

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

**REGULAR MEETING**

May 11<sup>th</sup>, 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 Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, Fritz Wiedenhoff, Jerry Moreau, John Spencer, and Cody Palmer

**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 May 11<sup>th</sup>, 2023 Meeting Agenda as presented;
- B. Approval of April 27<sup>th</sup>, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for April

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the May 11<sup>th</sup>, 2023 Consent Calendar as presented.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that on the Summary of Bills, the vehicle expenses include charges for mechanical work as well.

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

**V. New Business**

**A. Sealed Bids - St 3 Surplus Building Materials**

FIRE CHIEF RILEY reported that a notice for sealed bids was advertised for 15 days per Idaho Code with minimum bid of \$38,000, for the surplus building materials following demolition of St 3. He further reported that no bids were received by the 10:00 a.m. deadline this date.

There was discussion on the board's options to either republish request for sealed bids for a lower minimum valuation, or sell the materials for scrap. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that photos taken of the building before demolition and a set of the blueprints are both available for anyone interested in purchasing the materials and rebuilding on another site.

The board's consensus was to republish notice of request for sealed bids for the lowest valuation of the building materials, or the highest responsive bid as determined by the board; with the bid deadline of the board meeting scheduled for 6/8 at 10:00 a.m. DIV CHIEF DRECHSEL noted that the materials will be required to be moved off-site within 30 days of bid award.

B. Right-of-Way Contract, Claim for Payment, Warranty Deed

A Right-of-Way Contract including maps, a Claim for Payment, and a Warranty Deed were presented for board's review. FIRE CHIEF RILEY reported the Idaho Transportation Dept. (ITD) Highway 53 revision project has been updated over the last few years after the initial project would have taken the ingress/egress to St 8 for repair of apparatus at the District's shop. He noted that the current right-of-way as now proposed will not affect the fleet mechanic's operations at St 8.

FIRE CHIEF RILEY reported that the easement property has been valued at \$14,934.25 and will be paid to the District once the Claim for Payment is submitted to the ITD. There was discussion on using the payment to make improvements to the existing lot.

FIRE CHIEF RILEY also noted that the documents from the ITD include his name/signature only, and that the board can either authorize him to sign the documents or can request that the ITD revise the documents to include the board chairman's name instead.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the Idaho Transportation Department Right-of-Way Contract, Claim for Payment, and Warranty Deed, as presented, and to authorize Fire Chief Riley to sign all documents on behalf of the board.

**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 reported on the following:

1. St 3 Parking: Working with Alpine Country Store & RV Park on paperwork for a boundary line adjustment for the new St 3 parking spaces. **COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that the parking area would be west or behind the new station between it and the Alpine Store.
2. Station 3 Financing: The closing documents on the loan for lease purchasing the new St 3 were signed by FIRE CHIEF RILEY and **COMMISSIONER HALPIN** last week; the first payment has been made to Extreme Modular Building (EMB) so that construction can begin on the modular fire station.
3. Labor/Admin: The committee met this week to discuss how the temporary MOU adopted by the board at last meeting for adding a third engine is working. The only issue has been with dispatching of mutual aid while waiting for Timberlake Fire to update their run cards.

The committee discussed development of county-wide high priority calls being handled by the closest available unit with quickest route. FIRE CHIEF RILEY reported that nothing has been put in writing as of yet, but has been causing issues with labor at other agencies already. He reported that the District's labor/admin discussed working together as further developments happen.

The committee also discussed a new policy/procedure for guaranteed vacation selection.

4. Fiscal Year 2021/2022 Audit Report: Anticipating the auditor at next meeting to present the final audit report.
5. Apparatus: Have filed a claim with our liability insurance for the BC5 Command vehicle involved in accident on 4/22; because the repair estimate exceeds \$15,000,

an on-site appraisal was required and the claims manager is waiting on photos before a decision is made on repairs. There was discussion on the District's insurance handling the claim and then going after the at-fault driver's insurance.

6. Dive Rescue Team: Have been approached by the KCSO Dive Team for preliminary discussion on District members voluntarily participating due to the Sheriff's Office no longer having enough eligible members to provide the service; FIRE CHIEF RILEY reported that there are certified District members eligible to participate. He noted the District will be looking at developing a policy and speaking to liability insurance regarding coverage. There was discussion on contacting other agencies to review their policies/procedures and **COMMISSIONER WASHKO** suggested contacting Boise Fire for a copy of their SOG. FIRE CHIEF RILEY reported that he's contacted Meridian Fire and SVFD as well. **COMMISSIONER DUNCAN** suggested contacting Jake's Scuba Adventures for assistance as well.

**COMMISSIONER WASHKO** suggested that KCSO contact CDA Fire again to see if they are interested in participating as well.

7. Division Reports were presented for review including:
  - a. Training Division Report
  - b. EMS Division Report
  - c. Fire Prevention/Fire Marshal Report
8. The Bureau Report for April was presented for review.
9. The Overtime Report for April was presented for review.
10. The Run Report for April was presented for review.

#### B. Commissioner Reports

There were no commissioner reports.

### VII. Public Input

JOHN SPENCER reported that the city of Hayden is doing a survey for residents available on their website with a paper copy available at city hall. He also reported on the city's Memorial Day Ceremony on 5/29 at McIntire Park and at Honeysuckle Beach and presented a flyer with more information.

MR. SPENCER stated that at the last city council meeting there was discussion on two recent motorcycle fatalities that he'd been unaware of; he noted that he spoke with both the mayor and city administrator regarding the possibility of having law enforcement give a brief report at council meetings to update the public on activities. MR. SPENCER suggested that the fire district might be interested in providing the same public update each month as well.

The board thanked MR. SPENCER for the information.

### VIII. Executive Session

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(a) for discussion on qualifications of candidates for promotion.

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

COMMISSIONER HALPIN called for a roll call vote.

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

Motion carried.

Entered Executive Session at 10:26 a.m.

Exited Executive Session at 10:37 a.m. There was discussion on qualifications of candidates for promotion. No decisions were made.

**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 AMENDE** 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

  
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 DAVID P. HALPIN, Chairman

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DENNIS L. AMENDE, Commissioner


  
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 MICHAEL R. PEARCE, Commissioner

  
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 DOUGLAS D. DUNCAN, 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 11<sup>th</sup> day of May 2023.

ATTEST BY:

  
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 Valerie Knapp, District Secretary

