

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

December 22nd, 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 Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, Cody Palmer, Luke Michael, Scott Hochberger, Jason Paulson, Chris Larson, Casey Schreiner, Shane Anderson and family, Ryan Alltus and family

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge.

III. Presentation

FIRE CHIEF RILEY reported on the recent promotion of FIREFIGHTER RYAN ALLTUS to the rank of Engineer and the hire of FIREFIGHTER SHANE ANDERSON.

COMMISSIONER HALPIN administered the Oath of Office to ENGINEER ALLTUS and FIREFIGHTER/PARAMEDIC SHANE ANDERSON and presented them with badges which were pinned by family members. They were congratulated by the board, chief officers, and all in attendance.

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 December 22nd, 2022 Meeting Agenda as presented;
- B. Approval of December 8th, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for November

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the December 22nd, 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

VI. New Business

A. Memorandum of Understanding

A copy of the *Memorandum of Understanding between Kootenai County and Northern Lakes Fire District* was presented for review. FIRE CHIEF RILEY reported that the MOU is a subscription agreement adopted each year between the county and all agencies dispatched through the KCSO 9-1-1 for use of 700 MHz system, i.e., using radios and accessing the Spillman CAD system. The last MOU was adopted by the board in July but was modified following a Spillman User's Group meeting in November. There is now an annual maintenance/subscription prorated fee of \$1,900 per agency to reimburse for what the county pays to Ada County for use of the statewide wireless integrated communication system. CHIEF RILEY noted that the fee of \$246/license has not changed; the District paid for 14 licenses earlier this year.

COMMISSIONER DUNCAN questioned if the \$246 per license fee is paid “per log-in” as stated in the cover letter from the KCSO. **FIRE CHIEF RILEY** clarified that the “log-in” means per user, and it is billed out each year to the District for the KCSO administrative costs for IT setup, server support, and maintenance.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the *Memorandum of Understanding between Kootenai County and Northern Lakes Fire District*, 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. Idaho State Fire Commissioners Association (ISFCA)

A packet of information on the District’s membership renewal for 2023 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 2023 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 1/15/2023 and agencies cannot add new members until 2024; including full-time, elected officials, and volunteers, the District currently has 56 members, for a cost of \$1,680 for 2023.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to renew the Northern Lakes Fire District’s membership in the Idaho State Fire Commissioners Association (ISFCA) for 2023 at a cost of \$1,000, and to renew coverage for all current members in the ISFCA Accidental Death & Dismemberment policy through Provident for 2023 at an annual cost of \$1,680 for 56 members, 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

VII. Reports

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

1. SAFER Grant Hiring Status – As of this a.m., have received 10 applications for the Lateral Firefighter hiring with the deadline of 4:00 p.m. today. Through our National Testing Network (NTN) membership, 51 applications have been received for entry-level testing so far, but not sure yet how many of those are actually eligible.

FIRE CHIEF RILEY reported that conditional offers of employment were made to candidates on the prior hiring list including 5 EMTs and 1 Paramedic. The District will be filling more positions once the new list is established.

There was discussion on the recent engineer testing that created a new list of 7 ranked candidates. **FIRE CHIEF RILEY** reported that there is one candidate left on the current engineer promotional list; the current captain list has 4 ranked candidates but will need to create a new list after the SAFER grant hiring.

COMMISSIONER PEARCE clarified with **FIRE CHIEF RILEY** that adding a 3rd staffed engine with SAFER grant positions will increase the District’s s ranked staff from 6 Captains to 9, and 6 Engineers to 9.

There was discussion on run card development for new response areas in anticipation of the 3rd staffed engine. FIRE CHIEF RILEY noted that EMS response is the entire county.

2. Labor/Admin Meeting: There will be another Labor/Admin Meeting after the first of the year. There was discussion on attendance by commissioners, with FIRE CHIEF RILEY noting that as long as there is not a quorum (no more than 2 commissioners), and that he will check with the Local and let the commissioners know.
3. Hayden City Council Meeting – FIRE CHIEF RILEY reported that he attended the Hayden city council meeting last week at the mayor's request in the event any questions came up regarding fire/rescue response to multi-story buildings. He noted that no questions came up.
4. Fire Station 3 – DIV CHIEF DILL gave an update on the status of St 3 project:
 - a. L&H is working on the 80% drawings and should have them in a few weeks.
 - b. d'Zign Group is working on the site disturbance plans and should have them today.
 - c. Will then submit both the 80% drawings and site disturbance plan to the county.
 - d. The bond counsel is reviewing a request for proposal (RFP) for the bid process to demo existing building on site, and also working on language for an agreement with Lakes Highway District for the parking spots to be dedicated to the fire district once their new building is complete (2-3 years).

COMMISSIONER HALPIN clarified with DIV CHIEF DRECHSEL that Lakes Highway District has stated that 17 parking spots will be dedicated to the District for St 3, but that bond counsel has recommended the parking spots be deeded in writing in the event ownership of the property changes in the future.

There was further discussion on how much of the District's property will be needed for the new station and that the drain field system will meet the needs of a fully-staffed station.

COMMISSIONER WASHKO clarified with DIV CHIEF DRECHSEL that wash areas will be on the exterior of the new building and swales will be part of the site disturbance plan.

5. Impact Fee Collection Update: FIRE CHIEF RILEY reported on impact fees collected for November as follows:
 - a. City of Rathdrum: \$20,550 collected including 11 residential units and 1 commercial.
 - b. City of Hayden: \$1,302 collected including 1 residential unit.
 - c. Kootenai County: No fees collected yet.A total of \$107,331 in fire impact fees have been collected for the District since August.
6. Other: FIRE CHIEF RILEY reported that a copy of the draft Request for Proposal (RFP) to solicit bids for demolition of existing St 3 building was included in the board's packets for review. He noted that the RFP is currently with bond counsel for

review. There was discussion on the bid process for demolition being separate from any process to surplus the scrap metal/materials.

COMMISSIONER PEARCE clarified with DIV CHIEF DILL that it is expected the RFP will be finalized and go out to vendors in the next few weeks.

COMMISSIONER WASHKO clarified with DIV CHIEF DILL that the date for receiving bids has not yet been determined.

B. Commissioner Reports

There were no commissioner reports.

VIII. Public Input

There was no public input.

IX. 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 10:26 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



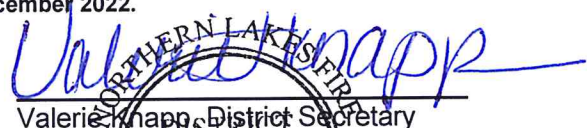
MICHAEL R. PEARCE, Commissioner



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 22nd day of December 2022.

ATTEST BY:



Valerie Knapp, District Secretary

