



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

March 5, 2019

REGULAR MEETING BOARD OF COMMISSIONERS

at Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

Chair Suzanne Greathouse called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Ron Gehrke, Suzanne Greathouse, and Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Jake Stillwell, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Lieutenant Ryan Davis, Firefighter Lauren Peterson, Firefighter Brian Ford, Firefighter Russ Holmes, Battalion Chief Mike Morris, Firefighter Kevin Bracket, Thomas Toepfer and Steven Amano from PFM Financial Advisors, and one member of the public. Absent was Commissioner Don Ellis.

II. APPROVAL OF THE AGENDA

Commissioner Verlinda requested the removal of the Inslee Best payment vouchers from the Consent Agenda and addition of agenda Item 4.5 discussion and possible action on Inslee Best payment vouchers.

Commissioner Verlinda moved to approve the agenda as amended. Commissioner Maehren seconded. The motion passed all in favor.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners. He advised that there seemed to still be some confusion regarding whether there will or will not be a rezone for the Lake Forest Town Center. He suggested the fire department might want to address the city planning commission about the possible rezone at the fire station. He thanked NFD for hosting the recent King County disaster training. Finally, he clarified his previous meeting comment that Lake Forest Park was 40% of the district population but they had no representation on the board of fire commissioners.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 2009 Obligation Bond Financing

PFM Financial Advisors Toepfer and Amano presented an Introduction to PFM and Financing Alternative and answered questions.

4.2 Municipal Research and Services Center (MRSC) Membership

Commissioner Maehren made a presentation to the board suggesting that the district become an MRSC member. The board discussed. No action was taken.

Commissioner Maehren was assigned by the board to bring a draft policy regarding accessing legal services to the board for review and discussion.

4.3 Capital Facilitates Repair/Replacement Reserve Fund

Chief Torpin provided an overview of the Facilities Improvement sub-account of the Reserve Fund. The overview included a description of the current structure and options for improvements. The board discussed.

Chief Torpin will investigate the hiring of a consultant to perform a facility analysis to help with financial planning for repairs and improvements.

4.4 Commissioner Compensation Claims

The board discussed the Compensation Claim approval process. Chief Torpin will make changes to the appropriate policies to clarify that payment vouchers will be prepared after the commissioner claims have been approved and present to the board.

Commissioner Verlinda moved to approve Commissioner vouchers as presented. Commissioner Gehrke seconded. The motion passed all in favor.

4.5 Inslee Best Payment Vouchers

Commissioner Verlinda discussed the current policy for reviewing and approving legal counsel vouchers and stated his desire for changes.

Commissioner Verlinda moved to approve the vouchers for Inslee Best for the month of February. Commissioner Gehrke seconded. The motion passed all in favor.

Commissioner Verlinda requested that all future Inslee Best vouchers be set aside for approval outside of the Consent Agenda.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Fire Chief Report

Chief Torpin answered questions on the written Fire Chief report.

6.2 Commissioner Reports

Commissioner Maehren suggested the board adopt a practice of recognizing the service of department employees upon their retirement. Commissioner Greathouse agreed to bring a draft letter of recognition to the board for review. Commissioner Maehren noted that tomorrow evening at 7:00 PM Kenmore resident Debra Srebnik will be receiving the Kenmore Heritage Society McMasters award for community service.

Commissioner Verlinda made two reports

Commissioner Verlinda will not be in attendance at the March 19th meeting.

VII. CONSENT AGENDA

7.1 Vouchers

- o The General Fund Vouchers totaled \$118,034.13 and Reserve Fund Vouchers totaled \$997.00

Commissioner Verlinda moved to approve the consent calendar as presented. Commissioner Gehrke seconded. The motion passed all in favor.

7.2 Meeting Minutes

- o Special Board Meeting of January 30th, and Regular Board Meetings of February 5th and February 19th

The board and staff discussed preparation of the minutes.

Commissioner Maehren moved to approve the minutes of January 30th, February 5th, and February 19th as amended by Commissioners. Commissioner Verlinda seconded. The motion passed all in favor.

VIII. NEXT MEETING AGENDA

8.1 Future Agenda Items

- o Commissioners Maehren and Verlinda discussed Executive Session options and legal counsel participation with Legal Counsel Stillwell.
- o April 16th: Commissioner Verlinda will be receiving a National Service Award from the Peruvian Consulate and would like to have the ceremony as part of Northshore Fire's Commissioner Meeting.
- o March 19th: Commissioner Maehren requested a report on the consultant for reserve fund
- o March 19th: Commissioner Maehren requested a project timeline for Station 57 remodel project.
- o The board will hold a Special Meeting on Thursday, March 7th at 5:00pm to have an Executive Session regarding potential litigation.

IX. EXECUTIVE SESSION

8.1 None

X. ADJOURNMENT

The meeting adjourned at 6:56PM

NEXT MEETING DATE

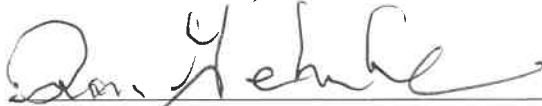
The next regularly scheduled Commissioners meeting is for March 19, 2019.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



RICK VERLINDA, Member



RON GEHRKE, Member



DON ELLIS, Member



SUZANNE GREATHOUSE, Chair



DAVID MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on March 19, 2019