

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

REGULAR MEETING

December 28th, 2023 at 10:00 a.m.
Fire Station 1, 125 W. Hayden Ave., Hayden, ID

I. Call To Order

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

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

COMMISSIONERS ABSENT: Commissioner Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Drechsel, Division Chief Anderson, Secretary Knapp, Zach Hamilton, Eric Sorenson, Jarrod Pitts, Mariano with SERVPRO Coeur d'Alene, Jarrod Pitts, Dan Schaefer, Jason Paulson, Caleb Tyler, Casey Schreiner, Scott Hochberger, Blake Sorensen, Reid Palmer, and Wil Lancaster

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 December 28th, 2023 Meeting Agenda as presented;
- B. Approval of December 14th, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of Monthly Financial Report for November

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the December 28th, 2023 Consent Calendar as presented.

COMMISSIONER HALPIN called for discussion.

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

V. New Business

A. Administrative Staff Memorandum of Understanding

A revised Memorandum of Understanding (MOU) between the District and ASST. CHIEF DILL was presented for review. FIRE CHIEF RILEY reported that ASST. CHIEF DILL has completed six months of probation for his promoted position this month, with his position title changing from EMS Division Chief to Assistant Chief. He noted the Administrative MOU that was originally approved in October 2022 has only been updated with ASST. CHIEF DILL's current position title.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER DUNCAN** to approve the Memorandum of Understanding (MOU) between the District and ASST. CHIEF DILL effective December 28, 2023 through September 30, 2027, as presented.

COMMISSIONER HALPIN called for discussion.

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

VI. Reports

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

1. Station 3 Update: The first two modules were delivered on-site last week, with the next modules due to arrive next week. FIRE CHIEF RILEY noted that the oversized loads can only travel at night in the state of Idaho. He will keep everyone updated with the progress.
2. KCEMSS: An offer has been made to the top KCEMSS Chief candidate and accepted; expect the new chief to begin sometime towards the end of January. FIRE CHIEF RILEY reported that the chief comes from Heartland Fire & Rescue in southern California outside San Diego.
3. Admin/Labor Meeting: A monthly meeting was held on 12/26 with **COMMISSIONERS DUNCAN** and **PEARCE** in attendance.
4. Personnel: There are currently two suppression employees off on extended leave due to injury/illness.
5. Impact Fees Collected in November 2023:
 - a. City of Rathdrum \$19,530 (rcv'd 12/11)
 - i) 15 residential dwellings
 - b. Kootenai County \$10,336 (rcv'd 12/11)
 - i) 8 residential dwellings
 - c. City of Hayden \$85,979 (to be mailed out 12/27)
 - i) 57 residential dwellings (Hayden Canyon)
 - ii) 4 commercial projects including
 - a) NI Integrative Medicine Unit A on Hess (1,100 sq. ft. addition)
 - b) The Car Lot on Hayden Ave (3,800 sq. ft. new)
 - c) Industrial Duplex Bldg. B on Bellanca (6,600 sq. ft. new)
 - d) Industrial Duplex Bldg. A on Bellanca (6,600 sq. ft. new)

Total collected YTD (since Aug 2022) \$1,252,120 plus \$18,599.30 interest earned

6. Recognition: FIRE CHIEF RILEY introduced Commissioner-Elect Zach Hamilton who was elected in November to replace retiring **COMMISSIONER HALPIN**. FIRE CHIEF RILEY stated that **COMMISSIONER HALPIN** has served as a District Fire Commissioner for 15 years.

FIRE CHIEF RILEY presented a plaque to **COMMISSIONER HALPIN** in appreciation of his service to the District, noting his commitment to the staff and constituents of Northern Lakes Fire as well as his expertise and guidance over the years will be sorely missed. **COMMISSIONER HALPIN** stated that he has seen the department grow a lot over the years and that he was very proud to be a part of it. He was thanked by the board and staff members in attendance.

FIRE CHIEF RILEY also presented a plaque to **COMMISSIONER HALPIN** on behalf of KCEMSS for his guidance and support as a member of the Joint Powers Board.

Union Local 4045 President JARROD PITTS presented **COMMISSIONER HALPIN** with an award and card from the Local recognizing his 15 years of service as a District Fire Commissioner, as well as a retired member of Union Local 876 after 31 years with the Spokane Valley Fire Dept. **COMMISSIONER HALPIN** thanked the members in attendance for the award.

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 AMENDE** at 10:08 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 28th day of December 2023.

ATTEST BY:



Valerie Knapp, District Secretary

