

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

**REGULAR MEETING**

July 22<sup>nd</sup>, 2021 at 10:00 a.m.  
125 W. Hayden Ave., Hayden, ID

**I. Call To Order**

**COMMISSIONER THOMPSON** called meeting to order at 10:00 a.m.

**COMMISSIONERS PRESENT:** Commissioners Amende, Halpin, Pearce, and Thompson

**COMMISSIONER ABSENT:** Commissioner Washko

**OTHERS PRESENT:** Fire Chief Riley, Division Chief Dill, Fire Marshal Drechsel, Secretary Knapp, Jarrod Pitts, Scott Hochberger, and Sandy White

**II. Pledge of Allegiance**

**COMMISSIONER THOMPSON** led the Pledge.

**III. Amend Agenda**

CHIEF RILEY reported that an agreement with National Testing Network (NTN) was received after the meeting agenda had been posted 48 hours in advance, noting that the amended agenda was posted 24 hours in advance of today's meeting.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the Amended July 22<sup>nd</sup>, 2021 Meeting Agenda, as presented, and add under New Business the National Testing Network (NTN) Agreement and CPAT Agreement.

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

**COMMISSIONER THOMPSON** called for a roll call vote:

ROLL CALL VOTE:  
Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes

Motion carried

**IV. Consent Calendar**

The consent calendar was presented for review as follows:

- A. Approval of July 22<sup>nd</sup>, 2021 Amended Meeting Agenda as presented;
- B. Approval of July 9<sup>th</sup>, 2021 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Monthly Revenue/Expense Report for June

**COMMISSIONER HALPIN** made a motion, seconded by **COMMISSIONER AMENDE** to approve the July 22<sup>nd</sup>, 2021 Consent Calendar as presented.

**COMMISSIONER THOMPSON** called for discussion.

**COMMISSIONER HALPIN** clarified with CHIEF RILEY that almost 100% of the District's vehicle maintenance is now being done in-house by the FLEET MECHANIC. There was further discussion on being able to compare the costs for maintenance between 2021 and 2020 once the year is finished.

**COMMISSIONER THOMPSON** called for a roll call vote:

ROLL CALL VOTE:  
Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes

Motion carried

V. New Business

A. Resolution 21-06

A resolution entitled *Declaring Certain District Personal Property as Surplus to be Disposed of* was presented for review. CHIEF RILEY reported that District staff has identified personal property that is no longer needed due to poor condition and is asking the property be declared as surplus and disposed of. A description of each item, including estimated value, was presented as Exhibit A to the resolution for review.

**COMMISSIONER HALPIN** clarified with CHIEF RILEY that some of the items listed have no value and may not be sellable. **COMMISSIONER THOMPSON** clarified with CHIEF RILEY that admin staff will attempt to either sell or donate the items first.

**COMMISSIONER THOMPSON** made a motion, seconded by **COMMISSIONER PEARCE** to approve Resolution 21-06, *Declaring Certain District Personal Property as Surplus to be Disposed of*, as presented.

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

**COMMISSIONER THOMPSON** called for a roll call vote:

ROLL CALL VOTE:  
Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes

Motion carried

B. Agency of Record Contract

CHIEF RILEY reported that he reached out to the advertising/PR company as discussed at prior board meetings, and that Range NW Advertising Agency has submitted a contract now being presented for board review.

There was discussion on being able to spend District funds to put out information to the public on the override levy, but not to campaign for a yes vote. CHIEF RILEY noted that the Union Local 4045 has committed to help fund advertising for the override levy as well.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER THOMPSON** to approve the Agency of Record Contract with Range NW Advertising Agency as presented.

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

**COMMISSIONER THOMPSON** called for a roll call vote:

ROLL CALL VOTE:  
Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes

Motion carried



C. National Testing Network Agreement & CPAT Agreement

CHIEF RILEY reported that the next step in the process for creating a firefighter hiring list with National Testing Network (NTN) is for the board to approve the membership agreement and CPAT (Certified Physical Ability Test) agreement. Both documents were presented for board review.

**COMMISSIONER PEARCE** clarified with CHIEF RILEY that the \$500 membership fee is an annual fee the District would pay only upon renewal of the membership if approved by the board every year.

**COMMISSIONER THOMPSON** made a motion, seconded by **COMMISSIONER PEARCE** to approve the National Testing Network Agreement with a \$500 annual membership fee, and the CPAT Agreement, as presented.

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

**COMMISSIONER THOMPSON** called for a roll call vote:

ROLL CALL VOTE:  
Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes

Motion carried

**VI. Reports**

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

1. Impact Fees – Have received the final draft Capital Improvement Plan (CIP) from Galena Consulting with the next step to schedule a meeting with the consultants and the Development Impact Fee Advisory Committee (DIFAC) members, as well as the other fire agencies' DIFACs.

CHIEF RILEY reported that the draft CIP identifies \$11 million in needed facilities and equipment over the next 10 years due to new growth; this equates to preliminary impact fees of \$1,320/residential unit and \$.65/sq. ft. for non-residential. There was discussion on these fees being assessed by each jurisdiction (city/county) within the District when the building permit is pulled.

**COMMISSIONER THOMPSON** clarified with CHIEF RILEY that these would be one-time fees assessed on new construction so that growth is “paying for itself”, and would not be assessed on remodels or sale of existing property, both residential and non-residential. CHIEF RILEY did note that impact fees would be assessed on zone changes with improvements.

2. Negotiations with Local 4045 – Wage negotiations are on-going with recent meeting on 7/16. CHIEF RILEY reported that an offer was made and not accepted by the union; the next meeting is scheduled for 7/26. **COMMISSIONER THOMPSON** clarified with CHIEF RILEY that the offer was for 5.25%.
3. Annual Pancake Breakfast – The Local 4045 will be hosting their annual pancake breakfast this Saturday (7/24) at St 1 in Hayden from 7-10 a.m. This event is held each year in conjunction with Hayden Days with all proceeds benefitting the Local's Benevolent Fund.
4. Apparatus Issues – The poly water tank on the brush truck at St 2 in Rathdrum (V-14 #552) has started leaking and is inoperable. General Fire Apparatus had four new tanks available and CHIEF RILEY made the decision to move forward with purchasing

one and having General Fire install it by the end of this week in order to have the brush truck back in service as soon as possible. The board agreed with this decision.

- 5. Meeting – CHIEF RILEY reported that he attended the City of Sandpoint Council Meeting last night for the appointment of their new fire chief, Chief Gavin Gilcrease, who is currently an assistant fire chief at a fire district in South Carolina. CHIEF RILEY noted that he sat on the interview panel last month and was invited to attend.

There was discussion on the City of Sandpoint, Sagle Fire District, and Westside Fire District, operating as Selkirk Fire District under a JPA. There was further discussion on other upcoming retirements at neighboring fire districts.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

There was no public input.

VIII. Adjournment

There being no further business to be brought before the Board, the regular meeting was adjourned upon the motion of **COMMISSIONER THOMPSON** and as seconded by **COMMISSIONER PEARCE** at 10:20 a.m.

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

**COMMISSIONER THOMPSON** called for a roll call vote:

ROLL CALL VOTE:  
Commissioner Amende Yes  
Commissioner Halpin Yes  
Commissioner Pearce Yes  
Commissioner Thompson Yes

Motion carried

  
TERRY J. THOMPSON, Chairman

  
DENNIS L. AMENDE, Commissioner

  
DAVID P. HALPIN, Commissioner

  
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 22<sup>nd</sup> day of July, 2021.

ATTEST BY:   
Valerie Knapp, District Secretary

