

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

REGULAR MEETING

November 10th, 2022 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 Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, Mike Cunningham, Ralph Kramer, Jason Paulson, Chris Larson, Bill Clifford, Bill Daniels, Fritz Wiedenhoff, Casey Schreiner, John Spencer, Pierce Duncan, Mike Avilla, Eric Sorenson & Family, Matt Legg & Family, Luke Michael & Family, Tyler Denham, Matt Usher, Garrett Kitterman, Caleb Tyler, and Tyler Turrell

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge.

III. Presentation

FIRE CHIEF RILEY reported on three recent promotions including CAPTAIN LUKE MICHAEL to the rank of Battalion Chief, ENGINEER MATT LEGG to the rank of Captain, and FIREFIGHTER ERIC SORENSON to the rank of Engineer.

COMMISSIONER HALPIN administered the Oath of Office to all newly promoted members and presented them with helmet shields and badges which were pinned by family members. They were congratulated by the board, chief officers, and all in attendance.

IV. Amend Agenda

There were no amendments to the agenda.

V. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of November 10th, 2022 Meeting Agenda as presented;
- B. Approval of October 27th, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for October

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the November 10th, 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

VI. New Business

A. Intergovernmental Agreement and Joint Powers Agreement

The Kootenai County/Northern Lakes Fire Protection District Intergovernmental Agreement and Joint Powers Agreement for the Collection and Expenditure of Development Impact Fees for Fire District System Improvements was presented for review.

CHIEF RILEY reported that the agreement as presented was received from the county this week and once the District board has approved it, will be sent back for the board of county commissioners to sign. He noted that the county is expected to begin collection of fire impact fees on 11/4.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER PEARCE** to approve the *Kootenai County/Northern Lakes Fire Protection District Intergovernmental Agreement and Joint Powers Agreement for the Collection and Expenditure of Development Impact Fees for Fire District System Improvements* as presented.

COMMISSIONER HALPIN called for discussion.

COMMISSIONER DUNCAN clarified with **FIRE CHIEF RILEY** that Section 7.2.1 (District's contact name/email) of the Agreement will be filled out prior to sending the approved/signed copy back to the county.

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

B. Paramedic Field Internship Education Agreement

An agreement with Lewis-Clark State College (LCSC) for the District to provide paramedic field internship education was presented for review.

FIRE CHIEF RILEY reported that the agreement will be for on-duty District paramedics to provide precepting of one LCSC paramedic student. **EMS CHIEF DILL** stated that the student had requested to be precepted with Northern Lakes as he is currently on the District's hiring list. There was discussion on the college providing liability and professional insurance.

COMMISSIONER WASHKO clarified with **EMS CHIEF DILL** that the bulk of the student's precepting will be done with the Lewiston Fire Department.

COMMISSIONER WASHKO clarified with **EMS CHIEF DILL** that one of the District's current firefighters is enrolled in the paramedic program through Central Washington University (CWU) and not LCSC.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to approve the *Paramedic Field Internship Education Agreement* between Lewis-Clark State College and Northern Lakes Fire District 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. Resolution 22-10

Resolution 22-10, *Resolution Declaring Certain District Personal Property as Surplus*, was presented for review. **FIRE CHIEF RILEY** reported that the personal property described in Exhibit A of the resolution is no longer in use and staff is recommending it be declared as surplus to be disposed of.

There was discussion on the property including SCBA packs and cylinders, a computer server that has been replaced, office chairs, crew quarter mattresses, keyboards, and an outdated GPS navigator. **FIRE CHIEF RILEY** reported that the only items of value are the SCBA packs/cylinders (\$800) and that another department is interested in acquiring them. There was discussion on having any other agency sign a hold harmless agreement as the cylinders are out of compliance. **COMMISSIONER WASHKO** noted that there is a program to recertify the cylinders and will provide that information to **TRAINING CHIEF MATHER** to pass on to any agency interested in purchasing them.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-10, *Declaring Certain District Personal Property as Surplus*, with the list of property included in Exhibit A of resolution, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

D. Resolution 22-11

Resolution 22-11, *Resolution Declaring District Vehicle as Surplus for Disposal*, was presented for review.

FIRE CHIEF RILEY reported that the District no longer has a need for its 1993 Freightliner engine (V-10) with staff recommending it be declared as surplus to be disposed of. He further reported that the District has obtained assessed values from two independent individuals ranging from \$18,000 to \$40,000. There was discussion on pursuing a brokered sale once the engine is declared as surplus.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-11, *Declaring District Vehicle as Surplus for Disposal 1993 Freightliner Engine (V-10)*, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

E. Termination and Release of Deed Restrictions St 3

FIRE CHIEF RILEY reported that the District's bond counsel is recommending a restriction release on the quit claim deed for the District's St 3 real property located at Garwood be signed prior to the financing of a new building on the property. He noted that the document has been drawn up by the bond counsel who has reached out to the original signor of the quit claim deed for their signature. FIRE CHIEF RILEY stated that the release has not yet been signed and will hopefully be ready for board action by next meeting.

VII. Reports

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

1. November Commissioner Meeting – Reminder that the next board meeting was moved to Wed., 11/23 due to the Thanksgiving holiday.
2. SAFER Grant Hiring – Will be offering conditional job offers to candidates on the District's current lateral hiring list next week, but will have to create a new list to fill additional SAFER funded positions.
3. Impact Fee Appeal – Have been notified of a possible appeal by a payor of fire impact fees collected by the city of Rathdrum for a commercial project. There was discussion on the process involving a 30-day deadline to file an appeal, but have not yet received this in writing. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the commercial impact fees have been paid and remitted to the District. FIRE CHIEF RILEY noted that he spoke with the project's site engineer who was speaking on behalf of the property owner.
4. NLFD Fire Station 3 – There was discussion on the progress of the St 3 project. EMS CHIEF DILL gave an update:
 - a. The bond attorney is working on the deed restriction release required by First Interstate Bank for financing.
 - b. Anticipate that 50% of the building drawings will be complete sometime this month and a final copy to be submitted to the county in December.
 - c. DIVISION CHIEF DRECHSEL has been in contact with the county planner regarding the process for permits
 - d. A civil engineering proposal will be submitted to the board for their approval eventually.

- e. Working on a scope of work for the demolition of existing building.
- f. The financing has not yet been finalized.

COMMISSIONER HALPIN clarified with EMS CHIEF DILL that legal will be developing a surplus resolution for the existing building to be demolished.

COMMISSIONER HALPIN clarified with EMS CHIEF DILL that the District will pay \$1.6 million as the first installment for the modular fire station building, with an estimated 40 weeks for build out off-site, then another 7-10 days set up on-site. There was further discussion on the manufacture of the building in Canada and then in South Dakota.

COMMISSIONER PEARCE clarified with EMS CHIEF DILL that the expectation is for the station to be set up and running sometime between October and December of next year. There was further discussion on the SAFER grant positions being filled in March 2023. FIRE CHIEF RILEY reported that the District anticipates having a dual engine house, i.e., Engine 51 and Engine 52 running out of St 2 with the promotion of a captain and engineer. There was discussion on how a dual engine house would work with the run cards.

- 5. FY 2022 Audit – The auditors with Anderson Bros. CPAs were in yesterday to do field work on the financial audit reports for last fiscal year.
- 6. Staff/Operational Reports –
 - a. Training Report – Was presented for review. TRAINING CHIEF MATHER reported on the following:
 - i. Putting together a PPE List for the 12 SAFER grant funded firefighters. **COMMISSIONER WASHKO** clarified with DIVISION CHIEF MATHER that neither the SAFER Grant or impact fees can fund PPE.
 - ii. Have been meeting with instructors to plan the fire academy for twelve new firefighters next March.
 - iii. Working on relocation of District apparatus and equipment from St 3 to other outlying stations.
 - iv. Apparatus Report:
 - a) Next week, the apparatus committee and our mechanic will be flying out to Minnesota for the mid-build inspection of the two new engines for 2 days. There was discussion on the significant increase in cost for a custom engine over the 2 years since the District ordered these engines.
 - b) The new brush truck has been delivered by General Fire but a bumper detail has been backordered, and it still needs the logo/detailing wrap. It is currently being stored at St 5 for now. Will be asking board to surplus the 1995 Ford brush truck sometime next year.
 - c) The fire boats have both been winterized.
 - b. EMS Report – Was presented for review. EMS CHIEF DILL reported on the following:
 - i. KCEMSS:
 - a) Currently having no significant issues with ambulances. At the last JPB meeting, it was reported that two new

ambulances are to be delivered soon with one assigned to CDA Fire and the other being an additional available unit. Then another two units next year that will transition out older units. It was noted that a total of 7 new ambulances will be delivered by end of 2023.

COMMISSIONER HALPIN reported that the biggest issue KCEMSS is having with replacement ambulances is the non-availability of chassis for purchase. There was discussion on future plans for a 3rd staffed ambulance in the District that would have to be funded by KCEMSS. There was also discussion on the SAFER grant funded positions required to spend more than 50% of duty time on fire suppression units.

- ii. Training:
 - a) Next year, KCEMSS will be offering monthly trainings at KHC; anticipate more countywide available trainings
- c. Fire Marshal Report – Was presented for review. DIVISION CHIEF/FIRE MARSHAL DRECHSEL reported on the following:
 - i. Approved a 6,000 sq. ft. hangar in Hayden (K&K Ventures)
 - ii. Approved a 5,800 sq. ft. commercial business in Rathdrum (Silverlake Automotive).
 - iii. 19 new residential permits issued in unincorporated areas of District.
 - iv. Fire prevention skits were presented by DEPUTY FIRE MARSHAL LARSON and Co-Op volunteers last month to more than 1,400 students at 16 schools throughout the county.
 - v. An RV fire investigation was conducted in Rathdrum.
- d. Bureau Report – For October was presented. There was discussion on fire sprinklers not required in 1-2 family dwellings.
- e. Overtime Report – For October was presented.
- f. Run Report – For October was presented.

B. Commissioner Reports

There were no commissioner reports.

VIII. Public Input

JOHN SPENCER reported on the city of Hayden's override levy having passed with 64% of the vote. He noted that the levy was supported by the Cd'A Press, the Sheriff, the city, as well as the Idaho Speaks group. He further reported that a PAC fund had been set up as a 501(c)(3) to raise funds to advertise support of the levy. MR. SPENCER stated that he is willing to share ideas with the District for any future levy attempt.

COMMISSIONER HALPIN clarified with MR. SPENCER that the city's override levy will fund 10 new law enforcement deputies assigned to the city. **COMMISSIONER WASHKO** clarified with MR. SPENCER that this will result in 3 deputies on shift per day.

JOHN SPENCER clarified with FIRE CHIEF RILEY that the Development Impact Fee Advisory Committee (DIFAC) for the District meets annually to review the Capital Improvement Plan (CIP). There was further discussion on the process to revise the CIP earlier than required, currently 2031.

The board thanked MR. SPENCER for the information and for his support of the District.

FF/MEDIC JARROD PITTS introduced himself as the newly elected Local 4045 Union President and offered for the board to contact him with any questions or concerns they have. The board thanked UNION PRESIDENT PITTS.

IX. 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 10:46 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 10th day of November 2022.

ATTEST BY:



Valerie Krapp, District Secretary


NORTHERN LAKES
FIRE PROTECTION DISTRICT
SECRETARY
SEAL