

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

REGULAR MEETING

March 10th, 2022 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, Duncan, Halpin, Pearce, and Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, Brad Belmont, Chris Larson, Christian Agesen, Josh Gernns, Bill Daniels, Mike Duke, and Susan Monaco.

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 March 10th, 2022 Meeting Agenda as presented;
- B. Approval of February 24th, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for February

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the March 10th, 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. Reports

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

1. New Employees/Hiring – Three (3) Firefighter/Paramedic candidates have accepted offers of employment. FIRE CHIEF RILEY reported that the decision was made to move forward with a lateral firefighter/EMT hiring process to fill the 4th spot; and, that the deadline to accept applications was closed yesterday with 22 applications received of which 13 were determined to meet eligibility. FIRE CHIEF RILEY stated that oral interviews are now scheduled for today and tomorrow, and thanked staff for their work in getting this accomplished in a short time period. He stated that job offers will be extended based on the hiring committee's recommendation.

There was discussion on the lateral FF/EMT eligibility including being currently employed as a full-time career firefighter for a minimum of 2 years with a fire agency in the state of Idaho for EMS reciprocity. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that all candidates for the lateral position must currently have EMT or AEMT certification with the state.

There was discussion on the three (3) FF/Paramedics being entry-level; FIRE CHIEF RILEY noted that two are currently working for the LAFD but live here, and one is a firefighter in Illinois and will relocate.

2. Levy Committee – The next Levy Committee meeting has been scheduled for Wed., 3/16 at 1000 hrs. with subsequent meetings held the first Wed. of each month while waiting to see if the SAFER grant application is awarded later this year.
3. Station Development – Staff will be reviewing fire station #3 designs and models. FIRE CHIEF RILEY reported that FF/MEDIC TULL had brought up a good idea to consider purchasing a pre-fab building that can then be delivered and constructed on-site of the District's current Garwood station. FIRE CHIEF also reported that the District will be able to reimburse the cost of station #3 with future impact fees collected.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that the idea would be to place a new building on the south side of the parking lot at the Garwood Station, and move the parking lot to the north side with an easement from Lakes Hwy. District. It was noted that Lakes Hwy. District's new building will be north of current fire station where the Garwood Saloon used to be located.

4. Lakes Highway District – FIRE CHIEF RILEY reported that Lakes Hwy. District has also approached the District with offer to share their proposed administrative building possibly with a long term lease situation; the District's command staff and front office would then leave St. 1 in Hayden which would help with the limited space here. There was also discussion on sharing a mechanic's garage facility that could be located on Lakes Hwy. District property as well.
5. Labor Resolution – With the recruit fire academy being planned for the new employees, the District will have to establish a new FLSA work period for the academy schedule. FIRE CHIEF RILEY reported a resolution will be brought for the board's approval at next board meeting. There was discussion on the new firefighters not working a 48/96 shift schedule while participating in the academy. **COMMISSIONER WASHKO** clarified with CHIEF MATHER that the academy schedule will be 50 hrs./week Mon-Fri. There was also discussion on District instructors remaining on the 48/96 schedule and being paid any additional overtime for only the time spent instructing when not on their regularly scheduled shifts.
6. L4045 Memorandum of Understanding (MOU) – Will need to revise language in the current union contract related to the new work schedule and also when probationary employees are eligible for the overtime callback list.
7. Audit Report Presentation – The auditor with Anderson Bros CPAs will be here at the next board meeting to present the fiscal year 2021 audit report.
8. Staff/Operational Reports
 - a. **Training Report** - Presented for review. DIVISION CHIEF MATHER reported on the following:
 - i. FF/MEDIC TULL will be attending a week-long training in Newman Lake for an active shooter Train-The-Trainer course, which he can then bring back to train in-house. **COMMISSIONER WASHKO** clarified with CHIEF MATHER that the county's active shooter protocol for EMS is still "staying back".
 - ii. Have acquired a small house on Government Way in Hayden that is in a good location for live fire training.
 - iii. Attended a Fire Services Training (FST) advisory meeting with other state training chiefs to discuss how to fix FST. Dr. Clay Long, the State

Administrator for Technical Education, also participated. The FST is no longer part of Eastern Idaho Technical College, but now administered by the Idaho Division of Career Technical Education (IDCTE).

- iv. Outside training opportunities include ICS 300 and 400, a Battery Emergencies Response class, and a basic PIO class.
 - v. Presented an Apparatus Update from FLEET MECHANIC RUSSELL; CHIEF MATHER noted that this report will be provided in his monthly report to the board from now on.
- b. **EMS Report** – Presented for review. EMS CHIEF DILL reported on the following:
- i. No current issues with the ambulances. Have been finalizing a maintenance plan to approach KCEMSS with.
 - ii. FF/MEDIC AAGESEN has completed his preceptorship and has been signed off to operate as a paramedic with KCEMSS. The board congratulated FF/MEDIC AAGESEN.
 - iii. Training:
 - a) Finalizing the EMS curriculum portion of the Recruit Academy for new hires.
 - b) Spearheaded by KCF&R, Advanced Cardiac Resuscitation (ACR) techniques are being deployed in Kootenai County using a mechanical CPR device.
 - iv. Onboarding the new hire candidates and having background checks done.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that he anticipates the candidates to start the fire academy the beginning of April. There was discussion on two candidates who live locally with one relocating from Illinois. It was noted that the lateral FF/EMT candidates are all local.

- c. **Fire Marshal Report** – Presented for review. DIVISION CHIEF DRECHSEL reported on the following:
- i. Approved the new 180,296 sq. ft. KEC headquarters building in Rathdrum.
 - ii. There were 30 new residential permits issued in unincorporated areas of District in February.
 - iii. Two fire investigations including the arson fire on Dee Court along with the State Fire Marshal's Office, and an attic fire on Jannel St. that was electrical-related.
 - iv. Met with Lakes Hwy. District to discuss a possible shared-use facility at Garwood.
 - v. Attained asbestos inspection recertification.
 - vi. Admin staff attended the Rathdrum State of the City luncheon on 2/17.

COMMISSIONER WASHKO clarified with CHIEF DRECHSEL that the District is not receiving impact fees on residential structures yet. FIRE CHIEF RILEY updated the board on the status of development impact fees:

- In spite of changes at the city of Hayden with leadership and legal counsel, the approval of fire impact fees is moving forward.

- The city of Rathdrum is refilling their Development Impact Fee Advisory Committee (DIFAC) and is in process of reviewing the fire impact fees.

FIRE CHIEF RILEY noted that if the fire impact fees had been in place, the approved 180,000 sq. ft. commercial building would have resulted in \$60,000 in fire impact fees, and that the residential units would have been \$1,300 each. **COMMISSIONER WASHKO** clarified with CHIEF DRECHSEL that the 30 residential units approved in February are outside the city limits and that those fire impact fees would be collected by Kootenai County when their building permits are issued.

9. Bureau Report – For February was presented for review.
10. Overtime Report – For February was presented for review.
11. Run Report – For February was presented for review.

B. Commissioner Reports

There was discussion on how moving administrative staff out of Fire St. 1 would help solve the space issue for the crews, including crew quarters and offices.

VI. Public Input


UNION PRESIDENT LARSON stated that the Memorandum of Understanding addressing both callback for probationary employees and the work period for the recruit academy should be addressed in a labor/management meeting. It was noted that **COMMISSIONER HALPIN** and **COMMISSIONER WASHKO** would represent management. There was discussion on holding a meeting sometime next week.

I. Adjournment

There being no further business to be brought before the board, the regular meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER PEARCE** at 10:29 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 10th day of March 2022.

ATTEST BY:



 Valerie Kriapp, District Secretary
 SECRETARY
 SEAL
 NORTHERN LAKES FIRE PROTECTION DISTRICT