

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

January 11th, 2024 at 10:00 a.m.
Fire Station 1, 125 W. Hayden Ave., Hayden, ID

I. Call To Order

COMMISSIONER PEARCE called meeting to order at 10:03 a.m.

COMMISSIONERS PRESENT: Commissioners Amende, Duncan, Pearce, and Washko

COMMISSIONERS ABSENT: Commissioner-Elect Hamilton

OTHERS PRESENT: Fire Chief Riley, Division Chief Drechsel, Division Chief Anderson, Secretary Knapp, Amanda Tams, Mariano with SERVPRO Coeur d'Alene, Eric Steiger, and Kevin Croffoot

II. Pledge of Allegiance

COMMISSIONER PEARCE led the Pledge.

III. Swearing In of Elected Fire Commissioner

COMMISSIONER PEARCE administered the Oath of Office to **FIRE COMMISSIONER WASHKO**, elected to a new four-year term on November 7, 2023. The board congratulated **COMMISSIONER WASHKO**.

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 January 11th, 2024 Meeting Agenda as presented;
- B. Approval of December 22nd, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for December

COMMISSIONER DUNCAN made a motion, seconded by **COMMISSIONER AMENDE** to approve the January 11th, 2024 Consent Calendar as presented.

COMMISSIONER PEARCE called for discussion. There was no discussion.

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

VI. New Business

A. 2024 Fire Protection Agreement

Renewal of a 2024 fire protection agreement for property located at 13307 W. Biggs Rd., in Rathdrum, was presented for review. FIRE CHIEF RILEY reported that this is the last agreement the District renews each year, having been in place since before consolidation. He noted that the property is not eligible for annexation and recommends the board renew the agreement for 2024.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER DUNCAN** to renew the Fire Protection Agreement for 2024 with Stuart Wagner for property located at 13307 W. Biggs Road in Rathdrum, as presented.

COMMISSIONER PEARCE called for discussion. There was no discussion.

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

B. Resolution 24-01

A resolution entitled *Declaring Certain District Personal Property as Surplus to be Sold or Disposed of* was presented for review. FIRE CHIEF RILEY reported that the items include miscellaneous office chairs that the District no longer has use for; kitchen cabinets, gas range, refrigerator, and two microwaves that were replaced during the remodel of the St 1 crew quarters kitchen; as well as a color printer that no longer prints and a battery backup/surge protector with a failed battery. FIRE CHIEF RILEY recommended the board declare the items as surplus.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that the items have little to no value and will be disposed of.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 24-01, Declaring Certain District Personal Property as Surplus to be Sold or Disposed of, as presented.

COMMISSIONER PEARCE called for discussion. There was no further discussion.

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

VII. Reports

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

1. Station 3: Two more modules will be delivered by the end of this week/early next week. FIRE CHIEF RILEY reported that one of the modules was damaged in transit, but was repaired and is once again in transit.
2. Firefighter Interviews: The current Firefighter Eligibility List expires the end of this month. The National Testing Network (NTN) list had 21 eligible candidates with oral interviews to be scheduled for 1/22 and 1/23 to establish a new ranked list.
3. Policies: The first set of policies have been issued via email to all personnel. **COMMISSIONER PEARCE** clarified with FIRE CHIEF RILEY that 20 of 87 total policies were sent out. **COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that the board of commissioners will be set up with user accounts in Lexipol so that they can receive the policies via email, but that in the meantime, FIRE CHIEF RILEY will send the 20 policies in pdf format to all board members.
4. Citizen Concerns: FIRE CHIEF RILEY reported that he has received concerns from a citizen regarding the District's process for impact fee collection, noting that the same citizen has contacted other fire districts in the county with the same concerns. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that these are the same concerns brought up during the last impact fee collection process in 2011. FIRE CHIEF RILEY stated that he has been in conversation with the citizen trying to address their concerns.
5. Personnel: One suppression member remains off-duty on long-term illness/injury leave. Another ranked member will be going off-duty the end of this month for a medium-term non-work related injury leave. FIRE CHIEF RILEY noted that staffing numbers are still okay so far.
6. Staff/Operational Reports: FIRE CHIEF RILEY reported that ASST. CHIEF DILL is out sick this week. The reports presented for review included:
 - a. Asst. Chief Report – Was presented for review.

- b. Fire Training/EMS Division – Was presented for review. DIV CHIEF ANDERSON reported on the following:
 - i) The new KCEMSS Chief will be starting new position at the end of this month.
 - ii) Three members should have their working out of class (WOC) Battalion Chief task books complete by the end of this month.
 - iii) The 2024 training plan has been rolled out.
 - iv) Attended a lot of meetings over the last month.
- c. Fire Marshal Summary - Was presented for review.
- d. Bureau Report for December – Was presented for review.
- e. Overtime Report for December – Was presented for review.
- f. Run Report for December – Was presented for review. FIRE CHIEF RILEY reported that call volume was down for 2023 vs. 2022, noting that this was in large part due to having CDA Fire Medic 34 running calls.

B. Commissioner Reports

There were no commissioner reports.

VIII. Public Input

Mariano with SERVPRO Coeur d'Alene wished the board and members in attendance a happy new year and thanked them for their service, and for their patience with all the bad drivers out there during the recent bad weather.

The board thanked Mariano for his support of the fire district.

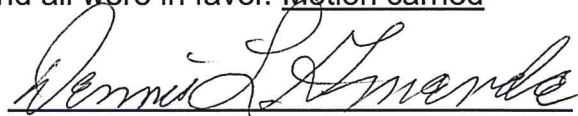
IX. Adjournment

There being no further business to be brought before the board, the regular meeting was adjourned upon the motion of **COMMISSIONER AMENDE** and as seconded by **COMMISSIONER WASHKO** at 10:15 a.m.

COMMISSIONER PEARCE called for discussion. There was no discussion.

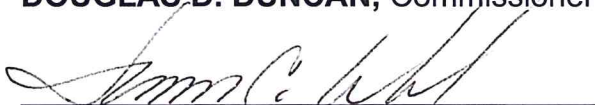
COMMISSIONER PEARCE called for the vote and all were in favor. Motion carried


 MICHAEL R. PEARCE, Chairman


 DENNIS L. AMENDE, Commissioner



 DOUGLAS D. DUNCAN, Commissioner


 ZACH S. HAMILTON, 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 11th day of January 2024

ATTEST BY:


 Valerie Knapp, District Secretary

