

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

REGULAR MEETING

January 12th, 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 Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, Northside Fire Chief Brad Mitton, Chris Larson, Matt Legg, and Brad Belmont.

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 12th, 2023 Meeting Agenda as presented;
- B. Approval of December 22nd, 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 January 12th, 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. Settlement Participation and Release Forms

A letter was presented for review from the Idaho Attorney General announcing the state's participation in additional nationwide agreement for settlements with Allergan, CVS, Teva, Walgreens, and Walmart, and requesting all fire districts in Kootenai County again approve and sign the participation and release forms.

FIRE CHIEF RILEY reported that as discussed at a board meeting last year, the District's participation will not result in direct funds for the District, but that the Attorney General is requesting official participation by all fire districts in Kootenai County. He noted that these five additional settlement participation forms are in addition to the four the board had approved in January of 2022.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER DUNCAN** for Northern Lakes Fire Protection District to approve the Allergan, CVS, Teva, Walgreens, and Walmart Subdivision Participation Forms and authorize the board chairman to execute the opioid settlement and release forms, 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. Surplus 1993 Freightliner Engine/Pumper Sealed Bids

Following due notice, the District received one (1) sealed bid by the deadline in response to the notice of sale of its surplus apparatus. **COMMISSIONER HALPIN** opened the sealed bid and read bid into the record:

- Northside Fire Protection District \$25,000

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to accept the bid of \$25,000 from Northside Fire Protection District for the District's surplus 1993 Freightliner engine/pumper.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

NORTHSIDE FIRE CHIEF MITTON thanked the board and also thanked DIV CHIEF MATHER for answering all the questions they had about the apparatus. There was discussion on Northside Fire District being comprised of 112 sq. miles in northeast Bonner County with their offices in Ponderay off Highway 200.

VI. Reports

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

1. SAFER Grant Hiring Status – Have received a total of 13 applications with the oral interviews scheduled for 1/17-1/18.
2. Admin Labor Meeting – Admin staff and Local 4045 e-board held a meeting on 1/10 and discussed the following:
 - a. A 3rd staffed engine dual housed at St 2 until new station is ready to move into;
 - b. Non-emergency transports (NETs) and working relationship with KCEMSS;
 - c. Equipping St 2 for the temporary housing of new engine company;
 - d. Completion of the unfinished bathroom at St 2.

FIRE CHIEF RILEY reported that DIV CHIEF DRECHSEL had gotten bids to complete the bathroom back in 2020 for upwards of \$50,000, but that new bids this year are coming in at \$15,000, with an estimate of no more than \$17,000 including all work and supplies. CHIEF RILEY noted that the shower will be a commercial fiberglass insert to save cost. He recommends that the District move forward with the project.

FIRE CHIEF RILEY also reported that he does not recommend the District fund completion of the extra dorm room at this time as the 2nd engine company will be a temporary solution until the new station is complete.

3. Sub-District Remapping – With the 2020 census complete, the District complied with Idaho code and had J.U.B. Engineers review and equalize population, area, and mileage of the Sub Districts as nearly as practicable. FIRE CHIEF RILEY presented the two options of remapped Sub-Districts for board review. He stated that he recommends Option #1 as it provides for future population growth north of Prairie Ave, noting that the Sub Districts will be revised again in 10 years. J.U.B. also prepared a "population by sub-district boundaries" showing the current population of each sub-district, and two options for revisions that will more closely match the population of each sub-district

The board's consensus was to review both options and have a decision at next meeting. There was discussion on the board adopting a revised Sub-District map by

resolution at next meeting which will then be submitted to the county per Idaho code.

4. Command Staff Reorganization Discussion – There has been discussion amongst the Admin Chiefs about reorganizing the command staff with DIV CHIEF MATHER’s upcoming retirement. FIRE CHIEF RILEY noted that there will be further discussion with the Battalion Chiefs for their input as well before any decisions are made.

FIRE CHIEF RILEY reported that preliminary discussion involves adding an Assistant Fire Chief position to oversee operations and then two division chiefs vs. three. Three division chiefs are funded in the current budget (Training, EMS, and Fire Prevention), but would combine EMS and Training, and then fund the Asst. Fire Chief with the 3rd Division Chief salary plus an additional amount to be determined.

A current personnel org chart and preliminary proposed org chart were presented for board review. The proposed org chart includes three new positions including funding a future administrative assistant, future fire inspector, and future facilities/equipment technician. FIRE CHIEF RILEY noted that the future admin asst. could function as both a Bureau admin asst. with additional front office duties.

FIRE CHIEF RILEY noted that in anticipation of DIV CHIEF MATHER’s retirement this year, will need to fill the combined EMS/Training position. **COMMISSIONER HALPIN** clarified with FIRE CHIEF RILEY that he would like to fund the Assistant Fire Chief position with the new fleet funded by the SAFER grant (12 additional firefighters).

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that the eventual addition of a 4th staffed station would involve a ladder company.

5. St 3 Update: DIV CHIEF DILL updated the board on the status of Fire Station 3 as follows:

- a. The d’Zign Group has the finished the civil engineering and will be submitting to the county for a site disturbance permit this week. He noted that d’Zign Group will bid out the site work.
- b. L&H Industrial is working on the 80% drawings, but will have no impact on the timeline for the county permitting.
- c. The request for quotes (RFQ) reviewed by bond counsel has been sent to 3 contractors.
- d. Bond Counsel is working on the Lake Highway District agreement for District designated parking spaces on their property.

COMMISSIONER HALPIN clarified that the timeline for construction of the new modular station is 40 weeks from date permit is approved, then 7-10 days for setup on site. DIV CHIEF DILL stated that he is confident the new station will ready for us by the end of the year.

6. Staff/Operational Reports –

- a. Training Report – Was presented for review. DIV CHIEF MATHER reported on the following:
 - i. Have gotten a quote for six additional APX 8000 radios for the 3rd staffed engine. DIV CHIEF MATHER noted that \$50,000 was funded in the current fiscal year budget, and the quote is coming in

at a little over \$46,000. He noted that the extra radios will ensure each position is assigned a radio.

COMMISSIONER DUNCAN clarified with DIV CHIEF MATHER that the APX 8000 radios are compatible with the 700 MHz radio system all county first responders use, and that Motorola has proprietary technology that is fully functional with this system. There was further discussion on any change to the brand of radio used would have to be made county-wide.

- ii. The upcoming fire recruit academy will be held from 3/13 to mid-April. DIV CHIEF MATHER reported that this will be a "split academy" with the 13 recruits in two groups, i.e., one group in classroom while 2nd group at tower. DIV CHIEF MATHER noted that CAPT LEGG and ENG SORENSON are designing the academy program.
 - iii. Have been working with St 3 design committee on number of outlets needed, appliances, furniture, lighting, etc.
 - iv. Have been asked to participate as an expert at Fire Services Training (FST) in Boise on Hazardous Materials testing protocols.
 - v. Will be sending one firefighter to FDIC in Indianapolis in April (FF DANIELS) and have four members currently attending TEEEX Officer Development training in Texas.
 - vi. Apparatus Update:
 - a) Anticipating delivery of two new engines sometime in March
- b. EMS Report – Was presented for review. DIV CHIEF DILL reported on the following:
- i. No major issues to report on ambulances
 - ii. Advanced EMT class to be sponsored by KCEMSS
 - iii. Cardiac training for 4th Quarter training with Doug Presta
 - iv. Time sensitive monthly training at Kootenai Health (KH)
 - v. The EMS portion of the upcoming fire academy will be 4 days
7. Fire Marshal Report – Was presented for review. DIV CHIEF DRECHSEL reported on the following:
- a. Permit Approvals in December included:
 - i. 17 storage units with 48,000 sq. ft. in Hayden
 - ii. Commercial building in Rathdrum of 9,500 sq. ft.
 - b. The District participated in the Hayden and Rathdrum lighted parades last month
 - c. Multiple staff members and volunteers participated in the Hayden Meadows Invention Convention as judges.
 - d. Have completed the annual Cold Weather Sprinkler Ops training for all shifts.
8. Bureau Report – For December was presented.
9. Overtime Report – For December was presented.
10. Run Report – For December was presented.

B. Commissioner Reports

COMMISSIONER HALPIN asked if the board members wanted to change the chairman with the new year starting. The consensus of the board was to not change the chairman with the other board members thanking **COMMISSIONER HALPIN**.

There was discussion on the recent fraudulent check written on the District's checking account including that the bank believes it was a mobile deposit, and that the bank credited back the amount within 4 days of discovering it.

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 WASHKO** and as seconded by **COMMISSIONER PEARCE** at 10:34 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 12th day of January 2023

ATTEST BY: 

Valerie Kfapp, District Secretary

