

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

REGULAR MEETING

April 22nd, 2021 at 10:00 a.m.
125 W. Hayden Ave., Hayden, ID

I. Call To Order

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

COMMISSIONERS PRESENT: Commissioners Amende, Halpin, Pearce, Thompson, and Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Division Chief Dill, Fire Marshal Drechsel, Secretary Knapp, John Spencer, and Chris Larson.

II. Pledge of Allegiance

COMMISSIONER THOMPSON led the Pledge.

III. Amend Agenda

There were no amendments to agenda.

IV. Consent Calendar

The consent calendar was presented for review as follows:

- A. Approval of April 22nd, 2021 Meeting Agenda as presented;
- B. Approval of April 8th, 2021 Public Hearing & Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Monthly Revenue/Expense report.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to approve the April 22nd, 2021 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 Halpin	Yes
Commissioner Pearce	Yes
Commissioner Thompson	Yes
Commissioner Washko	Yes

Motion carried

V. New Business

A. Revised District Policies

CHIEF RILEY reported that the twelve policies that were presented to the board at last meeting for review are now on the agenda to be adopted. The policies include:

- 1. District Mission, Vision, and Core Values
- 2. District Philosophy and Goals
- 3. Fire Rescue Personnel Code of Ethics
- 4. 200 – Organizational Structure
- 5. 202 – Departmental Directives
- 6. 205 – Electronic Mail
- 7. 206 – Administrative Communication

8. 207 – Minimum Staffing Levels
9. 306 – Response Time Standards
10. 704 – Information Technology Use
11. 709 – Photography and Electronic Imaging
12. 1044 – Member Speech, Expression, and Social Networking

CHIEF RILEY noted that he recommends the board adopt the policies with an effective date to be determined once he has approved all the revised policies and can then be in put in place at one time.

COMMISSIONER WASHKO had questions on the following:

1. Policy 200 – Organization Structure, including:
 - a. Clarified with CHIEF RILEY that “Human Resources” throughout the policy is understood by employees to refer to SECTRY KNAPP;
 - b. Clarified with CHIEF RILEY that under “Divisions” included in Para 200.3, Pg. 1, that a “Mechanical/Maintenance” division could be added at a later date;
 - c. Language in Para 200.6, Pg. 3, that says “*A member’s decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful*”; recommending the phrase “is not a bar” be clarified. CHIEF RILEY stated that he will clarify this language.
2. Policy 202 – Departmental Directives, including:
 - a. Clarified with CHIEF RILEY that departmental directives are written by and sent out via email by the Fire Chief.

There was also discussion on language in Policy 207 – Minimum Staffing Levels for EMT certifications.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to adopt the revised District policies as presented with an effective date to be determined once all the revised policies have been approved by the Fire Chief.

COMMISSIONER THOMPSON called for discussion. There was no further discussion.

COMMISSIONER THOMPSON called for a roll call vote:

ROLL CALL VOTE:	
Commissioner Amende	Yes
Commissioner Halpin	Yes
Commissioner Pearce	Yes
Commissioner Thompson	Yes
Commissioner Washko	Yes

Motion carried

VI. Reports

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

1. Station 7 – The District has been approached by a water district serving the Garwood area west of Hwy. 95 N interested in possibly acquiring the District’s Station 7, located on Old Highway 95 currently in use as a storage station.

CHIEF RILEY stated that he wanted to get an idea of the value of the property, so a real estate agent has done a market analysis and estimated a value of between

\$225,000 and \$250,000 after running comparables. He further noted that the items stored at the station could be moved to another location, if needed.

There was further discussion on the property that was deeded by the Lakeland School District to the fire district in 1994. CHIEF RILEY recommended that the District reach out to the school district first if putting the property up for sale. FIRE MARSHAL DRECHSEL stated that the real estate agent who did the market analysis noted that the property's frontage is not conducive to tearing down the existing structure and building a new one. There was discussion on zoning conditions, i.e. whether a commercial business would be allowed, as well as sewer/septic requirements.

There was discussion on Idaho statutes for selling real property belonging to a fire district. There was also discussion on options for replacing the storage station, with CHIEF MATHER noting that only a portion of St 8 is being used as a shop for the fleet mechanic and could have room for storage.

The board's consensus was to have FIRE CHIEF RILEY contact legal counsel for a recommendation on the process for selling real property.

2. Land Donation – The Hayden Area Regional Sewer Board (HARSB) has contacted the District with a possible donation of approximately 2 acres of land at Boekel and Atlas. CHIEF RILEY noted that a piece of land for building a 3rd staffed station would be a huge expense. The board's consensus was to move forward with discussion on a land donation.
3. New Command Vehicles – Of the four (4) replacement command vehicles budgeted for this fiscal year, one is now ready for delivery possibly tomorrow or early next week. CHIEF RILEY noted that the District will be paying for them one at a time as they are delivered, but will be included on the unpaid bills list for approval as we go. CHIEF RILEY reported that the new vehicles' (Ford F250 Super Cabs) final costs are coming in under budget

CHIEF MATHER reported that there was a recall on the windshields (not sealing right) that had to be replaced which slowed down expected delivery dates.

CHIEF RILEY noted that this first command vehicle will replace the Battalion Chief (BC5) vehicle, with the current BC5 (2008 GMC Yukon) becoming a back-up command vehicle. The next vehicle to be replaced will be the EMS Chief's 2004 Dodge Durango (V-02) that will be declared as surplus and disposed of.

COMMISSIONER PEARCE clarified with CHIEF RILEY that the District should see the rest of the command vehicles by mid-May.

CHIEF RILEY further reported that with any future new vehicles, the District will have their Fleet Mechanic do all the radio installs.

4. Purchasing Cards – The front office staff have been working with Bank of America on setting up the P-Card program for the District. CHIEF RILEY noted that the board had approved joining the P-Card program through an agreement with the state's division of purchasing at a previous board meeting. **COMMISSIONER WASHKO** stated that this is a great program and works really well for the city of Coeur d'Alene.
5. Employment Testing – FIRE CHIEF RILEY reported that CHIEF DILL has been working with National Testing Network (NTN) to provide the District's firefighter recruitment testing. There was discussion on being able to recruit nationwide with

NTN providing a list of pre-qualified candidates that have passed a written exam and taken a certified physical ability test (CPAT); CHIEF RILEY noted that this would allow the District to concentrate on the interview process and not the testing.

CHIEF RILEY reported that the District's current hiring list expires this year on 4/25, noting that the board can vote to extend the current hiring per District policy if needed. He stated that he hopes to have a contract with NTN for the board to review at next meeting.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

There was no public input.

VIII. Executive Session

COMMISSIONER THOMPSON made a motion, seconded by **COMMISSIONER AMENDE**, to enter Executive Session pursuant to Idaho Code 74-206 (1) (b) to consider the evaluation of 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 Halpin Yes
Commissioner Pearce Yes
Commissioner Thompson Yes
Commissioner Washko Yes

Motion carried

Entered Executive Session at 10:29 a.m.

COMMISSIONER THOMPSON made a motion, seconded by **COMMISSIONER PEARCE**, to exit Executive Session and reconvene 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 Halpin Yes
Commissioner Thompson Yes
Commissioner Washko Yes

Motion carried

Exited Executive Session at 10:41 a.m. There was discussion on evaluation of employees. No decisions were made. CHIEF RILEY reported to the board that he has been communicating with union leadership on the personnel issues discussed.

IX. Adjournment

The regular meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER THOMPSON** at 10:44 a.m.

COMMISSIONER THOMPSON called for the vote and all were in favor of the motion.


TERRY J. THOMPSON, Chairman


DENNIS L. AMENDE, Commissioner


DAVID P. HALPIN, 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 22nd day of April 2021.

ATTEST BY: 
Valerie Knapp, District Secretary

