



## AGENDA

### Meeting of the Selkirk Fire Service Joint Powers Board

Wednesday, August 25, 2021, 2:00 p.m. in City Council Chambers  
Sandpoint City Hall, 1123 W. Lake St., Sandpoint, Idaho

Proudly Serving Sandpoint, Sagle and Westside Communities

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1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Board and Staff Announcements
4. Approve Meeting Minutes (Action Item)
5. Old Business
  - 5a) Memorandum of Understanding to affiliate with Bonner County EMS – Chief Dale Hopkins
6. Financial Report – Sarah Lynds, Sandpoint Treasurer/Finance Director
7. Adjournment

#### Public Participation Options

**Before the meeting, you may submit written comment:** Email [tmiller@sandpointidaho.gov](mailto:tmiller@sandpointidaho.gov) or deliver to Sandpoint City Hall.

**Attend the meeting online/by phone:** Register at <https://www.sandpointidaho.gov/your-government/meetings>.

**Attend the meeting in person:** See above, top of Agenda, for meeting location.

*In-person seating within Council chambers is available on a first-come, first-served basis. The overflow area outside chambers will accommodate additional participation, with live meeting video and audio provided. For public hearings/public comment periods, those who may not be able to be seated within chambers will be allowed entrance to the room and given the opportunity to present from the podium during the time of their presentation.*

**After the meeting, view the recording on the City of Sandpoint's YouTube channel:** <https://www.youtube.com/c/CityofSandpoint>.

Any person needing special accommodations to participate in the above-mentioned meeting should contact Selkirk Fire one day prior to the meeting by calling 208/263-3502.

*Pursuant to the Joint Powers Agreement (JPA) for the Coordinated and Cooperative Provision of Fire Services in the City of Sandpoint, Sagle Fire District and Westside Fire District, the Selkirk Fire Service Joint Powers Board is responsible for routine oversight of joint fire service operations and the Fire Chief.*



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**DRAFT**

**JOINT POWERS BOARD**

**MINUTES**

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**1. CALL TO ORDER AND ROLL CALL**

The meeting of the Selkirk Fire Service Joint Powers Board was called to order at 2:04 p.m. by Sandpoint City Administrator Jennifer Stapleton, Board Executive Director, presiding in Council chambers at Sandpoint City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Present: Sagle Fire District Commissioner Mark Croft (alternate), Westside Fire District Commissioner Cindy Marx (alternate), Councilwoman Kate McAlister

Absent: Sagle Fire District Commissioner Jim Woodward, Westside Fire District Commissioner Will Gadsby (Commissioner Croft attending as alternate for Sagle Fire District and Commissioner Marx attending as alternate for Westside Fire District)

**2. PLEDGE OF ALLEGIANCE**

Outgoing Fire Chief Dale Hopkins led all present in the Pledge of Allegiance.

**3. ANNOUNCEMENTS**

Ms. Stapleton introduced:

Gavin Gilcrease, newly appointed Chief of Selkirk Fire, Rescue and EMS ("Selkirk Fire")

Tammy Miller, newly hired Administrative Assistant, providing front-line support for the City of Sandpoint customer service area at City Hall, as well as direct administrative support to the Fire Chief, Selkirk Fire Services JPA Board, and Sagle and Westside Fire Districts.

Information only. No Commissioner action.

Following announcements, Ms. Stapleton requested a change in the order of the agenda, with no objections from the Board.

**6. CHIEF TRANSITION PLAN AND TIMELINE**

Chief Gilcrease has been provided a laptop computer and access to all of the necessary internal programs used by Selkirk Fire. As he is still transitioning from his prior employment and home to Sandpoint, he will attend the August Board meetings of the Sagle and Westside Fire District virtually. Chief Gilcrease will be in regular communication with Chief Hopkins over the next month and then "in uniform" on-site August 30. Chief Hopkins will officially retire on August 31, 2021.

**4. BONNER COUNTY EMS RESPONSE**

Bonner County Emergency Medical Services (EMS) Chief Jeff Lindsey provided an overview and explanation to support the Bonner County EMS position requesting an agreement to end Selkirk Fire response services for Immediate Life Support (ILS) and Basic Life Support (BLS) level emergencies. Ending these responses from Selkirk Fire will be consistent with other fire departments' services in the northern counties. Additionally, Selkirk Fire will no longer need to purchase required medical supplies for those calls, therefore allowing for more effective utilization of financial resources. Bonner County EMS requests that Selkirk Fire continue to respond to all Advanced Life Support (ALS) emergencies and to respond, when requested by Bonner County EMS, to ILS and BLS level emergencies. As discussion on this matter concluded, Ms. Stapleton clarified that, as opposed to a policy decision made by City Council and the Fire District Boards, this will be an operations decision, with the JPA Board as the governing advisory board relative to operations decision-making. She suggested a recommendation from Chief Hopkins and Chief Gilcrease as to their preference from an operations perspective, then the decision from the JPA Board would be to either dissent or concur with that recommendation. Chief Hopkins, with confirmation of agreement with Chief Gilcrease, made a recommendation that Selkirk Fire suspend response to ILS and BLS level emergencies unless assistance is requested by Bonner County EMS for the next 12 months, at which time they will evaluate the decision.

Motion for Board concurrence with the Chiefs' recommendation to suspend Selkirk Fire BLS / ILS responses unless requested by EMS for the next 12 months.

Result:	Passed
Moved by:	Croft
Seconded by:	Marx
Voted Yes:	Marx, McAlister, Croft
Voted No:	
Abstained:	
Absent:	

Motion for Selkirk Fire to develop a Memorandum of Understanding (MOU) to affiliate with Bonner County EMS for provision of continued educational support and training for members of Selkirk Fire in order to maintain their ILS certification, with Board recommendation for realigning the current standing of City of Sandpoint and the Sagle Fire District licensure to BLS level only.

Result:	Passed
Moved by:	Croft
Seconded by:	Commissioner Marx
Voted Yes:	Marx, McAlister, Croft
Voted No:	
Abstained:	
Absent:	

## 5. UPDATED RULES AND REGULATIONS

Chief Hopkins summarized the revisions to the updated Selkirk Fire, Rescue and EMS Rules and Regulations, describing the duplications that were removed, the updated staffing policy regarding PTO and the removal of references to Battalion Chief.

Motion to adopt the updated Rules and Regulations by Westside and Sagle Fire Districts and the City of Sandpoint.

Result:	Passed
Moved by:	Croft
Seconded by:	McAlister
Voted Yes:	Marx, McAlister, Croft
Voted No:	
Abstained:	
Absent:	

## 12. ADJOURN

The meeting adjourned at 3:00 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the Clerk of the Board, were approved by the Joint Powers Board on \_\_\_\_\_.

\_\_\_\_\_  
Jennifer Stapleton, Board Executive Director

Attest: \_\_\_\_\_  
Tammy Miller, Clerk of the Board

## **Mutual Aid Agreements**

Agencies	Summary	Dated & Signed	Expires
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### **Sagle Fire District**

Sagle & Timberlake Fire Protection District	Response by Sagle in Timberlake district areas North of Hwy 54 as well as the city limits of Athol and Bayview/ Cape Horn areas. Response by Timberlake in Sagle district area's southern boundary north to mile marker 462 on Hwy 95. Additionally, Sagle Fire will respond to all calls within the Timberlake area described as Little Black Tail.	Not dated Unsigned	Written notice of termination at least 30 days in advance.
Various Agencies & Sagle (North Idaho Regional)	Purpose of receiving and rendering mutual aid assistance during the initial response phase of an emergency.	Nov. 3, 2006	Written notice of termination at least 90 days in advance.
Northside Fire District & Sagle	Render reciprocal supplemental assistance in the event of structure fire related emergencies of a type common to both parties not covered by the Bonner County Mutual Aid but constituting so-called "day -to-day automatic aid" arising out of convenience rather than out of extraordinary necessity.	March 21, 2013	Written notice of termination at least 30 days in advance.

### **Sagle / Sandpoint**

Sandpoint & Sagle Fire District	Render reciprocal supplemental assistance in the event of a fire or other local fire department related emergencies of a type common to both parties not covered by the Bonner County Mutual Aid but constituting so-called "day -to-day automatic aid" arising out of convenience rather than out of extraordinary necessity.	May 16, 2012	Written notice of termination at least 30 days in advance.
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Sandpoint, Northside, Westside, Sagle, West Pend Oreille, Schweitzer, Sam Owen, Hope/East Hope, Clark Fork, Priest Lake, North of the Narrows, Coolin/Cavanaugh Bay & Spirit Lake Fire Districts	Response by the City of Sandpoint when communities experience major fires and/or other types of disasters, that may require outside assistance to provide adequate manpower and equipment.	Feb. 21, 2007	Written notice of termination at least 30 days in advance.
Intermountain Regional	Idaho is the center of the agreement. Fire, EMS, Haz. Mat. And Rescue Services have the ability to sign on to the agreement. Designed to facilitate the request of additional resources outside normal mutual aid.	Draft 3/30/05 Unsigned	Written notice of termination at least 30 days in advance.
Sandpoint, Sagle, Timberlake & Northern Lakes (Regional)	Purpose of receiving and rendering mutual aid assistance during the initial response phase of an emergency.	Oct. 23, 2011	Written notice of termination at least 90 days in advance.

#### **Sandpoint Fire Department**

Idaho Dept. of Lands & Sandpoint Fire District	On occasion, fire action and authority of the Cooperators may tend to overlap, and it is in the public interest for the Cooperators to coordinate operations in order to minimize losses of property and resources due to fire and to provide fire protection in the most cost-effective manner.	Sept. 19, 2007	Written notice of termination at least 30 days in advance.
Sandpoint & Northside	Render reciprocal supplemental assistance in the event of a fire or other local fire department related emergencies of a type common to both parties not covered by the Bonner County Mutual Aid but constituting so-called "day -to-day automatic aid" arising out of convenience rather than out of extraordinary necessity.	May 16, 2012	Written notice of termination at least 30 days in advance.
Sandpoint & Coeur d'Alene Fire Dept.	In the event of a major fire, disaster or other emergency, any party may need assistance of the other parties to provide supplemental fire suppression, ems equipment and personnel, hazardous materials control and/or other emergency support.	June 18, 2008	Written notice of termination at least 90 days in advance.

Sandpoint & Bonner County EMS	When communities experience medical emergencies, major fires and/or other types of disasters that may require outside assistance to provide adequate manpower and equipment.	Dec. 17, 2008	No copy of the Agreement, only the Resolution
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#### Expired

City of Sandpoint & Northside Fire District	Response by Sandpoint to the Litehouse Buttermilk Facility that prompts a confined space, tactical technical rescue response	April 15, 2015	April 15, 2017
City of Sandpoint & Northside Fire District	Response by Sandpoint to the Litehouse Buttermilk Facility that prompts a confined space, tactical technical rescue response	April 15, 2017	April 15, 2020
Sandpoint & Sagle Fire District	Render reciprocal supplemental assistance in the event of a fire or other local fire department related emergencies of a type common to both parties not covered by the Bonner County Mutual Aid but constituting so-called "day -to-day automatic aid" arising out of convenience rather than out of extraordinary necessity.	March 18, 2010	March 18, 2011
MOU Kootenai County & Sagle	Establishing fees and responsibilities associated with the Southwest Idaho Wireless Integrated Network. Specifically for those agencies that are primarily serviced thru Koot. Co. 911.	Oct. 11, 2011	Oct. 11, 2012

Prepared 8/19/21 tam