



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Minutes

Tuesday, January 8, 2019

5:00 PM

I. Open Meeting

Chair Dave Maehren called the meeting to order at 5:01 PM.

Commissioners in attendance were Don Ellis, Dave Maehren, Rick Verlinda, Ron Gehrke, and Suzanne Greathouse. Also present was Fire Chief Jim Torpin, Legal Counsel Jake Stillwell, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Battalion Chief Mike Morris, FF Jayden Petro, FF Kevin Brackett, FF Jeremy Jamerson, HR Manager Shannon Moore, and two members of the public.

II. Approval of Agenda

Commissioner Verlinda moved to approve the agenda as presented. Commissioner Greathouse seconded. The motion passed unanimously.

III. Public Comment

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee commented on the recent 911 outage.
- Mr. Dee attended a recent disability access meeting, which included teachings on alternative ways to reach 911.
- Mr. Dee will forward information related to tree work at Station 57 to Chief Torpin.
- Mr. Dee commented on ways to make meeting materials easier for the public to follow and expressed thanks for documents that were in the packet for review.

IV. Board Discussion and Possible Action Items

4.1 Election of Officers

Commissioner Maehren stated that he would be stepping down as Board Chair.

Commissioner Maehren moved to nominate Commissioner Greathouse as Board Chair. Commissioner Ellis seconded.

Commissioner Verlinda moved to nominate Commissioner Maehren as Board Chair. Commissioner Maehren declined the nomination.

The motion to elect Commissioner Greathouse as Board Chair passed 4-1, with Commissioner Verlinda opposing.

Commissioner Ellis nominated Commissioner Gehrke as Vice Chair. Commissioner Gehrke seconded.

Commissioner Verlinda nominated Commissioner Maehren as Vice Chair. Commissioner Greathouse seconded.

Commissioner Maehren was voted as Vice Chair with Commissioners Ellis and Gehrke voting in favor of Commissioner Gehrke, and Commissioners Maehren, Verlinda, and Greathouse voting in favor of Commissioner Maehren.

4.2 Setting of Regular Meeting Dates and Start Time for 2019

The board discussed pros and cons of changing the meeting date and time. No decision was made. Board members will consider the topic for further discussion at a later date.

4.3 Policy 6200–Purchasing

Chief Torpin noted that he circulated proposed changes to Policy 6200 in the meeting packet materials.

Commissioner Ellis moved to approve the Policy 6200 amendments as presented.

Commissioner Gehrke seconded. The Fire Chief and Legal Counsel Stillwell answered board member questions. The motion passed unanimously.

4.4 Fire Chiefs Performance Review Process

The board discussed the current process for Fire Chief review and potential changes to the process. HR Manager Moore answered questions related to the Fire Chief review process.

Commissioner Ellis moved that the Fire Chief, HR Manager, and Board Chair create a Fire Chief Review document for review and approval by the board. Commissioner Gehrke seconded. The board discussed. The motion was withdrawn.

After substantial discussion, the board agreed it would be best to use the current format for the 2018 Fire Chief Review. Changes to the format for the 2019 review can be discussed at a later time. Board Members will provide their input on the Fire Chief's performance to Commissioner Greathouse for compilation. The board will hold a Special Meeting at 5:00PM on January 29th for the purpose of an Executive Session to conduct the Fire Chief Performance Review.

4.5 Policy 1400 - Board Meetings

The board discussed proposed changes to Policy 1400. Commissioner Maehren will recirculate his proposed changes to the board and the topic will be discussed further at a later meeting.

4.6 Next Meeting Agenda Items

The board and Fire Chief discussed current scheduled meeting topics and desired additions.

- Policy 1400 – January 15th
- Fire Chief Performance Review Follow Up – January 15th
- Strategic Plan Timing – February 5th

V. Board Resolutions

5.1 Resolution 19-01 Declaring Items as Surplus

Chief Torpin reviewed the department's surplus process and presented Resolution 19-01 which declares the damaged Fire Prevention vehicle as surplus.

Commissioner Maehren moved to approve Resolution 19-01. Commissioner Gehrke seconded. The motion passed unanimously.

VI. Reports

6.1 Fire Chief's Report

There were no additions to the Fire Chief's Report.

Commissioner Verlinda asked when the planned construction for the Sammamish Slough Bridge is scheduled. Chief Torpin reported that the work is scheduled for mid-2019.

Commissioner Verlinda asked what happened with the old SCBA Air Compressor. Chief Torpin reported that the compressor was sold shortly after being declared surplus.

6.2 Commissioner Reports

Commissioner Verlinda reported that he will not attend the King County Fire Commissioner banquet. Commissioner Maehren reported that he will not either.

Chief Torpin reminded the Board of the importance of getting formal pre-authorization as required by Policy 1630 for attending functions where compensation will be requested.

VII. Consent Agenda

7.1 The General Fund Vouchers totaled \$191,194.22 and Reserve Fund Vouchers totaled \$18,839.74

7.2 Meeting Minutes of December 18 and 27, 2018

Commissioner Maehren requested removal of the Commissioner Compensation claims from the Consent Agenda Voucher packet.

Commissioner Verlinda requested removal of duplicate request of Commissioner Ellis .
Commissioner Ellis confirmed that the submission was an error and should be removed from his claims.

Commissioner Ellis inquired about Commissioner Maehren's claim for reimbursement for mandatory OPMA training. It was concluded that the submission was appropriate.

Commissioner Ellis moved to approve the consent agenda with the proposed corrections to the Commissioner Compensation Claim. Commissioner Maehren seconded. The motion passed unanimously.

VIII. Executive Session

8.1 None

IX. Adjournment

The meeting adjourned at 7:09PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for January 15, 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 January 15, 2019