

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

REGULAR MEETING

May 12th, 2022 at 10:00 a.m.
13876 W. Highway 53, Rathdrum, ID

I. Call To Order

COMMISSIONER HALPIN called meeting to order at 10:06 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, Legal Counsel Michael Schmidt, and Attorney Corey Metzner

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 May 12th, 2022 Meeting Agenda as presented;
- B. Approval of April 28th, 2022 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for April

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the May 12th, 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. Executive Session

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER PEARCE**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(f) to communicate with legal counsel to discuss the legal ramifications of and legal options for controversies not yet being litigated but imminently likely to be litigated.

COMMISSIONER HALPIN called for discussion. There was no discussion.

COMMISSIONER HALPIN called for a roll call vote:

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

Motion carried

Entered Executive Session at 10:08 a.m.

Exited Executive Session at 11:09 a.m. There was discussion with legal counsel on legal ramifications and legal options for controversies not yet being litigated but imminently likely to be litigated. No decisions were made.

COMMISSIONER DUNCAN requested that the board go into Executive Session to discuss a personnel issue.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(b) to hear complaints brought against a public officer, employee or staff member.

COMMISSIONER HALPIN called for discussion. There was no discussion.

COMMISSIONER HALPIN called for a roll call vote:

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

Motion carried

Exited Executive Session at 11:17 a.m. There was discussion on complaints brought against a public officer, employee, or staff member. No decisions were made.

LEGAL COUNSEL SCHMIDT stated to the board that his opinion is that District staff follow the recommendations made in written communication by legal counsel and no longer have them engage with **COMMISSIONER DUNCAN** regarding the matter.

The board's consensus was a formal direction to District staff to follow legal counsel recommendation as stated.

LEGAL COUNSEL SCHMIDT stated that counsel is comfortable with their opinion and would look at any new information presented, but will not make any further recommendation based on the difference of opinion with a member of the board.

VI. Reports

A. Chiefs Report – Was presented for review. FIRE CHIEF RILEY reported on the following:

1. Employee Status – There are currently three employees off-duty with one on light duty. FIRE CHIEF RILEY reported the following:
 - a. One shift employee has been off-duty for 5 months with a work related injury; return to duty status is unknown.
 - b. One shift employee has been off-duty for 7 months with a work related injury; return to duty status could be within next few months.
 - c. One shift employee has been off-duty for 5+ months with non-work related cause; return to duty status is unknown.
 - d. One admin employee on long-term light duty with a work related injury.

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that it is not yet known if some of these employees will be able to return to duty.

2. New Employees – The official first day on a battalion for the four new hires was 5/9 with shift assignments made. All four are currently on field training riding along until EMS certifications are received from IDEMS.
3. Fire Station Design – The committee met to work on a preliminary design draft of the pre-fab building which will need analysis from the group. Will be sending two members and DIVISION CHIEF MATHER to South Dakota later this month to tour one of the demo fire stations, with most of the travel costs to be reimbursed by the company (L&H Industrial).

4. Impact Fees – Have been talking to the city of Rathdrum regarding the amount of administrative fees the city will charge to collect and remit fire impact fees. The city's planning and zoning committee will be meeting this month and the city council will hold a final public hearing in June to adopt the fire and EMS impact fee collection. FIRE CHIEF RILEY reported that the city of Hayden is also moving forward with plans to adopt the impact fee collection/implementation. **COMMISSIONER PEARCE** clarified with CHIEF RILEY that Kootenai County is also moving forward with no issues.
5. Staff/Operational Reports
 - a. Training Report – Was presented for review. DIVISION CHIEF MATHER reported on the following:
 - i. The academy live fire training house burn took place last week and was a great training.
 - ii. There will be a Cascadia tabletop exercise in June with both DIVISION CHIEF MATHER and FIRE CHIEF RILEY participating at the EOC. **COMMISSIONER WASHKO** clarified with CHIEF MATHER that this will not be a full-scale event like last time.
 - iii. The two new engines on order have been delayed due to supply chain issues, and will be a few more months before we see delivery.
 - iv. The brush truck that was ordered last summer is just now in production with delivery estimated in 2-3 months. There was discussion on the new brush truck; a crew-cab F-550 on a flat-bed vs. a unibody. CHIEF MATHER noted that the tank and pump were ordered separately, have been delivered and just awaiting installation.
 - v. The Apparatus Update report from FLEET MECHANIC RUSSELL was also presented.
 - b. EMS Report – Was presented for review. EMS CHIEF DILL reported on the following:
 - i. The EMS status of new recruits:
 - a) Two recruits have current Idaho EMT licenses and are not yet practicing, but working on practical skills.
 - b) Two recruits are paramedics not yet licensed in Idaho, but will be working with mentors soon.
 - ii. The EMS portion of the recruit academy was very successful. FIRE CHIEF RILEY noted that the District's first fire academy was well worth the costs estimated at \$20,000 for staffing. He stated that the cost for staffing a five week academy vs. a task book process that can take a year will actually save the District costs for overtime callback.

There was discussion on the fire academy being the model for bringing on new hires from now on. There was also discussion on future fire academies for additional hiring, e.g. SAFER grant award, or replacement hiring. FIRE CHIEF RILEY stated that if hiring just one probationary employee, the District would not likely do a full academy. DIVISION CHIEF MATHER noted that we could do a modified version with task book, as well as an assigned mentor for the new employee.

- c. Prevention Bureau – Was presented for review. FIRE MARSHAL DRECHSEL reported on the following:
 - i. There were three fire investigations in April.
- d. Bureau Report – For April was presented.
- e. Overtime Report – For April was presented.
- f. Run Report – For April 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 PEARCE** and as seconded by **COMMISSIONER WASHKO** at 11:36 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 12th day of May 2022.

ATTEST BY:



 Valerie Knapp, District Secretary

