



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 7, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:02 PM.

Persons in attendance were Commissioners Eric Adman, Don Ellis, and Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, and members of the public. Absent was Commissioner Carolyn Armanini.

II. APPROVAL OF THE AGENDA

Commissioner Adman moved to approve the agenda as presented. Commissioner Maehren seconded. The motion passed 3-0.

III. PUBLIC COMMENT

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

- Thanked the Commissioners for extending the Public Hearing to a second meeting.
- Mr. Dee is still having trouble with placing 911 calls from his cell phone and is still working with his cell service provider.
- Thank you to Northshore for participating in the joint Active Shooter Drill with Lake Forest Park PD.

Commissioner Kae Peterson arrived at 5:04PM

Commissioner Candidate Rick Verlinda addressed the Commissioners with the following comments:

- Mr. Verlinda asked for clarification on how line items are rectified with LEOFFII. Chief Torpin clarified that there is a LEOFFII line item in each division of the department; Administration, Training, Fire Prevention and Suppression.
- Mr. Verlinda would like to speak with the Chief regarding Ergometrics and prior experience with the company. The Chief indicated he would talk with him after the meeting.

IV. PUBLIC HEARING – BENEFIT CHARGE AND OTHER REVENUE SOURCES

- 4.1 The public hearing that was continued from November 7th was opened at 5:06 PM and closed at 5:11 PM. Details of the Hearing are contained in separate Public Hearing Report.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Board Action to Approve the 2018 Budget and Establish Levy/Benefit Charge Collections

Commissioner Maehren moved to approve the 2018 Budget and Resolutions 17-06, 17-07, 17-08, 17-09, and 17-10 as presented. Commissioner Peterson seconded. The motion passed 4-0.

5.2 Fire Chief's Review Format and Timeline

Commissioner Maehren suggested changes to the Fire Chief review form.

Commissioner Peterson expressed concern that the current review criteria cannot be evaluated in a concrete, measurable way. Commissioner Peterson commended Chief Torpin for a job well done, but would like to see the performance review criteria based on observable and quantifiable criteria. Commissioner Peterson suggested a 360 review as a possible option.

The Commissioners discussed potential changes to the performance review criteria and format.

Chief Torpin suggested that a sub-committee of two commissioners meet with HR Administrator Moore to discuss the format and criteria changes to the Fire Chief Performance Review. The Committee will be comprised of Commissioner Peterson and Commissioner Maehren.

5.3 Third Quarter Financial Report

Chief Torpin stated the report was provided electronically in the meeting materials and reported that there was nothing unusual or outstanding in the Third Quarter Financial Report.

Commissioner Adman suggested that the percentage figure be adjusted to match the dollar amounts. Chief Torpin stated the report layout is a product of the new financial software and may or may not be adjustable. Chief Torpin will ask FS Killion to review.

Commissioner Adman requested the addition of a notation of each subaccount in the Reserve Fund to provide detail of the reserve fund goals for each subaccount. Commissioner Peterson agreed.

5.4 Inslee Best Contract Renewal

Chief Torpin discussed proposed changes to the Inslee Best Contract for 2018 which included an increase to the hourly rate. The Chief indicated the proposed rate was comparable to what other jurisdictions were paying for similar services.

Commissioner Maehren inquired why the hourly rate if there is a minimum hour requirement. Legal Counsel Kinnon Williams explained that an hourly fee could be applied without the minimum, but that is how the relationship has historically worked.

Commissioner Peterson would like to know what the district's average legal counsel usage has been per month over the last two years to be able to quantify the amount of legal counsel time that is needed.

Commissioner Adman suggested removing the minimum hour and move to a bill on actual usage.

Williams suggested that because of the longevity of his relationship with Northshore, he would be willing to do a no-minimum contract that contained a variable rate that would be less for work performed by Associates.

Commissioner Ellis asked if it is necessary to have legal counsel present at the Board meetings.

Chief Torpin and Legal Counsel Williams will provide data on legal counsel hours for the last two years, and a fee layout that does not include a minimum number of hours each month.

VI. BOARD RESOLUTIONS

- 6.1 Resolution 17-06
- 6.2 Resolution 17-07
- 6.3 Resolution 17-08
- 6.4 Resolution 17-09
- 6.5 Resolution 17-10

Resolutions 17-06 through 17-10 were adopted by the Board as part of item 5.1 above.

VII. REPORTS

7.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Torpin reported that the two conditional offers of employment have been made and accepted.

Commissioner Maehren thanked the Chief for Northshore's involvement in the Active Shooter Drill. Chief Torpin commended Chief Knight, Paul Amherst and Chief Sutton of Lake Forest Park Police Department for their efforts in coordinating the exercise. Commissioner Maehren would like to see the district extend an extra thanks to the LFP Mall.

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

7.2 Commissioner Reports

- Commissioner Peterson reported that Evergreen Hospital is part of a grant matching contest to fund a renovation of the Hospice Training Center.
- Commissioner Maehren stated he understood that the department is working with the City of Kenmore on the new roundabouts. Chief Torpin clarified that the District is not working with the city on this, but has passed along concerns regarding two serious accidents that have occurred at the new roundabouts.

VIII. CONSENT AGENDA

8.1 Vouchers

- The General Fund Vouchers totaled \$88,674.43, Reserve Fund Vouchers totaled \$2,661.63, and Donation Fund Vouchers totaled \$4,884.98.

8.2 Meeting Materials

- Regular Board Meeting of October 17, 2017

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed 4-0.

IX. EXECUTIVE SESSION

- 8.1 None

X. ADJOURNMENT

The meeting adjourned at 6:01PM

NEXT MEETING DATE

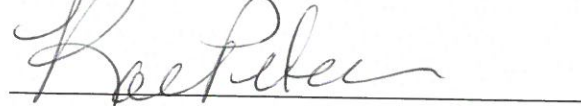
The next regularly scheduled Commissioners meeting is for November 21, 2017.

Attachments: Agenda, Fire Chief's Report, Resolution 17-06, Resolution 17-07,
Resolution 17-08, Resolution 17-09, Resolution 17-10

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair

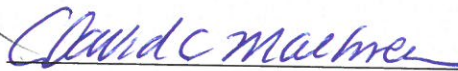


KAE PETERSON, Member

CAROLYN ARMANINI, Member

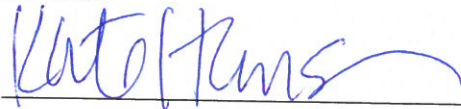


DON ELLIS, Member



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 November 21, 2017.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, November 7, 2017

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Public Hearing – Budget, Benefit Charge and other Revenue Sources**
 - 4.1 Continued from October 17, 2017.
 - Staff presentation of any changes to proposed budget and/or revenue sources.
 - Board discussion on proposed budget, revenue sources and related resolutions listed in section VI.
 - Closure of Public Hearing
- V. Discussion and Possible Action Items**
 - 5.1 Board Action to approve 2018 Budget and establish Levy and Benefit Charge collections
 - 5.2 Fire Chief's Review Format and Timeline – Commissioner Maehren
 - Continue Board discussion regarding the criteria/template used for fire chief's evaluation
 - Possible action to amend current template and grading criteria
 - 5.3 Third Quarter Financial Report – Chief Torpin
 - Staff presentation of 2017 3rd Quarter Financial Report
 - 5.4 Inslee Best Contract Renewal - Chief Torpin
 - Staff presentation of proposed contract renewal
 - Board Discussion and possible direction for the Chief to execute the new agreement.
- VI. Board Resolutions**
 - 6.1 Resolution 17-06 – Limit Factor Increase
 - 6.2 Resolution 17-07 – Property Tax Increase
 - 6.3 Resolution 17-08 – Property Tax Levy
 - 6.4 Resolution 17-09 – Benefit Charge
 - 6.5 Resolution 17-10 – Norcom Financial Participation
- VII. Reports**
 - 7.1 Fire Chief's Report
 - 7.2 Commissioner Reports
- VIII. Consent Agenda**
 - 8.1 Approval of Vouchers
 - 8.2 Approval of Meeting Minutes of October 17, 2017

Fire Chief's Report

Submitted by Chief Torpin
November 7, 2017

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board meeting.
- Final concept drawings were provided by TCA Architecture for the Station 57 remodel project. Direction will be provided to TCA to refine one of the concepts that closely match the original scope of work. The final concept will include three optional additions for minor alterations that were not included in the original scope.
- Chief Torpin was invited to sit on a panel that will present information to the Washington State Senate-Local Government Sub-Committee. The two-person panel will be presenting information to the sub-committee in Olympia on November 13th regarding fire department finances as they relate to regionalization.
- BC Tagart is preparing bid documents for the upcoming Self Contained Breathing Apparatus compressor replacement. The bid documents will include cooperative purchasing language that would allow others to piggyback any purchase made.

Human Resources:

- Anti-Harassment training for all employees was conducted.
- AMR completed the free flu shots for District employees.
- Oral board interviews were completed with Firefighter candidates. Top candidates completed a Fire Chief interviews and two finalists were offered conditional offers of employment.
- 20 employees signed up to complete a seven series leadership training program designed and presented by trainer, Bill Sweigert. First session is November 6th addressing the topic of "Organizational Demand for Leadership."
- HR Administrator Moore began looking into the possibility of providing employees a payroll deduction option into the State's 529 education plan (GET). This would be an optional employee benefit offering, self-paid by the participating individual.

Training:

- Captain Harvey attended active shooter training at the Lake Forest Park Town Center.
- Probationary Firefighters Carrasquillo and Seefeld completed Section 4 of their Probationary Firefighter Handbook. The handbooks were reviewed by Captain Harvey. Kate Hansen distributed Section 5 to them.
- Captain Harvey worked with Kirkland IT to install a training simulation program on the Training Captain computer.
- Captain Harvey and AS Kate Hansen worked on the East Metro Training Group (EMTG) Task Manual.
- Captain Harvey attended three EMTG meetings.
 - Three-year training plan implementation workgroup.
 - Monthly planning meeting (with Kate Hansen).
 - Learning Management System workgroup (with Kate Hansen).

Operations:

- DC Magnuson coordinated with Ergometrics personnel on Lieutenant promotional test development.
- Information was sent to the crews regarding a hazardous building on Bothell Way.
- DC Magnuson participated in Oral Board interview panel.
- DC Magnuson facilitated providing Kirkland Fire with an Engine to cover Station 27 with a Woodinville Aid car for a few hours while Kirkland on-duty crews attended Kirkland Police officer funeral.
- DC Magnuson finalized corrections and improvements to Active911 paging system. Active911 paging should now be more robust with better accuracy and consistency mapping.
- DC Magnuson distributed 2018 shift and station assignments along with the 2018 debit schedule.
- DC Magnuson facilitated Audiometric testing for all shifts.
- DC Magnuson met with representative of Kirkland Fire's ESO implementation team to answer questions on ESO-FIRE set-up and implementation.
- DC Magnuson continues to work with Firecheckoffs.com on electronic check sheet and inventory management implementation.
- DC Magnuson prepared and distributed October Operations Reports.
- DC Magnuson collaborated with Dave Monahan of FireTrex to correct a couple of reports and improve functionality of time off scheduling.
- October response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	2	0.78%	Bothell	7	17			
	57	1	0.39%	Kirkland	2	10			
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0			
	57	0	0.00%	Shoreline	9	12			
Rescue & Emergency Medical Service Incidents	51	128	49.61%	Woodinville	1	0			
	57	70	27.13%	Other	0	0			
Hazardous Condition (No Fire)	51	1	0.39%	TOTAL	21	39			
	57	1	0.39%	Emergency Response Average Turnout Time					
Service Call	51	13	5.04%	EMS	1:03				
	57	3	1.16%	Fire Suppression	1:21				
Good Intent	51	10	3.88%	Emergency Response Average Travel Time					
	57	6	2.33%	51	3:28				
False Alarm or False Call	51	13	5.04%	57	4:16				
	57	10	3.88%	Reaction Time Summary					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:05	Station 57	A-shift	0:51
	57	0	0.00%		B-shift	1:11		B-shift	1:08
Special Incident Type, other	51	0	0.00%		C-shift	1:10		C-shift	0:57
	57	0	0.00%		D-shift	1:06		D-shift	1:19
Grand Total		258	100.00%		AVG	1:08		AVG	1:04
October 2017									

Fire Prevention:

- FM LaFlam attended and was a presenter at the annual Fire Prevention Institute sponsored by the Washington State Association of Fire Marshals.

- FI Booth together with AA Hansen worked with Key Club members from Inglemoor High School to assemble folders for distribution to kindergarten and third grade students as a part of the school safety presentations.
- FM LaFlam and FI Booth assisted the King County fire investigator with the investigation of a fire in a Kenmore apartment building. The accidental fire caused approximately \$50,000 in damage to the apartment and its contents.
- FI Booth assisted with the CERT final class and exam for 26 new CERT graduates.
- FI Booth delivered three AED classes to the volunteer staff at the Kenmore Senior Center. In addition, she provided a CPR class to the Northshore Rotary.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak attended the King County Zone 1 meeting at King County Emergency Coordination Center. The group was given an overview on the latest version of WEB EOC an incident management program that King County is using and NEMCo will be able to use in early 2018.
- EM Lunak coordinated a final exercise drill for 26 graduating CERT students who completed our 8-week academy.
- We are 3 weeks into an 8-week class on amateur radio for participants to be able to take the FCC technician level test. We have 8 students in the class.
- October 25th and November 2nd NEMCo volunteers participated in the active shooter drill help at Lake Forest Park Town Center. 24 CERT and RACES members were role players in the drill or worked as security to keep the public out of the drill.
- EM Lunak taught a fall prevention class at Northshore Utility District to keep on schedule with the Districts annual training requirement.
- The Northshore Fire Department provided active CERT volunteers with a \$25 partial reimbursement for vests they purchased with their own funds.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 17-06

LIMIT FACTOR INCREASE RESOLUTION

WHEREAS, the Board of Commissioners of King County Fire Protection District No. 16 having met and considered its budget for the calendar year 2018; and

WHEREAS, the Board of Commissioners of King County Fire Protection District No. 16, in the course of considering the budget for 2018 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the Board of Commissioners of King County Fire Protection District No. 16 has determined that, due to increase in salaries and costs of operations in order to maintain the District's present level of emergency medical and fire protection and prevention service, the Board of Commissioners finds that there is a substantial need to increase the regular property tax limit; now therefore

BE IT RESOLVED by the Board of Commissioners of King County Fire Protection District No. 16 that the limit factor for the regular levy for the calendar year 2018 shall be the maximum amount allowable pursuant to RCW 84.55.0101, that being One Hundred and One Percent (101%).

DATED this 7th day of November, 2017.

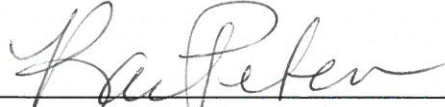
BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

DON ELLIS, Member



DAVID MAEHREN, Member



KAE PETERSON, Member

CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on
November 7, 2017.



KATE HANSEN, Secretary
Board of Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 17-07

PROPERTY TAX INCREASE RESOLUTION

WHEREAS, the Board of Commissioners of King County Fire Protection District No. 16 has properly given notice of the public hearing held October 17, 2017, which was continued to November 7, 2016, to consider the Fire District's expense budget for the 2018 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Board of Commissioners of King County Fire Protection District No. 16, after the public hearing, and after duly considering all relevant evidence and testimony presented, has determined that King County Fire Protection District No. 16 requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the fire district and in its best interest; now therefore, be it


RESOLVED, by the Board of Commissioners of King County Fire Protection District No. 16 that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, is hereby authorized for the 2018 levy in the amount of \$5,253,426 which excluding the aforementioned additions results in an increase of \$39,073, or .76% percent from the previous year.

DATED this 7th day of November, 2017.

BOARD OF COMMISSIONERS



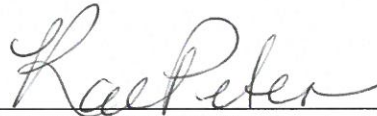
ERIC ADMAN, Chair



DON ELLIS, Member



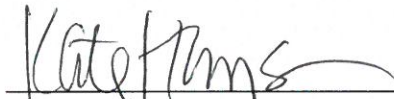
DAVID MAEHREN, Member



KAE PETERSON, Member

CAROLYN ARMANINI Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on
November 7, 2017.



KATE HANSEN, Secretary
Board of Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 17-08

PROPERTY TAX LEVY

2018

BE IT RESOLVED by the Commissioners of King County Fire Protection District No. 16 as follows:

1. That the County Assessor has notified the Commissioners of King County Fire Protection District No. 16 that the assessed valuation of real properties lying within the boundaries of said District for the assessment year of 2017 and tax year 2018 is estimated to be \$ 7,161,521,894.

2. That the Honorable County Council of King County, Washington, be and is hereby requested to make a levy for 2018 for said King County Fire Protection District No. 16 totaling \$ 6,553,426.

A. Expense Fund	\$ 5,251,389
B. Relevy for Prior Year Refunds	\$ 2,037
C. Bonds	\$ 1,300,000

3. That pursuant to RCW 84.52.125 the Fire District hereby protects the district's tax levy from pro-rationing under RCW 84.52.010(2) by imposing up to a total of twenty-five cents per thousand dollars of assessed value of the tax levies authorized under RCW 52.16.140 and 52.16.160 outside of the five dollars and ninety cents per thousand dollars of assessed valuation limitation established under RCW 84.52.043(2), if those taxes otherwise would be prorated under RCW 84.52.010.

4. That certified copies of this resolution, together with exhibits, be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1200
Seattle, WA 98104

Hazel Gantz
Accounting Division
King County Dept. of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104

ADOPTED at a meeting of the Board of Commissioners of King County Fire Protection
DATED this 7th day of November 2017.

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



DON ELLIS, Member



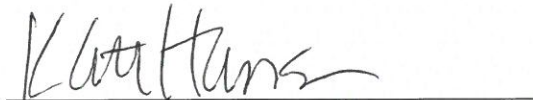
DAVID MAEHREN, Member



KAE PETERSON, Member

CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on November 7, 2017.



KATE HANSEN, Secretary
Board of Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 17-09

BENEFIT CHARGE (RCW 52.18) 2018

A resolution of the Board of Fire Commissioners of King County Fire Protection District No. 16 imposing a benefit charge on personal property and improvements to real property within the District for calendar year 2018

WHEREAS, the Board of Fire Commissioners of a fire district may, by resolution, for fire protection district purposes authorize by law, fix and impose a benefit charge on personal property and improvements to real property, which are located within the fire protection district on the date specified, and which have or will receive benefits provided by the fire protection district, to be paid by the owners of the property; and

WHEREAS, on April 23, 2013, the voters of the District authorized the imposition of a benefit charge for a period of six (6) years commencing in 2014; and

WHEREAS, pursuant to RCW 52.18.060(2) a public hearing was held on October 17, 2017; and continued to November 7, 2017; and

WHEREAS, the Board determined that the measurable benefits resulting from the services afforded by the District exceed \$ 8,500,000, and

WHEREAS, the Board determined that the methodology utilized and set forth in the report of the public hearing reasonably takes into consideration the facts and circumstances of each property for which a benefit charge is imposed, and further that each individual benefit charge is reasonably proportioned to the measurable benefits to the property resulting from the services afforded by the District;

WHEREAS, at the conclusion of the public hearing on November 7, 2017, and after deliberations held thereafter, it was moved and passed that the benefit charge for calendar year 2018 be set at an amount not to exceed \$2,800,000; now therefore

BE IT RESOLVED by the Board of Commissioners of King County Fire Protection District No. 16 as follows:


1. Amount. The benefit charge to be collected in 2018 is hereby established at \$2,800,000.

2. Specification and Benefit Charge. The apportioned benefit charges to be applied to specific commercial, residential and personal property within the District shall be in accordance with the "Schedule for Fire Benefit Charges" as established by King County Fire Protection District No. 16.

ADOPTED by the Board of Commissioners of King County Fire Protection District No. 16 at the regular open public meeting on the 7th day of November 2017.

BOARD OF COMMISSIONERS


ERIC ADMAN, Chair

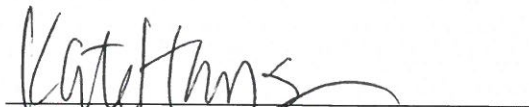

DON ELLIS, Member


DAVID MAEHREN, Member


KAE PETERSON, Member

CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on November 7, 2017.


KATE HANSEN, Secretary
Board of Commissioners



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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RESOLUTION NO. 17-10

RESOLUTION TO APPROVE ALLOCATION OF FUNDS FOR THE NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY (NORCOM) 2018 FINANCIAL PARTICIPATION

WHEREAS, the Northeast King County Regional Public Safety Communications Agency (NORCOM) was formed November 01, 2007; and

WHEREAS, NORCOM is in the process of adopting its annual budget for 2018; and

WHEREAS, the NORCOM Interlocal Agreement, to which King County Fire District No. 16 is a party, requires that the Board of Fire Commissioners approve the District's allocation for the NORCOM budget; now therefore

BE IT RESOLVED, that the King County Fire Protection District No. 16 Board of Commissioners hereby approves the District's allocation of funds for the 2018 NORCOM budget as presented in the NORCOM 2018 Revenue Summary adopted by NORCOM Governing Board in the amount of \$189,390.00.

DATED this 7th day of November 2017.

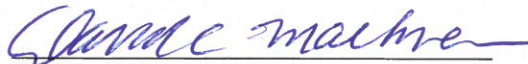
BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



KAE PETERSON, Member



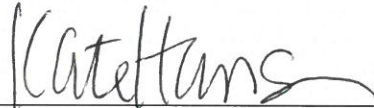
DAVE MAEHREN, Member



DON ELLIS, Member

CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on
November 7th, 2017



KATE HANSEN, Secretary
Board of Commissioners