

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

REGULAR MEETING

July 14th, 2022 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, and Pearce

COMMISSIONERS ABSENT: Commissioner Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Division Chief Dill, Division Chief/Fire Marshal Drechsel, Secretary Knapp, John Spencer, Kevin Croffoot, Luke Michael, Alex Tull, Logan Robideaux, Shay Carlock, and Aaron O'Brien

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 July 14th, 2022 Meeting Agenda as presented;
- B. Approval of June 23rd, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for June

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the July 14th, 2022 Consent Calendar as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

V. New Business

A. Audit Engagement for Fiscal Year 2022

An audit engagement letter from Anderson Bros CPAs for audit services to be provided for year ending September 30, 2022, was presented for review. FIRE CHIEF RILEY reported that admin staff recommends approval of the audit engagement with Anderson Bros.

FIRE CHIEF RILEY also noted that there is new language in this year's audit engagement letter due to audit standards having changed. He stated that the auditor is required to include more details on identifying risks for improper revenue recognition and management override of controls, but that the District has had no such issues in the past.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that the quote for the FY 2022 audit increased from \$8,500 to \$9,250, but that it has not increased for past three years.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the audit engagement letter with Anderson Bros. CPAs for fiscal year ending September 30, 2022, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

B. Memorandum of Understanding (MOU)

A copy of the *Memorandum of Understanding between Kootenai County and Northern Lakes Fire District* was presented for review. FIRE CHIEF RILEY reported that every three (3) years, the District is asked to renew the subscription agreement between the county and all agencies dispatched through the KCSO 9-1-1 for use of 700 MHz system, i.e., using radios and accessing the Spillman CAD system.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the *Memorandum of Understanding between Kootenai County and Northern Lakes Fire District* as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

VI. Reports

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

1. 2022 Labor Negotiations – Reps from Local 4045 and the District met on 7/12 and will meet again next week; will notify the two commissioners on the negotiating committee of the exact date and time once confirmed.
2. Budget – Admin staff continuing to work on the upcoming fiscal year budget.
3. Impact Fees – FIRE CHIEF RILEY reported that he attended a public hearing last night at the city of Rathdrum where the council approved an ordinance to collect fire impact fees. He noted that they removed language in the ordinance that would have stipulated the city would only collect impact fees for the fire district once the city of Hayden and Kootenai County had approved collection as well.

CHIEF RILEY stated the consultant will be providing a resolution for the board to adopt at next meeting for an intergovernmental agreement between the District and city of Rathdrum, impact fee policy, and capital budget. Once this is all complete, the city of Rathdrum can start collecting fees.

CHIEF RILEY reported that Kootenai Co. Planning & Zoning will be meeting 7/30, and the board of county commissioners will hold a public hearing sometime in August. He will be talking to the mayor and city administrator at city of Hayden to let them that Rathdrum has approved their ordinance.

COMMISSIONER HALPIN clarified with CHIEF RILEY that the District could start seeing impact fee revenue sometime in Aug/Sep. There was discussion on the fire impact fees being collected when building permit fees are paid at the cities and county.

4. Fire Academy/Hiring Committee Meeting – Have received 11 applications for lateral firefighter hiring so far with deadline at 4:00 p.m. tomorrow (7/15); then applications will be reviewed by the Hiring Committee. **COMMISSIONER PEARCE** clarified with CHIEF RILEY that the District will be hiring 3 lateral firefighters in the next 30 days, with the SAFER Grant requesting another 12. There was discussion on SAFER Grant awards being made by the end of September.

5. Staff/Operational Reports

a. Training Report – Was presented for review. DIVISION CHIEF MATHER reported on the following:

- i. Battalion Chief promotional testing is scheduled for 8/1-8/2 with three candidates eligible. **COMMISSIONER HALPIN** clarified with DIV CHIEF

MATHER that the promotional testing will be comprised of five (5) assessment centers and an oral interview; including a tactical scenario and personnel issue.

- ii. Two more residential structures have been donated for live fire training that we will be looking at. No dates have been set yet. **COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that he is working with FIRE MARSHAL DRECHSEL on the possible burn structures for asbestos testing,
 - iii. Will be submitting a Firehouse Subs Foundation grant request for new extrication equipment.
 - iv. Working on RTF protocols with EMS CHIEF DILL.
 - v. FF-II training program will be coming up for two new members.
 - vi. The F550 cab and chassis for new brush truck have been delayed; now looking at next fiscal year (October).
 - vii. The new engines (2) from Rosenbauer are also delayed until possibly October which will be into the next fiscal year.
 - viii. Apparatus Update from FLEET MECHANIC RUSSELL includes:
 - a) V-06 (2006 Seagraves) signal, whipper, and headlight units need repair;
 - b) V-39 (2016 Rosenbauer demo) A/C needs repair.
- b. EMS Report – Was presented for review. EMS CHIEF DILL reported on the following:
- i. Have issues with the ambulance A/C units going out in patient compartment and other mechanical failures. EMS CHIEF DILL stated that he has just issued SOG 208A with criteria for taking an ambulance out of service (OOS) similar to the existing criteria for taking fire apparatus OOS. This will give the crews more guidelines in dealing with issues.
COMMISSIONER HALPIN clarified with EMS CHIEF DILL the District's Fleet Mechanic can do minor repairs on the KCEMSS ambulances, but is not doing in-depth repairs. There was discussion on FLEET MECHANIC RUSSELL being able to diagnose issues which does help speed up the repair process.
There was also discussion on working with the KCEMSS JPB to see if the District could have their own mechanic work on some repairs/issues versus taking the ambulance out of service and taking it down to KCFR.
 - ii. FF/PARAMEDIC CUNNINGHAM has been cleared to practice as a medic.
 - iii. EMS Training:
 - a) This month's quarterly training for all battalions will focus on pediatric and adult trauma.
 - b) Case review with KCEMSS Medical Director Chun was held last month and went very well.
- c. Taking in-house applications for a paramedic eligibility list for two (2) interested members to enroll in the fall paramedic program at Central Washington University. This is a hybrid program with classes held at a satellite location two days/week at Spokane Community College.

- d. Prevention Bureau – Was presented for review. FIRE CHIEF RILEY reported that DIV CHIEF/FIRE MARSHAL DRECHSEL is on vacation.
- e. Bureau Report – For June was presented.
- f. Overtime Report – For June was presented. **COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that Overtime expenditures are over budget due to the high rate of crews being out sick earlier this year, the fire academy staffing in April, and long-term injuries. CHIEF RILEY noted that for on-the-job injury absences, any wage compensation paid to the employee by workers comp insurance is remitted to the District to help offset the callback/coverage.
- g. Run Report – For June was presented.

D. Commissioner Reports

There were no commissioner reports.

VII. Public Input

JOHN SPENCER stated that he is happy to see the progress on impact fee collections, as a member of the Development Impact Fee Advisory Committee (DIFAC) that worked on the Capital Improvement Plan (CIP). He also stated that he appreciates all of CHIEF RILEY's efforts in making this progress.

MR. SPENCER discussed his experience as a fire commissioner for many years in Washington state and noted that an in-house mechanic is much more cost effective.

MR. SPENCER reported that he attended the city of Hayden's most recent law enforcement safety committee meeting at which there was discussion on finding funding to increase the number of deputies possibly with an override levy on the ballot in 2023. He noted that there are currently 3 ½ deputies assigned to Hayden with statistics showing there should be 1 deputy/every 4,000 in population. The safety committee will be making a recommendation at their meeting on 7/26 to increase the number to 7-9 deputies.

There was discussion on the Local 4045 Annual Pancake Breakfast scheduled during Hayden Days on Sat., 7/23.

VIII. 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 10:30 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 14th day of July 2022.

ATTEST BY:



Valerie Knapp, District Secretary

