as observers and provide support. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the cadets will participate on weekends and after-school, but not stay overnight at the station(s). **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that the cadets will not be receiving school credits for participating.

There was discussion on ASST. CHIEF DILL overseeing the fire cadet program with FF/MEDIC CARLOCK and FF/MEDIC CUNNINGHAM running the new program. **COMMISSIONER WASHKO** noted that FF CARLOCK graduated from the CDA Fire's Cadet Program, and FIRE CHIEF RILEY also noted that FF CUNNINGHAM was involved in a cadet program with the LAFD.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER DUNCAN** to approve Employee Policy #094 – *Fire Cadet Program*, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

D. Notice of Renewal of Appropriations Lease

FIRE CHIEF RILEY reported that under the terms of the St 3 construction appropriations lease with First Interstate Bank, the board is required to renew annual funding of the lease payments each fiscal year. A *Form of Notice of Renewal and Amortization Schedule (Loan No. 1404488788)* was presented for review and approval.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the *Form of Notice of Renewal* of the Annual Appropriation Lease dated May 4, 2023 between the District and First Interstate Bank, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

VI. Reports

A. Chiefs Report – Was presented for review. FIRE CHIEF RILEY noted that ASST. CHIEF DILL is on vacation and that DIV CHIEF ANDERSON is attending an MCI drill at Kootenai Health this a.m. He then reported on the following:

1. KCEMSS – After meeting with the JPB at the end of August to express concerns, the ALS Chiefs (CDA, KCFR, NLFD) met with the KCEMSS staff and operations are back on track with issues being addressed and resolved.

The ALS Chiefs will be checking in with KCEMSS staff daily as well as working on the new chief selection program with Prothman, a recruiting company out of Washington; FIRE CHIEF RILEY noted that a nationwide ad should be out soon.

Discussion on KCEMSS JPB addressing the availability of its medical directors now that they are no longer affiliated with Kootenai Health; the goal will be to have 8 hours/week of QI training vs. the current 4 hours per month.

There was further discussion on working with Kootenai Health on patient transfer issues between the hospital and KCEMSS that are being resolved.

2. Battalion 5 Vehicle – The BC5 command vehicle (V-42) involved in the MVA in April is now back in service; still waiting for the wrap/decal to be redone. BCs have reported minor warranty issues with the door lock and shift linkage that our Fleet Mechanic will take a look at.

3. Station 3 – The construction of the modular building is still on track, and staff is working on some engineering items that need to be addressed.
 FIRE CHIEF RILEY reported that the company we contracted with to have the modular building constructed, L&H Industrial, has split with the building manufacturer, Extreme Modular Buildings. The engineer with L&H Industrial who drafted the drawings has not stamped them. ASST. CHIEF DILL is currently working on resolving this.
 There is also an issue with plans for anchoring the modular building due to earthquake risk in our area that DIV CHIEF DRECHSEL is working on addressing.
4. Cadet Program – Is currently underway with four high school students selected. FIRE CHIEF RILEY reported that the cadets are all male and include a 15-year-old, two 16-year-olds, and a 17-year-old.
5. Commissioner Elections in November – The District has two sub-district seats up for election this November.
 - a. Sub District 4 – As of today, **COMMISSIONER WASHKO** is the only declared candidate to be on the ballot. The write-in candidate deadline is 5 p.m. tomorrow (9/15).
 - b. Sub District 2 – **COMMISSIONER HALPIN** is retiring and will not be running again. As of today, there are two declared write-in candidates with no candidate declaring to be on the ballot by the 9/8 deadline.
6. Staff/Operational Reports were presented for review including:
 - a. Assistant Chief Report provided by ASST. CHIEF DILL
 - b. Fire Training/EMS Report provided by DIV CHIEF ANDERSON
 - c. Fire Marshal Summary provided by DIV CHIEF DRECHSEL
 - d. Prevention Bureau Report for August
 - e. Overtime Report for August
 - f. Run Report for August

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

JOHN SPENCER questioned if other fire districts are participating in the KCSO Dive Team. FIRE CHIEF RILEY responded that this year was the first time the KCSO opened up the team to other agencies, and that only Northern Lakes Fire is participating in addition to one member of Hauser Lake Fire who has been responding as part of the dive team.

JOHN SPENCER asked what the expectations are for the cadet program. FIRE CHIEF RILEY stated that the cadets are high school students interested in participating in firefighting and EMS who will hopefully choose a career in fire and EMS service after graduation. He noted that the cadets would still have to go through the hiring process with the required certifications.

There was further discussion on the outstanding job the out-of-state incident management teams did while fighting the Ridge Creek Fire the last few months.

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 10:37 a.m.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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



DAVID P. HALPIN, Chairman



DENNIS L. AMENDE, Commissioner



DOUGLAS D. DUNCAN, Commissioner



MICHAEL R. PEARCE, Commissioner

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 14th day of September 2023.

ATTEST BY:



Valerie Kinapp, District Secretary

