

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

REGULAR MEETING

March 23rd, 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, Division Chief Drechsel, Secretary Knapp, John Spencer, Chris Larson, Kevin Croffoot, Amanda Tams, and Eric Steiger

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 March 23, 2023 Meeting Agenda as presented;
- B. Approval of March 9, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for February

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the March 23, 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. Job Descriptions

Draft job descriptions for the combined Division Chief of Fire Training/EMS position and the new Assistant Chief position were presented for review.

FIRE CHIEF RILEY reported that in-house notices for promotion will be distributed this week, and that if no eligible candidates for promotion apply for one or both positions, he will then advertise outside. He noted that his goal is to have both positions filled by the end of June.

There was discussion on requirements for the positions.

The board's consensus was to move forward with posting both positions using the job descriptions as presented.

VI. Reports

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

- 1. Annual Banquet: The District's annual employee appreciation banquet held on 3/19 was a success. FIRE CHIEF RILEY thanked the board for their support and administrative staff for their work putting the event together.
- 2. Fire Academy: The Academy Class 23-01 is in their second week of classroom with the EMS portion held last week. Beginning on Mon., 3/20 the recruits will begin full-time training at the tower.

3. Rathdrum Chamber Meeting: Attended the Rathdrum Chamber of Commerce meeting on 3/16 with **COMMISSIONER PEARCE**, the Admin Chiefs and Deputy Fire Marshal Larson. FIRE CHIEF RILEY reported that he delivered a State of the District address to the 60-100 members in attendance and was invited to give the same address at the next city council meeting.
4. Cd'A Airport: Have been approached by a representative from the Cd'A Airport to discuss the idea of District personnel staffing their Airport Rescue and Firefighting (ARFF) Station during the construction of St 3. FIRE CHIEF RILEY noted that this would be an alternative to having a dual house at St 2 until the new station is finished.

COMMISSIONER WASHKO questioned if the airport is asking the District to staff their ARFF station full time. FIRE CHIEF RILEY reported that full-time staffing was not a part of the preliminary discussion and that District personnel would respond out of District apparatus and not staff the airport's ARFF truck.

FIRE CHIEF RILEY noted that he will continue discussion with airport staff, but that any final decision will be made by the Board of County Commissioners and the District's board.

5. NLFD Chaplain: Our Peer Crisis Counseling team, including DEPUTY FIRE MARSHAL LARSON, BATT CHIEF CROFFOOT, and others, have requested bringing on a fire district chaplain as part of their team. The candidate has 40 years with the Tualatin Valley Fire Dept., retiring as a Fire Captain/Medic, then volunteering as their chaplain. FIRE CHIEF RILEY reported that a background check has been done and the District is looking to bring the chaplain on to work with the Peer Crisis team after developing some guidelines.
6. Development Impact Fee Collections: Impact fees collected for February included:
 - a. Kootenai County – \$1,302 for a new residential dwelling
 - b. City of Rathdrum – \$23,394 for 16 new residential dwellings and 1 non-residential 4,465 sq. ft. commercial building off Meyer Rd.
 - c. City of Hayden – \$18,130 for 4 new residential dwellings and 3 non-residential including:
 - i. Two (2) 4,000 sq. ft. buildings on the Atlas Industrial property
 - ii. An 11,880 sq. ft. warehouse on Government Way

It was noted that the city of Hayden council will approve payment of the fire impact fees at their next meeting on 3/28.

 - d. Total impact fees collected YTD since August 2022 total \$153,521.25. **COMMISSIONER HALPIN** clarified that the city of Hayden has their council approve the payment of the fire impact fees before a check is cut and mailed out to the District.

B. Commissioner Reports

There were no commissioner reports. FIRE CHIEF RILEY reported that DIV CHIEF MATHER is currently in Minnesota with the other apparatus committee members for the final inspection of the two new engines at the Rosenbauer plant. He also reported that DIV CHIEF DILL is currently attending a Rescue Task Force training planning meeting at the OEM with DIV CHIEF MATHER out of town.

VII. Public Input

JOHN SPENCER clarified that the board members did not attend the recent Idaho State Fire Commissioners Assoc. (ISFCA) conference in Coeur d'Alene earlier this month. **COMMISSIONER WASHKO** reported that the District supports ISFCA by paying membership dues each year, but that the conference is generally geared toward smaller volunteer fire districts in the state.

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 10:16 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 23rd day of March 2023.

ATTEST BY:



Valerie Knapp, District Secretary



NORTHERN LAKES
FIRE
DISTRICT
SECRETARY
SEAL
PROTECTION DISTRICT