

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

REGULAR MEETING

January 7th, 2021 at 10:00 a.m.
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, Halpin, Pearce, Thompson (*via Zoom*), and Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Division Chief Dill, Fire Marshal Drechsel, Secretary Knapp, Chris Larson, Ralph Kramer, Caleb Tyler, Matt Legg, Tyler Turrell, and Marc Ghirarduzzi.

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge.

III. Amend Agenda

There were no amendments to the agenda as presented.

IV. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of January 7th, 2021 Meeting Agenda as presented;
- B. Approval of December 17th, 2020 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for December.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER AMENDE** to approve the January 7th, 2021 Consent Calendar as presented.

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

COMMISSIONER HALPIN 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

There was no public input.

VI. New Business

A. 2021 Fire Protection Agreement

A Fire Protection Agreement to be renewed for 2021 was presented for review. CHIEF RILEY reported the property is located at 13307 W Biggs Road in Rathdrum and the property owner is Stuart Wagner. This property is located outside the fire district boundaries and is not eligible for annexation.

COMMISSIONER WASHKO clarified with FIRE MARSHAL DRECHSEL that this is a renewal of a long-time agreement and is the only current agreement the District anticipates for 2021. FIRE MARSHAL DRECHSEL noted that there a handful of property owners no longer interested in pursuing fire protection agreements, and others that have since been annexed into the fire district.

COMMISSIONER HALPIN clarified with FIRE MARSHAL DRECHSEL that EMS response by the District involves different borders and that property owners are taxed separately for EMS.

COMMISSIONER PEARCE clarified with FIRE MARSHAL DRECHSEL that there are properties in unincorporated parts of Kootenai County that are also not within a fire district; it was noted that the Idaho Dept. of Lands (IDL) provides fire protection for the land outside a fire district, but not for any structures. There was further discussion on the District's fee schedule for responding out of district.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to renew the 2021 Fire Protection Agreement with Stuart Wagner for property located at 13307 W Biggs Road in Rathdrum, as presented.

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

COMMISSIONER HALPIN 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

B. Lexipol LLC Subscription Material Agreement

An Agreement for Use of Subscription Material from Lexipol LLC was presented for review, including Exhibit A describing subscriptions being purchased, and Exhibit B-General Terms and Conditions.

CHIEF RILEY reported that, as discussed at last meeting, this company will do a thorough review of all current policies/procedures for legal compliance and recommend revisions, update and review any new policies/procedures, and provide daily training bulletins to staff.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER PEARCE** to approve the Agreement for Use of Subscription Material with Lexipol LLC for the agreed upon cost of \$31,050 for one-time full implementation and \$7,963.65 for the annual (12 months) fire policy manual and daily training bulletins with supplemental publication service, as presented.

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

COMMISSIONER HALPIN called for a roll call vote:

ROLL CALL VOTE:

Commissioner Amende	Yes
Commissioner Halpin	Yes
Commissioner Pearce	Yes
Commissioner Thompson	Yes

Motion carried

COMMISSIONER THOMPSON left the meeting at 10:10 a.m.

VII. Reports

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

1. Lexipol – Will begin the process of updating our policy/procedure manual now that the agreement has been approved.
2. Kootenai County Solid Waste – Since 2015, the District has had an agreement with the Kootenai Co. Solid Waste Dept. to allow two (2) of their recycling dumpsters to be out at our St. 8 in Rathdrum, in exchange for a 25% discount on the dumpster service at our St 2. CHIEF RILEY reported that with a mechanic shop now located at St 8, there is limited space and he is recommending that the recycling dumpsters be removed. The board's consensus was to have CHIEF RILEY pursue having the dumpsters removed by the county.
3. Labor-Administration Meeting – Following the last board meeting, Administration met with the L4045 executive board members for discussion on:
 - a. The local is establishing a peer support network and Administration will support this however they can/is needed;
 - b. Agreed to meet on a more regular basis with the local's executive board.

CHIEF RILEY further reported that L4045 has reached out to the IAFF to begin a GIS analysis of the response areas, response times, traffic flows, growth patterns, etc. He noted that this will be a good tool for strategic planning as well. There was further discussion on the District's new incident reporting software (Emergency Reporting) being able to provide much better data for 2020 than the previous software the District used.

4. COVID-19 Precautions – Continue to monitor COVID statistics in the county with all crews still following protocols. Currently have one member out on isolation per our medical operations plan.
5. Fleet Mechanic – CHIEF RILEY introduced LOYD RUSSELL, the District's recently hired Fleet Mechanic who will officially start on Mon., 1/11. The board welcomed LOYD RUSSELL.
6. Staff/Operational Reports
 - a. Training Report – Was presented. CHIEF MATHER reported on the following:
 - i. Surplus: Will be obtaining two appraisals of the 1993 Freightliner engine per Idaho Code to have it eventually declared as surplus and disposed of in a bid process.
 - ii. Training: Will be having Chief Bill Deruyter of CDA Fire put on Blue Card training for officers and have it implemented in communications.
 - iii. PPE: Ordering new turnouts for members as fittings are completed.
 - iv. Radios: The new APX 8000 radios are now in-service and being used by all personnel. CHIEF MATHER thanked FF CODY PALMER for programming all radios and getting them ready for operation in between his response duties. **COMMISSIONER WASHKO** clarified with CHIEF MATHER that FF PALMER took an online certification class to be able to

program all District radios. There was further discussion on the APX 8000 capabilities.

- v. Outside Trainings:
 - a) Most trainings are still virtual and no upcoming outside events are scheduled.
 - b) The District may have a small house being donated for an upcoming training burn.
- vi. Apparatus: A committee, including CHIEF MATHER, CAPT. WIEDENHOFF, CAPT. MICHAEL, and ENGINEER/MEDIC PAULSON, has been working on engine specifications and getting ready for bid process. There was discussion on having the new Fleet Mechanic involved in specifications, as well as keeping the fleet standardized, i.e. Rosenbauer.

b. EMS Report – Was presented for review. CHIEF DILL reported on the following:

- i. Training:
 - a) Training on the state's pilot program for a pediatric resuscitation system, Handtevy, has had scheduling issues, but is being planned in the next 2-3 weeks. CHIEF DILL noted that staff at both CDA Fire and KCFR will be trained as well; and that Spokane Fire uses this program and found it to be very effective.
- ii. EMS Supply Room:
 - a) Was approached by FF/MEDIC PITTS with a plan to organize our EMS supply rooms at both St 1 and St 2; with input and help from crew members, supply rooms have been redesigned, including the purchase of new shelving units. CHIEF DILL thanked everyone involved.
- iii. MAC Group/COVID Update:
 - a) Vaccination clinic is currently in progress through KCEMSS, with first responders receiving the Moderna vaccine starting this week.

c. Fire Marshal Report – Was presented for review. FIRE MARSHAL DRECHSEL reported on the following:

- i. Subdivision approvals in December included:
 - a) Atlas Park – 22 light industrial lots at Hayden Ave. & Atlas Rd.
 - b) A 16-lot residential subdivision by Atlas Elementary in Hayden
 - c) A new Napa store & warehouse in Rathdrum near the library
- ii. Fire investigation on a shop fire on Glacier Rd. in Hayden; appears to have been an electrical cause.
- iii. Meeting with City of Rathdrum on new Kootenai Electric Cooperative headquarters within the West Rathdrum URD.
- iv. Completed a final inspection of StanCraft fuel farm at the airport; this is now open and operating with 80,000 gallons of Jet A, diesel and unleaded fuel.

- d. Bureau Summary – For December was presented for review. There was discussion on the approval of residential permits involving access, LP gas, water, etc. **COMMISSIONER HALPIN** clarified with FIRE MARSHAL DRECHSEL that the residential permit approvals listed on the summary are located in unincorporated areas of the District and no permits inside city limits are included. FIRE MARSHAL DRECHSEL noted that the District does not perform new residential permit inspections located in city limits, and that city code is more restrictive than fire code. It was noted that the county is averaging 35-40 residential permits in the District per month.
- e. Overtime Report – For December was presented for review.
- f. Run Report – For December was presented for review.

B. Commissioner Reports
There were no reports.

VIII. Adjournment

The regular meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER PEARCE** at 10:25 a.m.

COMMISSIONER HALPIN 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 7th day of January 2021

ATTEST BY: 
Valerie Knapp, District Secretary

