

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

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**PUBLIC HEARING  
REGULAR MEETING**

April 8<sup>th</sup>, 2021 at 10:00 a.m.  
125 W. Hayden Ave., Hayden, ID

**I. Call To Order**

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

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

**OTHERS PRESENT:** Fire Chief Riley, Division Chief Mather, Division Chief Matt Dill, Fire Marshal Drechsel, Secretary Knapp, Chris Larson, Mike Duke, Kevin Croffoot, Luke Michael, Caleb Tyler, and Christina Laurie.

**II. Pledge of Allegiance**

**COMMISSIONER THOMPSON** led the Pledge.

**III. Open Public Hearing**

**A. Presentation of Proposed Revised Fee Schedule**

Per Idaho Code §63-1311 a public hearing was held to consider imposing a new fee and public notice was given per Idaho Code §63-1311A. CHIEF RILEY reported that the proposed changes to the District's fee schedule include new inspection fees for mobile food vendors. The revised Fee Schedule for Services was presented for review.

FIRE MARSHAL DRECHSEL reported that the new fees were developed in conjunction with both CDA Fire and KCF&R to ensure all three agencies have the same requirements and same fees; noting that this will allow annual inspections of food trucks that will then be able to move throughout jurisdictions and not have to be re-inspected each time.

**COMMISSIONER PEARCE** clarified with FIRE MARSHAL DRECHSEL that the fire inspections will be good for one year before having to be re-inspected again; and that the inspection would be done by the district/department the food truck is located in at the time of inspection.

CHIEF RILEY noted that inspection stickers would be good throughout the state of Idaho, i.e. if they are mobile vendors at an event in Boise, the sticker they received after an inspection by Northern Lakes Fire would be recognized there. FIRE MARSHAL DRECHSEL noted that the inspection date would be on the sticker and that the vendor would be responsible for obtaining the annual renewal, and is not something the District would have to track.

**COMMISSIONER HALPIN** clarified with FIRE MARSHAL DRECHSEL that the new fees will be \$80/year for a single/multiple inspection and \$40/year for a vendor in a food court type setting with no modifications from last inspection.

**B. Public Comments**

There were no public comments.

**C. Resolution 21-03**

A resolution entitled *Adopting Revised Fee Schedule for Fire District Services* was presented for review.

**COMMISSIONER WASHKO** made a motion, seconded by **COMMISSIONER PEARCE** to approve Resolution 21-03 as presented to adopt the revised Fee Schedule for Services provided by the Northern Lakes Fire Protection District.

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

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

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

Motion carried

**COMMISSIONER THOMPSON** closed the Public Hearing and opened the regular meeting.

**IV. Presentation**

**A. Fiscal Year 2020 Audit Report**

Christina Laurie, MBA, CPA, with Anderson Bros. CPAs, presented the fiscal year ending September 30, 2020 audited financial statements to the board for review. She reported that there were adjustments for capital asset purchases and sales, as well as the GASB 64 PERSI calculations as required each year.

**COMMISSIONER THOMPSON** clarified with Ms. Laurie that the audit was an unadjusted opinion, that there were no errors, and the District's internal controls are good.

The board thanked Ms. Laurie for the report and for her presentation.

**V. Amend Agenda**

There were no amendments to agenda.

**VI. Consent Calendar**

The consent calendar was presented for review as follows:

- A. Approval of April 8<sup>th</sup>, 2021 Meeting Agenda as presented;
- B. Approval of March 25<sup>th</sup>, 2021 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for March.

**COMMISSIONER HALPIN** made a motion, seconded by **COMMISSIONER AMENDE** to approve the April 8<sup>th</sup>, 2021 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 Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes  
Commissioner Washko Yes

Motion carried

## VII. New Business

### A. Fiscal Year 2022 Budget Hearing Date

The *FY2022 Budget Hearing Notification* form from the Kootenai County Auditor was presented for review. Taxing entities must notify the county auditor's office of its next fiscal year budget hearing date/time by 4/30 each year. CHIEF RILEY noted that the District's second board meeting in August is scheduled for 8/26 and recommended that, as in year's past, the board hold the public budget hearing at 10:00 a.m. followed by the regular board meeting.

The board's consensus was to hold the District's Fiscal Year 2022 Public Budget Hearing on Thursday, August 26<sup>th</sup>, 2021 at 10:00 a.m., Fire Station 1 in Hayden.

### B. Impact Fee Scope of Work and Fee

A document entitled *Impact Fee Scope of Work* retaining Galena Consulting for a price not to exceed \$8,000 was presented for review.

CHIEF RILEY reported on a meeting held last week with the chiefs of county-wide fire districts, fire commissioners, and Anne Wescott with Galena Consulting, to discuss information on impact fees. CHIEF RILEY noted that collecting impact fees would relieve the current taxpayers and have growth pay for itself. He also noted that Galena Consulting was involved in the original impact fees developed in 2011 for fire districts in Kootenai County.

**COMMISSIONER WASHKO** reported that he attended the information meeting and noted that Galena would work with each fire district individually and that the current Board of County Commissioners (BOCC) has agreed to collect the fees on the fire districts' behalf.

CHIEF RILEY stated if the District moves forward with the impact fee plan, Anne Wescott will put together an advisory committee in each area and meet one-on-one with the affected cities; the state code requires a minimum of five (5) people on each advisory committee that would meet and ensure the fire districts are complying with their Capital Improvement Plans (CIP). The CIPs would have to be developed by each fire district. There was discussion on the county and each city having to collect fees on the fire districts' behalf as part of their permitting process. CHIEF RILEY noted that for Northern Lakes Fire, the affected cities include Rathdrum, Hayden Lake, and Hayden. CHIEF RILEY also reported that not all fire districts in the county are ready to move forward, so it may end up that not all will be participating.

**COMMISSIONER PEARCE** clarified with CHIEF RILEY that Kootenai County can only collect the impact fees on development in unincorporated areas of the county; the incorporated cities would collect the fees on development in their jurisdictions.

**COMMISSIONER THOMPSON** clarified with CHIEF RILEY that Galena Consulting would be making a presentation to both the county commissioners and each cities' councils on the fire district's behalf.

**COMMISSIONER WASHKO** made a motion, seconded by **COMMISSIONER PEARCE** to approve the *Impact Fee Scope of Work* agreeing to engage Galena Consulting, as presented.

**COMMISSIONER THOMPSON** called for discussion. There was discussion on impact fees being a way to have new development pay for future growth versus current taxpayers.

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

ROLL CALL VOTE:

Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes  
Commissioner Washko Yes

Motion carried

**VIII. Reports**

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

1. Meeting with Local 4045 – Met with large number of local members and **COMMISSIONER PEARCE** last week about upcoming levy. The local's leadership will be forming committees to work on ways to educate the public on the need for a levy.
2. Employment Testing – The District's current hiring list will expire at the end of this month and admin staff has been looking into nationwide testing companies who utilize a combination of both on-site and virtual written exams, as well as local Certified Physical Ability Test (CPAT) sites. CHIEF RILEY recommended using the National Testing Network (NTN) to do both written testing and CPATs, however the current hiring policy would have to be revised first. The NTN would advertise the testing nationwide once the District notifies them, allowing the District to concentrate on extensive interviewing before hiring.
3. Staff/Operational Reports
  - a. Training Report - Presented for review. CHIEF MATHER reported on the following:
    - i. Have started Blue Card simulation training this month.
    - ii. Continue working on policy revisions with Lexipol.
    - iii. Working on a Driver/Operator class, as well as a Fire Instructor I class.
    - iv. Two members have requested and been issued captain task books.
    - v. Outside trainings include virtual ICS-300 and ICS-400, as well as flashover training.
    - vi. Apparatus:
      - a) The new engines are 380 days out for delivery from Rosenbauer Minnesota.
      - b) Have taken delivery of the new mobile column lifts and are being used by the Fleet Mechanic. There was discussion on the lifts being battery powered and able to raise up to a max of 6' 3" high.
  - b. EMS Report - Presented for review. CHIEF DILL reported on the following:
    - i. Replacing the medical bags for the first-out engines and battalion chief command vehicle; the current bags are 10 years old and this will allow us to standardize them.
    - ii. In process of replacing three (3) failing suction units.
    - iii. All ACLS re-certifications are complete for 2021.
    - iv. EMS Core training will begin this month with a hands-on program later this year.
    - v. The annual Lakeland High School mock crash is scheduled for Friday, June 4<sup>th</sup>; it did not take place in 2020 due to the pandemic.
    - vi. Met recently with the Peer Fitness committee with discussion on:

- a) FF CARLOCK is working on a CrossFit affiliation for District employees that will provide access to grants for trainers.
- b) Working on having guest speakers come in.
- c) Identifying equipment to surplus.
- c. Fire Marshal Report: Presented for review. FIRE MARSHAL DRECHSEL reported on the following:
  - i. Approved a 113-lot subdivision in Rathdrum (Brookshire 4<sup>th</sup> Addition)
  - ii. Approved 36 new residential structures in unincorporated areas of the county.
  - iii. Fire investigations included a residential fire on St. James in Hayden and a vehicle fire on Diamond Dr. in Hayden.
  - iv. Met with the county on preliminary changes to county access standards.
  - v. Attended a uniform committee meeting earlier this month. **COMMISSIONER THOMPSON** clarified with FIRE MARSHAL DRECHSEL that the committee is looking at different pants and different shirts; as well as updating logo for better visibility on shirts and caps/hats.
  - vi. Performed an asbestos inspection for South Boundary Fire.
- d. Bureau Report – For March was presented for review.
- e. Overtime Report – For March was presented for review.
- f. Run Report – For March was presented for review.

CHIEF RILEY reported that included in the boards' packets are revised policies for their review to be adopted at next board meeting on 4/22. He noted that these policies will be adopted with an effective date to be determined as they will be reviewed by L4045 and employees after the board has adopted them.

CHIEF RILEY also reported that there has been talk of a possible land donation to the District that could possibly be a location to build a new station; it is 2.5 acres located on the southwest corner of Boekel Rd. and Atlas Rd.

#### B. Commissioner Reports

There were no commissioner reports

#### IX. Public Input

UNION LOCAL 4045 PRESIDENT CHRIS LARSON reported that he and another union member have met with a union representative from CDA Fire to discuss ideas for a successful levy campaign. He noted that an 18% to 20% turnout is typical for an off-year election and that 3,500 yes votes would be needed to pass a levy. CHRIS LARSON stated that the union has established a PAC fund that will be a separate fund set up just for accepting donations from the public for the levy campaign; noting that employees of the District would be able to make personal donations as well. He also reported that the school districts hire public relation companies to educate the public on reasons levies are needed using taxpayer funds, but that the unions fund flyers to ask the public to vote yes.

#### X. Executive Session

**COMMISSIONER THOMPSON** made a motion, seconded by **COMMISSIONER WASHKO**, to enter Executive Session pursuant to Idaho Code 74-206 (1) (b) to consider the evaluation of an employee.

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

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

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

Motion carried

Entered Executive Session at 10:38 a.m.

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

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

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

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

Motion carried

Exited Executive Session at 10:46 a.m. There was discussion on evaluation of an employee. No decisions were made.

**XI. Adjournment**

The regular meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER THOMPSON** at 10:46 a.m.

**COMMISSIONER THOMPSON** called for the vote and all were in favor of the motion.

  
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**TERRY J. THOMPSON**, Chairman

  
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**DENNIS L. AMENDE**, Commissioner


  
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**DAVID P. HALPIN**, 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 8<sup>th</sup> day of April 2021.

ATTEST BY:

  
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 Valerie Knapp, District Secretary

