

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

REGULAR MEETING

July 27th, 2023 at 10:00 a.m.
Fire Station 1, 125 W. Hayden Ave., Hayden, ID

I. Call To Order

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

COMMISSIONERS PRESENT: Commissioners Duncan, Pearce, and Washko

COMMISSIONERS ABSENT: Commissioners Amende and Halpin

OTHERS PRESENT: Fire Chief Riley, Asst. Chief Dill, Division Chief Anderson, Division Chief Drechsel, Secretary Knapp, and John Spencer

II. Pledge of Allegiance

COMMISSIONER PEARCE 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 July 27th, 2023 Meeting Agenda as presented;
- B. Approval of July 13th, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for June

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER DUNCAN** to approve the July 27th, 2023 Consent Calendar as presented.

COMMISSIONER PEARCE called for discussion. There was no discussion.

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

V. New Business

A. Memorandum of Understanding

A Memorandum of Understanding (MOU) between the District and the Northern Lakes Professional Fire Fighter Union Local 4045 to amend the current 2022-2027 Collective Bargaining Agreement (CBA) was presented for review. FIRE CHIEF RILEY stated that during the term of the CBA, a pay scale is negotiated for each fiscal year. A revised Appendix B-1 with the negotiated Pay Scale effective October 1, 2023 through September 30, 2024 was presented for review.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER DUNCAN** to approve the Memorandum of Understanding to Amend the 2022-2027 Collective Bargaining Agreement between the District and the Northern Lakes Professional Fire Fighters Union Local 4045, Appendix B-1, as presented.

COMMISSIONER PEARCE called for discussion.

COMMISSIONER DUNCAN clarified with FIRE CHIEF RILEY that the new pay scale was negotiated as a "wage opener" per Article 28 of the CBA adopted by the board last September.

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

B. Audit Engagement for Fiscal Year 2023

An audit engagement letter from Anderson Bros CPAs for audit services to be provided for year ending September 30, 2023, was presented for review. FIRE CHIEF RILEY reported that admin staff recommends approval of the audit engagement with Anderson Bros CPAs.

COMMISSIONER DUNCAN clarified with FIRE CHIEF RILEY that the language on Page 3 of the engagement letter stating that "significant risks of material misstatement have been identified" is language required by audit standards; and that while these are risks, the District has had no such issues in the past.

COMMISSIONER DUNCAN made a motion, seconded by **COMMISSIONER WASHKO** to approve the audit engagement letter with Anderson Bros. CPAs for fiscal year ending September 30, 2023, as presented.

COMMISSIONER PEARCE called for discussion. There was no discussion. Motion Carried.

C. Resolution 23-05

A resolution entitled *Approving and Authorizing the Execution and Delivery of Amendments to that Certain Ground Lease and that Certain Annual Appropriation Lease Agreement, Deeds Related to Boundary Line Adjustment, Together with Other Related Documents; Ratifying Actions Heretofore taken; and Providing for Related Matters* was presented for review.

FIRE CHIEF RILEY reported that the recent boundary line adjustment due to a donation of land from Alpine Storage & RV for parking at the new St 3 on Pope Road, resulted in required amendments to the Ground Lease and Annual Appropriation Lease entered into with First Interstate Bank in April. He noted that the resolution (with attached exhibits) was drafted by the District's bond counsel.

COMMISSIONER WASHKO clarified with DIV CHIEF DRECHSEL that the new station has a bigger footprint than the original station's building and that the boundary line adjustment (BLA) property will provide enough space for required parking spaces. There was also discussion on entry ways to the new station and ingress for Alpine Storage.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER DUNCAN** to approve Resolution 23-05, Approving and Authorizing the Execution and Delivery of Amendments to that Certain Ground Lease and that Certain Annual Appropriation Lease Agreement, Deeds Related to Boundary Line Adjustment, Together with Other Related Documents; Ratifying Actions Heretofore taken; and Providing for Related Matters, as presented.

COMMISSIONER PEARCE called for discussion.

COMMISSIONER WASHKO clarified with ASST. CHIEF DILL that the District will lease the land back from the bank during financing of the station construction; the "ground lease". ASST. CHIEF DILL also explained that the ground lease is the bank's collateral in the event the District does not appropriate the annual lease payments each fiscal year during the term of the lease. There was discussion on the District still owning the real property during the financing, with the ground lease ending once the construction financing is paid in full.

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

D. Employee Policies

Employee policies #092-*Chaplain Services* and #093-*Dive Rescue Company Operations* were presented for review and approval. ASST. CHIEF DILL reported that the associated Standard Operating Guidelines, #529-*Chaplain Appointment and Operations* and #530-*Dive Rescue Team Standards and Operations*, are also presented for review but do not require approval by the board.

COMMISSIONER WASHKO clarified with ASST. CHIEF DILL that the Dive Team SOG language is similar to the one used by the Kootenai County Sheriff's Office (KCSO) dive team, with added language for the District's process. ASST. CHIEF DILL noted that District members will be part of a joint team under the KCSO umbrella.

ASST. CHIEF DILL reported that a Memorandum of Understanding (MOU) from KCSO to finalize the partnership should be ready for review/approval at next board meeting so that District members can start training. **COMMISSIONER WASHKO** clarified with ASST. CHIEF DILL that District dive team members will have to do approximately six months of training before responding to any calls, but will be able to assist from shore until cleared.

COMMISSIONER DUNCAN clarified with ASST. CHIEF DILL that the District will participate under the KCSO Dive Team procedures. FIRE CHIEF RILEY noted that the KCSO is the sole agency in the county for dive rescues. There was discussion on CDA Fire and KCFR not expressing interest in participating in the joint partnership at this time.

COMMISSIONER PEARCE clarified with ASST. CHIEF DILL that the District had twelve members initially interested in participating, but that only seven of them were already water certified. ASST. CHIEF DILL reported that four of the seven passed the swim test and interviews, but will be looking at possibility of having the other three being able to provide shore support until they can test again in six months.

There was further discussion on the swim test that was held at the Kroc Center in Cd'A with a lifeguard on duty.

COMMISSIONER DUNCAN made a motion, seconded by **COMMISSIONER WASHKO** to approve Policy 092-Chaplain Services and 093-Dive Rescue Team Standards and Operations, as presented.

COMMISSIONER PEARCE called for discussion. There was no further discussion. Motion carried.

VI. Reports

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

1. KCEMSS – Interviews for the KCEMSS Chief position were held last week to replace Chief Keeley who is retiring on October 1st. There will be no selection from that group of candidates. FIRE CHIEF RILEY reported that there is a Joint Powers Board (JPB) meeting this afternoon and there will be discussion on having the KCEMSS Division Chief continue to run the day-to-day operations while a professional hiring consultant is brought on to find additional candidates. He noted that the recommendation will be to have the ALS agencies' chiefs (CDA, KCFR, and NLFD) share the KCEMSS chief responsibility in the interim once Chief Keeley retires until a successful candidate is hired.

FIRE CHIEF RILEY thanked his administrative staff for keeping the District running while he was off the last few weeks recuperating from surgery. He reported that ASST. CHIEF DILL will present the Chief's Report.

2. KCSO St 5 – As reported at prior meeting, the KCSO is working on a facility use agreement to house their policy academy members at Station 5 on Mokins Bay Road this fall. Hope to have an agreement for the board's review at next meeting.
3. ARFF St 3 – Operations at the airport station are going well. Will need to have handheld radios for Engine 523 to communicate with the airport tower and will be taking the issue to the airport director.

4. Apparatus Update – The new engines are almost ready to be put in service. Discovered issue with hose bed calculations that will involve having the dividers removed and reinstalled under warranty work. Hopefully, one of the units will be in service next week with the second unit the following week.
5. Station 2 –
 - a. The engine inadvertently hit the bottom of one of the garage doors at St 2 with its light bar. There is damage to the door but it has been secured and DIV CHIEF DRECHSEL is working on getting quotes for repair. Also looking at adding a second set of sensors on the garage doors for the apparatus' bumpers.
 - b. The station's 12-year-old 120-gallon water heater's circuit board shorted out and parts are estimated to be more than 6 weeks out. Went ahead and replaced with a 50-gallon unit and looking to add a 2nd 50-gallon unit for installation vs. repairing the larger one.
6. Rathdrum Days and Hayden Days – ASST. CHIEF DILL reported that FIRE CHIEF RILEY was the Grand Marshal at this year's Rathdrum Days Parade last Sat., 7/22 and that the District had four apparatus participate in the parade as well. The District will have apparatus in the Hayden Days parade as well on Sat., 7/29. The union's annual benevolent fund Pancake Breakfast fundraiser will be held at St 1 just prior to the parade again this year.
7. Impact Fees Collected for June - Fees collected YTD total \$676,635.58 including \$3,485 in interest earned on the Development Impact Fee interest-bearing account. The fees collected in June breakdown as:
 - a. Kootenai County - \$29,253.90 for 16 single unit dwellings and 2 non-residential (commercial project) permits
 - b. City of Rathdrum - \$36,456.00 for 18 single unit dwellings and 5 duplexes
 - c. City of Hayden - \$41,519.35 for 12 single unit dwellings residential permits and 11 non-residential (commercial project) permits.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

JOHN SPENCER questioned the audit engagement with Anderson Bros. and if the District is required to have government audits. SECTRY KNAPP reported that the District's auditor performs "yellow book" audits in compliance with government auditing standards. There was also discussion on the state requiring annual audits be submitted annually to the controller's office by all government entities whose budgets exceed \$250,000.

JOHN SPENCER questioned what the qualifications are for the District's Chaplain. There was discussion on CHAPLAIN ATKISSON having been a Fire Captain for 30 years with Tualatin Fire and their Volunteer Chaplain upon his retirement. ASST. CHIEF DILL reported that the Chaplain was vetted with a background check. DIV CHIEF DRECHSEL stated that CHAPLAIN ATKISSON is a certified non-denominational chaplain for the District and a member of the NW Chaplain Association. He reported that CHAPLAIN ATKISSON participated in a recent District-sponsored Critical Incident Stress Debriefing (CISD) with members of the department as well as members from other agencies involved in a response.

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that the District's Peer Support Program is still working with Dr. Odom through the III-A. There was discussion on the recent

CISD with the District able to use both an outside crisis team and its internal team to start the process and included CHAPLAIN ATKISSON.

VIII. Fiscal Year 2024 Budget Workshop

The proposed Fiscal Year 2024 budget was presented to the board for review. FIRE CHIEF RILEY noted changes to next year's budget to include funding new programs such as the Dive Team. He reported on the following:

1. Anticipated impact fee revenue will reimburse eligible expenses including purchase of SCBAs for 3rd staffed station that are included in the District's Capital Improvement Plan (CIP);
2. The final new construction values for 2023 show a decrease from tax year 2022 by approximately \$38 million. Will see the estimated net taxable market value from the county next week. There was further discussion on how the levy rates are calculated.
3. Efforts to keep the overtime budget increases to a minimum by having more eligible swing ups on each shift to avoid callbacks.

There was discussion on a member currently off on extended workers comp injury leave with another member due to be out once this member is released to duty.

COMMISSIONER DUNCAN clarified with FIRE CHIEF RILEY that the District does not have a policy for eligible travel expenses and whether airline upgrades should be funded when members travel on District business, or if members should pay for any upgrades out-of-pocket. FIRE CHIEF RILEY stated that he will look into these upgrades.

IX. 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 DUNCAN** at 10:50 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 22nd day of June 2023.

ATTEST BY:



Valerie Knapp, District Secretary
