

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

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October 13<sup>th</sup>, 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, Pearce and Washko

**OTHERS PRESENT:** Fire Chief Riley, Division Chief Dill, Secretary Knapp, John Spencer, Mike Duke, Aaron O'Brien, and Chelsea Porter (*via Zoom*)

**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 October 13<sup>th</sup>, 2022 Meeting Agenda as presented;
- B. Approval of September 22<sup>nd</sup>, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for September

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the October 13<sup>th</sup>, 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. Resolution 22-07 – Reimbursement Resolution**

Resolution 22-07, *Reimbursement Resolution of the Northern Lakes Fire Protection Board of Fire Commissioners Official Intent Pursuant to Section 1.150-2, Code of Federal Regulations* was presented for review. FIRE CHIEF RILEY reported that the resolution is required so the District can reimburse itself for expenses related to the construction of its 3<sup>rd</sup> staffed fire station made prior to the lease financing.

EMS CHIEF DILL introduced Chelsea Porter, bond counsel with Hawley-Troxell, via Zoom, to answer any questions from the board and explain why the Reimbursement Resolution is required.

Chelsea Porter stated that under IRS regulations, the District can spend funds now on expenses related to the St 3 project and reimburse itself once the lease financing is in place without jeopardizing its tax-exempt status. She noted that the resolution basically says that the District is declaring its intent to reimburse itself for expenditures incurred prior to the date of financing for the project.

**COMMISSIONER PEARCE** asked Ms. Porter if there is a limit on the amount the District can reimburse itself. Ms. Porter stated that language in the resolution as presented states the maximum principal amount of the lease shall not exceed \$3.2 million, so the District could reimburse itself up to that amount but not anticipating the District would spend that amount prior to the date of financing.



FIRE CHIEF RILEY reported that the costs of the St 3 project are included in the District's Capital Improvement Plan (CIP) to be funded through development impact fees being collected by the cities of Hayden and Rathdrum, and soon to also be collected by the county. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that there is no limit on reimbursement of the lease financing through future collection of impact fees; FIRE CHIEF RILEY noted that as impact fees are collected, the District could potentially pay the lease financing off early.

EMS CHIEF DILL reported that the District has already paid \$90,000 in final design fees/architectural work for the new St 3 so they could be submitted for permitting. There was further discussion on the modular station building time of 40 weeks and the cost of \$1.6 million for the first phase of construction to begin. **COMMISSIONER HALPIN** clarified with EMS CHIEF DILL that the timeline of the St 3 project is contingent upon when the tear down and site prep is completed at the existing property, with EMS CHIEF DILL estimating the completion some time next spring.

Chelsea Porter stated that the Reimbursement Resolution presented does not name a specific lender and that the District could use the resolution as currently written for whatever source the District uses to finance the project.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-07, Reimbursement Resolution of the Northern Lakes Fire Protection Board of Fire Commissioners Official Intent Pursuant to Section 1.150-2, Code of Federal Regulations, 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. Resolution 22-08 – Acceptance of FY 2021 SAFER Grant

Resolution 22-08, *Authorizing the Acceptance of a Fiscal Year 2021 FEMA SAFER Grant Award EMW-2021-FF-00285 Funding in the Amount of \$4,510,541.82*, was presented for review. FIRE CHIEF RILEY stated that the resolution is formal acceptance of the FY 2021 SAFER grant award from FEMA that the District applied for in February. He noted that this grant will fund the 12 additional firefighters (EMTs and Paramedics) for staffing of a third station.

FIRE CHIEF RILEY reported that administrative staff has reviewed the entire agreement, also presented for board review, and recommends that the District accept the grant award. He stated that the District is in need of a 3<sup>rd</sup> staffed station as well as the additional staffing, which the grant will fund reimbursement of the wages and personnel costs for the additional 12 firefighters for three years. FIRE CHIEF RILEY stated that the goal would be to go out for a levy to fund any costs the District's budget cannot fund to retain the 12 additional firefighters in the 4<sup>th</sup> year.

**COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that the SAFER Grant will reimburse payroll and personnel expenses once the District pays them and submits the request, which can be done as often as each payroll or quarterly during the Period of Performance (POP) of 3/14/23-3/13/26. There was discussion on the process for hiring once the grant is accepted.

**COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that the District's application for the SAFER Grant included the costs for 6 Paramedics and 6 EMTs. There was discussion on how the grant's terms work if the District is unable to fill all the positions, e.g., the District would have to show attempts being made to fill any vacancies, and cannot request reimbursement for



any unfilled position. EMS CHIEF DILL noted that the District can request extending the POP if we haven't spent all the awarded funds due to not having all positions filled and on payroll by the start of the POP. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that the reimbursement from FEMA would be requested as we go, and not in one lump sum.

**COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that if the District does not accept the grant award and fund the 12 additional firefighters, the result would be response times continuing to increase, the burnout rate for our suppression staff would continue to go up, and the resulting negative impact on our constituents. **COMMISSIONER DUNCAN** clarified with EMS CHIEF DILL that the District has met all requirements included in the SAFER Grant agreement, including Article 33. EMS CHIEF DILL noted that the FEMA SAFER Grant funds awarded to the District are for salary/benefits of firefighters and none of the St 3 construction costs are included, as these are being funded through impact fees as part of the Capital Improvement Plan. There was discussion on costs for personnel not being eligible for impact fee funding.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-08, *Authorizing the Acceptance of a Fiscal Year 2021 FEMA SAFER Grant Award EMW-2021-FF-00285 Funding in the Amount of \$4,510,541*, as presented.

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

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

#### C. Administrative Staff Memoranda of Understanding (MOU)

Administrative Staff MOUs for renewal dated October 1, 2022 through September 30, 2027 were presented. FIRE CHIEF RILEY reported that the draft agreements were presented at last meeting for the board's review. He also reported that the Admin MOUs have always run concurrent with the Collective Bargaining Agreement term which was negotiated for 5 years this year.

FIRE CHIEF RILEY reported that the changes in the proposed renewal of the MOUs include:

1. Recognizing the federal holiday of Juneteenth as paid time off;
2. That upon PERSI retirement, 40% of the employee's accrued sick leave will be paid into their HRA/VEBA account vs. a buyout; and
3. Longevity will be paid out upon PERSI retirement at a pro-rated rate according to the employee's retirement date.

FIRE CHIEF RILEY noted that the 40% of sick leave paid into employee's HRA/VEBA account was negotiated for all union-covered positions beginning this FY and that per VEBA, the benefit must be offered to all employees.

It was noted that Administrative Staff included all non-bargaining, full-time positions including the Fire Chief, three Division Chiefs, the Fleet Mechanic, the Executive Assistant, and two Administrative Assistants.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE**, to approve the Administrative Staff Memoranda of Understanding (MOUs) for all eight non-bargaining full time employees with effective dates of October 1, 2022 through September 30, 2027, 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

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

1. Impact Fee Update –
  - a. The board of county commissioners (BOCC) approved the collection of fire impact fees at a meeting just this morning.
  - b. Waiting for the transfer of impact fees collected in September by the cities of Rathdrum and Hayden.
2. Ongoing Work with Hiring – The three new hires have successfully completed the fire portion of their recruit academy and will be completing the EMS portion over the next couple weeks. They will all be assigned to shifts beginning tomorrow (10/14).
3. SAFER Grant – FIRE CHIEF RILEY thanked the board for their support in applying for the grant and for voting to accept the award. He reported that staff will be developing timelines and committees for hiring process.
4. FY 2022 Budget Amendments – A public hearing will be held at next meeting on 10/27 for the board to consider amending the FY 2022 budget. Included in the board packets was a copy of the public hearing notice and the proposed amendments including:
  - a. Increasing the budget for wages and personnel costs due to long term injury leaves requiring callback coverage that exceeded the original budgeted amount;
  - b. Increasing the budget for station expenses due to the unanticipated costs for improvements/upgrades to St 1 crew quarters; and
  - c. Increasing the costs for vehicle fuel due to unanticipated increases.

It was noted that the increased costs will be funded by collected revenues that were more than anticipated, and by transfers of funds from other budget categories that were unspent. Overall, the District's total revenues exceeded its total expenditures.

5. Staff/Operational Reports – FIRE CHIEF RILEY reported that TRAINING CHIEF MATHER and FIRE MARSHAL DRECHSEL are on vacation.
  - a. EMS Report – Was presented for review. EMS CHIEF DILL reported on the following:
    - i. KCEMSS:
      - a) No major issues with ambulances.
      - b) Have completed the fiscal year-end inventory counts.
    - ii. Personnel:
      - a) Academy training with the new hires includes Life Flight training later today, and on 10/19 airway, CPR, and pediatrics.
      - b) Four of our medics are at EMS World conference in Florida this week for training.
    - iii. Training:
      - a) There is an upcoming protocols update training for each shift next week
      - b) Ongoing QA committee development
    - iv. Case review with Dr. Chun recently.

EMS CHIEF DILL reported that he has been working on the SAFER grant review and the St 3 financing.

- b. Bureau Report – For September was presented.
- c. Overtime Report – For September was presented.
- d. Run Report – For September was presented.

**B. Commissioner Reports**

There were no commissioner reports.

**VII. Public Input**

JOHN SPENCER congratulated the District on its award of a SAFER Grant and to the staff who wrote the application. He asked about the salaries of the firefighters that would be funded through the grant. FIRE CHIEF RILEY reported that the SAFER grant positions would be union-covered positions with a one-year probationary period, and that firefighter/paramedics are paid higher wages than the firefighter/EMT positions.

MR. SPENCER reported that he is involved in the city of Hayden's upcoming levy attempt that will be on the ballot in November in order to fund additional law enforcement. He noted that the Sheriff's Association is being utilized to promote the levy vote, and that he has ideas that he could offer the District in the event it decides to attempt an override levy again in the future.


**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 DUNCAN** at 10:32 a.m.

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

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

  
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**DAVID P. HALPIN**, Chairman

  
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**DENNIS L. AMENDE**, Commissioner

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**DOUGLAS D. DUNCAN**, Commissioner

  
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**MICHAEL R. PEARCE**, Commissioner

  
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**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 13<sup>th</sup> day of October 2022.

ATTEST BY:

  
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 Valerie Knapp, District Secretary

