

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

**PUBLIC BUDGET HEARING**

**REGULAR MEETING**

October 14<sup>th</sup>, 2021 at 10:00 a.m.  
125 W. Hayden Ave., Hayden, ID

**I. Call To Order**

**COMMISSIONER THOMPSON** called the Public Budget Hearing to order at 10:00 a.m.

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

**OTHERS PRESENT:** Fire Chief Riley, Division Chief Mather, Secretary Knapp, John Spencer, Sandy White, Chris Larson, and Brad Belmont

**II. Pledge of Allegiance**

**COMMISSIONER THOMPSON** led the Pledge.

**III. Presentation of Proposed Fiscal Year 2021 Operating Budget Amendments**

The Proposed Fiscal Year 2021 Operating Budget Amendments were presented for inspection and review. Per Idaho Code §31-1422 (2), the hearing date and time were posted at Station 1 and published as a legal notice in the *Coeur d'Alene Press*.

FIRE CHIEF RILEY reported that at the end of each fiscal year, proposed budget amendments are presented for approval. He noted that total expenditures did not exceed total revenues during fiscal year 2020/2021.

An explanation of all proposed budget amendments was also presented to the board for review. FIRE CHIEF RILEY reported that the proposed amendments include revenue received from CARES Act funding for the reimbursement of COVID-19 related expenses during the fiscal year. He further reported on increases to the Station Expense budget, Fire Battalion budget, and Vehicle Repair/Maintenance budget for unanticipated expenditures that were funded by savings in other budget categories.

The proposed budget amendments presented for review were as follows:

	<u>Original FY2020/2021 Budget</u>	<u>Amended FY2020/2021 Budget</u>
<b>Anticipated Operating Revenue</b>		
Property Tax Revenue	\$ 5,835,000	\$ 5,835,000
Non Tax-Levied Revenue	1,735,900	1,735,900
Grant Revenue	0	25,000
<b>Total Anticipated Revenue:</b>	<b><u>\$ 7,570,900</u></b>	<b><u>\$ 7,595,900</u></b>
<b>Anticipated Expenditures</b>		
Wages/Personnel	\$ 6,158,132	\$ 6,158,132
Administrative/Office	161,300	136,300
Liability Insurance	64,808	64,808
Professional Fees	68,500	63,500
Station Expenses	116,000	136,000

Communication	96,174	96,174
EMS Expenses	25,200	20,200
Fire Battalion	148,100	203,100
Inspection/Prevention	7,700	7,700
Training	47,000	37,000
Vehicle Repair/Maintenance	150,000	160,000
Vehicle Fuel	45,000	45,000
Grant Funded Expenses	0	25,000
Capital Equipment	265,000	235,000
Contingency	50,000	40,000
Transfer to Reserve	88,244	88,244
Lease Expenses	79,742	79,742
<b>Total Anticipated Expenditures:</b>	<b><u>\$ 7,570,900</u></b>	<b><u>\$ 7,595,900</u></b>

**IV. Public Comment**

There was no public comment.

**V. Approval of Proposed Amendments**

Resolution 21-09, *Resolution Amending the Adopted Operating Budget for Fiscal Year 2020/2021*, was presented for review.

**COMMISSIONER THOMPSON** made a motion, seconded by **COMMISSIONER PEARCE**, to approve Resolution 21-09 amending the Fiscal Year 2020/2021 Operating Budget as presented.

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

**VI. Close Budget Hearing**

**COMMISSIONER THOMPSON** closed the public budget hearing and opened the regular meeting.

**VII. Amend Agenda**

There were no amendments to the agenda as presented.

**VIII. Consent Calendar**

The consent calendar was presented for review as follows:

- A. Approval of October 14<sup>th</sup>, 2021 Meeting Agenda as presented;
- B. Approval of September 23<sup>rd</sup>, 2021 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for September

**COMMISSIONER HALPIN** made a motion, seconded by **COMMISSIONER WASHKO** to approve the October 14<sup>th</sup>, 2021 Consent Calendar as presented.

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

**IX. New Business**

**A. Renewal of Copy Machine Service Contracts**

The annual Apex Office Systems, Inc. service contracts for the St 1 front office and the St 1 shift office copy machines were presented for review. There was discussion on the new contracts increasing the per copy charge by \$0.001 for each machine.

There was further discussion on the contracts' minimum monthly cost remaining the same, and only the cost per copy for any overage being increased. SECTRY KNAPP reported that there were no overage charges during the last fiscal year for the copy machine in the St 1 shift office, and that the proposed increases for both machines is estimated to cost the District an additional \$20 during the current fiscal year.

COMMISSIONER WASHKO made a motion, seconded by COMMISSIONER PEARCE, to approve the copy machine service contracts effective October 1, 2021 with Apex Office Systems, Inc., as presented.

COMMISSIONER THOMPSON called for discussion. There was no further 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

**X. Reports**

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

1. Captain Promotional List – The recent in-house captain promotional testing resulted in five successful candidates; a ranked list was presented for review. FIRE CHIEF RILEY reported that the promotional list will be posted in the stations and effective as of today. He thanked DIVISION CHIEF MATHER for coordinating the testing process. COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that an outside testing company was used for the written exam. There was further discussion on the practical assessments and scenarios used.
2. October 28<sup>th</sup> Board Meeting – FIRE CHIEF RILEY reported that he will be in Boise attending the annual III-A meeting with the Idaho Dept. of Insurance director for its annual budget certification, and that he will not be in attendance at the next regularly scheduled board meeting. He noted that all expenses for his travel will be reimbursed by the III-A.

3. Impact Fees – The consultant and DIFAC had their final meeting earlier this week. FIRE CHIEF RILEY thanked MR. JOHN SPENCER for his participation on the committee. The next step in the process is to go to each city with a do-pass recommendation for their approval of the impact fees. FIRE CHIEF RILEY reported that he expects both cities to approve them and will be contacting them to request the agreements be on their council meeting agendas.

FIRE CHIEF RILEY reported that the DIFAC's recommended impact fees are \$1,302/residential structure and \$0.65/sq. ft. of non-residential structures.

4. Levy Campaign – Have been doing on-going work with the levy campaign including being contacted by several members of the public to answer their questions and concerns. There was discussion on questions being asked by the public including changes to the District between 2000 and 2021, e.g. the number of full-time personnel, call volume, population, and revenues.
5. November Board Meetings – The 2<sup>nd</sup> and 4<sup>th</sup> Thursdays in November both fall on a holiday (Veterans Day and Thanksgiving). FIRE CHIEF RILEY recommended that the board could reschedule these meetings to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays instead. There was also board discussion on moving the October 28<sup>th</sup> meeting to earlier that week so that FIRE CHIEF RILEY can be in attendance.

The board's consensus was to hold the regular board meetings in November on Wed., November 10<sup>th</sup> and Wed., November 24<sup>th</sup>. The board also agreed to hold the next regular meeting on Wed., October 27<sup>th</sup>. The meetings dates will be posted. *The next meeting was later moved to Tue., October 26<sup>th</sup>.*

6. Staff/Operational Reports

- a. Training Report – Presented for review. CHIEF MATHER reported on the following:

- i) The captain promotional test is complete and all the candidates' feedback indicated they were pleased with the fairness of the process. **COMMISSIONER HALPIN** clarified that the oral board consisted of two members from within the department (CAPTAIN MICHAEL and FF/MEDIC TULL) as well as Captain Michael Gow with Selkirk Fire District.
- ii) The Engineer Class has finished up with two members successfully completing the class. CHIEF MATHER thanked both CAPTAIN MOREAU and CAPTAIN WIEDENHOFF for all their work in putting the class on for our members.
- iii) There was discussion on the District's hiring list through the National Testing Network (NTN). **COMMISSIONER THOMPSON** clarified with CHIEF RILEY that the list can now be accessed when needed.
- iv) CHIEF MATHER reported that FLEET MECHANIC RUSSELL will be handling all of the District's fire boat maintenance from now on.
- v) Outside training opportunities are all virtual for now, including:
  - a) ICS-300
  - b) Basic PIO Class
  - c) Crisis Management for School Based Incidents

vi) Apparatus:

- a) V-03 (2006 GMC Sierra) will be outfitted with a new snow plow; this was CHIEF MATHER's old truck.
- b. **EMS Report** – Was presented for review. FIRE CHIEF RILEY reported that DIVISION CHIEF DILL is on vacation this week.
- c. **Bureau Report** – For September was presented for review. FIRE CHIEF RILEY reported that FIRE MARSHAL DRECHSEL is on vacation this week.
- d. **Overtime Report** – For September was presented for review.
- e. **Run Report** – For September was presented for review.

B. Commissioner Reports

**COMMISSIONER THOMPSON** clarified with FIRE CHIEF RILEY that the ITD has yet to respond to the District's request that the St 8 mechanic shop be replaced due to the Highway 53 widening project. FIRE CHIEF RILEY stated that he will ask FIRE MARSHAL DRECHSEL to reach out to the ITD next week when he is back from vacation.

There was further discussion on the proposed revision leaving 30 feet from the current station garage door to the edge of the highway. FIRE CHIEF RILEY noted that this would result in the engine's bumper being on the highway when parked in front of the garage. There was discussion on options for keeping the maintenance shop operational at no cost to the District. FIRE CHIEF RILEY noted that the highway widening project has started this fall and that stakes have already been placed along the highway.

XI. Public Input

JOHN SPENCER stated that he appreciated being able to serve on the Development Impact Fee Advisory Committee (DIFAC) and working with FIRE CHIEF RILEY. He also stated that the safety levy signs he's seen look great.

MR. SPENCER asked if the District has ever done open houses to bring the public into the station(s). FIRE CHIEF RILEY responded that due to the pandemic, the District's stations are currently closed to all but essential business, but that he is hopeful the District can have them more open to the public by spring. FIRE CHIEF RILEY also noted that the union does an annual Pancake Breakfast for the public every July during Hayden Days at Station 1.

**COMMISSIONER THOMPSON** thanked MR. SPENCER for his participation on the DIFAC. MR. SPENCER stated that he would be happy to volunteer for any other projects the District might need him for.

CHRIS LARSON, LOCAL 4045 PRESIDENT, reported that members are going through neighborhoods in the District with information on the upcoming override levy election.

He also reported that the District will be participating in a Trunk or Treat event on Sat. 10/30 at 5:00 p.m. on Main Street in Rathdrum and will have information on the levy available.

**XII. Adjournment**

The regular meeting was adjourned upon the motion of **COMMISSIONER THOMPSON** and as seconded by **COMMISSIONER PEARCE** at 10:34 a.m.

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

  
TERRY J. THOMPSON, Chairman

  
DENNIS L. AMENDE, Commissioner

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DAVID P. HALPIN, 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 14<sup>th</sup> day of October 2021.

ATTEST BY:

  
Valerie Knapp, District Secretary

