KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES **February 7, 2017**

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Deputy Chief Eric Magnuson, Finance Specialist Dawn Killion, Audit Supervisor, Alex Beherndt, from the State Auditor's Office, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, and members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda. Commissioner Armanini seconded. The motion passed 5-0.

III. PUBLIC COMMENT

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

- Reported that the Lake Forest Park Map Your Neighborhood event was well attended and well received. Commissioner Adman asked who initiated the project. Mr. Dee stated it is a program of the Washington State Military Emergency Preparedness Department. Going forward the project will be handled by NEMCo on a local level.

IV. INFORMATION/DISCUSSION ITEMS

4.1 2014-15 Financial and Accountability Audit Exit Conference

An audit summary was distributed to the Commissioners and highlights reviewed by Audit Supervisor Alex Beherndt. He thanked Chief Torpin and Finance Specialist Dawn Killion for time spent assisting the audit team in meetings and timely response to document requests. He provided the following highlights:

- In the areas of the District's operation that were audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. There were no deficiencies in internal controls identified during the audit.
- The financial statements reviewed during the 2014-15 Audits present fairly, in all material respects, the financial position and results of the operations of the Northshore Fire Department.
- Alex Beherndt complimented Chief Torpin and his staff for their prompt and cooperative assistance.

Chief Torpin thanked Mr. Beherndt for the extra time and assistance he provided during the audit process to help staff understand the presentation of the HRA fiduciary fund reporting.

4.2 Budget Process Review

Chief Torpin provided an overview of the modification to the budget process he outlined in his previous memorandum. The change will provide more detail with regard to the planned expenses from the Reserve Fund. The change will occur in future budget presentations although the chief provided an updated 2017 Reserve Fund budget worksheet as an example of the additional detail. Chief Torpin requested the Board consider adopting the revised 2017 Reserve Fund worksheet. Commissioner Armanini requested this discussion should constitute a first reading. Final approval of the revision should be added to the agenda for February 21st.

4.3 Commissioner Reports

Commissioner Armanini reported that the banquet was a great success and she looks forward to next year.

Commissioner Peterson would like to see representation in Olympia related to the public records bills that are being put forth.

Commissioner Maehren reported that there was a hearing on last year's bill related to fire district mergers that would allow Districts without contiguous borders to merge. The result of the hearing is not yet known.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- The first meeting in July will either need to be rescheduled or cancelled due to the fact that it falls on July 4th. The Commissioners will decide this at the first meeting in May.
- Northshore Fire was asked to contribute to the Arts Kenmore project repainting the Kenmore Premix Silos. Chief Torpin explained to the requester that the District could not donate public funds, but said he would pass the request along to the Commissioners.
- Commissioner Peterson inquired as to how Fire Benefit Charge inquiries are going. Chief Torpin reported that the volume and nature of requests is similar to prior years with a couple corrections related to sprinkler systems and square footage.
- Commissioner Armanini confirmed that the Friends of Third Place Commons Breakfast will be Thursday, February 16th. Chief Torpin and Commissioner Peterson will be attending.
- Commissioner Maehren asked about the upcoming addition of Nasal Narcan to the EMT's resources. Chief Torpin reported that we are in the process of receiving training for the nasal Naloxone. Chief Torpin stated it would likely not be used by our EMTs as the drug is best administered intravenously by the paramedics who are normally on scene within a short period after our units arrive. However, it is an effective drug when medics are not immediately available.
- Commissioner Maehren inquired about the sprinkler system status in the Linq building. Chief Torpin reported that the sprinkler system has been completed and activated.
- Commissioner Armanini would like the Fire Chief's report corrected to indicate that there are a total of four water purveyors in Lake Forest Park, not three.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled $138,474.66 and Reserve Fund Vouchers totaled $4,240.58.

7.2 Meeting Materials

- Regular Board Meeting of January 17, 2017.

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

VIII. EXECUTIVE SESSION

The Board moved into Executive Session at 5:54PM until 6:20PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b), and to evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g). The board extended the Executive Session until 6:55PM. The board moved back to open session at 6:55PM.

ADJOURNMENT

The meeting was adjourned at 6:55PM

NEXT MEETING DATE

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

Attachments: Agenda; Fire Chief's Report; Exit Conference: King County Fire Protection District No. 16 (Northshore Fire Department)

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 February 21, 2017.

Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, February 7, 2017
5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Information/Discussion Item

- 4.1 2014-15 Financial and Accountability Audit Exit Conference – Wendy Chow
- 4.2 Budget Process Revision
- 4.3 Commissioner Reports

V. Action Items

- 5.1 None

VI. Fire Chief Report

VII. Consent Calendar

- 7.1 Vouchers
- 7.2 Meeting Minutes of January 17, 2017

VIII. Executive Session

- 8.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). (30-45 minutes)
- 8.2 To evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g).

IX. Adjournment

Next Regular Meeting: February 21, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
February 7, 2017

Administration/Financial:

- AS Hansen met with Chief Torpin, HR Specialist Moore and web designer Leif Jensen to discuss content and layout of the new website. Site construction is under way with a target project completion date of February 28th.
- AS Hansen completed arrangements for the Annual Banquet which occurred on January 27th.
- Chief Torpin facilitated the first quarter admin group meeting.
- Chief Torpin and FS Killion met with the State Auditor to complete revisions of the 2014 and 2015 annual reports. The revisions were primarily related to the HRA Fund. The revised reports were uploaded to the State Auditor and we are set for the exit conference on February 7th.
- Fire Benefit Charge calls continue to come in. Most of the calls are related to square footage calculations and are normally resolved with an explanation of the difference between total square footage and livable square footage.
- FS Killion processed and delivered W-2, 1099 and 941 forms for 2016.

Human Resources:

- HR Administrator Moore began work on a salary review of the District's non-represented positions. Salary survey data used will include survey results from AWC, Milliman, and local fire agencies.
- HR Administrator Moore attended webinar presented by Dataquest regarding a demonstration of their new system. The District uses Dataquest to complete new hire background checks.
- HR Administrator Moore met with Becky Wallen from DiMartino Associates to review current benefit plan offerings.

Operations:

- BC Tagart and crews continue work on preparing the new aid car to go into service. The manufacturer was out this week to complete some punch list repairs and modifications. The current plan is to have it in service by February 10th.
- The Washington Surveying & Rating Bureau (WSRB) contacted us to set up a re-rate of the District. The District maintains a rating for each city served. Current rating which was done in 2011 is a "4" in each city. The rating in Kenmore was close to being eligible for a "3" and is certainly a possibility for this year's rating. The difference between Kenmore and Lake Forest Park rating scores was the water system. The water availability in terms of fire flow in Kenmore is greater than in some parts of Lake Forest Park.

  We have received the list of records needed for the rating and we have initiated the process of collecting the needed data. A site visit has been scheduled for April 5th, 2017. The rating is normally issued within a few months of the site visit.

- A firefighter suffered a blood to open wound exposure while treating a patient. Both the firefighter and source patient have been tested and results were negative. The firefighter will be tested again in 3-6 weeks as a precaution.
- DC Magnuson along with B-Shift met with Ram Air Gear Dryer representative Dave Adams to accept award of free gear dryer to Northshore Fire Department. Photos, a press release, and pizza lunch were accomplished in the apparatus bay at Station 51.
- DC Magnuson continues to refine and improve ESO reports for both Medical incidents (EHR) and Fire.
- Problems with Opticom at entrance to SR522 from Station 57 have been resolved by the local WA Department of Transportation in Shoreline. There turned out to be more damage than previously thought, so crews had to repair some cabling, replace all 3 detectors (2 southbound, 1 northbound) that service NE 170th St, and replace the cabinet components that drive the system. All components were function tested by WADOT and are now working as designed. Safe entrance to Bothell Way has been reestablished.
- DC Magnuson attended leadership seminar hosted by Redmond Fire Department.
- DC Magnuson facilitated providing medical incident reports to King County Public Health for analysis of 16 cardiac arrest events from 2016.

Training:

- AS Hansen worked with DC Magnuson to get EMT recertification training up to date in King County's EMS Online tracking system.
- AS Hansen created Training Workbooks for five Acting Officers and Probationary Firefighters.
- DC Magnuson, AS Hansen, Captain Harvey, BC Tagart and several other Northshore personnel attended the Gordon Graham Leadership Conference.
- DC Magnuson, AS Hansen and Captain Harvey attended the KCFTOA Meeting & Liability Training.
- Captain Harvey and Kate Hansen completed the February 2017 MTA.
- Captain Harvey met with other North End Training Officers several times in preparation for firefighter survival training scheduled to begin on February 6th.
- Captain Harvey conducted ladder rescue training with several crews.
- Captain Harvey scheduled bi-annual maintenance for the Fireblast burn prop. The maintenance is scheduled for February 7th.
- Captain Harvey assisted FF Hofschulte with preparations for the KCFTOA Spring Pump Academy.
- Kate Hansen and Captain Harvey prepared a schedule of work to be performed for the development of the EMTG Task manual.
- Captain Harvey and Kate Hansen attended the monthly EMTG planning meeting.
- Captain Harvey served as an assessor for a Bellevue Fire Department Captain exam.

Fire Prevention:

- FM LaFlam assisted with the facilitation of a Contractor's Forum sponsored by the Washington Fire Sprinkler Coalition. The event was attended by building contractors, plumbers, sprinkler designers and installers and fire service members from a variety of agencies. The purpose was to discuss issues and concerns regarding residential fire sprinkler systems with a goal to expand the content of a Best Practices Guide for Residential Fire Sprinklers that was developed by the Coalition in 2016.
- FI Booth attended the Zone 1 fire investigators meeting.
- FM LaFlam performed several inspections of the fire alarm and fire sprinkler systems at the new Linq building on 68th in Kenmore.
- In an effort to expand delivery and improve the efficiency of the CPR/First Aid classes presented by the Northshore Fire Department, FI Booth has been working with a regional coordinator from the American Heart Association to establish Northshore Fire as a self-guided Training Center. Becoming an AHA Training Center will be the foundation for desired improvements with our CPR and First Aid training programs.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak attended the Map Your Neighborhood event in Lake Forest Park.
- Planning for the upcoming CERT training is complete and has been posted on city and fire district websites.
- EM Lunak met with NUD regarding contracted deliverables. Work on their annual emergency management plan has been initiated.
- EM Lunak has received several requests from the community to attend meetings to speak.
- EM Lunak attended the King County Emergency Managers Zone 1 meeting.
- Attended a King County Emergency Management meeting to discuss credentialing, follow up meeting will occur on February 6th to review progress details.
- We are still waiting for King County on the full implementation of the Code Red program. The Code Red program is the public notification system which also allows for interagency communication that will be important to NEMCo.
- EM Lunak has created the annual training schedule which will kick off with Emergency Operations Center training in February.

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report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Pat McCarthy

State Auditor

Olympia, WA

February 8, 2017

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FINANCIAL SECTION

Northshore Fire Department
King County
January 1, 2014 through December 31, 2015

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2015
Fund Resources and Uses Arising from Cash Transactions – 2014
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2015
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2014
Notes to Financial Statements – 2015
Notes to Financial Statements – 2014

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2015
Schedule of Liabilities – 2014

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ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

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Office of the Washington State Auditor

Pat McCarthy

Accountability Audit Report

King County Fire Protection District No. 16

(Northshore Fire Department)

For the period January 1, 2014 through December 31, 2015

Published

Report No. 1018593

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Office of the Washington State Auditor
Pat McCarthy

Issue Date – (Issued by OS)

Board of Commissioners
Northshore Fire Department
Kenmore, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the District's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy

Pat McCarthy

State Auditor

Olympia, WA

Insurance Building, P.O. Box 40021 • Olympia, Washington 98504-0021 • (360) 902-0370 • Pat.McCarthy@sao.wa.gov

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AUDIT SUMMARY

Results in brief

In the areas we audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined.

About the audit

This report contains the results of our independent accountability audit of the Northshore Fire Department from January 1, 2014 through December 31, 2015.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the District's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Financial condition
- Debt covenants
- Petty cash and imprest fund disbursements

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RELATED REPORTS

Financial

Our opinion on the District's financial statements is provided in a separate report, which includes the District's financial statements. That report is available on our website, http://portal.sao.wa.gov/ReportSearch.

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INFORMATION ABOUT THE DISTRICT

King County Fire Protection District No. 16, doing business as Northshore Fire Department, was formed on October 15, 1942, and serves the cities of Kenmore and Lake Forest Park in King County. The District provides fire protection, prevention and suppression services including emergency medical services, education and training to the community out of two fire stations.

An elected, five-member Board of Commissioners governs the District. The Board appoints a Fire Chief to oversee the District's daily operations as well as its 46 employees. For 2014 and 2015, the District operated on annual budgets of approximately $7.7 million and $7.9 million, respectively.

Contact information related to this report	
Address:	Northshore Fire Department 7220 N.E. 181st Street Kenmore, WA 98028
Contact:	Dawn Killion, Finance Specialist
Telephone:	(425) 354-1778
Website:	www.northshorefire.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Northshore Fire Department at http://portal.sao.wa.gov/ReportSearch.

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