

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

REGULAR MEETING

April 13th, 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, Pearce and Washko

OTHERS PRESENT: Fire Chief Riley, Division Chief Mather, Division Chief Dill, Division Chief Drechsel, Secretary Knapp, Chris Larson, Brad Belmont, and Cooper Sutton

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 April 13th, 2023 Meeting Agenda as presented;
- B. Approval of March 23rd, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for March

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE** to approve the April 13th, 2023 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. New Business

A. Avista Natural Gas Service Extension Agreement

An agreement entitled *Natural Gas Service Extension Agreement* between Avista and the District for property located at 17763 N Pope Road, was presented for board review. FIRE CHIEF RILEY reported that the agreement is to extend natural gas service and relocate a gas meter from current structure (St 3) to new modular building once it is on-site.

COMMISSIONER HALPIN clarified with DIV CHIEF DRECHSEL that the District's cost is \$988.80 for removal of the meter from the old building and to extend natural gas lines to the south side of the property to accommodate the new building placement.

COMMISSIONER DUNCAN clarified with DIV CHIEF DRECHSEL that some gas line work will take place prior to the new building being on-site.

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER DUNCAN**, to approve the Avista Natural Gas Service Extension Agreement as presented including the associated cost of \$988.80 to be paid to Avista.

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 Kootenai County

FIRE CHIEF RILEY reported that he and the Admin Chiefs met with the Kootenai County Board of Commissioners (BOCC) on Tuesday to discuss the possibility of using the ARFF station at the airport for the 3rd staffed engine, versus having a dual house at St 2. He stated that the BOCC asked for the District to provide a draft MOU for their review, and that DIV CHIEF DRECHSEL drafted a Facilities Use Agreement which was presented for board review. FIRE CHIEF RILEY reported that after discussing with District legal counsel, this draft Agreement was sent to the county's risk manager and interim airport director for their review and any changes, as well as review by the county's legal counsel. FIRE CHIEF RILEY stated that once they return the draft with any changes, the final version will be presented to the board for their review/approval.

FIRE CHIEF RILEY noted that the 3rd engine will be staffed on Mon., 4/24, and because it is unlikely the Facilities Use Agreement/MOU will be final before then, the contingency plan is to have dual companies at St 2 for the time being.

COMMISSIONER HALPIN asked FIRE CHIEF RILEY if there will be costs associated with having the 3rd engine housed at the ARFF station. FIRE CHIEF RILEY reported that there may be costs for utilities, but the county is not asking for any rent/lease for the temporary use of the station until the new St 3 station is complete later this year.

COMMISSIONER PEARCE clarified with FIRE CHIEF RILEY that there hasn't been discussion on using the Airport's ARFF station after St 3 is finished, i.e., as a Fire Station #4.

There was further discussion on conversations that FIRE CHIEF RILEY has had with other fire departments regarding FAA funding mechanisms and staffing an ARFF unit.

VI. Reports

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

1. Fire Academy Class 23-01 – A graduation ceremony will take place on Sat., 4/22 at noon at the Hayden Canyon Charter Academy. FIRE CHIEF RILEY noted that with a class of 13, a larger venue was found, with all personnel and the board invited to attend. He reported that the recruits will be sworn in and pinned with generic firefighter badges until their custom badges come in.
2. Rathdrum City Council – Will be attending the next Rathdrum City Council meeting on 4/26 at 6:00 p.m. after being invited by the mayor to attend and speak on impact fees and changes in the District. FIRE CHIEF RILEY reported that he has reached out the Hayden City Council to offer the same. **COMMISSIONER PEARCE** stated that he will be attending the Rathdrum meeting as well.
3. Command Staff Positions – Have received six (6) applications for the Div Chief of Fire Training/EMS position, and one application for the Assistant Fire Chief position. Will be updating board on their qualifications in Executive Session. FIRE CHIEF RILEY reported that there will be four (4) candidate interviews over the next week including the three division chiefs individually and the Batt Chiefs as a group.
4. Fiscal Year 2022 Audit Report – The auditor will be attending the next meeting on 4/27 to present the final audit report.
5. Fiscal Year 2024 Budget – Staff has been working on the upcoming budget planning process.
6. Special Meeting – Requesting a special board meeting be held next Thu., 4/20, at 10:00 a.m. for the board to take action on the St 3 construction and lease financing if the bank is able to have the documents ready. The board's consensus was to move forward with holding a special meeting if all the financing documents are

finalized. FIRE CHIEF RILEY noted that if the documents are not ready by Wed., 4/19 at noon, will notify the board that meeting will not happen. There was discussion on being able to push back approval of the financing to next regular meeting on 4/27 if needed.

7. Staff/Operational Reports –

a. Training Report – Was presented for review. DIV CHIEF MATHER reported on the following:

- i. The fire academy will be finishing up on Fri., 4/21. DIV CHIEF MATHER thanked lead instructors ENG SORENSON and FF COMBES for all their work, along with all personnel who participated as instructors, to make this academy such a success.
- ii. Invited to attend a Town Hall meeting on 5/4 as a panelist to discuss railway safety for the public, along with other agency representatives from the Kootenai Co. Sheriff's Office and BNSF. There was discussion on public concerns since the train derailment in Ohio in February. A flyer for the Town Hall was presented for review. DIV CHIEF MATHER invited the board to attend and it will be held at the American Legion Post #143 in Post Falls.
- iii. Outside training opportunities include:
 - a) An area-wide BNSF training to be held in May.
- iv. Apparatus Update:
 - a) Will be picking up the new brush truck from General Fire this week.
 - b) The two (2) new engines will be driven out from Minnesota in the next few weeks to General Fire for some final shelving to be installed. DIV CHIEF MATHER noted that the engines should be delivered to the District a few weeks after that, with our Fleet Mechanic certified to install the radios.
 - c) The District's new brush truck is having final equipment installed and should be ready to be put in service the first part of April.

b. EMS Report – DIV CHIEF DILL reported on the following:

- i. Have seen more timely responses to our maintenance requests with new maintenance agreement between KCEMSS and KCFR's shop.
- ii. The new ambulance has been put into service last month and have had no major issues.
- iii. **Have been meeting monthly to plan an active shooter "table-top" exercise at Atlas Elementary in June with OEM hosting and the District, KCSO, KHC, and the school district involved.**
- iv. The EMS Academy was completed last month with all the recruits introduced to equipment and protocols. Beginning on 4/24, the new hires will be assigned to shifts and begin working on sign-off process.
- v. Attended an EMS Leadership conference on-site.

vi. Update on St 3 Project –

- a) There was a delay with First Interstate Bank (FIB) sending lease documents to outside counsel, but hope to have all the documents reviewed and finalized by the special meeting on 4/20.
- b) The final construction contract with L&H is being reviewed by bond counsel in advance of approval. **COMMISSIONER WASHKO** clarified with DIV CHIEF DILL that L&H will begin build of modular fire station once the bank has made our downpayment of \$1,060,000 after the financing is finalized and approved.

COMMISSIONER PEARCE clarified with DIV CHIEF DILL that if the documents are not finalized in time for the special meeting on 4/20, that FIB will hold over the interest rate until the regular meeting on 4/27.

8. Fire Marshal Report – Was presented for review. DIV CHIEF DRECHSEL reported on the following:

- a. Permit Approvals in March included:
 - i. 24 new residential dwellings
 - ii. A commercial building in Rathdrum (Diamond Spike Clubhouse)
- b. Met with the Idaho Transportation Dept. (ITD) regarding the Highway 53 widening project to ensure it doesn't affect frontage of St 8 in Rathdrum (the mechanic shop); a contract will be provided to the District once their plans are final.
- c. The first meeting of the Prevention/Investigation Sub-Committee was held and DIV CHIEF DRECHSEL was appointed to the Idaho Building Code Board. **COMMISSIONER HALPIN** clarified with DIV CHIEF DRECHSEL that these meetings will be held via Zoom and not require travel to Boise.
- d. The largest FireWise community in the state is now on the backside of Hayden Lake which will require on-site inspections by the Bureau.
- e. Attended the Rathdrum Chamber luncheon in March.
- f. The extra bathroom at St 2 has almost been completed, just waiting on light fixtures and the 3rd bedroom is being furnished.

9. Bureau Report – For March was presented for review.

10. Overtime Report – For March was presented for review.

11. Run Report – For March was presented for review.

B. Commissioner Reports

There were no commissioner reports.

VII. Public Input

There was no public input.

VIII. Executive Session

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER WASHKO**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(a) for discussion on qualifications of candidates for promotion.

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 Halpin	Yes
Commissioner Pearce	Yes
Commissioner Washko	Yes

Motion carried

Entered Executive Session at 10:35 a.m.

Exited Executive Session at 10:52 a.m. There was discussion on qualifications of candidates for promotion. No decisions were made.


FIRE CHIEF RILEY noted that he may have promotional recommendations at next meeting on 4/27, and that if there is a promotion off the line, the District would then need to hire to replace the position.

IX. 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 10:53 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 13th day of April 2023

ATTEST BY:



Valerie Knapp, District Secretary

SEAL
PROTECTION DISTRICT