

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

## REGULAR MEETING

December 14<sup>th</sup>, 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, Asst. Chief Dill, Division Chief Drechsel, Division Chief Anderson, Secretary Knapp, John Spencer, Brad Belmont, Eric Foti, Tyler Turrell, Nick Waites, Matt Legg, and Mariano with SERVPRO Coeur d'Alene

### 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 December 14<sup>th</sup>, 2023 Meeting Agenda as presented;
- B. Approval of November 22<sup>nd</sup>, 2023 Regular Meeting Minutes;
- C. Approval of November 27<sup>th</sup>, 2023 Special Meeting Minutes;
- D. Approval of Unpaid and Paid Bills Lists;
- E. Review of YTD Financial Report for November

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the December 14<sup>th</sup>, 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

### V. New Business

#### A. Certified Election Canvass Results-Certificates of Election

The November 7<sup>th</sup>, 2023 election canvass results certified by the Kootenai County Board of Canvassers and the Kootenai County Elections Clerk on November 16<sup>th</sup>, 2023 were presented for review. Also presented for review were the Certificates of Election to be presented to the elected candidates.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the November 7<sup>th</sup>, 2023 certified election canvass results as presented and issue Certificates of Election to Zach Hamilton, Sub District 2, and to James Washko, Sub District 4.

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

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

#### B. Idaho State Fire Commissioners Association (ISFCA)

A packet of information on the District's membership renewal for 2024 in the Idaho State Fire Commissioners Association (ISFCA) and renewal of the District's participation in the ISFCA Accidental Death & Dismemberment policy through Provident for 2024 were presented for review.

There was discussion on the membership cost remaining at \$1,000 annually and the AD&D policy cost of \$30/member per year. It was noted that the AD&D coverage is limited to current members as of 1/12/2024 including full-time, elected officials, and volunteers; the District currently has 61 members, for a cost of \$2,040 for 2024.

**COMMISSIONER WASHKO** stated that he recommends the District continue to support ISFCA with their membership and **COMMISSIONER PEARCE** agreed.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO** to renew the Northern Lakes Fire District's membership in the Idaho State Fire Commissioners Association (ISFCA) for 2024 at a cost of \$1,000, and to renew coverage for all members as of January 12, 2024 in the ISFCA Accidental Death & Dismemberment policy through Provident for 2024 at an annual cost of \$2,040, as presented.

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

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

### C. Purchase of Generator for New Station 3

FIRE CHIEF RILEY reported that the District obtained three bids for an NFPA compliant generator and one for a non-compliant generator for the new Station 3 at Garwood. He stated that Admin is recommending the purchase of the lowest responsive bid from Cummins for \$48,708.

The bids received were:

- |                            |                                   |
|----------------------------|-----------------------------------|
| 1. Western States Cat      | \$ 55,478.00                      |
| 2. Power Systems West      | \$ 54,025.00                      |
| 3. Cummins Sales & Service | \$ 48,708.00                      |
| 4. Northwest Generators    | \$ 47,697.75 (non-NFPA compliant) |

FIRE CHIEF RILEY thanked **COMMISSIONER DUNCAN** for providing assistance with his knowledge of generators to DIV CHIEF DRECHSEL.

**COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that Admin staff is comfortable with the Cummins model generator and DIV CHIEF DRECHSEL stated that this model will handle the needs of the new station. **COMMISSIONER WASHKO** clarified with DIV CHIEF DRECHSEL that the recommended Cummins generator is natural gas only.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER DUNCAN** to purchase the lowest responsive bid for an NFPA compliant generator from Cummins in the amount of \$48,708, as presented.

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

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

### D. Approval of Deferring Policy Adoption to Administration

FIRE CHIEF RILEY stated that it is the responsibility of the board to adopt policy, but with 150+ new policies converted into Lexipol standardized format after a process of more than a year, he is requesting the board's approval to have Administration adopt these policies so they can be pushed out to all staff.

FIRE CHIEF RILEY reported that there are some changes from the current policy language, but that nothing changes how the District does business. He noted that there are thirteen chapters of policy now in Lexipol's standardized format. **COMMISSIONER WASHKO**

clarified with FIRE CHIEF RILEY that all but two policies are complete and that all of them will be ready to go “live” after the first of the year.

**COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the process to standardize District procedures with Lexipol will be finished shortly after the policies are in place.

**COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that Lexipol is a software program that sets up and maintains law enforcement and fire agency policy developed by legal consultants to be in compliance with federal, state, and local regulations/codes. FIRE CHIEF RILEY reported that the policies will be maintained by Lexipol and if any regulations/codes change or are updated, they will push those revisions out to all staff to accept; in other words, no policies will ever be outdated.

**COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that any changes to the policies will be emailed out to all members, including commissioners, who all have to then acknowledge the changes before they go “live”.

There was discussion on all the policies and procedures being vetted by Lexipol’s legal consultants.

**COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that the cost to have Lexipol develop and maintain our policies/procedures was an initial cost of \$30,000 to convert our policies and an annual subscription of \$9,000 to maintain/update them. FIRE CHIEF RILEY noted that the subscription includes ongoing review by their legal consultants of our policies and procedures.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve deferring the Lexipol Standardized policy adoption to Administration.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that the board is deferring policy adoption to Administration for the initial bulk of Lexipol policies, and that any future revisions or changes to specific policies will be presented to the board for adoption.

**COMMISSIONER WASHKO** stated that the board will consider the policies adopted as vetted by Administration.

**COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that all of the vetted policies will go out via email to every member, including the board, after the first of the year.

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

## **VI. Reports**

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

1. Station 3: The first module is scheduled to be delivered on-site at 6:00 a.m. tomorrow (12/15) and off-loaded.
2. KCEMSS: The Chief Officer interview panels for 4 candidates were held all day on 12/12, but no word yet on a selection having been made by the JPB.
3. Airport Operations: The extension to the facility use agreement allowing the District to respond out of the ARFF station has been approved by the board of county commissioners, and extends our use of the ARFF station through May of 2024.
4. Dive Team: The Kootenai County Sheriff has requested that our dive team members be deputized for the sole purpose of evidence collection, preservation,

and chain of custody. FIRE CHIEF RILEY noted that there will be no peace officer duties outlined in the scope of their participation on the dive team.

FIRE CHIEF RILEY further noted that there is language in the CBA stating that no member can be required to be a peace officer, so he will be meeting with the four dive team members and ask that they sign a statement waiving the CBA article voluntarily.

5. Personnel: FIRE CHIEF RILEY reported that there are two personnel potentially off on long-term injury/illness leave. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that neither are job-related injuries. FIRE CHIEF RILEY noted that one member may return to duty by the end of the month, while the other is anticipated to be out until spring.
6. Hiring List: Continue advertising for applications to National Testing Network (NTN) to establish a new hiring list. FIRE CHIEF RILEY reported that the applicant list will be pulled from NTN at the end of the month for review.  
**COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that the hiring list will not be established until after in-person interviews in January.
7. Staff/Operational Reports: Were presented for review including:
  - a. Asst. Chief Report – Was presented for review.
  - b. Fire Marshal Summary - Was presented for review.
  - c. Fire Training/EMS Division – Was presented for review.
  - d. Bureau Report for November – Was presented for review.
  - e. Overtime Report for November – Was presented for review.
  - f. Run Report for November – Was presented for review.

#### B. Commissioner Reports

There were no commissioner reports.

### VII. Public Input

JOHN SPENCER reported that the city of Hayden is forming a Safety Task Force at their next council meeting, and that he anticipates being appointed to the five-member committee that will make recommendations to the mayor and council regarding safety, i.e. law enforcement, fire, traffic, etc. He noted that he will be recommending that law enforcement and fire agencies start making quarterly briefs to the city council of approximately 10 minutes, with information on the number of calls, response times, etc. He stated that he feels these quarterly briefings will be good exposure for educating the public about the needs of the fire district with any upcoming levy election. He noted that in January the city will have a new mayor, but the same council members.

FIRE CHIEF RILEY stated that presenting quarterly reports at the Hayden council meetings will not be an issue, as he already does this for the city of Rathdrum; he noted that he reports on the number of calls, response times, and other information specific to the city, and is happy to do the same for Hayden.

The board thanked MR. SPENCER for the information and for his support of the fire district.

**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 WASHKO** at 10:27 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 14<sup>th</sup> day of December 2023.

ATTEST BY:

  
\_\_\_\_\_  
Valerie Knapp, District Secretary

