

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

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December 8<sup>th</sup>, 2022 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:** Division Chief Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, John Spencer, Chris Larson, Chelsea Porter (via Zoom), Elizabeth Rose and Jerry Rose

**II. Pledge of Allegiance**

**COMMISSIONER HALPIN** led the Pledge.

**III. Presentation**

DIV CHIEF DILL reported that Chelsea Porter, bond counsel with the law firm of Hawley Troxell, is attending the meeting via Zoom to present a summary on documents being presented for board action at today's meeting, including:

1. The deed restriction termination and release for the real property at St 3, and;
2. A resolution to declare the existing building at St 3 as surplus, to procure demolition of the surplus building, and to authorize notice of sale of the remaining scraps and materials.

CHELSEA PORTER reported that she has been working with Mr. Pierce Clegg to have the restriction language in the quitclaim deed for the real property at St 3 that was originally recorded in 1994. She noted that there is language in the quitclaim deed restricting what the land must be used for as well as size restrictions for any building. She reported that the financial institution requested the deed restriction termination and release prior to considering any lease financing. There was further discussion on Mr. Clegg coming in to the District offices next week to sign the release which will then have to be recorded.

CHELSEA PORTER further reported that the resolution includes language for the District to proceed with demolition of the existing building on the St 3 property and then authorize the sale of the remaining scrap metal and materials once demolished. The resolution also has the board declaring the existing building as surplus and authorizing the Fire Chief and board chairman to move forward with giving notice of the sale, seeking bids, and signing any ancillary documents required.

There was discussion on any bids to purchase the scrap metal and supplies having to be a minimum of \$32,000 which was the independently determined value, and that the board would award the sale to the highest bidder. CHELSEA PORTER noted that if the District does not receive the minimum bid after the notice of sale, then the board could sell for a lower value.

**COMMISSIONER HALPIN** clarified with DIV CHIEF DILL that the resolution would allow the District to have the existing St 3 demolished then put out a notice of sale for the metal roofing and siding for a minimum bid of \$32,000. DIV CHIEF DILL noted that DIV CHIEF DRECHSEL had gotten valuations of the anticipated scrap and materials from two industry experts and that the bond counsel agreed with the valuation of \$32,000. **COMMISSIONER WASHKO** clarified with DIV CHIEF DILL that the District is legally required to put out notice of bids for the demolition, then another notice for the sale of the scrap metal and materials versus doing both at the same time.

The board thanked CHELSEA PORTER for her presentation.

#### 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 December 10<sup>th</sup>, 2022 Meeting Agenda as presented;
- B. Approval of November 23<sup>rd</sup>, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for December

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the December 8<sup>th</sup>, 2022 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

#### VI. New Business

##### A. Air Compressor Servicing Contract

A proposal for three-year contract pricing with L.N. Curtis for routine annual service, inspection, and maintenance on the District's breathing air compressor was presented for review. DIV CHIEF MATHER reported air samples should be tested at least annually and recommended that the District move forward with the contract. He noted that the proposed contract price of \$5,106 has a listed fixed price for each year that the District can pay in annual installments upon maintenance/service being completed.

**COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that the air samples would be taken, packaged up, and sent out to be tested. **COMMISSIONER PEARCE** clarified with DIV CHIEF MATHER that the vendor (L.N. Curtis) is located in Spokane and the District should see test sample analysis results fairly quickly. **COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that the breathing air compressor is located in the apparatus bay here at St. 1.

**COMMISSIONER DUNCAN** clarified with DIV CHIEF MATHER that some fire agencies have air samples tested quarterly according to NFPA recommendations, but that annual testing would work for the District based on the amount of use.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO** to approve the three-year contract pricing with L.N. Curtis for a total of \$5,106 for 2023-2025 annual routine service, testing, and maintenance of the District's breathing air compressor, 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. Termination and Release of Deed Restriction St 3

A *Termination and Release of Deed Restriction* on the original St 3 quitclaim deed from 1994, including a description of the real property in Exhibit A, was presented for review. The board was updated by bond counsel on the document during a presentation earlier in the meeting.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the *Termination and Release of Deed Restriction* on the quitclaim of real property described in Exhibit A of the release, as presented.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER WASHKO** clarified with DIV CHIEF DILL that the original owner who quitclaimed the real property to Hayden Lake Fire was Alpine Country Store and RV Park.

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

**C. Resolution 22-13**

Resolution 22-13, entitled *Resolution to Procure Demolition, Declare as Surplus, Authorize Notice of Sale, and Provide Effective Date*, of existing St 3 structure was presented for review. The board was updated by bond counsel on the document during a presentation earlier in the meeting.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-13, entitled *Resolution to Procure Demolition, Declare as Surplus, Authorize Notice of Sale, and Provide Effective Date* of existing St 3 structure, as presented.

**COMMISSIONER HALPIN** called for discussion.

**COMMISSIONER WASHKO** clarified with DIV CHIEF DILL that the demolition of the existing building at St 3 has to be completed by a public works contractor. There was further discussion on the process for procurement of public works construction including providing a solicitation for bids to no fewer than three eligible contractors. DIV CHIEF DILL noted that if three bids cannot be obtained, the board can then accept the lowest bid received for demolition of the existing building.

There was also discussion on notice of sale of the scrap metal and materials once demolition is complete. DIV CHIEF DILL reported that if the District does not receive a bid of at least the minimum \$32,000 valuation, the items can be sold for an adequate amount as determined by the board.

**COMMISSIONER HALPIN** clarified with DIV CHIEF DILL that bond counsel has recommended that the District follow legal requirements by first awarding a bid for demolition, then selling the scrap metal.

There was discussion on DIV CHIEF MATHER working on moving equipment, supplies and apparatus from St 3 to St 7. There was also discussion on DIV CHIEF DRECHSEL working on the request for quotes (RFQ) for the demolition bids.

**COMMISSIONER DUNCAN** clarified with DIV CHIEF DILL that the demolition bids would be for taking the building apart so that the scrap metal can be sold, and the provisions in the law in the event the board does not award a bid after soliciting them.

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

## **VII. Reports**

A. Chiefs Report – It was noted that FIRE CHIEF RILEY is on FMLA sick leave and not in attendance.

1. Training Report – Was presented for review. DIV CHIEF MATHER reported on the following:

- a. FF/MEDIC SHANE ANDERSON started his first shift today and the District is very excited to have him here.
- b. Engineer candidates have completed the written exam portion 7 of the 8 scoring high enough to advance to the practical this Saturday (12/10); oral interviews are scheduled for 12/14. This testing process will result in an Engineer Promotional List that will be used once the 3<sup>rd</sup> engine is staffed.

**COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that the practical will take place at the District's training tower at the airport this weekend.

- c. Working with the St 3 design committee for outlets, appliances, lighting, etc.
- d. The 1993 Freightliner (V-10) will be posted for sealed bids, with a minimum of \$25,000, to be submitted and opened at the board meeting on 1/12/23.
- e. Sending four (4) current or working out of class officers to TEEX Leadership Symposium (in Texas) in January.
- f. The delivery of the two new engines from Rosenbauer in Minnesota has been pushed back to Feb. or Mar. next year. DIV CHIEF MATHER reported that the apparatus committee has been very happy with Rosenbauer's responsiveness to the engine design/build.

**COMMISSIONER WASHKO** clarified with DIV CHIEF MATHER that during the mid-build inspection last month there were issues discovered with the seats that Rosenbauer corrected.

2. EMS Report – Was presented for review. DIV CHIEF DILL reported on the following:

- a. KCEMSS has had all units inspected for brake line issues.
- b. Have received applications for both lateral and entry level firefighter positions, including 3 lateral paramedics and 3 entry level paramedics. DIV CHIEF DILL noted that the fire academy for the SAFER grant hires is scheduled to begin on 3/13/23.
- c. Have had the initial survey of St 3 completed and d'Zign Group should have the final by the end of the year. L&H has 50% of the plans complete and is working on design changes; anticipate having final plans in the next few weeks. There was discussion on DIV CHIEF DRECHSEL working with the county on permitting for the final plans.

**COMMISSIONER WASHKO** clarified with DIV CHIEF DILL that the District is still working with Lakes Highway District on providing 17 parking spaces for the District once their new building is completed by 2025. DIV CHIEF DILL noted that the county has approved temporary gravel parking for the new St 3 in the meantime.

- d. KCEMSS is providing training this month at Kootenai Health, on the EZ/IO system in January, and an upcoming AEMT class.

3. Fire Marshal Report – Was presented for review. DIV CHIEF DRECHSEL reported on the following:

- a. Permit Approvals in November included:
  - i. Aspen Trade Shops in Hayden which consist of 6 buildings or 34,500 total sq. ft.
  - ii. 14,000 sq. ft. of hangars at the airport, noting that we are seeing 2-3 permits for new hangars each week.
  - iii. A 25-lot subdivision in Hayden (Trail Creek Development).
  - iv. 32 new residential permits in the county (outside city jurisdiction)
- b. DEPUTY FIRE MARSHAL LARSON attended the IAAI convention in Boise last month and was elected as the 2<sup>nd</sup> Vice President of the Idaho Chapter; he will be the President of the Idaho Chapter in 3 years.

- c. There was one residential fire investigation in November in Hayden with no injuries.
- 4. Bureau Report – For November was presented.
- 5. Overtime Report – For November was presented.
- 6. Run Report – For November was presented.

**B. Commissioner Reports**

There were no commissioner reports.

**VIII. Public Input**

JERRY and ELIZABETH ROSE of Hayden presented the board with a \$5,000 donation to fund any needs the District has. JERRY ROSE stated that he and his wife were excited to hear that the District was awarded a SAFER grant to fund 12 additional firefighters for three years to staff a 3<sup>rd</sup> station. The board thanked MR. and MRS. ROSE for their generosity and support of the fire district.

CHRIS LARSON reported on a thank you from a citizen for our response to a structure fire on Wyoming recently, and that they were overwhelmed with the compassion of the responding crews.

**IX. Adjournment**

There being no further business to be brought before the board, the regular meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER PEARCE** at 10:35 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**

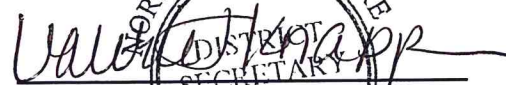
  
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**DENNIS L. AMENDE, Commissioner**

  
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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 8<sup>th</sup> day of December 2022.

ATTEST BY:   
 Valerie Knapp, District Secretary

