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

December 8th, 2015 at 3:00 p.m.
125 W. Hayden Avenue, Hayden, Idaho

I. Call To Order

COMMISSIONER THOMPSON called meeting 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, Secretary Knapp, Brad Belmont, Jerry Moreau, Eric Sorenson and John Magnuson

II. Pledge of Allegiance

COMMISSIONER THOMPSON led the Pledge.

III. Amendments to the Agenda

There were no amendments to the agenda.

IV. Consent Calendar

The consent calendar for December 8th, 2015 was presented for review as follows:

1. Approval of November 24th, 2015 Regular Meeting Minutes as presented
2. Approval of December 2nd, 2015 Regular Meeting Minutes as presented
3. Approval of Unpaid and Paid Bills Lists
4. Review of November Financial Report

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to approve the December 8th, 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

V. Public Input

There was no public input.

VI. Executive Session

COMMISSIONER WASHKO made a motion, seconded by **COMMISSIONER AMENDE** to enter Executive Session pursuant to Idaho Code 74-206(1) (a) to consider the hiring of legal counsel.

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 3:04 p.m.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER AMENDE** to exit Executive Session and reconvene the regular meeting.

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

The Board exited Executive Session at 3:40 p.m. The board interviewed an attorney and there was discussion on consideration of hiring legal counsel. No decisions were made.

Motion carried

VII. Reports

A. Chief's Report – CHIEF MARCUS reported the following:

1. Mallrie Trust – Joe Mallrie, a long-time volunteer with the District, and his wife, Alice, have designated the District for annual donations through Alice's family charitable trust, the Eleanor Asher Stellyes Charitable Trust. CHIEF MARCUS reported that each year a percentage of interest earned on the trust will be donated to the District around this time of the year; this year's donation is $4,000. CHIEF MARCUS reported that the Mallrie's requested the funds this year go toward training or equipment. A letter of appreciation has been drafted for review under Correspondence.

   COMMISSIONER THOMPSON clarified with CHIEF MARCUS that thorough documentation on any expenditures purchased with the annual donations will be kept on file and shared with the charitable trust for auditing purposes.
2. Chiefs Corner – The Oct/Nov issue was presented for review.
3. Admin/Labor Committee – No meeting was held in December due to lack of topics.
4. Christmas Party/Lunch – This year's party will be held on Tue., 12/22 from noon to 2:30 p.m., with the regularly scheduled board meeting at 3:00 p.m.
5. Operations Report – Was presented for review. CHIEF RILEY reported the following:
   a. The Operations Meeting was moved to Tue., 12/15 so that it can be followed by Ron Moser, leadership consultant, meeting with the Battalion Chiefs regarding the follow-up employee survey.
   b. Have finalized ordering awards for the Banquet on 1/16/16.
   c. Have been reviewing/updating District SOGs and policies to align them with the Kootenai County Model Procedures.
   d. Working on the District response plans with 9-1-1 Dispatch. With the wind event forecast for tomorrow, participated in a phone conference with CDA Fire and KCFR earlier today; discussed a plan for EOC/joint ops center at the CDA Police Dept. It was clarified that both 9-1-1 Dispatch and the KCSD were advised as well. CHIEF RILEY reported that a good response plan is in place and he feels the District is well prepared.
6. EMS Report – Was presented for review. CHIEF VAN ERT reported on the following:
   a. Working with admin staff on needs for the 2015 Assistance to Firefighter Grant (AFG); looking at replacing PPE and SCBAs. The deadline to submit an application is 1/15/16.
   b. Attended a Cascadia Rising planning meeting along with CHIEF MATHER on 12/3. Representatives from the Idaho BHS were also in attendance and reported that Kootenai County will be the most actively involved area of the state in this emergency response drill.
   c. Met with CDA Deputy Chief Greif and KCFR EMS Chief Isaacson to work on EMS QA/QI Plans for each organization; will be involving Dr. Luther later this month.
   d. There are five District members due to recertify their EMS licenses in spring 2016.
7. Training Report – Was presented for review. CHIEF MATHER reported on the following:
   a. Continuing work on the Cascadia Rising functional exercise for June 2016; reported that Kootenai County is the first area in the Region 10 Regional Response Team (RRT) to have their plan complete.
   b. The District fire apparatus inventory is almost complete. There was also discussion on keeping the inventory up-to-date as we move forward. CHIEF MATHER also noted that by doing the inventory, were able to identify equipment/supplies that should have been on the apparatus. **COMMISSIONER CLARK** clarified that photos have been taken of inventory on the apparatus, as well as photos of station inventory, that will be kept on file in the front office. There was also discussion on keeping the photos in electronic format in the cloud.
   c. Will be sending four (4) members to an NFA Leadership I course hosted by Moscow Fire in January.
   d. V-32 (2012 Rosenbauer engine/pumper) is on its way to the plant in Minnesota for retrofit. **COMMISSIONER HALPIN** clarified that both CHIEF MATHER and CAPT WIEDENHOFF will do a pre-acceptance inspection at the plant once the retrofit is complete.
8. Fire Marshal Summary – Was presented for review. FM DRECHSEL reported the following:
   a. Approved a 190-lot subdivision called Prairie Crossing South, and a 58-lot subdivision called Rimrock Meadows. **COMMISSIONER HALPIN** clarified with FM DRECHSEL that the District's approval is for the preliminary application involving hydrants, road access, turn arounds and signage. FM DRECHSEL also noted the approval is contingent upon the project meeting all fire codes, and that there will be a final sign off before they break ground.

b. Attended planning meeting at the City of Hayden regarding construction of a new Burger King restaurant at Wyoming and Highway; the current Burger King in the Prairie Shopping Center will be razed and a Panera Bread restaurant will eventually be constructed on the site.
c. Have investigated four structure fires since November 24th.
d. There was discussion on a possible subdivision development on Wendler Loop that has not yet been approved.

9. Bureau Report – For November was presented for review.
10. Overtime Report – For November was presented for review.
11. Run Report – For November was presented for review.
12. Correspondence –
    a. A thank you letter to Joe and Alice Mallrie for the annual charitable trust donation to the District. CHIEF MARCUS reported that Joe Mallrie has been one of the District's best volunteers for many years.
13. Other –
    a. CHIEF MARCUS reported that FF SHERMAN has been released to full duty by his physician effective 12/7. **COMMISSIONER HALPIN** clarified with CHIEF MARCUS that the employee kept up with his EMT certification while on injury leave. CHIEF MARCUS also reported that CHIEF MATHER is working on a process for the employee to return to work including acclimating to the new ambulances.

       There was further discussion on a plan for having employees return to work from extended leaves in the future, including a new policy/procedure that will be based on NFPA standards for returning to duty.
    b. CHIEF MARCUS reported that CAPT WIEDENHOFF's father passed away the end of November; the funeral mass is scheduled for 12/10 at 1:00 p.m. at St. Pius in Coeur d'Alene. CHIEF MARCUS stated the chiefs and crews will be attending and the board was invited as well.
    c. CHIEF MARCUS requested that the office be closed all day on Christmas Eve (12/24) and at noon on New Year's Eve (12/31). The board agreed to the request.

B. Commissioner Reports
1. **COMMISSIONER CLARK** reported on volunteering to be a judge for the Invent Idaho event at Hayden Meadows Elementary on 12/3 along with VOL EMT MALLRIE and FF/EMT PITTS; he noted that there were a total of ten judges who evaluated inventions by elementary students and that he was very impressed with their projects. He thanked both VOL MALLRIE and FF/EMT PITTS for donating three hours of their own time to participate.
2. **COMMISSIONER CLARK** reported that he approached Texas Roadhouse to donate pulled pork for the District's Christmas Party/Lunch on 12/22. He stated that they will have the food ready for pick up at 12:30 p.m. that day.
3. **CHIEF WASHKO** clarified with CHIEF MATHER that the District is still using American Messaging for pager services, but that once new pagers are in use will need to cancel service. CHIEF MATHER stated that CAPT. FOLEY will have the new pagers ready in the next few weeks and will cancel service. There was discussion on savings by switching to the Spokane County system and not being charged fees as with American Messaging.

VIII. Discussion and Hiring of Legal Counsel

CHIEF MARCUS recommended the District move forward with having legal services provided by Michael Schmidt with Lukins & Annis. The board questioned CHIEF RILEY as to whether he had a preference and he stated that he would also recommend Mr. Schmidt with Lukins & Annis. There was discussion on Mr. Schmidt being accessible at his Coeur d'Alene office versus another attorney at an out of town office for ½ the week. There was also discussion on the hourly quote from Mr. Schmidt of $165/hour.

COMMISSIONER HALPIN made a motion, seconded by **COMMISSIONER WASHKO** to move forward with having Michael Schmidt with Lukins & Annis provide legal counsel for the District.

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

CHIEF MARCUS stated that all the attorneys interviewed will be contacted; and will eventually set up a meeting with Mr. Schmidt to discuss details.

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 HALPIN** at 3:50 p.m.

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

TERRY J. THOMPSON, Chairman

DENNIS L. AMENDE, Commissioner

LARRY R. CLARK, Commissioner

Absent

DAVID P. HALPIN, Commissioner

Absent

JAMES C. WASHKO, Commissioner

ATTEST BY:

Valerie Knapp, District Secretary