MINUTES OF THE NORTHERN LAKES FIRE COMMISSIONERS
PUBLIC BUDGET HEARING
REGULAR MEETING

October 27th, 2015 at 3:00 p.m.
125 W. Hayden Ave., Hayden, Idaho

I. Call To Order

COMMISSIONER THOMPSON called the Public Hearing to order at 3:00 p.m.

COMMISSIONERS PRESENT: Commissioners Amende, Clark, Halpin, Thompson and Washko.

OTHERS PRESENT: Fire Chief Marcus, Deputy Chief Riley, Division Chief Mather, Division Chief Van Ert, Fire Marshal Drechsel, Battalion Chief Belmont, and Secretary Knapp.

II. Pledge of Allegiance

COMMISSIONER HALPIN led the Pledge of Allegiance.

III. Presentation of Fiscal Year 2015 Operating Budget Amendments

Amendments to the Fiscal Year 2015 Operating Budget were presented for review as follows:

	Adopted Budget	Final Proposed Budget
Anticipated Operating Revenue	$ 5,617,827	$ 5,770,000
Other Funding Sources	0	2,084,177
Anticipated Expenditures	$ 5,617,827	$ 7,854,177
Wages/Personnel	$ 4,613,142	4,742,365
Administrative/Office	139,400	139,400
Liability Insurance	50,000	52,000
Professional Fees	22,800	22,800
Station Expenses	126,550	134,000
Communication	20,000	20,000
EMS Expenses	34,900	34,900
Fire Battalion	131,800	131,800
Inspection/Prevention	12,500	12,500
Training	51,000	51,000
Vehicle Repair/Maintenance	77,500	91,000
Vehicle Fuel	50,000	50,000
Grant Matching Funds	2,425	2,425
Capital Improvement/Outlay	235,000	557,000
Contingency	50,000	50,000
Land Leases	810	810
Refunds of FICA Tax/Interest	0	1,762,177

CHIEF MARCUS reported that categories for wages/personnel were anticipated to go over budget due to hiring of additional personnel.

IV. Public Comment

COMMISSIONER THOMPSON asked for public comments on the proposed amendments to the budget. There was no public comment.

V. Approval of Proposed Amendments

Resolution 15-10, *Resolution Amending the Adopted Operating Budget for Fiscal Year 2015,* was presented for review.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE,** to approve Resolution 15-10 amending the Fiscal Year 2015 operating budget as presented.

COMMISSIONER THOMPSON called for discussion; there was no discussion.

COMMISSIONER THOMPSON called for a roll call vote.

ROLL CALL VOTE:

Commissioner Amende	Yes
Commissioner Clark	Yes

Commissioner Halpin	Yes
Commissioner Washko	Yes
Commissioner Thompson	Yes

Motion carried.

VI. Close Public Budget Hearing

With no further business to conduct for the Public Budget Hearing, **COMMISSIONER THOMPSON** closed the hearing and called the regular meeting to order.

VII. Amendments to the Agenda

There were no amendments to the agenda.

VIII. Consent Calendar

The consent calendar for October 27th, 2015 was presented for review as follows:

1. Approval of October 13th, 2015 Regular Meeting Minutes
2. Approval of Unpaid and Paid Bills Lists
3. Review of September Financial Report

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to approve the October 27th, 2015 Consent Calendar as presented.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

ROLL CALL VOTE:	
Commissioner Amende	Yes
Commissioner Clark	Yes
Commissioner Halpin	Yes
Commissioner Washko	Yes
Commissioner Thompson	Yes

Motion carried

IX. Public Input

There was no public input.

X. Reports

A. Chief's Report

1. Leadership Training –CHIEF MARCUS reported that admin staff met with its leadership consultant, Ron Moser, on 10/23 to discuss the follow up survey to last year's Employee Survey; Dr. Larson had originally recommended a follow up survey be done 18 months after the original. CHIEF MARCUS noted that Ron Moser has worked with Dr. Larson in the past. He also reported that Mr. Moser will be meeting individually with the Batt Chiefs then with their battalions as a group. The goal is to have the follow up survey ready in January.
2. KCEMSS – CHIEF MARCUS reported that KCEMSS' "Crew of the Month" went to FF/MEDIC DUZET and FF DILL on Green Shift at St. 2 for their great work on a recent patient transport.
3. Operations Report – Was presented for review. CHIEF RILEY reported on the following:
   a. Attended the KCFCA meeting on 9/9.
   b. FF SHERMAN has been working on the District-wide inventory project; CHIEF RILEY reported that St 1 has been completed and now moving on to outlying stations. **COMMISSIONER WASHKO** clarified with CHIEF RILEY that the inventory program is cloud-based through a company called EZ Office Inventory. CHIEF RILEY noted that he researched several online programs and found this one to have the best support for its cost. **COMMISSIONER HALPIN** clarified with CHIEF RILEY that the District is inventorying all items valued at more than $100. **COMMISSIONER CLARK** clarified with CHIEF RILEY that photos are being taken of offices/rooms throughout the station as the inventory is done.
   c. A revised *Vacation, Sick and Other Leaves* policy was presented for review. CHIEF RILEY reported minor changes to vacation sign up dates were made to the policy to avoid confusion when suppression staff select guaranteed vacations for the year.
   d. The Firehouse Software Vice President, Shane Boyd, rode along with Green Shift St 1 last week. CHIEF RILEY reported that Mr. Boyd stated that he was impressed with our organization.
   e. Station winterization is currently being done by the battalions and is expected to be completed by early November.
4. EMS Report – Was presented for review. CHIEF VAN ERT reported on the following:
   a. Attended the NIFCA meeting on 10/21.
   b. KCEMSS Deputy Chief Keeley completed ESO documentation training with all 3 battalions this month; have gotten good feedback from the shifts.
   c. The draft countywide MCI Plan is out for review and hope to have it in place soon.

d. Working along with CHIEF MATHER as part of the committee preparing for the Cascadia Rising disaster drill to take place next June. There was further discussion on this region-wide disaster response exercise.

5. Training Report – Was presented for review. CHIEF MATHER reported on the following:
   a. Attended an online North Idaho Training Officers meeting on 10/14.
   b. Working on the WOC Engineer process to include a final evaluation by CHIEF MATHER after the task book is completed.
   c. Trainings in October included:
      i. A 2 ½ day RIT training at KCFR; and,
      ii. A fire drill at Empire Airlines. CHIEF MATHER reported the drill took place with Green Shift on duty, and included an evacuation of the building that took 3 ½ minutes, although two employees were not alerted of the evacuation and it took another 3 minutes to evacuate them. **COMMISSIONER WASHKO** clarified with CHIEF MATHER that the drill was done at Empire Airlines' request and had not been done before.

      COMMISSIONER THOMPSON clarified with FM DRECHSEL that Empire Airlines is working with the District to bring their site up to current fire code compliance in spite of their grandfathered status.
   d. Apparatus Update:
      i. CHIEF MATHER reported that he is meeting with General Fire this week to discuss extending the completion date of the cab/chassis retrofit on V-32 (2011 Rosenbauer). He noted that he hopes to get firm dates on when our staff will be driving the engine to the factory, and expected dates of return. CHIEF MATHER stated that he should have an update by next meeting.
6. Fire Marshal Report – Was presented for review. FM DRECHSEL reported the following:
   a. Attended an Arson Investigation Task Force meeting on 9/2 to discuss fires in the Sundown area.
   b. Attended the NICE meeting on 9/16 which included discussion on this year's wildland season and what may be in store for next year.
   c. Finalized hydrant testing; the crews have completed testing/flushing of all hydrants for the year.
   d. Fire Prevention Month is almost complete; DEPUTY FM LYON and all three battalions visited 9 schools with more than 1,600 kids and adults reached in 38 presentations. FM DRECHSEL reported that there has been a huge amount of positive feedback from teachers and parents on how involved DEPUTY FM LYON and the crews were during these presentations, with one parent noting that it was the best fire prevention presentation she's ever seen.
   e. Attended the KTEC job fair with CHIEF MATHER on 10/8, reporting that they spoke to 100 students about careers in the fire service along with a hands-on presentation of tools/equipment on one of the District's tenders.
7. Correspondences – CHIEF MARCUS recommended an Executive Session to discuss a written request from an employee.

B. Commissioner Reports
   1. **COMMISSIONER CLARK** reported that he looked into polo shirts for the board members, noting he went to Cabela's, Macy's, Kohl's and JC Penney. He stated that he found the best shirts at JC Penney for less than $10 each and after talking to all the board members, purchased 10 of their black polo shirts (2 each). He reported that embroidery of names and patches will need to be done and should be complete within a few weeks.

XI. Executive Session

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER HALPIN** to enter Executive Session pursuant to Idaho Code 74-206 (1) (a) and (d) to discuss evaluation of a promotional candidate and a written request from an employee involving records exempt from disclosure.

COMMISSIONER THOMPSON called for discussion. There was no discussion.

COMMISSIONER THOMPSON called for a roll call vote:

ROLL CALL VOTE:	
Commissioner Amende	Yes
Commissioner Clark	Yes
Commissioner Halpin	Yes
Commissioner Washko	Yes
Commissioner Thompson	Yes

Motion carried

Entered Executive Session at 3:20 p.m.

COMMISSIONER THOMPSON adjourned Executive Session and reconvened the Regular Meeting at 4:10 p.m.

There was discussion on a written request from an employee involving records exempt from disclosure and the evaluation of a promotional candidate. No decisions were made.

XII. Adjournment

There being no further business to be brought before the Board, the Regular Meeting was adjourned at 4:10 p.m.

COMMISSIONER THOMPSON called for the vote and all were in agreement to the motion.

DAVID P. HALPIN, Chairman

DENNIS AMENDE, Commissioner

LARRY R. CLARK, Commissioner

TERRY J. THOMPSON, Commissioner

JAMES C. WASHKO, Commissioner

ATTEST BY:

Valerie Knapp, District Secretary

NORTHERN LAKES FIRE PROTECTION DISTRICT
DISTRICT SECRETARY SEAL