



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 3, 2018

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Carolyn Armanini called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, Kae Peterson, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Battalion Chief Mitch Sauer, Lieutenant John Burrow, FF Ryan Davis, FF Kyle Colletti, FF Pat Sullivan, and members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Verlinda requested the Commissioner Compensation Vouchers be removed from the Consent Agenda and added as Discussion Item 4.4.

Commissioner Verlinda requested the addition of Discussion Item 4.5 to review correspondence he received from a Lake Forest Park Rotary member.

Commissioner Verlinda requested the addition of Discussion Item 4.6 to discuss use of the Consent Agenda.

Commissioner Maehren moved to approve the agenda as amended. Commissioner Verlinda seconded. The motion passed 5-0.

The Commissioners agreed to add a second Public Comment period after the Discussion Items

III. PUBLIC COMMENT

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

- Mr. Dee remarked that he has seen many recent announcements about department activities including CPR classes and other events.
- Mr. Dee would be interested in an update on the recent Lake Forest Park fire, and would like to know what "PIA" stands for.
- Mr. Dee remarked that he believes the community used to be allowed to make additions to the agenda. He would like to add an update on the Lake Forest Park fire and discussion of Maximum Occupancy Signs to the agenda.

Kenmore resident John Hendrickson addressed the Commissioners with the following comments:

- Mr. Hendrickson believes decency and respect are the cornerstone of government and that decency comes from discipline, including financial discipline. He believes that something should be done to change the practice of charging for hospital transportation.

- Mr. Hendrickson asked if the public can afford, and does it meet standards of decency, for Commissioners to claim maximum compensation. He expressed concern with using the term “reasonable” in a proposed amendment to Policy 1630 and believes that policy verbiage needs to be more specific. He also remarked that if compensation for meeting preparation is allowed it needs to be standard – not checking e-mail.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Benefit Charge Reauthorization Election

Chief Torpin reported the Benefit Charge will be up for renewal in 2019. The Board will need to decide on an election date so the appropriate timeline can be developed to meet required deadlines and desired tasks. The Chief referenced the memo provided with the materials that contains much of the information regarding election date options and other reauthorization information.

Commissioner Maehren would like to do additional research and determine the likely timing of any proposed ballot measures from other agencies or districts in in the jurisdiction.

The topic will be placed on the agenda for further discussion and possible action at the next meeting.

4.2 Joint Meeting with the City of Kenmore

Chief Torpin reported that he spoke with City Manager Karlinsey who has proposed a joint meeting date of May 7th. Chief Torpin invited City Manager Karlinsey to attend the April 17th meeting of the Northshore Board of Commissioners and he accepted.

By consensus, the board asked Chief Torpin to confirm acceptance of the joint meeting with the City of Kenmore for May 7th.

4.3 1000 Series Policy Revisions

Commissioner Maehren moved to approve the revised version of Policy 1300 as presented. Commissioner Peterson seconded. Commissioner Armanini offered a friendly amendment of reinstating section 5.2.3 as section 5.2.4. Commissioner Maehren accepted the amendment. The motion passed 5-0.

Commissioner Maehren moved to approve the revised version of Policy 1400 as presented. Commissioner Verlinda seconded. The motion passed 5-0.

Commissioner Peterson moved to approve the revised version of Policy 1630 as proposed by Commissioner Armanini. Commissioner Ellis seconded.

Discussion of Policy 1630 included:

- Commissioner Maehren would like to see a 5-0 vote on whatever version of Policy 1630 is adopted. Commissioner Maehren believes that using the terminology “reasonable” is unreasonable, as shown by the fact that the Commissioners have different beliefs on what is considered reasonable.
- Commissioner Verlinda believes policies are needed to guide the actions of Commissioners and set clear guidelines under which the board conducts business. Commissioner Verlinda reviewed previous commissioner compensation patterns. He believes that some Commissioners are utilizing the system inappropriately and neither the current policy nor the policy proposed by Commissioner Armanini will fix this problem.
- Commissioner Armanini pointed out that both her proposed version and Commissioner Verlinda/Commissioner Maehren’s proposed version of Policy 1630 include the terms “reasonable” and “unreasonably.”

The motion passed 3-2, with Commissioner Verlinda and Commissioner Maehren opposing.

The board went into recess at 5:49PM and returned to open session at 5:54PM

Commissioner Maehren moved to approve the revised version of Policy 1700 as presented. Commissioner Peterson seconded. The motion passed 5-0.

Policy 1630-A1 will be amended to include a signature block and the month and day.

Commissioner Peterson moved to approve Policy 1630-A1 with previous amendments. Commissioner Ellis seconded. The motion passed 5-0.

The board went into recess at 6:00PM and returned to open session at 6:12PM

4.4 Commissioner Vouchers

Commissioner Verlinda read a statement that any Consent Agenda item can be removed from the Consent Calendar by any member of the board with no approval necessary.

Commissioner Armanini clarified that it has been the Board's practice to allow any Commissioner to request any item be removed from the Consent Agenda for further discussion without requiring a formal motion and vote.

Commissioner Verlinda moved that the Commissioner Vouchers be permanently removed from the Consent Agenda and placed under Section 4, Discussion Items. Commissioner Ellis seconded. The motion passed 5-0.

Commissioner Peterson moved approval of the Commissioner Vouchers. Commissioner Verlinda seconded. Commissioner Maehren proposed a friendly amendment that each Commissioner request be voted on individually. The amendment was accepted. The motion passed 5-0.

Commissioner Maehren moved that the request of Commissioner Armanini be reduced by two per diems. Commissioner Verlinda seconded. The motion failed 2-3, with Commissioner Peterson, Commissioner Armanini, and Commissioner Ellis opposing.

Commissioner Peterson moved to approve the voucher of Commissioner Armanini as presented. Commissioner Ellis seconded. The motion passed 3-2, with Commissioner Verlinda and Commissioner Maehren opposing.

Commissioner Verlinda moved to approve the vouchers of Commissioner Maehren as presented. Commissioner Peterson seconded. The motion passed 4-0, with Commissioner Ellis abstaining. Commissioner Ellis abstained from the vote for the stated reason of disarray.

Commissioner Ellis moved to approve the vouchers of Commissioner Peterson as presented. Commissioner Armanini seconded. Commissioner Maehren offered a friendly amendment that two per diems be removed. After Commissioner Peterson's explanation, Commissioner Maehren withdrew one of the per diem requests (March 1st). The motion passed 3-2, with Commissioner Peterson and Commissioner Ellis opposing.

Commissioner Maehren moved to approve the vouchers of Commissioner Verlinda. Commissioner Verlinda seconded. The motion passed 4-0, with Commissioner Ellis abstaining. Commissioner Ellis abstained from the vote for the stated reason of disarray.

4.5 Lake Forest Park Rotary Correspondence

Commissioner Verlinda reported that seven pallets of bunker gear were shipped to Peru last week for donation to the Peruvian Fire Service. This was the largest donation given to the country to date.

Commissioner Verlinda reported that Mr. Norm Lieberman of the Lake Forest Park Rotary reached out to him with correspondence regarding the performance of a public official. The Board Chair stopped Commissioner Verlinda and stated the matter should be reviewed by legal counsel and then discussed in executive session before being read in an open meeting.

4.6 Use of the Consent Agenda

Commissioner Verlinda stated that his desired discussion for this topic was covered in earlier sections and no further discussion was needed.

V. **SECOND PUBLIC COMMENT**

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

- Mr. Dee commented that Vouchers are not presented to the public and suggested they could be made available with the meeting materials.
- Mr. Dee congratulated Chief Torpin on 25 years of service to the department.

VI. **BOARD RESOLUTIONS**

6.1 None

VII. **REPORTS**

7.1 Fire Chief Report

Chief Torpin had no additions to the written report.

Commissioner Armanini asked if there was any additional information on Bellevue Fire withdrawing from EMTG (East Metro Training Group). Chief Torpin reported that he does not have additional information at this time and full impacts to the organization are not yet known.

Commissioner Maehren expressed gratitude for FM LaFlam meeting with Bothell Fire to assist with their development of new sprinkler requirements.

Commissioner Maehren inquired about the progress of NEMCo communication equipment repairs. Chief Torpin reported that the equipment was repaired, but those repairs failed. More information will be provided in future NEMCo updates.

Chief Torpin clarified for Mr. Dee that "PIA" stands for Post Incident Analysis and is a process that is completed after every fire that the department responds to.

Commissioner Verlinda inquired as to who approved the funding for the new SCBAs (Self Contained Breathing Apparatus). Chief Torpin reported that funding for the new SCBA equipment was included in the 2018 budget that was approved last fall.

- Commissioner Verlinda inquired about compliance with 2018 SCBA standards that are still under development. Chief Torpin reported that the equipment will be updated to the 2018 standard. The purchase/sale agreement contains a clause that provides necessary retrofitting at no cost to the District.

There were no further additions or questions regarding the written Fire Chief's report.

7.2 Commissioner Reports

- Commissioner Verlinda read a statement that he will be filing a complaint with the WA State Auditor's Office regarding commissioner compensation claims.

VIII. **CONSENT AGENDA**

8.1 General Vouchers

- The General Fund Vouchers totaled \$196,021.87 and Reserve Fund Vouchers totaled \$2,506.63
- 8.2 Commissioner Compensation Claim Vouchers
 - Vouchers removed and approved in Section 4.4.
- 8.3 Meeting Materials
 - Regular Board Meeting of March 20, 2018

Commissioner Peterson moved to approve the consent calendar as presented. Commissioner Armanini seconded. The motion passed 5-0.

IX. EXECUTIVE SESSION

8.1 None

X. ADJOURNMENT

The meeting adjourned at 6:50PM

NEXT MEETING DATE

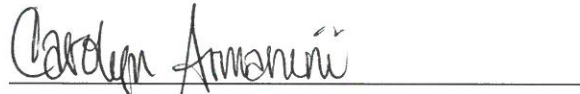
The next regularly scheduled Commissioners meeting is for April 17, 2018.

Attachments: Agenda and Fire Chief's Report; Benefit Charge Reauthorization Memorandum

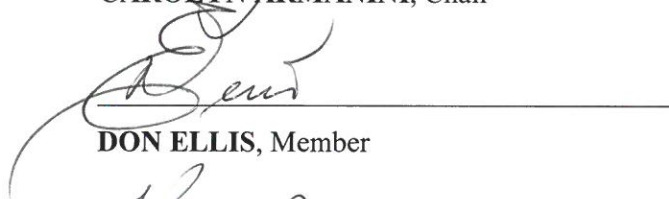
BOARD OF COMMISSIONERS



RICK VERLINDA, Member



CAROLYN ARMANINI, Chair



DON ELLIS, Member



KAE PETERSON, Member



DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on April 17, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, April 3, 2018

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

- 4.1 Benefit Charge Reauthorization Election – Commissioner Armanini
 - Board to discuss setting a timeline for the Fire Benefit Charge reauthorization election.
- 4.2 Joint Meeting with City of Kenmore - Commissioner Armanini
 - Board to discuss the availability to meet with the City of Kenmore on Monday, May 7th.
- 4.3 1000 Series Policy Revisions – Commissioner Maehren
 - Board discussion and possible action on the policy review and amendments to Policies 1300, 1400, 1630, and 1700.
Note: Policy 1500 was pulled from consideration for action until legal review can be completed.

V. Board Resolutions

- 5.1 None

VI. Reports

- 6.1 Fire Chief's Report
- 6.2 Commissioner Reports

VII. Consent Agenda

- 7.1 Approval of General Vouchers
- 7.2 Approval of Commissioner Compensation Claim Vouchers
- 7.3 Approval of Meeting Minutes of March 20, 2018

VIII. Executive Session

- 8.1 None

IX. Adjournment

Next Regular Meeting: April 17, 2018 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
April 3, 2018

Administration/Financial:

- Chief Torpin met with City of Kenmore Interim Chief of Police, Peter Horvath.
- Chief Torpin met with Chief Cowan from Shoreline Fire Department.
- The order has been placed for the new Scott Safety Self Contained Breathing Apparatus (SCBA) Air Compressor. Delivery is expected within 60-90 days.
- The order has been placed for the SCBA equipment. Approximately 2/3s of the cost of this equipment will be paid with grant funding. Delivery is expected sometime in June.

Human Resources:

- DC Magnuson, HR Moore, and Lt. Hochstein attended third Lieutenant Promotional Test Assessment Center Committee meeting with consultant Ron Hiraki. Additional work continues in partnership with DC Magnuson to prepare details for the process.
- HR Administrator Moore attended Disability Management Employer Coalition's (DMEC) meeting: FITNESS-FOR-DUTY COMPLIANCE: PREPARING FOR THE "WHAT IFS"
- HR Administrator Moore and BC Sauer are working to update Uniform guidelines for Dress Code policy.
- Firefighter recruitment flyers were delivered to the City of Lake Forest Park.

Training:

- Chief Torpin attended and facilitated an East Metro Training Group (EMTG) Policy Board Meeting. The City of Bellevue announced their intention to withdraw from EMTG activities for the remaining of 2018.
- Chief Torpin met with Deputy Chief Tryon (EMTG) to prepare the Policy Board Meeting agenda.
- Captain Harvey delivered a PIA for a structure fire that occurred in Lake Forest Park on February 22.
- Captain Harvey began preparations for a PIA for a structure fire that occurred on March 19.
- Captain Harvey and AS Hansen attended an E-logic implementation workgroup.

Operations:

- Chief Torpin and DC Magnuson attended North King County Chiefs and Medic 1 Advisory Board quarterly meetings held at Station 51.
- DC Magnuson attended East Metro Training Group Academy 7, week 8, Comprehensive recruit evaluations.
- DC Magnuson attended NORCOM joint operations meeting at Eastside Fire and Rescue.
- DC Magnuson attended presentation by Motorola on radios and capabilities related to the Puget Sound Emergency Radio Network project.



NORTHSHORE FIRE DEPARTMENT

"Dedicated to Community Service"

Date: March 29, 2018

To: Board of Commissioners

From: Jim Torpin, Fire Chief

RE: Benefit Charge Reauthorization

The purpose of this memo is to provide information for the Board's upcoming discussion regarding the benefit charge reauthorization election. The benefit charge was last reauthorized on April 23, 2013. That measure continued the benefit charge for the six year period beginning in 2014 through 2019. It was approved by an impressive 88% of the voters.

After the last reauthorization, RCW 52.18.050 was amended to read: *A ballot measure calling for the continued imposition of a benefit charge for six consecutive years must be approved by a majority of the voters of the district voting at a general election or at a special election called by the district for that purpose.* This amendment to RCW 52.18.050 has reduced the approval margin to a simple majority from the 3/5s super majority that was required in all prior benefit charge propositions.

The reauthorization of our benefit charge is required in 2019. A successful outcome will reauthorize the benefit charge for six years starting in 2020. The Board has expressed a preference for running the reauthorization measure in one of the early special elections. The stated reason for a preference of a special elections is that it would allow for another opportunity in the primary or general election if the measure were to somehow fail.

The move to the simple majority provides a significant margin of error. However, the reauthorization of the benefit charge is extremely important to the future of the organization and its passage should not be assumed a certainty. If the measure should fail, our levy collection could not sustain operations with a levy rate at less than \$.73/1,000 of assessed value. Without the benefit charge, a separate ballot measure would be required to lift the levy back to the statutory limit of \$1.50/1,000 of assessed value. The District has been good stewards of the benefit charge process and this can be demonstrated with factual historical information.

2019 Special Election Date Options

Based on information from King County Elections, the following are the special election date options we have to consider in 2019:

Special, Primary and General Election dates

- February Special Election: the 2nd Tuesday in February.

Ballot Measure Question

RCW52.18.050 requires ballot measures calling for the continued imposition of a benefit charge to be written so as to enable voters favoring the continued imposition of the benefit charge to vote "Yes" and those opposed to vote "No." The ballot question must be substantially in the following form: *Shall King County Fire Protection District No. 16 be authorized to continue voter-authorized benefit charges each year for six consecutive years, not to exceed an amount equal to sixty percent of its operating budget, and be prohibited from imposing an additional property tax under RCW 52.16.160?*

Voters Pamphlet Explanatory Statement

An explanatory statement will need to be developed and submitted for publication in the voter's pamphlet. The explanatory statement from 2013 below, may provide a starting point for the Board to consider as a 2019 statement is prepared.

The Northshore Fire Department (King County Fire Protection District 16) is responsible for providing fire protection and emergency medical services in your community. For the last twenty-four years the Fire Department has funded these services primarily through a combination of property taxes and voter approved benefit charges.

Benefit charges are based on risk factors and the cost of providing fire protection services, unlike property taxes that relate to the value of property. Under state law, voters must approve the use of benefit charges every 6 years and the Elected Board of Commissioners is required to hold a public hearing each year to review and establish the amount of the benefit charge. Once established the aggregate amount of the charge is pro-rated to individual properties based on risk factors and collected by the county assessor, together with real estate taxes. The amount of any benefit charge imposed on any given property cannot exceed the measurable benefits of the services afforded to the property by the Fire Department and are subject to appeal.

Under state law, fire districts which collect benefit charges authorized under Chapter 52.18 RCW have reduced taxing authority. Benefit charges can constitute no more than 60 percent of a district's annual operating budget and the maximum property tax rate is reduced from \$1.50 to \$1.00 per \$1,000 of assessed valuation.

If approved, Proposition 1 would continue the current funding method of providing emergency medical and fire protection services for 6 more years.

Pro Committee Statement of Support

Pursuant to RCW 29A.32.280, the Board of Fire Commissioners may formally appoint a committee to prepare arguments advocating voters' approval of the measure and shall formally appoint a committee to prepare arguments advocating voters' rejection of the measure. The Board shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, and whenever possible, appoint persons known to oppose the measure to serve on the committee advocating rejection.

As previously mentioned, a pro committee was formed headed by Jack Rogers. Here is the statement Jack and his committee submitted in support of the proposition in 2013: