

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

---

January 26<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, and Pearce

**COMMISSIONERS ABSENT:** Commissioner Washko

**OTHERS PRESENT:** Fire Chief Riley, Division Chief Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, John Spencer, Luke Michael, Scott Hochberger, Garrett Kitterman, Jason Paulson, Mike Cunningham, and Chris Larson

**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 January 26<sup>th</sup>, 2023 Meeting Agenda as presented;
- B. Approval of January 12<sup>th</sup>, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for December

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the January 26<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. Resolution 23-01**

A resolution to adopt the revised Fire Commissioner Sub District Map was presented for review. FIRE CHIEF RILEY reported that at last meeting, the board was provided with two options for maps entitled "Alternative 1" and "Alternative 2" for their review. There was discussion on the proposed maps being revised by J-U-B Engineers to keep the populations in each sub district as equal as practical. FIRE CHIEF RILEY noted that he had recommended "Alternate 1" at last meeting due to it being the option that would allow more population growth in the northeast portion of the District.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE**, to hold discussion on adopting either Alternative 1 Map or Alternative 2 Map as presented, or request a different map be made.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER DUNCAN** questioned FIRE CHIEF RILEY on how the population growth will affect the sub district map. FIRE CHIEF RILEY stated that the sub districts have to be revised every 10 years after completion of the federal census, and that he feels the boundaries and populations in Alternate 1 will allow for more growth in Sub District 5. He

noted that most of the population growth is happening in the area between St 1 and St 2, and more in the northern part of the District versus the west.

It was noted that the sub district map is used for residency requirements for candidates and when gathering signatures of registered electors in a sub district for a petition of candidacy.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER DUNCAN**, to adopt Resolution 23-01, entitled *Adopting Revised Commissioner Sub District Map*, using "Alternative 1" Map as Exhibit A, 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

B. Sealed Bids St 3 Demolition

FIRE CHIEF RILEY reported that the District received one sealed bid in response to a Request for Proposal (RFP) for demolition of the surplus Fire Station No. 3 with a submission deadline of 10:00 a.m. today.

**COMMISSIONER HALPIN** opened the sealed bid and read it into the record:

- Bid received from Ginno Construction in the amount of \$78,700

FIRE CHIEF RILEY stated that DIV CHIEF DRECHSEL can review the bid to ensure it meets all bid specifications prior to the board considering any award.

**COMMISSIONER PEARCE** clarified with DIV CHIEF DRECHSEL that the RFP was provided to five public works contractors with Idaho Code requiring solicitation from at least three eligible contractors.

**COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that at the next regular board meeting, the board can consider to award the bid or throw all bids out and start over with the RFP process and submission of bids.

**COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that per bond counsel, the District has to follow Idaho Code §67-2805 in putting the demolition work out for bid. DIV CHIEF DRECHSEL noted that once the building has been demolished, the District can then do a process for sale of the scrap materials. **COMMISSIONER PEARCE** clarified with DIV CHIEF DRECHSEL that once the demolition is complete, site prep will be done by the civil engineers, d'Zign Group.

**COMMISSIONER DUNCAN** clarified with DIV CHIEF DRECHSEL that the existing St. 3 building must first be demolished following the award of bid to a public works contractor, then the scrap red iron steel and materials can be put up for sale for the highest bid to anyone interested with a 15-day notice per bond counsel. DIV CHIEF MATHER noted that any surplus District personal property valued at more than \$10,000 has to be advertised for sale publicly and sold to the highest bidder.

There was discussion on the timeline being sometime this summer for site prep to be done in order to be ready for the new modular fire station to be delivered/set in place.

**COMMISSIONER PEARCE** clarified with DIV CHIEF DRECHSEL that the RFP specified demolition of the station must be done to bare dirt, i.e., take out concrete. DIV CHIEF DRECHSEL further reported that d'Zign Group will then bring in an excavator to prep the site for setting the modular fire station.

**COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that if the board does not accept the bid, the District can start the RFP process again by soliciting at least three public

works contractors giving them at least three days to respond. There was further discussion on costs associated with the demolition specifications including the cost to haul away and dispose of the concrete.

**COMMISSIONER PEARCE** clarified with DIV CHIEF DRECHSEL that the valuation of the building materials (scrap red iron steel and materials) does exceed \$10,000; it was noted that two industry experts valued the materials between \$35,000 and \$40,000.

## **VI. Reports**

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

1. SAFER Grant Hiring Status: All thirteen conditional job offers have been accepted with the fire academy scheduled to start on 3/13. There is one candidate on the lateral list, with several entry level candidates applying through NTN.
2. Local 4045 President & Admin Meeting: Met last week to review CBA articles that will have to be revised by MOU with the SAFER grant hiring, including constant staffing and allowed number on vacation per shift.
3. Command Staff Reorganization Discussion: Admin staff and Battalion Chiefs have been meeting to discuss possible command staff reorganization with the upcoming retirement of DIV CHIEF MATHER. FIRE CHIEF RILEY stated that he hopes to bring something more formal to the board at their next meeting. He also requested that the Labor/Management Negotiation team meet to discuss plans noting that **COMMISSIONER HALPIN** and **COMMISSIONER WASHKO** are on the committee, but that he would be happy to meet with any commissioners, as long as there is no quorum. FIRE CHIEF RILEY reported that the proposed plan will affect the current fiscal year budget.
4. Station 2 Improvements: Construction has started on the unfinished additional bathroom at St 2, with completion to be no later than 3/1.
5. Station 3 Status: DIV CHIEF DILL reported that the project is in the demo phase with the 80% drawings from L&H to be complete soon. DIV CHIEF MATHER reported that the Station Design Committee has been working on number of outlets needed, number and placement of cabinets, etc.
6. February 23<sup>rd</sup> Schedule Board Meeting: FIRE CHIEF RILEY requested that the meeting scheduled for the 4<sup>th</sup> Thursday be moved to the Wednesday prior (2/22) if the commissioners agree. He reported that the III-A Executive Director will be in the area that day to give annual reports. The board's consensus was to move the board meeting to 10:00 a.m. on Wed., 2/22.
7. Other: **COMMISSIONER DUNCAN** clarified with DIV CHIEF DRECHSEL that the District's bond counsel recommended doing the demolition bid separate from the sale of the scrap materials. DIV CHIEF DRECHSEL explained that the demolition is treated as a public works contract per Idaho Code with only licensed public works contractors eligible to bid, but any member of the public could make a bid to purchase the scrap materials. There was discussion on the cost of paying the public works contractor being offset by a minimum bid of the valuation of \$35,000.

**COMMISSIONER DUNCAN** clarified that §67-2805 is the state's public works code.

### B. Commissioner Reports

There were no commissioner reports.

**VII. Public Input**

JOHN SPENCER requested a list of public events the District will be participating in for 2023. FIRE CHIEF RILEY stated that he can email MR. SPENCER a list of all known events.

JOHN SPENCER asked how commercial flights at the CDA Airport would affect the District. There was discussion on all structures protected by the District, as well as the District staff being ARFF certified; but once an FBO is up and running, the District could not provide 24/7 coverage. There was also discussion on the airport having to get FAA certified, or pay the District for additional staffing to provide 24/7 coverage.

There was further discussion on the potential impact on roads, highways, and the fire district with commercial flights at the CDA airport, as well as possible location of any terminals.

JOHN SPENCER questioned if development impact fees could be used for equipment. FIRE CHIEF RILEY reported that the impact fees were calculated to have new growth pay for what was identified in the District's 10 year Capital Improvement Plan (CIP) including 2 new fire stations and new apparatus.

JOHN SPENCER reported that the Idaho State Fire Commissioners Assoc. (ISFCA) is holding its annual conference in Coeur d'Alene this year sometime in March.

The board thanked MR. SPENCER for his input and information.

**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 AMENDE** at 10:41 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 26<sup>th</sup> day of January 2023.

ATTEST BY:   
Valerie Knapp, District Secretary

