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

January 26th, 2016 at 3:00 p.m.
125 W. Hayden Avenue, Hayden, Idaho

I. Call To Order

COMMISSIONER THOMPSON called meeting to order at 3:00 p.m.

COMMISSIONERS PRESENT: Commissioners Amende, Clark, Halpin and Thompson

COMMISSIONERS ABSENT: Commissioner Washko

OTHERS PRESENT: Fire Chief Marcus, Deputy Chief Riley, Division Chief Mather, Division Chief Van Ert, Fire Marshal Drechsel, Secretary Knapp, Bill Clifford, Tyler Denham, Gregg Haddick, Matt Dill, Bob Jaeger, Justin Brodin, Eric Sorenson, Warren Merritt, Brad Belmont, Cody Moore, Chris Way, Steve Isaacson, Aaron Jones, Lori Brickey, Penney Laird, Jim Lyon, Kenny Gabriel, Fritz Wiedenhoff, Mr. and Mrs. Riley, Katy Riley, Traci Roth and family

II. Pledge of Allegiance

COMMISSIONER THOMPSON led the Pledge.

III. Amendments to the Agenda

There were no amendments to the agenda.

IV. Consent Calendar

The consent calendar for January 26th, 2016 was presented for review as follows:

1. Approval of January 12th, 2016 Regular Meeting Minutes as presented
2. Approval of Unpaid and Paid Bills Lists

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to approve the January 26th, 2016 Consent Calendar as presented.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

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

Motion carried

V. Executive Session

COMMISSIONER CLARK made a motion, seconded by **COMMISSIONER AMENDE** to enter Executive Session pursuant to Idaho Code 74-206(1) (a) to discuss a personnel issue.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

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

Motion carried

Entered Executive Session at 3:02 p.m.

COMMISSIONER CLARK made a motion, seconded by **COMMISSIONER HALPIN** to exit Executive Session and reconvene the regular meeting.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a vote and all were in favor.

Exited Executive Session at 3:10 p.m. There was discussion on a promotion. No decisions were made.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER CLARK,** to return to the regular meeting.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

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

Motion carried

VI. Recommendation for Promotion

A. Promotion of Fire Chief and Effective Date

CHIEF MARCUS made a recommendation that upon his retirement, DEPUTY CHIEF RILEY be promoted to the position of Fire Chief.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to promote DEPUTY CHIEF PAT RILEY to the position of Fire Chief effective January 30th, 2016.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

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

Motion carried

B. Swearing In of Fire Chief

COMMISSIONER THOMPSON administered the oath of office to FIRE CHIEF PAT RILEY and his father pinned his badge. CHIEF RILEY was congratulated by the board members and chief officers.

VII. Public Input

There was no public input.

VIII. New Business

A. Agreement with ESI Group

CHIEF MARCUS reported that the District's current Employee Assistance Program (EAP) policy with ESI is up for renewal March 1st. The agreement and renewal invoice were presented for review; the annual renewal was for 55 employees (including board members and volunteers) for $2,190.

COMMISSIONER CLARK made a motion, seconded by **COMMISSIONER AMENDE** to approve the agreement to renew the District's Employee Assistance Program policy with ESI Group effective March 1, 2016 through February 28, 2017 as presented.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

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

Motion carried

B. Resolution 16-01

A resolution to declare certain District property as surplus for disposal was presented for review, including a list of the items for surplus including cell phone, GPS portable unit and computer equipment.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 16-01, *Declaring Certain District Property to be Surplus,* as presented.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

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

Motion carried.

IX. Reports

A. Chief's Report – CHIEF MARCUS reported the following:

1. Leadership – The consultant will be working with CHIEF RILEY on developing a new employee survey to follow up on changes since last survey in 2013; he will also be working on additional leadership training for all officers.
2. Awards Banquet – CHIEF MARCUS noted that the banquet on 1/16 went very well. **COMMISSIONER THOMPSON** clarified with CHIEF MARCUS that the agreement with the Shriners for holding the event at their club is that the District will clean up and leave as soon as the awards banquet is over, so their staff can lock up and go home.
3. Property Tax – Received the 1st half of tax collection for 2015 in the amount of $2,425,458.40 on January 25th; the 2nd ½ will be deposited by the county on July 25th.
4. Social Security – Have received the last quarter of social security tax refund for 2013. Employees' portion of tax refund and interest will be paid out this week. CHIEF MARCUS reported that the employer portion of tax refund and interest cannot be contributed to PERSI Choice 401(k) again, and is recommending that this be paid out to employees as well. There was discussion on the union agreeing with this recommendation.

   COMMISSIONER CLARK made a motion, seconded by **COMMISSIONER HALPIN,** to pay the employer portion of social security tax refunded and interest earned from the 3rd Quarter 2013 directly to employees.

   COMMISSIONER THOMPSON called for discussion. There was no discussion.

   COMMISSIONER THOMPSON called for a roll call vote:

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

   Motion carried

   COMMISSIONER CLARK clarified with CHIEF MARCUS that the monies would be paid out to employees as soon as possible.

5. Idaho Independent Bank – CHIEF MARCUS reported that upon his retirement, he will need to be removed as a signer on the District's checking account at Idaho Independent Bank, and recommends that newly promoted CHIEF RILEY be put on the account.

   COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE,** to remove Fire Chief Dean S. Marcus as an authorized signer from the District's checking account at Idaho Independent Bank (IIB), and to add Fire Chief Patrick W. Riley as an authorized signer to the account.

   COMMISSIONER THOMPSON called for discussion. There was no discussion.

   COMMISSIONER THOMPSON called for a roll call vote:

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

   Motion carried

6. Operations Report – Was presented for review. CHIEF RILEY reported the following:
   a. Thanked board members for their support of the annual awards banquet on 1/16, noting that it was a well-planned event enjoyed by all.
   b. Recommended that the District look into developing a Memorandum of Understanding with the CDA Airport/Kootenai County for mutual aid responses involving their Crash Truck responding to an incident in the District but not on airport property.

      CHIEF RILEY noted that an MOU would cover responsibilities/liabilities similar to the mutual aid agreements with other fire agencies; he also reported that management at the Airport is open to discussion of an MOU.

COMMISSIONER HALPIN clarified with CAPT. WIEDENHOFF that the Airport's Crash Truck could be used for a large spill; CAPT. WIEDENHOFF stated that the truck carries 200 gallons of foam mixture and 500 pounds of dry chem. **COMMISSIONER THOMPSON** clarified with CAPT. WIEDENHOFF that all Airport staff are trained to operate the Crash Truck.

CHIEF RILEY stated that the District would not be requesting for its own staff to operate the Crash Truck, but the MOU could spell out who would cover cost(s) if the truck is used to respond to an incident by Airport staff at the District's request.

The board agreed that the District should look into the development of an MOU with the CDA Airport/Kootenai County as discussed.

c. Annual company fire inspections have been assigned.
d. FF SHERMAN has completed his transition to full duty and the District is now at full staffing with no injuries/illnesses.

7. EMS Report – Was presented for review. CHIEF VAN ERT reported on the following:
   a. Have submitted an application for the 2015 Assistance to Firefighters Grant (AFG). The grant request is for a total of $301,000 to replace the District SCBA inventory; the federal portion would pay 90%, or $273,637, while the District's portion is 10%, or $27,363. Will be awaiting news on whether the grant is awarded or not.
   b. Held a Trauma Code Red (TCR) meeting on 1/21 with Dr. Luther in attendance.
   c. Met with the equipment committee (including representatives from CDA Fire, KCFR) at KCEMSS on 1/22 to address minor issues with the equipment on the new ambulances.
   d. Attended the following meetings:
      i. Kootenai County Substance Abuse Council (KCSAC) on 1/13;
      ii. Cascadia Rising disaster drill planning meeting, along with CHIEF MATHER, on 1/20;
      iii. KCEMSS JPB meeting on 1/21; and,
      iv. KCFR's QI meeting on 1/25.
8. Training Report – Was presented for review. CHIEF MATHER reported on the following:
   a. Continuing to work on:
      i. The Cascadia Rising functional exercise for June 2016 along with CHIEF VAN ERT;
      ii. The North Idaho Emergency Services Academy (NIESA) in April with a flyer going out sometime this week;
      iii. Moving forward with the NIC Carpentry Dept. students build training props as a project. The NIC instructor is working on getting permits.
   b. Have been asked to help teach the state approved Hazardous Materials Technician course in February; it is an 80 hour course involving approximately 16 students.
   c. Upcoming training opportunities include:
      i. Pipeline Safety in CDA in February;
      ii. "Silent Wars" (infection control) at Selkirk Fire in February; and,
      iii. Crash Zone Extrication at KCFR in June.
   d. Apparatus:
      i. No new information on the status of V-32 (Rosenbauer engine); will be meeting, along with CAPT. WIEDENHOFF, with General Fire next week.
9. Fire Marshal Summary – Was presented for review. FM DRECHSEL reported the following:
   a. Completed two large final inspections on commercial buildings:
      i. Rathdrum Ace Hardware – 17,000 sq. ft.
      ii. Stancraft Boats sales office/maintenance shop – 25,700 sq. ft.
   b. Assisted CDA Fire, along with DEPUTY FIRE MARSHAL LYON, with their investigation of haystack fires on 1/22.
   c. Attended the North Idaho Code Enforcers (NICE) meeting on 1/20.
   d. Attended the Kootenai County Arson Taskforce meeting on 1/20.
10. Correspondence –
   a. A thank you letter from Jessica Monroe for inviting her to take official photos at the annual awards banquet on 1/16.

B. Commissioner Reports
1. **COMMISSIONER CLARK** reported that he attended the Rathdrum Chamber of Commerce meeting last week at which a speaker presented information on the new NIC campus planned to be built on the Rathdrum prairie, including that it will be a $20 million facility that will bring in 500 students per day, M-F.
2. **COMMISSIONER THOMPSON** thanked the staff for putting together the awards banquet, and that he is very proud of the department for going to the effort to show appreciation for employees, and for their effort to keep the organization close.

X. Adjournment

There being no further business to be brought before the Board, the regular meeting was adjourned upon the motion of **COMMISSIONER CLARK** and as seconded by **COMMISSIONER AMENDE** at 3:39 p.m.

COMMISSIONER THOMPSON called for the vote and all were in agreement to the motion.

TERRY J. THOMPSON, Chairman

DENNIS L. AMENDE, Commissioner

LARRY R. CLARK, Commissioner

DAVID F. HALPIN, Commissioner

JAMES C. WASHKO, Commissioner

NORTHERN LAKES FIRE PROTECTION DISTRICT
DISTRICT SECRETARY

ATTEST BY:
Valerie Krapp, District Secretary