

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

November 23rd, 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 and Pearce

COMMISSIONERS ABSENT: Commissioner Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Dill, Secretary Knapp, and Fritz Wiedenhoff

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 November 23rd, 2022 Meeting Agenda as presented;
- B. Approval of November 10th, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for October

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the November 24th, 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

V. New Business

A. Renewal of Copy Machine Services Contracts

The annual Apex Office Systems, Inc. service contracts for St 1 front office and the St 1 shift office copy machines were presented for review. There was discussion on the new contracts increasing the monthly cost by \$3.60 for the front office, as well as \$0.004 per copy for any copies exceeding 1,800 each month; and increasing the monthly cost by \$3.00, as well as \$.002 per copy for any copies exceeding 1,500 per month. There was also discussion on the maintenance contracts including all toner, parts, and repairs.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the copy machine service contracts effective October 1, 2022 with Apex Office Systems, Inc., 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. Architectural and Engineering Services Contract Station 3

A proposal and agreement with d'Zign group Architecture, LLP to provide architectural and engineering services for the new Station 3 at Garwood was presented for review. FIRE CHIEF

RILEY reported that the services are to include site design, civil engineering, surveying, geo tech analysis, and working with the modular building manufacturer. There was further discussion on the manufacturer, L&H Industrial, being responsible for architecture stamp, ADA review, and site lighting.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that Kootenai County Building and Planning will have final approval.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the contract for Architectural and Engineering Services with d'Zign group Architecture, LLP, 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

C. Resolution 22-12

Resolution 22-10, *Resolution Declaring Certain District Personal Property as Surplus*, was presented for review. FIRE CHIEF RILEY reported that the personal property described in Exhibit A of the resolution includes peer fitness equipment and supplies that have been replaced, as well as a 2004 CRT television that no longer works, and that staff is recommending that it all be declared as surplus to be disposed of.

FIRE CHIEF RILEY reported that there will be additional surplus resolutions at future board meetings as staff go through and clean out St 7 and the existing St 3.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-12, *Declaring Certain District Personal Property as Surplus*, with the list of property included in Exhibit A of resolution, 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. Reports

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

1. SAFER Grant Hiring – Made conditional offers of employment to seven candidates on the District current lateral hiring list. Of those, 6 accepted and 1 declined due to family change issues. The candidates that accepted include 5 EMTs and 1 Paramedic. The District has begun accepting applications for creating another lateral firefighter hiring list with a 12/22 deadline. Have received one application from a FF/Medic so far.
2. Vacancy Hiring: FIRE CHIEF RILEY reported that ENGINEER DUKE is retiring the end of this month and the plan is to have a replacement participate in the fire academy at the same time as the SAFER funded position hires in March.
3. Labor/Admin Meeting: There will be a Labor/Admin Meeting later today to discuss various subjects including progress of St 3, SAFER grant hiring, and changes to the current CBA when adding a third staffed station.
4. Fire St. 3 Update: EMS CHIEF DILL reported on the following:
 - a. 50% of the station design plans have been received and reviewed; the final plans will be complete sometime in December. These will then be submitted to the county's planning dept., but do not know what the timeline will be for permit approval.

- b. Working with bond counsel on restriction release to the quitclaim deed so that existing building can be demolished.
- c. Board will need to surplus the existing building and then contract for demolition services.
- d. Once complete, can move forward with financing.

There was discussion on putting out an RFP for a contractor to do the site prep. There was also further discussion on the bond counsel's recommendations for being in compliance with Idaho Code 31-1420 to surplus and dispose of the existing building, including obtaining valuations from two industry professionals, but a formal appraisal not required. There was also discussion on a resolution for the to approve for the surplus, demolition, and sale of the demolished building sometime in December. DIV CHIEF DILL noted that this process should not impact the timeframe for the site prep.

COMMISSIONER HALPIN clarified with DIV CHIEF DILL that the cost for the modular building will be \$3.7 million, plus \$48,000 for the architectural/engineering service, plus the cost for site prep.

5. Impact Fee Collection Update: FIRE CHIEF RILEY reported that he will include updates on the collection of impact fees each month. He noted that the city of Rathdrum started collecting fire impact fees in August and the city of Hayden in October; expecting the county to start collecting this month and should see remits sometime in December.
 - a. City of Rathdrum: Has remitted to the District a total of \$84,177 for August, September, and October permits. All but one permit was for residential development.
 - b. City of Hayden: Has remitted to the District a total of \$1,302 for one residential permit in October.
 - c. Total collected YTD is \$85,479 with an expense to reimburse the District \$8,000 for the CIP impact fee study, or fee related research.
6. Other –
 - a. FIRE CHIEF RILEY reported on a recent mechanical issue with ambulance (M52). He stated that FLEET MECHANIC RUSSELL has discovered a design flaw with the master brake line in all three units and the backup unit that has been reported to KCEMSS. FIRE CHIEF RILEY further reported that FLEET MECHANIC RUSSELL has done a temporary repair/install to avoid the same problem happening again. There was further discussion on the issue and FIRE CHIEF RILEY clarified with the board members that he is not to accept any other ambulance unit from KCEMSS until inspected and okayed by the District mechanic.
 - b. FIRE CHIEF RILEY reported that the Hayden City Council met yesterday and had discussion on putting a moratorium on any buildings more than 2 stories high due to the fire district not having a ladder truck. He stated that this is not correct and that he will be attending future council meetings so he can address any issues involving the fire district right away. There was further discussion on fire operations for 2+ story buildings, including mutual aid with both CDA Fire and KCFR having ladder trucks.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

CAPTAIN FRITZ WIEDENHOFF reported on the apparatus committee's recent trip to Rosenbauer Minnesota for the mid-build inspection of the two new engines. He stated that the body, pumps and plumbing have all been installed, but that the roll-up doors have not yet been installed. He noted a few issues with the cabs were resolved during the inspection. He also thanked Brenden Feist, the General Fire Apparatus dealer, for how well he represented the District's interests during this inspection.

CAPTAIN WIEDENHOFF stated that the engines are anticipated to be completed sometime in January 2023. COMMISSIONER PEARCE clarified with CAPT. WIEDENHOFF that Rosenbauer mechanics will deliver both engines to the District by driving them out as a final quality control.

The board thanked CAPTAIN WIEDENHOFF for his update.

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 HALPIN at 10:37 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 November 2022.

ATTEST BY: 
Valerie Knapp, District Secretary

