

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

September 8th, 2022 at 10:00 a.m.
125 W. Hayden Ave., Hayden, Idaho

I. Call To Order

COMMISSIONER HALPIN called the Annexation Public Hearing to order at 10:00 a.m.

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

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Secretary Knapp, Chris Larson, Brad Belmont, Alex Tull, Josh Gernns, and Eric Sorenson

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge of Allegiance.

III. Presentation of Petition for Annexation

A Petition for Annexation of property owned by Timothy S. Howell was presented for review. The property is described as Parcel 03580000122A, Hayden Lake Park Lots 122 & 123, 3452N03W. A legal description and maps of the parcels were included in the petition presented.

IV. Public Comments

There was no public comment.

V. Discussion and Approval of Petition for Annexation

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to approve the Petition for Annexation signed by the legal owner of the properties described therein and further described in Exhibit A of the Order for Annexation, as presented.

COMMISSIONER HALPIN called for discussion.

FIRE CHIEF RILEY reported that the annexation request includes two (2) lots located in Hayden Lake Park off Sportsman Access Road. He further reported that the property owner recently purchased the parcels from the USFS and they are not currently located in a fire district, but that they are contiguous to the District's boundaries. **FIRE CHIEF RILEY** recommended that the board approve the annexation as requested.

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

VI. Close Public Budget Hearing

COMMISSIONER HALPIN closed the Public Budget Hearing and opened the regular board meeting.

VII. Amendments to the Agenda

There were no amendments to the agenda.

VIII. Consent Calendar

The consent calendar for September 8th, 2022 was presented for review as follows:

- A. Approval of September 8th, 2022 Meeting Agenda as presented;
- B. Approval of August 25th, 2022 Budget Hearing/Regular Meeting Minutes as presented;
- C. Approval of Unpaid and Paid Bills Lists as presented;
- D. Review of YTD Financial Report for August.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the September 8th, 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

IX. New Business

A. Collective Bargaining Agreement

The Collective Bargaining Agreement between Northern Lakes Fire District and IAFF Local 4045 effective October 1, 2022 through September 30, 2027 was presented for review.

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER DUNCAN** to table action on the Collective Bargaining Agreement as presented until the next regularly scheduled meeting on September 22nd, 2022 to allow board members more time to review the Agreement.

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 Agreement with Idaho Department of Lands

A Memorandum of Agreement with the Idaho Dept. of Lands for the District to participate in the Federal Excess Personal Property Program (FEPP) was presented for review.

FIRE CHIEF RILEY reported that the District has to renew its agreement to participate in the FEPP to make grant application for a mobile cascade breathing air trailer similar to one that Kootenai County Fire and Rescue received.

FIRE CHIEF RILEY noted that this is the same agreement the District had when applying for the grant of a side-by-side ATV. There was discussion on the District's only cost being shipping and/or travel to pick up the equipment. DIVISION CHIEF MATHER reported that the District would like to submit another grant application for a side-by-side ATV, as well as for the cascade air trailer.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the Memorandum of Agreement with the Idaho Dept. of Lands for the District to participate in the Federal Excess Personal Property Program (FEPP), as presented.

COMMISSIONER HALPIN called for discussion. There was no discussion.

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

C. Resolution 22-06

Resolution 22-06, *Declaring a Sole Source Procurement Process for Awarding a Contract for Purchase of a Modular 3rd Staff Fire Station*, was presented for review. FIRE CHIEF RILEY reported that, after consulting with legal counsel, he recommends the board declare that there is only one vendor that can provide a modular specialized fire station with no functional equivalent. He stated that after due diligence, it was determined that L&H Industrial is the sole source manufacturer of these specialized modular fire stations in the United States that meet the District's station design committee specifications for an operational fire station that includes being:

- Functional as a permanent and/or relocatable facility;
- Able to be economically relocated multiple times to another site in 30 to 60 days;
- An estimated lifespan of 50 years with a high resale value if no longer needed;
- Fully scalable and readily accommodates additional apparatus bays, expanded living quarters, administrative space;
- Able to manufacture and add to existing building in 2-3 months;
- Modules that can be separated and repurposed;

- Be installed and operational within 10-12 months of design approval;
- Factory-built and not affected by weather or seasonal conditions vs. conventional construction and not affected by contractor or labor shortages in current market.

FIRE CHIEF RILEY noted that once declared by resolution, the sole source procurement can be used versus a sealed bid process.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve Resolution 22-06, *Declaring a Sole Source Procurement Process for Awarding a Contract for Purchase of a Modular 3rd Staff Fire Station*, as presented.

COMMISSIONER HALPIN called for discussion.

COMMISSIONER DUNCAN clarified with FIRE CHIEF RILEY that a company in Arizona that manufactures modular buildings for fire stations does not meet the functional equivalency for time and specialized design.

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

D. Letter of Engagement for Legal Services with Hawley-Troxell

A letter of engagement for legal services with Hawley-Troxell was presented for review. FIRE CHIEF RILEY reported that in order for the District to move forward with the lease purchase of a third staffed fire station, a bond counsel familiar with annual appropriation lease financing is recommended. He stated that attorney Danielle Quade specializes in building lease purchases and following Idaho code, noting that she recently was bond counsel for Sun Valley during a building lease purchase financing.

COMMISSIONER WASHKO clarified with FIRE CHIEF RILEY that cost for these legal services will be approximately \$325/hour. FIRE CHIEF RILEY also reported that the District's bank, First Interstate Bank, recommended Ms. Quade with Hawley-Troxell as bond counsel. He also reported that First Interstate Bank will be dealing directly with the District for the St 3 fire station lease purchase.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO** to approve the Letter of Engagement for Legal Services with Hawley-Troxell as bond counsel for the lease purchase of a third staffed fire station, as presented.

COMMISSIONER HALPIN called for discussion.

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

X. Reports

E. Chief's Report – FIRE CHIEF RILEY reported the following:

1. Impact Fee Update –

- a. Fire development impact fees are being collected by the city of Rathdrum and the District has been advised that \$15,000+ in fees collected in August will be transferred sometime this month.
- b. Impact fees are now being collected by the city of Hayden and the District should see the funds sometime in September.
- c. The county's Planning Committee for has a meeting scheduled for 9/22 and is expected to recommend that the BOCC enter into an IGA/JPA to begin collecting fire impact fees at their meeting on 10/13.

There was further discussion on other county fire agencies' unsuccessful attempts to have their cities agree to collect fire impact fees.

2. Staff/Operational Reports

- a. Training Report – Was presented for review. DIVISION CHIEF MATHER reported on the following:
 - i. Probationary FF/EMT ROBIDEAUX and FF/AEMT WAITES are currently working on their Firefighter 2 training.
 - ii. FF/MEDIC TAMS has completed her task book to work out of class (WOC) as a fire captain for the District. DIV CHIEF MATHER reported that she is the first female District firefighter to achieve this.
 - iii. The new recruit fire academy for the three (3) new hires will begin on Mon., 9/19. **COMMISSIONER PEARCE** clarified with DIV CHIEF MATHER that the fire academy should be finished by 10/11.
 - iv. Upcoming outside training opportunities includes a Tech Rope I and II, as well as an Incident Safety Officer (ISO).
 - v. Apparatus Status Update from FLEET MECHANIC RUSSELL included the start of pump testing on all District Class A pumpers. DIV CHIEF MATHER reported that CDA Fire is allowing us to use their testing site at no cost.
- b. EMS Report – FIRE CHIEF RILEY reported that EMS CHIEF DILL is working from home this week.
- c. Prevention/Fire Marshal Report – Was presented for review. FIRE CHIEF RILEY reported that DIV CHIEF DRECHSEL is currently supervising a labor force at St 2.
- d. Bureau Report – For August was presented for review. There was discussion on impact fees being collected in the permitting process.
- e. Overtime Report – For August was presented. There was discussion on overtime exceeding its budget due to COVID related absences earlier this year, as well as two long-term injury absences. There was further discussion on a recent off-duty injury to a member expected to be off-duty for an extended time.
- f. Run Report – For August was presented.

F. Commissioner Reports

COMMISSIONER HALPIN thanked FIRE CHIEF RILEY for his work over the last year on putting impact fees in place and that his efforts seem to finally be successful.

XI. Public Input

There was no public input.

XII. 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 WASHKO** at 10:26 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 8th day of September 2022.

ATTEST BY:


Valerie Knapp, District Secretary

