

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

**REGULAR MEETING**

**PUBLIC BUDGET HEARING**

October 27<sup>th</sup>, 2022 at 10:00 a.m.  
125 W. Hayden Ave., Hayden, Idaho

**I. Call To Order**

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

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

**COMMISSIONERS ABSENT:** Commissioner Duncan

**OTHERS PRESENT:** Fire Chief Riley, Division Chief Mather, Secretary Knapp, Mike Duke, Mike Avilla, Nick Waites, Brad Belmont, Tyler Denham, Matt Legg, Nate Combes, Scott Hochberger, Alex Tull, Josh Gernns, Casey Schreiner and family, Blake Sorensen and family, Eric Steiger and family

**II. Pledge of Allegiance**

**COMMISSIONER HALPIN** led the Pledge of Allegiance.

**III. Public Budget Hearing**

**A. Presentation of Amended Fiscal Year 2021-2022 Operating Budget**

The proposed Fiscal Year 2021-2022 Amended Operating Budget was presented for review. Per Idaho Code §31-1422 (2), the hearing date and time had been posted at Station 1 and published as a legal notice in the *Coeur d'Alene Press* on October 15<sup>th</sup>, 2022.

FIRE CHIEF RILEY reported that overall the District collected more revenue than the total amount of its expenditures during prior fiscal year (2021/2022), noting that there were categories that exceeded their original adopted budget including Wages/Personnel, Station Expenses, and Vehicle Fuel.

There was discussion on the proposed Amended FY 2021-2022 Operating Budget increasing actual revenues for Sales Tax, Fire Prevention Fees, and Miscellaneous Revenue, as well as reallocating unspent funds budgeted for Consultant Fees, Fire Training, EMS Training, Contingency, and Vehicle Repair, to increase expenditures for those categories.

There was further discussion on unanticipated overtime costs for employees on long-term injury leave, as well as the increase in fuel costs.

**B. Public Comments**

There were no public comments.

**C. Resolution 22-09 – Adoption of Amended Fiscal Year 2021-2022 Operating Budget**

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO** to approve Resolution 22-09, *Amending Fiscal Year 2021-2022 Operating Budget*, as presented.

**COMMISSIONER HALPIN** called for discussion. There was no discussion.

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

**IV. Amendments to the Agenda**

There were no amendments to the agenda.

## V. Consent Calendar

The consent calendar for October 27<sup>th</sup>, 2022 was presented for review as follows:

1. Approval of October 27<sup>th</sup>, 2022 Meeting Agenda as amended;
2. Approval of October 13<sup>th</sup>, 2022 Regular Meeting Minutes as presented;
3. Approval of Unpaid and Paid Bills Lists as presented;
4. Review of Monthly Revenue/Expense Report YTD September.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE** to approve the October 27<sup>th</sup>, 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

## VI. New Business

### A. Agreement for Professional Services

An agreement with J-U-B Engineers to provide professional services to revise the District's sub-district maps was presented for review. FIRE CHIEF RILEY reported that per Idaho Code, the commissioner sub-district maps are to be revised for population changes after every census.

There was discussion on the anticipated timeframe for J-U-B to have the maps complete; it was noted the agreement states 4-6 weeks.

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER WASHKO** to approve *Agreement for Professional Services J-U-B Engineers* 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. Intergovernmental Agreement and Joint Powers Agreement

FIRE CHIEF RILEY reported that the Kootenai County Board of Commissioners approved the collection of fire impact fees for the District at a meeting on 10/13. He noted that in anticipation of receiving a copy of the IGA/JPA with Kootenai County after the meeting agenda was posted, it was included for approval on today's agenda; but have not yet received the agreement from the county. There was discussion on hopefully having the agreement to be approved at next meeting.

## VII. Presentation

### A. Swearing In of New Firefighters

**COMMISSIONER HALPIN** swore in new employees FIREFIGHTER/EMT CASEY SCHREINER, FIREFIGHTER/PARAMEDIC BLAKE SORENSEN, and FIREFIGHTER/PARAMEDIC ERIC STEIGER. They were congratulated by the board, chief officers, family, and public in attendance. FIRE CHIEF RILEY presented the new employees with their badges which were pinned by family/friends.

## VIII. Reports

A. Chief's Report – Was presented for review. FIRE CHIEF RILEY reported the following:

1. November Board Meeting – FIRE CHIEF RILEY recommended that due to the 4<sup>th</sup> Thursday in November falling on Thanksgiving Day that the meeting be rescheduled for Wed., 11/23. The board's consensus was to put out notice that the meeting originally scheduled for Thu., 11/24 is now scheduled for Wed., 11/23 at 10:00 a.m. at St 1.

2. Promotions/Staffing Assignments – Have been notified by two ranked personnel of retirement resulting in promotions being made. FIRE CHIEF RILEY reported that BC GHIRADUZZI's last date of employment with the District will be 11/15 and ENGINEER DUKE's last day will be 11/30. The following promotions have been announced:
  - a. CAPT MICHAEL promoted to BATTALION CHIEF on Red "A" Shift;
  - b. ENG/MEDIC LEGG promoted to CAPTAIN on Green "C" Shift;
  - c. FF SORENSON promoted to ENGINEER on Green "C" Shift.
 FIRE CHIEF RILEY further reported that due to the promotions, CAPT WIEDENHOFF will be reassigned to Blue "B" Shift, and that one battalion has a vacancy. He noted that there will be discussion in Executive Session on qualifications of candidates on current hiring list.

B. Commissioner Reports

**COMMISSIONER HALPIN** thanked FIRE CHIEF RILEY on behalf of the board for all his work over the last year and FIRE CHIEF RILEY noted that the other admin chiefs have worked on many different projects and he has to give them a lot of the credit for the SAFER grant, St 3, and the successful hiring of new firefighters.

**IX. Public Input**

There was no public input.

**I. Executive Session**

**COMMISSIONER PEARCE** made a motion, seconded by **COMMISSIONER AMENDE**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(a) to consider hiring of employees and (1) (b) to consider evaluation of personnel

**COMMISSIONER HALPIN** called for discussion. There was no discussion.

**COMMISSIONER HALPIN** called for a roll call vote:

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

Motion carried

Entered Executive Session at 10:20 a.m.

Exited Executive Session at 10:35 a.m. There was discussion on qualifications of candidates on the current hiring list and discussion on the evaluation of personnel. No decisions were made.

**II. 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 10:35 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 public hearing and 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 27<sup>th</sup> day of October 2022.

ATTEST BY:   
Valerie Knapp, District Secretary

