

Spirit Lake Fire Commissioner Meeting Minutes	6/15/22
	9:00 AM
	SLFPD Station 1 Training Room

Meeting called by	Commissioner Mike Sexsmith
Type of meeting	Regular Meeting
Facilitator	Commissioner Mike Sexsmith
Note taker	District Secretary Tammy May
Attendees	Commissioners: Dave Esterly, Gary Pfahler, and Mike Sexsmith. Fire Chief John DeBernardi. District Secretary/Treasurer Tammy May Captain Earl Frates, FF/EMT Ackerman, FF/EMT Sexton
Pledge of Allegiance:	Commissioner Dave Esterly
Public comments:	There was no member of public in attendance.
Agenda change:	None.

Agenda Topic:	Additions/Deletions/Corrections/Approval of Minutes – June 8, 2022.
Presenter:	N/A
COMMISSIONER SEXSMITH made a motion to approve and sign the minutes for June 8, 2022.	
COMMISSIONER PFAHLER seconded.	
The motion carried.	
Conclusion:	<i>The minutes for June 8, 2022, were approved and signed.</i>

Agenda Topic:	Fire Chief Report
Presenter:	Fire Chief John DeBernardi
<ol style="list-style-type: none"> 1. <i>Vehicle Update:</i> <ol style="list-style-type: none"> a. <i>Brush 851:</i> FIRE CHIEF DEBERNARDI reported a foam leak on brush 851. The poly container is under a lifetime warranty. Darley will be sending a representative out to repair the leak. This is the second time the tank has leaked; the previous leak was repaired. The representative will inspect the tank to ensure there are no other leaks. b. <i>New Engine:</i> The Board agreed to pay the invoice by wire transfer rather than check. Funds have been transferred from the LGIP to the checking account. COMMISSIONER SEXSMITH and DISTRICT TREASURER MAY will go to the bank today to make the \$250,054 payment to Rosenbauer. This includes the \$9,982 interest deduction for paying within the 15-day window. 2. <i>Inspection/Planning Reviews:</i> 2 – Bonner County, 4 – Kootenai County. 3. <i>Community Projects:</i> <ol style="list-style-type: none"> a. One of the Bonner County reviews was for an RV park. CHIEF DEBERNARDI did a site survey. The owner has extensive requirements to fulfill for wildland/urban interface and access and will have to resubmit to the County. There has been a lot of public opposition to 	

- this project. This is intended for 19 permanent sites.
- b. Kerr Oil has installed the water interlock to the school, this was completed about 2 and a half months ago, no one was notified.

Conclusion: *None.*

Agenda Topic: Firefighter Report

Presenter: N/A

Discussion: The Board reviewed the Firefighter Report for May, presented by CAPTAIN FRATES. There were 46 medical calls, 18 fire calls, 5 motor vehicle calls, and 2 calls for service for a total of 71 calls. There was 1 call with no Spirit Lake Fire response. This means that our crews are on another call and unable to take another call. Mutual Aid from another fire district covers these calls

Conclusion: *None.*

Agenda Topic: Old Business – Update on new fire chief

Presenter: N/A

Discussion: We have received the electronic signed contract; the original contract and signed letter are in the mail.

Conclusion: *None.*

Agenda Topic: Old Business – Update on Administrative Assistant position

Presenter: District Secretary/Treasurer Tammy May.

Discussion: There were 45 resumes submitted, with 25 completed applications were received. The hiring committee is reviewing the list to recommend the top candidates for background checks and interviews. Once this has been confirmed, DISTRICT SECRETARY TAMMY MAY will inform the Board.

Conclusion: *District Secretary/Treasurer May will inform the Board as soon as the top candidates for administrative assistant have been agreed upon by the hiring committee..*

Agenda Topic: Old Business – Update on Impact Fees

Presenter: Fire Chief DeBernardi

Discussion: FIRE CHIEF DEBERNARDI informed the Board that we are moving forward with Bonner County. In addition, FIRE CHIEF DEBERNARDI met with the City Clerk and the Mayor and has spoken with the City Attorney. All agree that the City of Spirit Lake will move forward with adopting the Impact Fees and it should be on the next City Council agenda. The City will also review the collection fee. Kootenai County P&Z has a hearing scheduled for June 23.

Conclusion: *None.*

Agenda Topic:	New Business – Discussion about text amendment application for Bonner County impact fees
Presenter:	Fire Chief John DeBernardi.
Discussion:	FIRE CHIEF DEBERNARDI reported that the text amendment application must be submitted to Bonner County. We are not sure if there is a fee and what that fee might be. He will hand deliver it to the Bonner County Planning department. The Board signed the Comprehensive Plan Map Amendment Application for Bonner County.
Conclusion:	<i>Fire Chief DeBernardi will hand deliver the signed Comprehensive Plan Map Amendment Application to Bonner County Planning & Zoning for Impact Fees.</i>

Executive Session

COMMISSIONER SEXSMITH made a motion, seconded by COMMISSIONER PFAHLER, to enter executive session pursuant to provisions of Idaho Code 74-206 Sub Section 1 (b) to discuss personnel issues.

COMMISSIONER SEXSMITH called for a roll call vote:

Commissioner Esterly – Yes
 Commissioner Pfahler – Yes
 Commissioner Sexsmith – Yes

Motion carried.
 Executive Session entered at 9:25 AM.

COMMISSIONER SEXSMITH made a motion, seconded by COMMISSIONER ESTERLY, to exit Executive Session and reconvene the Regular Meeting.

Motion carried.
 Executive Session ended at 10:50 AM. There was a discussion about personnel issues. No decisions were made.

There was a discussion about performance evaluations and the Board agreed that FIRE CHIEF DEBERNARDI will conduct performance evaluations with the new fire chief as part of management transition. Performance evaluations will be a yearly requirement.

Adjournment

The Meeting was adjourned upon the motion of COMMISSIONER SEXSMITH and as seconded by COMMISSIONER ESTERLY at 10:55 AM. COMMISSIONER SEXSMITH called for the vote, and all agreed to the motion. No roll call vote was taken.

Motion carried.

Spirit Lake Fire Protection District, Fire Commissioners

Attest: Tammy May, District Secretary



Approved:

Commissioner District #1 Dave Esterly



Commissioner District #2, Gary Pfahler



Chair, Commissioner District #3 Mike Sexsmith



BOARD ACTION:

- *The minutes for June 15, 2022, were approved and signed.*
- *The Board signed the Comprehensive Plan Map Amendment Application for Bonner County Impact Fees.*

FOLLOW UP:

- *District Secretary/Treasurer May will inform the Board as soon as the top candidates for administrative assistant have been agreed upon by the hiring committee.*
- *Fire Chief DeBernardi will hand deliver the signed Comprehensive Plan Map Amendment Application to Bonner County Planning & Zoning for Impact Fees.*
- *Fire Chief DeBernardi will conduct performance evaluations with the new fire chief as part of management transition. Performance evaluations will be a yearly requirement.*