

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

## REGULAR MEETING

January 13<sup>th</sup>, 2022 at 10:00 a.m.  
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 Mather, Division Chief Dill, Secretary Knapp, Fritz Wiedenhoff, Matt Legg, Caleb Tyler, Matt Usher, Mike Avilla, Leslie Duncan and family

### II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge.

### III. Swearing In of New Commissioner

COMMISSIONER HALPIN administered the Oath of Office to COMMISSIONER DUNCAN. The board members congratulated COMMISSIONER DUNCAN.

### IV. Selection of Board Chairman/President

COMMISSIONER WASHKO made a motion, seconded by COMMISSIONER PEARCE, to nominate COMMISSIONER HALPIN as the Board Chairman.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

### V. Amend Agenda

There were no amendments to the agenda.

### VI. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of January 13<sup>th</sup>, 2022 Meeting Agenda as presented;
- B. Approval of December 23<sup>rd</sup>, Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for December

COMMISSIONER PEARCE made a motion, seconded by COMMISSIONER AMENDE to approve the January 13<sup>th</sup>, 2022 Consent Calendar as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

### VII. New Business

#### A. Memorandum of Understanding (MOU)

A Memorandum of Understanding with the District's Fleet Mechanic was presented for review. FIRE CHIEF RILEY reported that FLEET MECHANIC LOYD RUSSELL has successfully completed his one-year probation and is eligible to enter into an MOU effective 1/12/2022-9/30/2022. FIRE CHIEF RILEY noted the language in this MOU is the same as the agreements with other administrative, non-bargaining District staff. There was discussion on how pleased the District has been with FLEET MECHANIC RUSSELL's job performance.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that the end of probation does not include a wage increase for FLEET MECHANIC RUSSELL. There was discussion on the

starting wage being at the highest end of comparable positions in order to recruit the most qualified candidate.

**COMMISSIONER WASHKO** made a motion, seconded by **COMMISSIONER PEARCE**, to approve the Memorandum of Understanding between the Northern Lakes Fire Protection District and Loyd H. Russell, Fleet Mechanic, effective January 12, 2022 through September 30, 2022, as presented.

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

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

B. Resolution 22-01

A resolution entitled *Declaring Certain District Personal Property as Surplus to be Disposed of* was presented for review. FIRE CHIEF RILEY reported that staff has identified personal property including several tires that the District no longer has use for, as well as equipment, appliances and furniture in poor condition and no longer needed. It was noted the combined value of the property does not exceed \$4,000.

FIRE CHIEF RILEY reported that CHIEF MATHER is working on a plan to advertise to the public a 1 or 2 day sale at St 7 where the items are currently stored; and the sale would be first-come, first-serve. It was noted that holding the sale at St 7 would avoid having to move the tires.

There was discussion on utilizing Rineland Auctions in Post Falls versus holding a sale. CHIEF MATHER stated that the District has used the auction house in the past to sell old surplus hose, and that he can follow-up with Rineland to see if that option would work best.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO** to approve Resolution 22-01, *Declaring Certain District Personal Property as Surplus to be Disposed of*, as presented.

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

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

C. Approval of Revised Employee Policy

The revised District Candidate Physical Ability Test (CPAT) Policy #057 was presented for review. FIRE CHIEF RILEY reported that the only change to the policy is to add language to allow the District to accept the IAFF CPAT from candidates in lieu of completing the District's own CPAT. He noted that this addresses the District using National Testing Network (NTN) this year for the firefighter/paramedic hiring process.

**COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that a hiring list through NTN will have effective dates set by the District. CHIEF DILL noted that the NTN computer-based assessment, as well as the IAFF CPAT, is valid for one year; then any candidates would have to retake the test and CPAT in order to be put back on our hiring list.

There was discussion on the number of candidates who have applied so far with the deadline being 1/17. There was also discussion on the lateral hiring process.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the revised District Hiring Policy #057, as presented.

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

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

### 2022 Fire Protection Services Agreement

A Fire Protection Agreement to be renewed for 2022 was presented for review. FIRE CHIEF RILEY reported that this is the last such agreement the District will be renewing; noting that the agreement has been renewed each year since prior to consolidation. The property located at 13307 W Biggs Road in Rathdrum is not contiguous and the parcel not large enough (>40 acres) to be eligible for annexation.

**COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that the District has access to the property to respond. CHIEF MATHER reported that Biggs Road is located off Nelson Loop Road in Rathdrum.

**COMMISSIONER WASHKO** made a motion, seconded by **COMMISSIONER PEARCE** to renew the 2022 Fire Protection Agreement with Stuart Wagner for property located at 13307 W. Biggs Road in Rathdrum, as presented.

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

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

### **VIII. Reports**

A. Chiefs Report – Was presented for review and FIRE CHIEF RILEY reported on the following:

1. Bank Signature Cards – Due to changes on the board, signers on the District's checking account at First Interstate Bank need to be updated, including removing any prior signers. The bank is requiring paperwork be filled out by all signers (included in board packet), which will then be turned into the bank. FIRE CHIEF RILEY reported that once the bank notifies SECTRY KNAPP, each signer will need to go in and provide picture I.D. and sign the account's signature card.
2. Station 8 – Following last board meeting, paperwork was submitted to the ID Transportation Dept. (ITD) with cost estimates to relocate St. 8 for the Highway 53 road widening project. The ITD Land Acquisition Specialist has responded that the \$1.395 million cost to relocate the St. 8 mechanic shop is too high and would shut down their project. FIRE CHIEF RILEY reported that the Land Acquisition Specialist will be on-site later today to meet with FIRE MARSHAL DRECHSEL and discuss options; will keep the board updated.

There was further discussion on the option of moving the St 8 shop east of its current location to the "pit" which would cost an additional \$30,000 to \$50,000 because the fill dirt was not compacted for construction.

3. Levy Committee – Command staff and representatives of L4045 have met to discuss the District's next levy attempt, including a permanent override vs. temporary override. FIRE CHIEF RILEY reported that he'd like to schedule another meeting soon to include **COMMISSIONER PEARCE** and **COMMISSIONER WASHKO**, both having volunteered to be part of the Levy Committee at the last board meeting.
4. SAFER Grant – Also discussed during the recent Levy Committee meeting was the District applying for the SAFER (Staffing for Adequate Fire & Emergency Response) grant. FIRE CHIEF RILEY reported that CHIEF DILL and DEP FIRE MARSHAL LARSON have been working on this grant application. There was discussion on the grant funding additional staffing 100% for 3 years. FIRE CHIEF RILEY noted that draft language for the application should be available for the board's review at next meeting. He noted the application deadline for this year is 2/4/22, but that the District won't know until August if awarded.

There was further discussion on the Assistance to Firefighters Grants (AFG) through FEMA that fund equipment, stations, programs, etc., but no personnel costs. FIRE CHIEF RILEY also reported that the SAFER grant funding would include all needed personnel costs including wages, benefits, equipment, etc. for three years, then the total cost would be the District's responsibility; if the District could not fund the costs, it could result in layoffs of these firefighters. FIRE CHIEF RILEY stated that he does believe those three years would give the District enough time to find the additional funding to keep the personnel hired with the SAFER grant award.

5. COVID-19 – Our area/region is seeing an increase in the number of COVID-19 cases and the District will continue with precautions, including no station tours or public ride-alongs for the time being. FIRE CHIEF RILEY also stated that frequent decontamination procedures are being re-implemented.
6. State of Idaho Opioid Settlement – A letter received from the State Attorney General was presented for review. FIRE CHIEF RILEY reported that fire districts are being asked to sign-on as participants of the settlement, and that while the District will not receive any funds directly, Kootenai County will.

FIRE CHIEF RILEY noted that the letter was received in November after the election and that he waited until the new board was in place to address this request. He also noted that the District and KCF&R are the only two fire districts who have not yet responded.

There was discussion on having the board consider the Settlement Participation Agreement at their next board meeting on 1/27.

7. St. 8 Repairs – FIRE CHIEF RILEY reported that the awning above a man-door at St. 8 collapsed under the weight of snow yesterday. A photo was presented for review. He noted that the awning will not be replaced, but some repairs will have to be made to the eave where it was attached. FIRE CHIEF RILEY also reported that a rock hit the entry way door and broke the glass; a photo was also presented. He reported that the glass will be replaced.

#### 8. Staff/Operational Reports

- a. **Training Report** - Presented for review. CHIEF MATHER reported on the following:
  - i. Timberlake Fire District's Division Chief Bill Wright's funeral will be this Saturday, 1/15, at NIC's Bowell Hall with participation by the District's Honor Guard and District apparatus in the funeral procession from NIC to Athol.
  - ii. Recently met with members of CDA Fire and KCF&R to discuss revising the current RTF protocols and procedures. CHIEF MATHER noted that the Rescue Task Force (RTF) program is for active shooter/medical evac and treatment response that was developed 6-7 years ago, and these needed changes and updates have been identified.
  - iii. The annual joint ice rescue/dive rescue training was held yesterday (1/12) on Avondale Lake, along with Hauser Lake Fire District and the Kootenai County Sheriff's Office dive team.
  - iv. Are seeing upcoming outside trainings being postponed due to COVID-19 including the TEEX Leadership Symposium for this month being moved to sometime in May. Have registered one member for the FDIC International scheduled for April, but there is talk it could be cancelled or postponed as well.

v. Apparatus:

- a) The cab/chassis for the new brush truck has been delayed due to supply chain shortages; could possibly see delivery in April. But have started ordering equipment for the new unit including the tank and pump.
- b) Supply issues have also caused delay of the two new engines that were ordered last year; delivery is estimated in June.

b. **EMS Report** – Presented for review. EMS CHIEF DILL reported on the following:

- i. The reserve ambulance is currently out of service due to issues with the gurney system; it is expected to be repaired/rebuilt next week. There was further discussion on the issues with the gurney system.
- ii. Meeting with the medic group to work on an EMS Academy for the new Firefighter/Paramedics in conjunction with the new hire Fire Academy.
- iii. The 4<sup>th</sup> quarter training has been completed with the airway training well received. The ACLS and PALS schedule will be set soon for the spring recertifications.
- iv. All EMS certifications due in March have been recertified.

v. Update on NTN:

- a) Have had seven (7) complete the online testing process so far for the firefighter/paramedic hiring.
- b) Have been talking to the background investigator through NTN; they charge \$750/candidate and the process takes 4 weeks, including a financial background.

c. **Fire Marshal Report** – Presented for review. FIRE CHIEF RILEY reported that both FIRE MARSHAL DRECHSEL and DEPUTY FIRE MARSHAL LARSON are currently on-site doing investigation of a structure fire last night in Rathdrum.

9. Other – FIRE CHIEF RILEY reported that he attended the Rathdrum City Council meeting last night along with Anne Wescott, Galena Consulting, and KCEMSS Chief Keeley to address questions regarding collection of fire and EMS impact fees. He stated he answered questions from the council and city officials for approximately 40 minutes, including concerns with legal standing of imposing impact fees.

**COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the next step is for the Rathdrum Planning & Zoning Committee to review and hopefully recommend that the city approve collecting fire impact fees. There was also discussion on the City of Hayden also eventually approving in the collection of impact fees. FIRE CHIEF RILEY noted that the soonest the District could see the cities collecting the impact fees is the end of February.

10. Bureau Report – For December was presented for review.

11. Overtime Report – For December was presented for review.

12. Run Report – For both December and all of 2021 were presented for review.

B. Commissioner Reports

There were no commissioner reports.

**IX. Public Input**

There was no public input.

**X. Executive Session**

**COMMISSIONER WASHKO** made a motion, seconded by **COMMISSIONER PEARCE**, to enter Executive Session pursuant to Idaho Code §74-206 (1) (b) to hear complaints brought against a public officer.

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

**COMMISSIONER HALPIN** called for a roll call vote:

**ROLL CALL VOTE:**

Commissioner Duncan	Yes
Commissioner Amende	Yes
Commissioner Pearce	Yes
Commissioner Washko	Yes
Commissioner Halpin	Yes

Motion carried

Entered Executive Session at 10:36 a.m.

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

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

**COMMISSIONER HALPIN** called for a roll call vote:

**ROLL CALL VOTE:**

Commissioner Duncan	Yes
Commissioner Amende	Yes
Commissioner Pearce	Yes
Commissioner Washko	Yes
Commissioner Halpin	Yes

Motion carried

Exited Executive Session at 11:00 a.m. There was discussion on complaints against a public officer. No decisions were made.

**I. Adjournment**

There being no further business to be brought before the board, the regular meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER PARCE** at 11:00 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 13<sup>th</sup> day of January 2022.

ATTEST BY:   
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Valerie Knapp, District Secretary

