



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

November 3, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The November 3, 2015, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181st Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 5:02 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Eric Magnuson, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

Commissioner Maehren called for a recess at 5:03 pm and Commissioner Armanini seconded the recess until 5:17 pm. At 5:17 pm the Board returned to regular session and moved to item 2 on the agenda.

II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of an executive session to discuss a matter related to collective bargaining. The request was unanimously approved and moved to item 9.1 on the agenda.

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

III. PUBLIC COMMENT

None

IV. CONTINUATION OF PUBLIC HEARING – BENEFIT CHARGE, PROPERTY TAX LEVY AND OTHER REVENUE SOURCES

4.1 Adoption of 2016 Budget

Chief Torpin inquired if there were any questions on the proposed 2016 budget or information previously provided on the levy and benefit charge,

with no questions Commission Maehren moved to approve the 2016 Budget, Resolution 15-02 Benefit Charge, Resolution 15-03 Property Tax Increase, Resolution 15-04 Property Tax Levy and Resolution 15-05 Levy Limit Factor Increase. Commissioner Armanini seconded the motion and it passed with a vote of 5 to 0.

4.2 Adoption of Resolution 15-02 (Benefit Charge)

This item was approved under item 4.1 on the agenda.

4.3 Adoption of Resolution 15-03 (Property Tax Increase)

This item was approved under item 4.1 on the agenda.

4.4 Adoption of Resolution 15-04 (Property Tax Levy)

This item was approved under item 4.1 on the agenda.

4.5 Adoption of Resolution 15-05 (Levy Limit Factor Increase)

This item was approved under item 4.1 on the agenda.

Following the approval of the 2016 budget and resolutions, the Chair closed the public hearing at 5:23 pm.

V. INFORMATION/DISCUSSION ITEM

5.1 RFA/Regionalization Discussion

Commissioner Adman reported that the next RFAPC meeting is scheduled for November 5th, at Woodinville Fire and Rescue at 6:00 pm. A discussion ensued regarding the proposed agenda, City of Bothell citizen survey, regionalization options and the Board's position and guiding principles.

5.2 3rd Quarter Financial Report

This item was moved to the agenda of the next regularly scheduled meeting on November 17, 2015.

5.3 Commissioner's Report

Commissioner Maehren reported that he attended a Coffee with Council meeting with Kenmore City Council members and provided an overview of the meeting and items discussed.

Kenmore Citizen Matt Martin joined the meeting at approximately 5:50 pm and inquired about the start time of the meeting. The Board indicated that the meeting start time was

5:00 pm and Secretary McDaniel confirmed that the correct start time and agenda were posted on the District's website.

VI. ACTION ITEMS

6.1 Approval of Contract for Legal Services with Inslee Best

Commissioner Armanini moved to approve the contract for legal services with Inslee Best. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

VII. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin reported on his participation in the "Take Winter by Storm" media event in Lake Forest Park on November 2, 2015. Chief Torpin inquired if there were any questions on the written report.

Commissioner Maehren inquired about the use of citizen and CERT volunteers during emergencies with the proposed Northshore Emergency Management Coalition (NEMC). Chief Torpin indicated that the use of CERT and citizen volunteers is an important part of the plan for the NEMC. Chief Torpin also provided an update on the progress of the NEMC.

Commissioner Armanini inquired about the discussion Chief Torpin and Legal Counsel had with Susan Musselman. Chief Torpin indicated the discussion was related to the options any Regional Fire Authority (RFA) may have to deal with the outstanding bonds held by the District. Chief Torpin indicated Ms. Musselman believe there were several options available to deal with the bond issue if an RFA were formed.

Commissioner Gehrke inquired about the progress of New World. Chief Torpin reported that Snohomish County has gone live with the Computer Aided Dispatch system from New World Systems. The Chief reported the go-live has gone well with no major issues being encountered.

VIII. CONSENT CALENDAR

8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Peterson, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of October 20, 2015, General Fund Vouchers totaling \$77,062.79 and Reserve Fund Vouchers totaling \$11,138.34.

IX. EXECUTIVE SESSION

At 6:00 pm the Board moved into Executive Session to discuss collective bargaining with legal counsel pursuant to RCW 42.30.110(g) until 6:10 pm. At 6:10pm the Board extended the executive session until 6:18 pm. At 6:18 pm the Board returned to Regular Session.

ADJORNMENT

The meeting was adjourned at 6:19 pm.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for November 3, 2015.

Attachments

Agenda

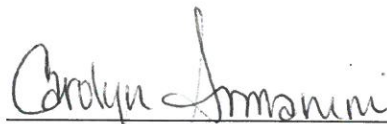
Fire Chief's Report

BOARD OF COMMISSIONERS

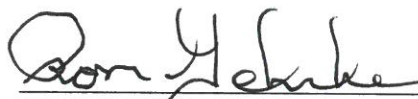


ERIC ADMAN, Chair

KAE PETERSON, Member



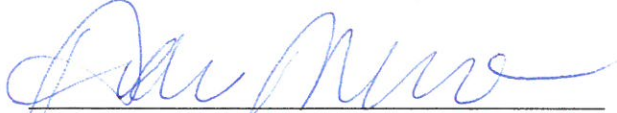
CAROLYN ARMANINI, Member



RON GEHRKE, Member


DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners November 17, 2015



Northshore Fire Department

Headquarters Station, 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, November 3, 2015

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Continuation of the October 20th Public Hearing – Budget, Benefit Charge, Property Tax Levy and other Revenue Sources**
 - 4.1 Adoption of 2016 Budget
 - 4.2 Adoption of Resolution 15-02 (Benefit Charge)
 - 4.3 Adoption of Resolution 15-03 (Property Tax Increase)
 - 4.4 Adoption of Resolution 15-04 (Property Tax Levy)
 - 4.5 Adoption of Resolution 15-05 (Levy Limit Factor Increase)
- V. Information/Discussion Item**
 - 5.1 RFA/Regionalization Discussion – Commissioner Adman
 - 5.2 3rd Quarter Financial Report – Chief Torpin
 - 5.3 Commissioner’s Report
- VI. Action Items**
 - 6.1 Approval of Contract for Legal Services with Inslee Best
- VII. Fire Chief Report**
- VIII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of October 20, 2015
- IX. Adjournment**

Next Regular Meeting: November 17, 2015

Fire Chief's Report

Submitted by Chief Torpin
November 3, 2015

Administration/Financial:

- Chief Torpin attended the "Take Winter by Storm" media event at the Lake Forest Park Towne Center on Monday November 2nd.
- Chief Torpin conferenced with Susan Musselman and Kinnon Williams to discuss options that may be available to the proposed RFA regarding the outstanding Northshore Bond debt.
- Administrative Specialist Scaggs attended the Crisis Intervention Team training at the Washington State Criminal Justice Training Center in Burien. The 8 hour course provided an overview of mental health issues that responders could encounter while in the field, and how to identify, properly approach and treat individuals who are afflicted by them. The class provided some very valuable information that will benefit the Northshore CARES program.

Human Resources:

- FF Hiring Update: Chief Interviews were held and conditional offers have been made to three candidates.
- We have begun to receive applications from interested applicants for the Deputy Chief of Operations and Training position. Interested individuals have until November 6th to apply, however the application deadline could be extended if more time is needed.
- Personnel update: FF Castillo's last day with the District was Oct. 31st. He will be leaving to join the Bellevue Fire Department.
- HR Administrator Moore is coordinating make-up TB testing with Immediate Clinic for November.
- Chief Torpin, AS McDaniel, and HR Administrator Moore met with Jan Kaino, WCIF Executive Director, for a general service call.
- Open enrollment ends this week, with employee benefit forms due back by November 2nd. Work has begun coordinating plan renewal with benefit carriers for next plan year.

Training:

- Acting Deputy Chief (ADC) Morris assisted with the annual paramedic assessment testing at Shoreline Fire Department. Firefighter Patrick Sullivan from Northshore finished first in the testing.
- Work on 4th quarter EMTG tactical training course delivery was completed.
- EMTG Multi-Company Operations (MCO) preparation was completed on the tower with assistance from Kirkland and Mercer Island.
- Delivered Monthly Training Assignments (MTA) material to Taylor and Katie.
- Acting Lieutenant tactical evaluation was completed for FF Tim Tyler.
- Officer Meeting pre-fire scenario for Bastyr University was developed.

- Probationary book section 1 was completed and reviewed.
- Captain Sauer attended weekly East Metro Training Group (EMTG) meetings.
- Woodinville Fire and Life Safety Division (WFLSD) continue to utilize the training tower for recruit training.

Operations:

- Acting Deputy Chief (ADC) Morris attended an Operations Chiefs meeting with Seattle FD Deputy Chief Hastings, sponsored by Shoreline Fire Department, concerning their adoption of National Institute of Safety and Technology (NIST) recommendations regarding fire dynamics and ventilation practices.
- ADC Morris continued work on shift alignments and rescue response plans.
- ADC Morris continued the 4000 series policy review and update process.
- ADC Morris attended the EMTG Operations Chiefs meeting.

Fire Prevention:

- FM LaFlam attended the Fire Prevention Institute. The training classes delivered included: Fire Prevention Leadership; Using Tablets to Empower, Engage and Educate; CO2 Beverage Systems; Introduction to the 2015 International Fire Code and presentations by Underwriters Laboratories and the Consumer Product Safety Commission.
- FI Booth taught a CPR for Healthcare providers class.
- FM LaFlam together with the B-51 crew participated in the Kenmore Elementary School Family Night. Crew members read a book to several groups of parents and students about pedestrian safety.
- FI Booth attended a meeting at Kenmore City Hall to discuss emergency preparedness and future CERT classes.
- Meetings and work continues between the Cities of Lake Forest Park and Kenmore, the Northshore Utility District and the Fire District for the development of the Northshore Emergency Management Coalition. Included with the November 3rd meeting materials is an implementation plan and the scope of work for Carl Lunak who will be the contracted coordinator. The Inter-local Agreement should be available shortly as soon as some minor changes are made to accommodate the requirements of RCW 38.52.070. Kenmore and LFP City Attorneys are working through this now.