



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

### MINUTES

January 5, 2016

### REGULAR MEETING BOARD OF COMMISSIONERS

#### **I. OATH OF OFFICE**

Legal Counsel Kinnon Williams and Secretary McDaniel administered the Oath of Office for Commissioners Don Ellis and Dave Maehren.

Secretary McDaniel will notarize and record the Oath of Office for Commissioners Don Ellis and Dave Maehren with the King County Records Office.

#### **II. OPENING OF MEETING**

The January 5, 2016, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181<sup>st</sup> Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 5:05 pm. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Don Ellis, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

#### **III. APPROVAL OF THE AGENDA**

Commissioner Armanini moved to approve the agenda as presented. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

#### **IV. PUBLIC COMMENT**

None

#### **V. ELECTION OF OFFICERS**

Commissioner Adman opened the floor to nominations for the position of Chair.

Commissioner Maehren moved to nominate Commissioner Adman as Chair. The motion was seconded by Commissioner Armanini and passed with a vote of 5 to 0.

Commissioner Adman opened the floor to nominations for the position of Vice Chair.

Commissioner Peterson moved to nominate Commissioner Armanini as Vice Chair. The motion was seconded by Commissioner Adman and passed with a vote of 5 to 0.

## **VI. INFORMATION/DISCUSSION ITEMS**

### **6.1 RFA/Regionalization Discussion**

Commissioner Adman provided a brief overview of the RFA committee and current status for Commissioner Ellis, which included discussions on the District's guiding principles for regionalization, previous memorandums outlining the District's concerns regarding the proposed RFA and the ESCI report. Following the discussion Chief Torpin indicated he would send the referenced RFA documents to Commissioner Ellis.

Commissioner Adman read a letter received from the RFAPC Chair Roger Collins requesting the Board's position regarding the RFA and other options for regionalization. A discussion ensued regarding the questions in the letter and how and when to respond. Following discussion the Board decided to move the final discussion and decision to the next regularly scheduled meeting on January 19, 2016.

### **6.2 Legislative Issues**

Commissioner Maehren provided an overview of several proposed changes to current State law that would increase the opportunity for fire districts to merge. A discussion ensued regarding strategies for submitting proposed legislation for consideration. Options such as direct contact with local legislators and lobbyist groups such the King County Fire Commissioners Association and Washington State Fire Commissioners Association were discussed. Legal Counsel Kinnon Williams provided an overview of the process and timeline.

### **6.3 Fire Chief Goal's for 2016**

Chief Torpin had previously provided the Board with a written memorandum outlining status of the 2015 goals and proposal for 2016. A discussion ensued regarding the accomplishments and challenges of 2015. The Chief reviewed each of the 2016 goals he had provided in his memorandum. Following the discussion the Board unanimously approved the following 2016 Fire Chief Goals:

- 1) Reevaluate organizational structure/succession plan and implement a process to fill needed positions (Deputy Chief). A review of all administrative functions, structure and positions are also desired.
- 2) Complete a Strategic Planning process to provide an organizational road map for the next three to five years.
- 3) Initiate an analysis of our needs regarding accounting, payroll and HR programs. Identify any integrated programs that meet or exceed desired functions.
- 4) Initiate the collective bargaining process starting with the collection and analysis of comparable data, followed by table discussions with the bargaining unit which results in an agreement that addresses any changes to working conditions desired by the parties and provides a fair and equitable compensation and benefit package.

#### 6.4 Commissioner's Report

Commissioner Maehren reported that an extension on the permit for the Lake Point project was on the agenda for the upcoming City of Kenmore council meeting.

Commissioner Adman provided a brief report on the monthly Shoreline Paramedic meeting, which discussed the following topics:

- A new program implemented by the Shoreline Fire Department to outfit CO (carbon monoxide) meters on all of the medics O2 kits.
- A new public training on bleeding control.

### **VII. ACTION ITEMS**

None

### **VIII. FIRE CHIEF'S REPORT**

Chief Torpin inquired if there were any questions on the written report, with no questions Chief Torpin provided a brief report on a joint grant request that the District is partnering with neighboring jurisdiction for the purchase of SCBA equipment.

### **IX. CONSENT CALENDAR**

#### 8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Ellis, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of General Fund Vouchers totaling \$143,054.91 and Reserve Fund Vouchers totaling \$2,439.22.

**X. EXECUTIVE SESSION**

None

**ADJORNMENT**

The meeting was adjourned at 6:34pm.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for January 19, 2016.

Attachments

Agenda  
Fire Chief's Report


**BOARD OF COMMISSIONERS**



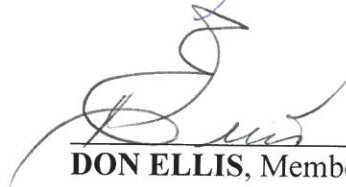
**ERIC ADMAN, Chair**



**KAE PETERSON, Member**



**CAROLYN ARMANINI, Member**

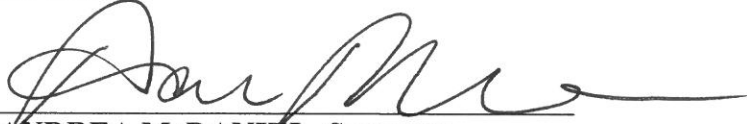


**DON ELLIS, Member**



**DAVE MAEHREN, Member**

ATTEST

A handwritten signature in black ink, appearing to read 'Andrea McDaniel', written over a horizontal line.

**ANDREA McDANIEL**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners January 19, 2016