

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

## REGULAR MEETING

October 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, Pearce and Washko

**OTHERS PRESENT:** Fire Chief Riley, Asst. Chief Dill, Division Chief Drechsel, Secretary Knapp, Chris Larson, Eric Steiger, Amanda Tams, Christian Agesen, Matt Legg, Loan Robideaux, Shay Carlock, and Jenny (SERVPRO Coeur d'Alene)

### II. Pledge of Allegiance

**COMMISSIONER HALPIN** led the Pledge.

### III. Amend Agenda

There were no amendments to the agenda.

### IV. Public Budget Hearing

#### A. Presentation of Amended Fiscal Year 2022/2023 Budget

The proposed Fiscal Year 2022/2023 Amended Operating Budget was presented for review. FIRE CHIEF RILEY reported that the original budget was adopted in August 2022 prior to notification of the 2021 SAFER Grant award and hiring of 12 additional firefighters. He further reported that at the time the budget was adopted, impact fee collection was just starting and the District has incurred eligible expenses that can be reimbursed from those collected fees. The original budget was \$9,767,650 with the proposed amended budget totaling \$13,232,860.

**COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that lease expenses included construction progress payments that First Interstate Bank deposited into the District's checking account before making a wire transfer to the St 3 modular building manufacturer.

#### B. Public Comments

**COMMISSIONER HALPIN** called for public comment. There was no public comment.

#### C. Resolution 23-07

Resolution 23-07, *Amending the Adopted Operating Budget for Fiscal Year 2022/2023*, was presented for review.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE**, to approve Resolution 23-07, *Amending the Adopted Operating Budget for Fiscal Year 2022/2023*, as presented.

### V. Consent Calendar

The consent calendar was presented for review as follows:

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

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the October 26<sup>th</sup>, 2023 Consent Calendar as presented.

**COMMISSIONER HALPIN** called for discussion.

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

## **VI. Old Business**

### **A. Master Service Agreement for Ethernet, Internet, Cloud beam, Lit Fiber, and Wavelength Services**

A Master Service Agreement, Terms and Conditions, and Service Order with Fatbeam, LLC was presented for review. FIRE CHIEF RILEY reported that the language the board took issue with at last meeting in the Terms and Conditions has been revised. He noted that in Para 3 of the original Terms and Conditions, Fatbeam, LLC would have been able to raise the contract price for service each year upon renewal, but the Master Service Agreement is for a five-year term. He reported that he spoke with Fatbeam and their legal rescinded this language.

**COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the quoted cost for the five-year agreement did not change. **COMMISSIONER WASHKO** thanked **COMMISSIONER DUNCAN** for catching the language in the Terms and Conditions at last meeting.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE**, to approve the Master Service Agreement, including Terms and Conditions, with Fatbeam, LLC, as presented.

**COMMISSIONER HALPIN** called for 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. KCEMSS:**

- a. Will be attending the KCEMSS JPB meeting later today with the JPB set to review/approve a formal *Agreement of Interim Duties/Responsibilities During Transition to New KCEMSS Chief Officer*, also attached for board review. FIRE CHIEF RILEY reported he had no issue with the terms for the ALS Chiefs interim responsibility and he has signed the agreement.
- b. The new medical director agreement is moving forward and is to be ratified by the JPB at today's meeting.
- c. The new chief hiring process continues with the application deadline the end of this month, after which interview panels will be set up.

#### **2. Labor/Admin Meeting:** The next meeting is schedule for 10/31 at 9:00 a.m. here at St 1. FIRE CHIEF RILEY noted that these meeting are held the last Tuesday of every month. He confirmed that **COMMISSIONER DUNCAN** and **COMMISSIONER PEARCE** will both be attending.

#### **3. Rathdrum Chamber Annual Awards Banquet:** The District was selected as the Business of the Year for our contributions to the city of Rathdrum. The banquet is Saturday, 11/18 and the District has 4 seats provided. FIRE CHIEF RILEY asked that any commissioners interested in attending to accept the award to please email him.

#### **4. Airport Operations:** FIRE CHIEF RILEY reported that he and ASST. CHIEF DILL recently met with the new airport director, Gaston Patterson, who agreed with extending the District's use of the ARFF Fire Station for another six months, or until May 2024. Once the Board of County Commissioners approves it, a copy of the extended agreement will be sent for District board approval.

FIRE CHIEF RILEY reported that the airport is extremely pleased with having the District staff the ARFF station. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that there is possibly FAA funding for improvements to the living quarters and adding additional bays. FIRE CHIEF RILEY also reported that the FAA will be funding the purchase a new ARFF fire truck.

There was discussion on the FAA requiring a tower if passenger flights with at least 30 passengers start using the airport; otherwise, there is currently no requirement for a full-time tower.

5. November Commissioner Meeting: The second meeting in November falls on the 4<sup>th</sup> Thursday which is always Thanksgiving. FIRE CHIEF RILEY reported that in year's past, the board opted to move that meeting to the Wednesday prior, or 11/22 this year. The board's consensus was to move the 2<sup>nd</sup> meeting in November to Wed., 11/22 at 10:00 a.m.

6. Fire St. 3:

- a. The station design committee members, ASST. CHIEF DILL, RETIRED DIV CHIEF MATHER, and FF/MEDIC TULL, did the final walkthrough of our St 3 modular building in Lethbridge last earlier this month. There were a few change requests, but everything looks good and on schedule.
- b. The delivery date of the new building is scheduled for 11/27. FIRE CHIEF RILEY reported that the building will have to have utilities hooked-up to avoid interior finish damage due to cold temperatures.
- c. **COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that he is anticipating opening the station sometime next spring.
- d. ASST. CHIEF DILL presented photos of the new modular station taken during the walkthrough, including both exterior and interior shots. He reported that the District is one of four fire stations currently being constructed in 2023/2024 at the site.

ASST. CHIEF DILL reported that the station is complete now with the minor changes including:

- Adding a garbage disposal;
- Minor revision to the apparatus bay sink.

7. Impact Fees Collected: Fees collected YTD are \$967,211.48 including interest earned with a breakdown of fees collected in September:

- a. Kootenai County - \$34,894 for 13 residential dwelling units and 5 commercial projects;
- b. City of Rathdrum - \$75,638 for 59 residential dwelling units including two apartment buildings and five duplexes;
- c. City of Hayden - \$18,112 for 81 residential dwelling units and 1 commercial project;
- d. The total collected in September was \$128,644

8. Commissioner Reports

There were no commissioner reports.

**VIII. Public Input**

JENNIFER with SERVPRO Coeur d'Alene introduced herself and on behalf of the company offered to provide breakfast or lunch to the District crews for any upcoming trainings. The board thanked JENNIFER for their generous offer.

**IX. Executive Session**

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(b) for discussion the evaluation of an employee and (1)(f) for discussion on controversies imminently likely to be litigated.

**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 11:03 a.m. There was discussion on evaluation of an employee and on a controversy imminently likely to be litigated. No decisions were made.

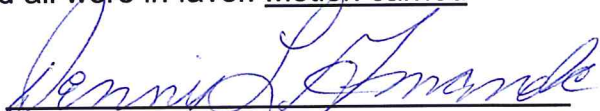
**X. Adjournment**

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 11:04 a.m.


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

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

  
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**DAVID P. HALPIN**, Chairman

  
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**DENNIS L. AMENDE**, Commissioner


  
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**DOUGLAS D. DUNCAN**, Commissioner

  
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**MICHAEL R. PEARCE**, Commissioner

  
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**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 October 2023.

ATTEST BY:

  
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Valerie Knapp, District Secretary

