

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

REGULAR MEETING

April 27th, 2023 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 Drechsel, Division Chief Dill, Secretary Knapp, Jarrod Pitts, Scott Hochberger, Danielle Quade, and Rhonda Seagraves

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge.

III. Audit Presentation

FIRE CHIEF RILEY reported that the auditor was unable to attend the meeting today due to an illness in her family He stated that she anticipates being at the next board meeting to present the audit report on 5/11.

IV. Amend Agenda

There were no amendments to the agenda.

V. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of April 27th, 2023 Meeting Agenda as presented;
- B. Approval of April 13th, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for March

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the April 27, 2023 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

VI. New Business

A. Resolution 23-02

A resolution entitled *Approving and Authorizing the Execution and Delivery of a Ground Lease and an Annual Appropriation Lease Agreement, a Contract for Modular Buildings, Together with Other Related Documents; Ratifying Actions Heretofore Taken; and Providing for Related Matters* was presented for review.

FIRE CHIEF RILEY reported that the resolution presented approves and authorizes the execution and delivery of documents for construction and lease financing of the District's new modular fire station at St 3. He deferred any board questions regarding the documents to **Danielle Quade**, the District's bond counsel with **Hawley Troxell**, and **Rhonda Seagraves**, Vice President, First Interstate Bank, both in attendance.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 23-02, Approving and Authorizing the Execution and Delivery of a Ground Lease and an Annual Appropriation Lease Agreement, a Contract for Modular Buildings, Together with Other Related Documents; Ratifying Actions Heretofore Taken; and Providing for Related Matters, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

COMMISSIONER HALPIN called for a roll call vote.

ROLL CALL:

COMMISSIONER AMENDE	Yes
COMMISSIONER DUNCAN	Yes
COMMISSIONER HALPIN	Yes
COMMISSIONER PEARCE	Yes
COMMISSIONER WASHKO	Yes

Motion carried

B. Memorandum of Understanding

A Memorandum of Understanding (MOU) between the District and the Northern Lakes Professional Fire Fighter Union Local 4045 to amend the current 2022-2027 Collective Bargaining Agreement (CBA) was presented for review. The articles being amended include:

- Article 3, Term of Agreement
- Article 20, Constant Staffing
- Article 21, Personnel Reduction
- Article 23, Exchange of Shifts
- Article 26, Overtime
- Article 31, Vacation
- Article 37, Uniforms and PPE

FIRE CHIEF RILEY stated that the MOU amends language in several articles affected by both the hiring of twelve (12) positions through the award of a 2021 SAFER Grant, and the staffing of a third engine/fire station. There was discussion on amended language being in effect until the grant's period of performance ends on 3/13/2026. FIRE CHIEF RILEY noted that there will need to be further discussion on contract language once the positions are funded locally.

FIRE CHIEF RILEY reported that during the period of performance, the SAFER funded positions cannot be laid off which goes against the seniority language in the current contract.

There was discussion on changes/additions to articles not related to the SAFER grant or the 3rd staffed engine, including: Article 23, Exchange of Shifts, changing current language allowing a new hire to be eligible for callback and working back trades from six (6) months to completion of fire academy; and Article 37, Uniforms and PPE, allowing for extenuating circumstances (supply chain issues) keeping the District from being able to provide contractual uniforms/PPE upon hire.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to approve the Memorandum of Understanding to Amend the 2022-2027 Collective Bargaining Agreement between the District and the Northern Lakes Professional Fire Fighters Union Local 4045, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

C. Facility Use Agreement

An agreement between Kootenai County and the District for temporary use of the Aircraft Rescue and Fire Fighting (ARFF) building at the airport for the 3rd staffed engine, as presented. FIRE CHIEF RILEY reported that DIV CHIEF DRECHSEL put together the draft agreement that was then submitted to the County's risk manager for review. It was returned with changes that were then reviewed by the District's legal counsel. FIRE CHIEF RILEY

reported that legal counsel stated that if he and the board are comfortable with the Agreement, then counsel is comfortable.

FIRE CHIEF RILEY noted that once the agreement is approved by the board, it will go before the Kootenai County Board of Commissioners at their meeting next week for review and approval.

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that the District will provide furniture and computer equipment for the crews stationed at the airport. **COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that the ARFF building has two (2) bathrooms and a kitchen.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that discussion with the county has just been about the temporary use of the ARFF station until later this year when the new St 3 is ready to be staffed.

FIRE CHIEF RILEY reported that all suppression staff will have key cards for access to the airport until key pads are installed.

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that the on-duty crews would have access to the watch station from the ARFF building.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER DUNCAN** to approve the Facility Use Agreement with Kootenai County for the District's temporary use of the ARFF building for its 3rd staffed engine, as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

VII. Reports

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

1. Station 3 Parking: On-going discussion with the Lakes Highway District regarding use of designated parking spaces for St 3 did not work out. FIRE CHIEF RILEY reported that the Alpine Store and RV Park has offered to donate the District 1/3 acre for parking in exchange for the District waiving their permit fees for mini-storage project upon board approval.

There was further discussion on Lakes Highway District's offer to grant the District designated parking spaces having conditions/concessions that would not work for the District.

FIRE CHIEF RILEY reported that Alpine Store and RV Park has also asked that their personnel be allowed to use the District's current ingress/egress along with the land donation.

2. New Recruits – The new hires all successfully completed the fire academy and a graduation ceremony was held on Sat., 4/22. They have all now been assigned to a shift.
3. Station 2 – The 3rd staffed engine (E523) is now responding out of St 2. Since 4/24, the engine has responded to 15 incidents, with 60 total calls for the District during the same period.
4. Rathdrum City Council – Delivered a report on impact fees to the council at their meeting on 4/26 that was well received. Hoping to present the same type of report to the Hayden City Council as well.

5. Fiscal Year 2022 Audit Report – The auditor’s family is sick today, but hopefully she will be available to present the final report at next meeting on 5/11. The draft final report was in the board packet for review at last meeting (4/13).
6. Apparatus – The new brush truck was delivered yesterday and ready to be put in service. The two (2) new engines are being delivered from the plant in Minnesota to General Fire in Spokane for some final work.
7. Battalion 5 Vehicle – The BC5 command vehicle was involved in an accident on 4/22 while responding to a call, with no serious injury to the Captain or the occupants of the private vehicle. FIRE CHIEF RILEY reported that the Captain was medically evaluated as a precaution and has been cleared. A claim has been filed with the District’s insurance and the vehicle is currently at a body shop for a repair estimate. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that the accident occurred at the intersection of Boekel and Ramsey Roads, noting that BC5 was traveling west on Boekel.
8. Impact Fee Collection for March – The fees collected by other agencies in March, and paid to the District in April, totaled \$63,476.20, with a total collected YTD of \$234,985.45. **COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that the District has only reimbursed itself for consultant fees of \$8,000 that were an eligible expense included in the Capital Improvement Plan (CIP).

B. Commissioner Reports

There were no commissioner reports.

VIII. Public Input

DANIELLE QUADE, bond counsel with Hawley Troxell, reported that the final paperwork for the Ground Lease and Annual Appropriation Lease approved by the board will be ready next week and asked if the Chairman and Fire Chief could come in on Tue., 5/2 or Wed., 5/3 to sign the documents. She noted that the lease will fund on Thu., 5/4. **COMMISSIONER HALPIN** confirmed that he and FIRE CHIEF RILEY will come in on Wed., 5/3 at 10:00 a.m. to sign all the documents.

IX. Executive Session

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(a) for discussion on qualifications of candidates for promotion.

COMMISSIONER HALPIN called for discussion. There was no discussion.

COMMISSIONER HALPIN called for a roll call vote: _

ROLL CALL VOTE:

Commissioner Amende	Yes
Commissioner Duncan	Yes
Commissioner Halpin	Yes
Commissioner Pearce	Yes
Commissioner Washko	Yes

Motion carried

Entered Executive Session at 10:25 a.m.

Exited Executive Session at 10:41 a.m. There was discussion on qualifications of candidates for promotion. No decisions were made.

X. 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 WASHKO** at 10:42 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 27th day of April 2023.

ATTEST BY: 

Valerie Knapp, District Secretary

