

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

REGULAR MEETING

March 9th, 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, Chris Larson, Josa Snow, Scott Hochberger, Tyler Turrell, Jason Paulson, and Jarrod Pitts

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 9th, 2023 Meeting Agenda as presented;
- B. Approval of February 22, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for February

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the March 9th, 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. Revised Settlement and Participation and Release Forms

An email from the Idaho Attorney General requesting that revised participation and release forms for nationwide opioid settlements be approved and signed by the fire district again with Allergan, CVS, Teva, Walgreens, and Walmart, was presented for review.

It was noted that the only change from the agreements approved and signed in January 2023 was added "non-substantive technical correction" language to Paragraph 3.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that participation in the settlements will not result in direct funds to the District, but that funding to the state and Kootenai County would benefit the District.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE**, to approve the revised 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 discussion.

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

B. Fiscal Year 2024 Budget Hearing Date

The FY2024 Budget Hearing Notification form from the Kootenai County Auditor was presented for review, noting that taxing entities must notify the county auditor's office of its next fiscal year budget hearing/time by 4/30 each year. CHIEF RILEY noted that the board typically holds the public budget hearing at 10:00 a.m. just prior to their second board meeting in August.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE**, to notify the county auditor's office that the Northern Lakes Fire District's FY 2024 Public Budget Hearing will be held on Thursday, August 24, 2023 at 10:00 a.m. at Fire Station 1 in Hayden.

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 – FIRE CHIEF RILEY reported on the following:

1. Rathdrum Community Chamber Meeting – Will be attending the Rathdrum Chamber Meeting on 3/16 and have been invited to make a State of the District presentation. Also attending will be DIV CHIEF MATHER, DIV CHIEF DRECHSEL, and DEP FIRE MARSHAL LYON. Due to the EMS Academy scheduled next week, DIV CHIEF DILL won't be able to attend and FIRE CHIEF RILEY invited one of the board members to attend in his place if possible.

FIRE CHIEF RILEY asked the board to let him know if there are any topics they would like for him to include in his presentation.

2. Proposed Term Sheet for St 3 Financing – A proposed term sheet from First Interstate Bank was presented for board review. FIRE CHIEF RILEY noted that he and Admin staff would recommend the board consider the annual appropriation lease at a fixed rate over 15 year amortization with payoff in 10 years. He stated that the numbers are just a proposal and will likely change before being finalized for board action. **COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY that he is comfortable with the payments for a 15 year amortization.

COMMISSIONER WASHKO clarified with DIV CHIEF DILL that there would be no penalty for pre-pay at 10 years. DIV CHIEF DILL noted that during the first 12 months of the appropriation lease, the District would make interest-only payments on the draw amounts, then interest payments on the full amount for each annual appropriation after the first year.

FIRE CHIEF RILEY reported that Admin staff is still working on the agreement with Lakes Highway District (LHD) for a portion of their lot to be designated as parking for the new St 3; he noted that LHD is anticipating permitting of their new headquarters next to St 3 in 4-5 months. FIRE CHIEF RILEY reported that he spoke with LHD's director earlier today regarding the highway district requesting an individualized assessment of their impact fees. There was further discussion on considering a concession for another public agency.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that the designated parking agreement with LHD will be worked out so that it doesn't hold up the St 3 project.

3. Storage Needs – FIRE CHIEF RILEY thanked DIV CHIEF MATHER and the crews for having St 3 cleaned out by the end of today in preparation for the demo of the station. He reported that a POD was delivered to the driveway in front of the Annex

garage, but that it is almost $\frac{3}{4}$ full now and he anticipates we may need an additional POD for storing items that will be ordered ahead of time for the new St 3. DIV CHIEF MATHER noted that he did not anticipate filling up the POD so quickly. There was further discussion on other options for storage.

4. Command Staff Reorganization – Draft job descriptions for the proposed Fire Training/EMS Division Chief and the Assistant Fire Chief were presented for review. FIRE CHIEF RILEY reported that next week will begin in-house advertising for filling the upcoming Division Chief vacancy and new Assistant Fire Chief position.
5. Staff/Operational Reports –
 - a. Training Report – Was presented for review. DIV CHIEF MATHER reported on the following:
 - i. The fire academy will begin on Mon., 3/13 with the first 2 weeks being classroom time.
 - ii. Meeting at OEM to discuss flood concerns and providing sand and sandbags to the public.
 - iii. Also met at OEM to discuss an upcoming Active Shooter tabletop exercise in June, anticipated to take place in the District at Atlas Elementary.
 - iv. Outside training opportunities include:
 - a) “Ridin’ the Right Seat” leadership training conference in Spokane
 - b) FDIC in Indianapolis in April; have one member registered to attend
 - c) Meeting with John Jeffries of BNSF to discuss a training exercise on-site in May/June
 - d) The apparatus committee will be traveling to Minnesota for the final inspection of the 2 new Rosenbauer engines later this month with expected delivery sometime in March. **COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that the District will have a place to keep all apparatus including the new engines.
 - v. Apparatus Update:
 - a) The District’s new brush truck is having final equipment installed and should be ready to be put in service the first part of April.
 - b) Will be traveling back to Minnesota with the other apparatus committee members the week of 3/20 to do final inspection of the two new engines. Then sometime the end of March, Rosenbauer will drive the engines out to General Fire for the final equipment installation. Do not yet have an anticipated date of their being put into service.
 - b. EMS Report – DIV CHIEF DILL reported on the following:
 - i. KCEMSS delivered a new ambulance that was put into service at St 2 on 3/8. It has many improvements in safety and ride quality compared to the older unit. DIV CHIEF DILL reported that the old unit (#16683) will be sent for remount on a new chassis.

- ii. FF/MEDIC JOSH GERNNS has been cleared to practice.
 - iii. The new hires have all passed their background checks and the EMS Academy is scheduled for 3/14-3/17.
6. Fire Marshal Report – Was presented for review. DIV CHIEF DRECHSEL reported on the following:
- a. Permit Approvals in February included:
 - i. 20 new residential dwellings
 - ii. 72 lot subdivision (Stone Creek North) in Hayden
 - iii. 132 unit/130,504 sq. ft. apartment complex (Sky Meadow Villas) off Lancaster in Rathdrum (next to KEC)
 - iv. A 26,730 sq. ft. commercial building (Trademark Electric East and West)
 - b. Structure fire investigation at a residential garage on Washington St. in Rathdrum; the cause was most likely lithium batteries stored in garage.
 - c. Have completed recertification of AHERA building inspector for asbestos testing
 - d. Attended the Rathdrum State of the Community Luncheon with Admin staff
 - e. Anticipates handing keys over to Ginno Construction next week for the demolition of St 3; just waiting on the permit to be approved this week
7. Bureau Report – For February was presented. **COMMISSIONER WASHKO** clarified with DIV CHIEF DRECHSEL that the fees collected listed on the Bureau Report are project review fees. FIRE CHIEF RILEY noted that impact fees are separate and he will report on those at the 2nd meeting of the month. There was discussion on the District fire impact fees being remitted from the cities and county in mid to late month.
8. Overtime Report – For February was presented. **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that there are no employees out on injury leave as of March 1st.
9. Run Report – For February was presented.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

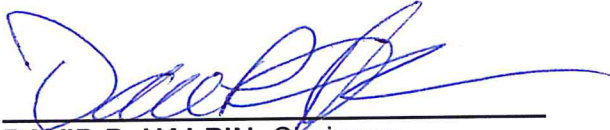
There was no public input.

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 10:24 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



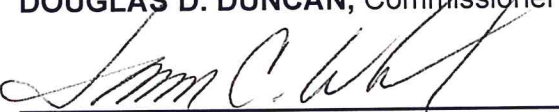
DENNIS L. AMENDE, Commissioner



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 9th day of March 2023

ATTEST BY:



Valerie Knapp, District Secretary

