

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

REGULAR MEETING

March 28th, 2024 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 Amende, Duncan, Hamilton, Pearce, Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Anderson, Secretary Knapp, Dan Schaefer, Dan Atkisson, Luke Michael, Scott Hochberger, Caleb Tyler, Jason Paulson, Mike Avilla, and Austin Winters

I. Invocation

District Chaplain Dan Atkisson provided the invocation.

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 March 28th, 2024 Meeting Agenda as presented;
- B. Approval of March 14th, 2024 Regular Meeting Minutes as presented;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for February

COMMISSIONER DUNCAN made a motion, seconded by **COMMISSIONER WASHKO** to approve the March 14th, 2024 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. Fiscal Year 2025 Budget Hearing Date

The FY202 Budget Hearing Notification form from the Kootenai County Auditor was presented for review, noting that taxing entities must notify the county auditor's office of its next fiscal year budget hearing/time by 4/30 each year. CHIEF RILEY noted that the board typically holds the public budget hearing at 10:00 a.m. just prior to their second board meeting in August. **COMMISSIONER PEARCE** clarified that this year's fourth Thursday falls on August 22nd.

COMMISSIONER DUNCAN made a motion, seconded by **COMMISSIONER WASHKO**, to hold the Fiscal Year 2025 Public Budget Hearing on August 22nd, 2024 at 10:00 a.m.

COMMISSIONER PEARCE called for discussion. There was no discussion.

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

VI. Reports

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

1. Station 3 Update: Permitting of the modular building is making its way through the state permitting process with the company working directly with the state. FIRE CHIEF RILEY noted that he has been checking in with the company on a regular basis. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the building is not dried in yet and mold is becoming an issue.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that there can be no interior work taking place on the building until the state permitting process has been completed.

There was further discussion on the current state of the modular building.

2. Audit: A copy of the draft fiscal year 2023 audit report was included in the board packet for review. FIRE CHIEF RILEY reported that the auditor will at next meeting to present the final report and answer any questions.
3. III-A Annual Report: FIRE CHIEF RILEY reported that Amy Manning, Executive Director of the Idaho Independent Intergovernmental Authority (III-A) will at the 4/25 regular board meeting to present the annual report to the board including new benefits, changes, and financial information.
4. Impact Fees Collected in February 2024:
 - a. City of Rathdrum \$14,102 (rcv'd 3/11/9)
 - i) 11 residential dwellings
 - b. Kootenai County \$7,752 (rcv'd 3/11)
 - i) 6 residential dwellings
 - c. City of Hayden \$29,141 (to be mailed out 3/29)
 - i) 17 residential dwellings
 - ii) 1 commercial project
 - a) Warren K Park 10,780 sq. ft. shop w/ offices

Total collected in February was \$50,995 with YTD collection since 8/2022 of \$1,531,045.09 including \$33,731.24 of earned interest.

5. ISFCA 2024 Conference: Information from the Idaho State Fire Commissioners Association (ISFCA) on their 2024 Annual Conference was included in the board packet for review. FIRE CHIEF RILEY reported that if any commissioner is interested in attending the conference in Boise this May, to please contact SECTRY KNAPP so that registration and travel arrangements can be made.
6. FIRE CHIEF RILEY reported that ASST. CHIEF DILL is off on FMLA leave this week and that DIV CHIEF DRECHSEL is on vacation today.
7. **COMMISSIONER PEARCE** asked if DIV CHIEF ANDERSON had anything to report. DIV CHIEF ANDERSON reported that the District has acquired a structure for 1403 Live Fire training 5/17-5/19. DIV CHIEF ANDERSON stated that if any commissioners would be interested in participating to just let him know so arrangements can be made for fit testing. **COMMISSIONER WASHKO** clarified

with DIV CHIEF that the structure is located on Dakota Ave. There was further discussion on the structure.

COMMISSIONER HAMILTON clarified with DIV CHIEF ANDERSON that the structure will be burned on Sun., 5/19.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

PAZ RAINBOW, an agent with Globe Life Family Heritage, reported that he has talked to SECTRY KNAPP regarding offering supplemental insurance to the District firefighters and would also like to meet with FIRE CHIEF RILEY to discuss this opportunity. MR RAINBOW clarified with FIRE CHIEF RILEY that the District currently has an account with Aflac to offer its members supplemental insurance benefits. FIRE CHIEF RILEY stated that he would be willing to meet and asked that MR RAINBOW leave his contact information.

VIII. Executive Session

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

COMMISSIONER PEARCE called for discussion. There was no discussion.

COMMISSIONER PEARCE called for a roll call vote: _

ROLL CALL VOTE:

Commissioner Amende	Yes
Commissioner Duncan	Yes
Commissioner Hamilton	Yes
Commissioner Washko	Yes
Commissioner Pearce	Yes

Motion carried

Entered Executive Session at 10:14 a.m.

Exited Executive Session at 10:35 a.m. There was discussion on the evaluation of an employee. 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 AMENDE** and as seconded by **COMMISSIONER WASHKO** at 10:35 a.m.

COMMISSIONER PEARCE called for discussion. There was no discussion.

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


MICHAEL R. PEARCE, Chairman


DENNIS L. AMENDE, Commissioner


DOUGLAS D. DUNCAN, Commissioner


ZACH S. HAMILTON, 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 28th day of March 2024

ATTEST BY: 
Valerie Knapp, District Secretary


NORTHERN LAKES FIRE
PROTECTION DISTRICT
SEAL