

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

January 27th, 2022 at 10:00 a.m.
125 W. Hayden Ave., Hayden, ID

I. Call To Order

COMMISSIONER HALPIN called meeting to order at 10:00 a.m.

COMMISSIONERS PRESENT: Commissioners Duncan, Halpin, Pearce, and Washko

COMMISSIONERS ABSENT: Commissioner Amende

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Division Chief Dill, Secretary Knapp, John Spencer, Mike Duke, Brad Belmont, Ryan Alltus, and Christian Aagesen

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 27th, 2022 Meeting Agenda as presented;
- B. Approval of January 13th, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Monthly Financial Report for December

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to approve the January 27th, 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. Settlement Participation and Release Forms

A letter was presented for review from the Idaho Attorney General announcing the state's participation in a nationwide agreement for settlements with Johnson & Johnson and three major opioid distributors, and requesting fire agencies' participation. It was noted that the same letter was presented to the board for their review at last meeting in anticipation of the board considering approval of the District's participation at this meeting.

FIRE CHIEF RILEY reported that as discussed at last meeting, 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 Northern Lakes Fire would be the final fire service agency to sign on. There was further discussion on how the county's portion of the settlements will depend on how many eligible local governments participate.

There was also discussion on whether the District will have any input on how the county will spend any settlement funds received.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER PEARCE**, for Northern Lakes Fire District to elect to participate in the "Distributor Settlement" and the

“Jansen Settlement” and approve the *Subdivision Settlement Participation Form* and the *Settlement Participation Form*, 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. Memorandum of Understanding

An MOU between the Northern Lakes Fire District and the Northern Lakes Professional Firefighters Local 4045 amending the 2019-2022 Collective Bargaining Agreement was presented for review. CHIEF RILEY reported that the union membership has requested that revisions be made to Article 27, *Working Out of Class Pay for Suppression Personnel*. The proposed revisions will clarify language in the contract to reflect changes that were made to the District’s Standard Operating Guideline #512, *Working Out of Class-Upgrade* made in November 2021.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to approve the Article 27 Working Out of Class January 2022 Memorandum of Understanding, 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 and FIRE CHIEF RILEY reported on the following:

1. Bank Signature Cards – Once the bank has processed all the changes, the board members will need to go in and sign the new signature card for the District’s account at First Interstate Bank. SECRTY KNAPP will let the board know when the paperwork is ready.
2. Cities of Hayden and Rathdrum – Have attended both recent city council meetings; yesterday the Hayden City Council members referred the fire & EMS development impact fees to their planning & zoning commission, with all recommending collection. FIRE CHIEF RILEY noted that it sounds like both cities’ P&Z committees will agree. He reported that there is no timeframe for when the fees will be imposed, but he is hopeful it will be as soon as possible.
3. Station 8 – There has been no word back from the ID Transportation Dept. yet. FIRE CHIEF RILEY reported that he anticipates the ITD will change their highway revision plan to avoid needing the easements in front of the St. 8 shop. There was further discussion on options the District had offered to the ITD for relocating the shop to keep it operational.
4. Levy Committee – A levy committee meeting is scheduled for Tue., 2/1 at 9:30 a.m. The committee includes command staff, representatives of L4045, and **COMMISSIONER PEARCE** and **COMMISSIONER WASHKO**.
5. SAFER Grant – EMS CHIEF DILL and DEPUTY FIRE MARSHAL LARSON are finalizing the application to be submitted by the 2/4 deadline. FIRE CHIEF RILEY reported the application will request funding for six additional firefighters for a three year period. The application will eventually go to Peer Review and the grant awards will be announced sometime in Aug/Sep.

6. Staffing – FIRE CHIEF RILEY thanked the crews for working hard to keep the District fully-staffed over the last few weeks, noting that at one point there were 12 suppression personnel off-duty due to a combination of injury leave and COVID infections. There was discussion on one of the members on extended injury leave most likely submitting his intent to medically retire in the next 30 days.

There was also discussion on the current hiring process for four (4) firefighter/medic positions, with the lateral hiring application deadline of 1/31 at 4:00 p.m. FIRE CHIEF RILEY reported that there were nine (9) applications for entry-level through NTN and one (1) lateral application received so far. He also reported that the oral interviews will be conducted via Zoom on 2/7 and 2/8, and that he anticipates presenting a hiring list to the board in March.

There was discussion on plans to hold both a Fire Academy and EMS Academy once the new hires are brought on.

7. Other – **COMMISSIONER WASHKO** clarified with FIRE CHIEF RILEY that the updating of District policies/SOGs with Lexipol is currently on hold, but will be starting up the process again soon.

There was discussion on the District's current COVID protocols including being off for a 10-day period once testing positive or having symptoms. **COMMISSIONER DUNCAN** clarified with FIRE CHIEF RILEY the District is not required to follow CDC guidelines or Panhandle Health District recommendations. FIRE CHIEF RILEY stated that the District's COVID protocols were developed by the Kootenai County Chiefs group.

B. Commissioner Reports

COMMISSIONER HALPIN reported on the Annual Idaho State Fire Commissioners Association conference this March in Boise with information included in the boards' packets. There was discussion on whether the District would be sending a member. **COMMISSIONER DUNCAN** stated that he would like to review the information before deciding if he'd like to attend.

VII. Public Input

JOHN SPENCER stated that he attended the Hayden City Council meeting yesterday at which there was discussion on the development impact fees for fire and EMS. He noted that as a member of the District's Development Impact Fee Advisory Committee (DIFAC), he wanted the board to know that both the consultant, Anne Wescott of Galena Consulting, and FIRE CHIEF RILEY are doing a great job.

JOHN SPENCER questioned if the District has done strategic planning meetings. **COMMISSIONER WASHKO** noted that during annual budget workshops, the board and command staff do budgeting and strategic planning for the upcoming fiscal year. FIRE CHIEF RILEY reported that he is looking at organizing a leadership committee to include citizen input on developing a 2-3 year plan for facilities, hiring, etc.

There was further discussion on future growth affecting locations of new fire stations. There was also discussion on possible donations of land for new stations and the board's ability to waive development impact fees.

JOHN SPENCER thanked the board and FIRE CHIEF RILEY.

I. 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 PARCE** at 11:00 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 27th day of January 2022.

ATTEST BY:



Valerie Knapp, District Secretary

