

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

REGULAR MEETING

February 9th, 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, John Spencer, Chris Larson, Kevin Croffoot, and Amanda Tams

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 February 9th, 2023 Meeting Agenda as presented;
- B. Approval of January 26th, 2023 Regular Meeting Minutes;
- C. Approval of Unpaid and Paid Bills Lists;
- D. Review of YTD Financial Report for January

COMMISSIONER PEARCE made a motion, seconded by COMMISSIONER AMENDE to approve the February 9th, 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. Award of Bid

FIRE CHIEF RILEY reported that the District solicited bids from five (5) public works contractors for demolition of Fire Station 3 and that one (1) bid was received at last board meeting on 1/26/2023 by published deadline. He noted that the board can consider awarding the bid or reject the bid and start the Request for Proposal (RFP) process again.

COMMISSIONER PEARCE made a motion, seconded by COMMISSIONER WASHKO, to award the demolition of Fire Station 3 to Ginno Construction in the amount of their submitted bid for \$78,700.

COMMISSIONER HALPIN called for discussion. There was no 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. SAFER Grant Hiring Status – All 13 candidates have accepted conditional offers of employment pending the completion of background checks and physicals. The fire academy is scheduled to begin on 3/13 and staff is working on providing PPE and uniforms.

2. Admin Labor Meeting – Have met with Local 4045 e-board to discuss MOUs to change language in the current CBA for staffing and vacation due to the 3rd engine coming on in April; these revisions will be in effect during the SAFER grant staffing.
3. Command Staff Reorganization Discussion – Will have a formal proposal at next board meeting to add an Assistant Fire Chief position and merge the Training and EMS Divisions into one position with the upcoming retirement of DIV CHIEF MATHER. There was discussion on revisiting the number of Admin Chief positions budgeted in the future with the District's increased staff numbers.

COMMISSIONER HALPIN clarified with FIRE CHIEF RILEY that the current Admin staffing levels can meet the District needs with the new engine company and eventual staffed St 3. There was further discussion on adding new positions including in the Bureau and front office, as well as a possible maintenance/facility position.

4. Impact Fee Update – The District received impact fees in January that were collected in December:
 - a. City of Rathdrum: \$5,128 for 4 residential units
 - b. City of Hayden: \$7,812 for 6 residential units
 - c. Kootenai County: \$3,866 for 3 residential units

The total collected since August 2022 is \$125,439. FIRE CHIEF RILEY reported that there has been one non-residential impact fee paid “under protest”, but that no formal request for an assessment has been received yet. There was discussion on how the process works under Idaho Code and that the payee is not asking for an official appeal, but has just stated that his project shouldn't have been assessed the full impact fee.

5. 2nd February Board Meeting – FIRE CHIEF RILEY noted that the 2nd meeting in February was moved to Wed., 2/22 for the III-A Annual Report to be presented.

6. Staff/Operational Reports –

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

- i. The apparatus committee will be traveling to Minnesota for the final inspection of the 2 new Rosenbauer engines later this month with expected delivery sometime in March. **COMMISSIONER HALPIN** clarified with DIV CHIEF MATHER that the District will have a place to keep all apparatus including the new engines.
- ii. Working on finalizing the fire academy calendar scheduled to begin on 3/12 and conclude on 4/21.
- iii. Donated 16 surplus SCBA packs to the Paradise Volunteer Fire District.
- iv. Instructed an NFPA 1403 Live Fire Instructors class to KCF&R.
- v. Outside Training Opportunities:
 - a) BATTALION CHIEF BELMONT will be attending the annual Wildland Urban Interface (WUI) Conference in Reno the end of March.
- vi. Apparatus Update:
 - a) The surplus 1993 Freightliner engine sold to Northside Fire was picked up last week.

b) The District's new brush truck (V-46 2022 Ford F550) is in the process of being wrapped.

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

- i. Ambulance issues are being responded to in timely manner. Have resolved issue with Unit 16675 suspension system freezing up and front tires have been replaced on Unit 16685.

COMMISSIONER WASHKO clarified with DIV CHIEF DILL that the average mileage on the ambulances is between 140,000 to 170,000. There was discussion on 5 new chassis arriving with existing boxes to be rotated onto the new chassis; one will be a designated long-distance transport unit. There was also discussion on the goal of the system to increase their fleet from 15 units to 20.

- ii. FF/MEDIC BLAKE SORENSEN has been cleared to practice as a paramedic.
- iii. Background checks have been completed on 4 of the new hires with the remainder to be completed by 2/24. **COMMISSIONER HALPIN** clarified with DIV CHIEF DILL that the background checks are done through National Testing Network (NTN) investigators at a cost of \$750/ea. The completion time is 5 weeks and include a questionnaire and in-per Zoom interviews. DIV CHIEF DILL noted that the investigators are comprised of retired detectives/law enforcement.
- iv. KCEMSS will be holding EZO IO training.
- v. Working on syllabus for EMS academy for new hires during first week of fire academy.
- vi. St 3 Update:
 - a) DIV CHIEF DRECHSEL is working on agreement with Lakes Highway District for designated parking spaces for the District on their property adjacent to Fire St. 3.
 - b) The 80% plans for modular fire station expected to be complete next week with delivery of finished modular building in October.
 - c) Meeting with First Interstate Bank next week to discuss lease purchase and will have more information for the board at next meeting. **COMMISSIONER WASHKO** clarified with DIV CHIEF DILL that with the award of the bid, demolition of the existing building at St 3 will begin sometime the beginning of March with site prep to begin within 3 months.

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

- a. Permit Approvals in January included:
 - i. 18 new residential dwellings
 - ii. 5 commercial finals

There was discussion on a new project at Lancaster & Greensferry in Rathdrum for a 216,000 sq. ft. distribution center.

- b. DEPUTY FIRE MARSHAL LARSON met with juvenile fire setter for intervention.
 - c. Have been meeting with property owners regarding potential locations for an eventual 4th fire station. There was discussion on considerations for the best location including existing infrastructure with a minimum property size of 1 ½ acres.
 - d. Working on infrastructure for new building at St 3 including utilities (power, water, gas) and permitting with the county.
8. Bureau Report – For January was presented.
 9. Overtime Report – For January was presented.
 10. Run Report – For January was presented.

B. Commissioner Reports

COMMISSIONER HALPIN asked if any board members would like to attend the upcoming Idaho State Fire Commissioners Assoc. (ISFCA) conference in Coeur d’Alene 3/4-3/5. There was discussion on letting DISTRICT SECTRY KNAPP know by the deadline of 2/15 if attending so that registration can be submitted to ISFCA.

VII. Public Input

JOHN SPENCER asked what the approximate date of opening the 3rd staffed station will be. DIV CHIEF DILL responded that once the financing is approved, the modular fire station will be constructed off-site with approximate delivery to the site sometime in October. There was also discussion on waiting for the site disturbance permit to be approved. JOHN SPENCER clarified with DIV CHIEF MATHER that the station will be built by Extreme Modular Buildings and distributed by L&H Industrial. It was noted that FF/MEDIC TULL had brought this to the attention of Admin Chiefs after reading about it. DIV CHIEF MATHER reported that it will be built in Canada and once finished, delivered to the site and set up.

VIII. Executive Session

COMMISSIONER PEARCE made a motion, seconded by **COMMISSIONER AMENDE**, to enter Executive Session pursuant to Idaho Code §74-206 (1)(a) to consider hiring of employees and (1)(b) to consider evaluation of personnel

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 10:30 a.m.

Exited Executive Session at 10:44 a.m. There was discussion on promotional and hiring qualifications of candidates and discussion on the evaluation of personnel. No decisions were made.

IX. 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 AMENDE** at 10:44 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 9th day of February 2023

ATTEST BY:



Valerie Knapp, District Secretary

