

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

**REGULAR MEETING**

March 4<sup>th</sup>, 2021 at 10:00 a.m.  
125 W. Hayden Ave., Hayden, ID

**I. Call To Order**

**COMMISSIONER THOMPSON** called 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, Fire Marshal Drechsel, Secretary Knapp, Chris Larson, Kevin Croffoot, and John Spencer

**II. Pledge of Allegiance**

**COMMISSIONER THOMPSON** led the Pledge.

**III. Amend Agenda**

There were no amendments to agenda.

**IV. Consent Calendar**

The consent calendar was presented for review as follows:

- A. Approval of March 4<sup>th</sup>, 2021 Meeting Agenda as presented;
- B. Approval of February 25<sup>th</sup>, 2021 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for February.

**COMMISSIONER HALPIN** made a motion, seconded by **COMMISSIONER AMENDE** to approve the March 4<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

**V. Public Input**

JOHN SPENCER questioned the grant revenue on the YTD Financial Report and whether it was for specific items. CHIEF RILEY responded that the grant revenue shown on the report was reimbursement through the Idaho CARES Act funding for COVID-19 related expenses. CHIEF RILEY noted that many of the reimbursed items were pre-approved by the state's Coronavirus Financial Advisory Committee (CFAC), while others were approved after purchase.

**VI. New Business**

**A. Resolution 21-02**

A resolution entitled *Approving Cooperative Purchasing Agreement between the Northern Lakes Fire Protection District and Sourcewell* was presented for review. CHIEF RILEY reported that Idaho political subdivisions are allowed to join such agreements per Idaho Code

§ 67-2807 with its governing body's approval. He also noted that there is no cost to the District to participate in the cooperative purchasing agreement with Sourcewell.

There was discussion on the cost savings to the District by using a cooperative purchasing program. **COMMISSIONER WASHKO** noted that the Western States Fire Chiefs Association has endorsed Sourcewell Cooperative Purchasing. There was also discussion on Sourcewell formerly being called NJPA, or National Joint Powers Alliance.

**COMMISSIONER WASHKO** made a motion, seconded by **COMMISSIONER PEARCE** to approve Resolution 21-02, *Approving Cooperative Purchasing Agreement between the Northern Lakes Fire Protection Agreement and Sourcewell*, 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. Reports

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

1. Lexipol – The first “kick off” webinar meeting with our Lexipol facilitator was held this week (3/2) and admin staff have now started the review/revising process on the District's 170 policies/procedures. CHIEF RILEY reported that all the current policies/procedures have been cross-referenced by the facilitator. He noted that admin staff will begin meeting weekly starting 3/16 and then push out revised policies to all employees as they go; anticipating the project to take approximately 6 months to complete.
2. New Engine – The apparatus committee has finalized the new engine specifications and a drawing was presented to board for review. CHIEF RILEY reported that he recommends the board approve the purchase of two (2) new engines at their next meeting when the bid will be presented for review/approval. There was discussion on using the Sourcewell cooperative purchasing program to save costs on going out for competitive bids, and that there is a current purchasing contract that meets the District's specs. It was noted that the current bid pricing expires on 3/31. CHIEF RILEY reported that the District would save \$40,000-\$50,000 purchasing two (2) engines now versus waiting another year to purchase a 2<sup>nd</sup> one. There was discussion on the District having saved up enough reserve funds to pre-pay for both cab/chassis, then would have to consider either paying cash for the balance or financing the balance upon delivery in 10 months.

**COMMISSIONER HALPIN** clarified with CHIEF RILEY with two (2) new engines; the District could surplus its 2000 HME and keep the 2006 Seagrave as a back-up engine. CHIEF RILEY clarified that the District would have the new engines as first out at St 1 & St 2, the 2016 Rosenbauer demo (V-39) and 2016 Rosenbauer retrofit (V-38) as back-ups, or one of them at the 3<sup>rd</sup> staffed station, and the 2006 Seagrave (V-06) as back-up as well.

CHIEF MATHER reported that two (2) new engines are on the engine replacement schedule as V-38 was retrofitted with a new cab/chassis in 2016, but the pump was manufactured in 2011.

**COMMISSIONER THOMPSON** clarified with CHIEF RILEY that the District has set aside reserve funds for retrofitting St 3 as a staffed station and also renovation of St 1; but not funding for building a new 3<sup>rd</sup> staffed station. CHIEF RILEY stated that if the District were able to have the land donated, it would just need to finance the new building.

**COMMISSIONER THOMPSON** clarified with CHIEF RILEY that the recommendation for award of bid will be presented to the board at their meeting on 3/25 for review/approval and a decision can be made at that time on whether to purchase one or two new engines.

**COMMISSIONER HALPIN** clarified with CHIEF MATHER that specifications for the new engine were changed from the last engine including:

- a. Smaller footprint;
- b. A “clean cab” design and sized down;
- c. Crosslays are mid-ship;
- d. A rear mount pump; and,
- e. Front intake

**COMMISSIONER THOMPSON** clarified with CHIEF MATHER that new specs are for a L9 Cummins engine; and that FLEET MECHANIC RUSSELL was involved in the specs. CHIEF MATHER also reported that he anticipates FLEET MECHANIC RUSSELL will be involved in plant visits during mid-build as well as the final visit before delivery.

3. Growth and Development – CHIEF RILEY reported he is working on a presentation for the board member, and eventually the public, with information on 2010-2020 data analyses of population growth including where in the District, emergency call increases, staffing level changes, as well as portion of budgets for apparatus, equipment, and additional personnel. There was discussion on the estimated population in the District growing to currently 63,000; and, that during tourist season, the District sees upwards of 40,000 vehicles per day traveling through on Hwy. 95.
4. Legislative Items – CHIEF RILEY reported that several tax reform bills are making their way through both the house and senate. **COMMISSIONER WASHKO** clarified with CHIEF RILEY that there is proposed legislation on impact fees that would remove both cities’ and counties’ ability to refuse to collect impact fees on behalf of special taxing districts, incl. fire districts. CHIEF RILEY reported that while this bill has not yet gotten a reading, he does anticipate it should due to the pressure on legislators to have new growth pay for itself.

**COMMISSIONER WASHKO** suggested that the District reach out to organizations like the NIBCA to offer to make a presentation on why fire districts are pushing for impact fees and to see if developers would be willing to help fund needed new stations and apparatus. **COMMISSIONER WASHKO** volunteered to be part of any presentation to these groups in Kootenai County and ask for their help.

5. Staff/Operational Reports

- a. Training Report: Presented for review. CHIEF MATHER reported on the following:
  - i. Continuing to train on Blue Card with simulation training to be held this month.
  - ii. Working on separating out policy from procedure with Lexipol.
  - iii. Outside trainings are still virtual for now.
  - iv. Drawing of new engine specifications presented for review.
- b. EMS Report: Presented for review. CHIEF RILEY reported that CHIEF DILL is currently on vacation.
- c. Fire Marshal Report: Presented for review. FIRE MARSHAL DRECHSEL reported on the following:
  - i. Approved two separate subdivisions in Hayden for a total of 47 new lots.
  - ii. Approved 30 new residential structures, noting that these are located outside city limits in county; there were 200 new residential structures located in city limits.
  - iii. Performed fire investigation on a residential structure on David St. in Rathdrum and a vehicle fire on Diamond Dr. in Hayden.
  - iv. Met with developers regarding an 80 lot light industrial development at Warren and Lancaster; **COMMISSIONER WASHKO** clarified with FIRE MARSHAL DRECHSEL that this is a different development from Warren K Park.
  - v. Met with developers regarding a new multi-family and commercial development at E. Lancaster and Highway 41.
  - vi. Working with Compliance Engine, a no-cost nationwide web-based company that has contractors upload routine inspections on fire sprinklers, fire alarms, hood suppression, etc. and the District would then receive the reports.

6. Overtime Report – For February was presented for review.

7. Run Report – For February was presented for review.

B. Commissioner Reports


There were no commissioner reports

**VIII. Adjournment**

The regular meeting was adjourned upon the motion of **COMMISSIONER THOMPSON** and as seconded by **COMMISSIONER WASHKO** at 10:32 a.m.

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

  
TERRY J. THOMPSON, Chairman

  
DENNIS L. AMENDE, Commissioner

  
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 4<sup>th</sup> day of March 2021.

ATTEST BY:   
Valerie Knapp, District Secretary

