

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

SPECIAL MEETING

August 5th, 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 Dill, Fire Marshal Drechsel, Secretary Knapp, and Marc Ghirarduzzi.

II. Pledge of Allegiance

COMMISSIONER THOMPSON led the Pledge.

III. Fiscal Year 2021-2022 Budget Workshop

CHIEF RILEY reported that at the next regular meeting scheduled for 8/12, the proposed Fiscal Year 2021-2022 Budget will be presented for review and the board will vote to approve having it published in the *Coeur d'Alene Press*. He noted that a copy of the proposed budget must be published at least 10 days prior to the hearing, and that the *Press* will need to have the notice by no later than 11:00 a.m. on 8/12 in order to publish on 8/16. The public budget hearing is scheduled for 8/26 at 10:00 a.m. just prior to the regular meeting.

A copy of the proposed budget was presented for review including comparison to current year budget and the YTD revenues and expenses for this fiscal year. The copy of the proposed budget also included a breakdown of line items for each budget category.

CHIEF RILEY made a PowerPoint presentation outlining the proposed budget for next fiscal year. He reported on:

A. Anticipated Revenues include:

1. Property tax revenues include the 3% as well as 90% of new construction at the preliminary levy rate;
2. Sales tax increased to \$225,000 based on monies received in current fiscal year;
3. Will see a 2% increase in KCEMSS funding;
4. Fire Prevention fees increased to \$75,000, noting that it is hard to anticipate revenue from fees, but the increase is based on the current year revenue;
5. Miscellaneous revenue was increased to \$50,000 to include reimbursement of wildland deployment overtime costs and backfill, and sales of assets;
6. The beginning fund balance is monies that will be transferred into the operating budget from the District's reserve funds to purchase equipment during next fiscal year, totaling \$1,055,000.

Including the transfer of reserve funds, anticipated revenues in the preliminary budget total \$9,199,500.

CHIEF RILEY further explained that the \$1 million transferred from reserve will artificially increase the operating budget for Fiscal Year 2022. He reported that the District's reserve funds are healthy with \$2.5 million assigned to carryover so that the District does not have to obtain a revenue anticipation loan from its bank to pay expenses from October through January each fiscal year. He noted that the first large property tax remittance is made by the county on 1/25; with the second remittance made 7/25 each year.

COMMISSIONER WASHKO clarified with CHIEF RILEY that the reserve funds to be transferred into the proposed operating budget are not coming from the carryover funds. CHIEF RILEY reported that reserve funds assigned to Equipment Replacement and Facility Replacement will be transferred to the operating budget. He noted that after the transfer, there will be \$450,000 in reserves assigned to Equipment and Facility replacement each. He also reported that 10% of the District's annual medical insurance premiums, or \$70,000 of reserve funds, are assigned to anticipated insurance increases. **COMMISSIONER PEARCE** clarified with CHIEF RILEY that the District has not yet had to use the \$70,000 in reserves to cover medical insurance premiums.

B. An overview of proposed expenses by category included:

1. The transfer of reserve funds for the purchase of two (2) new fire engines, one (1) new brush truck, and an ATV with trailer for off-road rescue and utility around the stations;
2. A 6% negotiated wage increase as well as one (1) additional firefighter/paramedic. CHIEF RILEY noted that depending on funds unspent (or falling out) in this year's budget, he may look at hiring one (1) more firefighter as well;
3. Funding a lead position stipend for three (3) paramedics and three (3) firefighters based on a percentage of the base firefighter salary. This would be upgraded pay for those assigned;
4. Funding for putting current EMTs through a paramedic certification program. CHIEF RILEY noted that the proposed budget only has funding for one student, but will be adding an additional \$15,000 to fund an additional student to the final proposed budget to be reviewed at next meeting. This will pay for tuition, books, travel, and certifications.
5. Upgrading the HVAC system and finishing the extra bathroom at St 2. **COMMISSIONER WASHKO** clarified with CHIEF RILEY that the upgrade to the HVAC system at St 2 is replacing the computer-based system. There was discussion on using LEED standards when St 2 was constructed in 2011 using federal grant monies. CHIEF RILEY reported that the current HVAC computer-based system is proprietary and when changes need to be made, a technician from Seattle has to come out to unlock the system. The funding will pay for a new computer-based system that can be unlocked and managed by District staff;
6. Funding for consultant fees for the St 1 remodel analysis.

CHIEF RILEY reported on the District's goal to add suppression staff and additional stations through a successful levy campaign, with funding in this year's budget to hire a marketing company for this campaign. There was also discussion on development impact fees to fund additional stations and equipment due to new growth identified on the draft 10-year Capital Improvement Plan (CIP).

CHIEF RILEY stated that the District continues to work on remodeling or possible relocation of St 1, noting that this is a 4-5 year plan. **COMMISSIONER WASHKO** clarified with CHIEF RILEY that admin staff are still looking into the possibility of purchasing another property to move admin staff into.

There was discussion on the proposed budget being finalized for next week's meeting (8/12) to be reviewed and approved by the board to be published prior to adoption at the public budget hearing on 8/26.

COMMISSIONER HALPIN clarified with CHIEF RILEY that the two (2) new engines and brush truck will not be financed and instead paid in full with funds that were saved in prior years' budgets that were assigned to reserve for vehicle replacements.

COMMISSIONER WASHKO clarified with CHIEF RILEY that development impact fees can now be used to purchase "rolling stock" due to growth.

COMMISSIONER PEARCE clarified with CHIEF RILEY that the new brush truck is estimated to cost less than \$200,000. **COMMISSIONER WASHKO** clarified with CHIEF RILEY that the District would use their cooperative purchasing agreement with Sourcewell to enter into a contract for purchase of a brush truck. There was discussion on the importance of having a new brush truck for next fire season. CHIEF RILEY reported that he has ordered a chassis ahead of time to get the discounted pricing, but haven't yet entered into any contract.

IV. Adjournment

There being no further business to be brought before the Board, the special meeting was adjourned upon the motion of **COMMISSIONER WASHKO** and as seconded by **COMMISSIONER THOMPSON** at 10:25 a.m.

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


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 5th day of August 2021.

ATTEST BY:


Valerie Knapp, District Secretary

