



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

November 18, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The November 18, 2014, 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 1703 hours. Persons in attendance, in addition to the Chair were Commissioners Ron Gehrke, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin, Battalion Chief Mike Morris and Secretary Andrea McDaniel. Commissioner Kae Peterson was absent.

II. APPROVAL OF THE AGENDA

Commissioner Maehren requested a discussion regarding contract format be added to the agenda. The request was approved and moved to item 4.2 on the agenda.

Commissioner Maehren also requested the addition of a discussion regarding the Public Finance Management (PFM) Other Post Retirement Benefit (OPEB) trust proposal. The request was approved and moved to item 4.4 on the agenda.

Commissioner Maehren moved to approve the agenda as amended. Commissioner Adman seconded the motion and it passed with a vote of 4 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Final Review of Benefit Charge and Levy Rates

Chief Torpin provided an overview of the benefit charge and levy rate process and resolutions adopted at the last regularly scheduled meeting. Following a brief discussion Chief Torpin recommended no changes to the

rates or resolutions, leaving the Benefit Charge at \$2,650,000. The Board unanimously agreed.

Following a brief discussion regarding the 2015 District Budget the Board unanimously agreed to add approval of the 2015 Budget to the next regularly scheduled meeting on December 2.

In response to Commissioner Maehren's inquiry regarding updates to the budget forecasting tools, Chief Torpin indicated that he is working with Bill Cushman on an updated model that incorporates the benefit charge method of revenue collection in the forecasting tool.

4.2 Contract Format Discussion

Commissioner Maehren requested a discussion on developing a standardized contract format to be used by the District. A discussion ensued after which Commissioner Maehren indicated he would write a memo outlining areas of concern, items to be included in a contract, as well as MSRC suggested requirements. Commissioner Maehren will send the memo to the Board for further discussion at the next regularly scheduled meeting on December 2.

4.3 Legal Counsel Contract Renewal

Chief Torpin reported that the contract renewal for legal counsel services was emailed to the Board prior to the meeting for review. A discussion ensued regarding the format of the contract, monthly retainer costs and hours billed. Following the discussion the Board directed Finance Specialist Andrea McDaniel to provide the Board with the billing data for general legal services incurred over the last twelve months.

4.4 PFM Proposal

Chief Torpin provided an overview of the OPEB trust proposal received from Public Financial Management. Following a discussion regarding the elements of risk related to the alternative investment strategies, the Board agreed to have PFM provide a presentation after the first of the year. Chief Torpin will contact PFM to set up the date and time.

4.5 RFA Planning Process Reports

The members of the Regional Fire Authority Planning Committee provided a report on their designated subcommittee meetings, which are:

Commissioner Maehren - Level of Service/Facilities and Equipment
Commissioner Armanini - Finance
Commissioner Adman - Labor and Organization

The next Regional Fire Authority Planning Committee meeting is scheduled for November 20.

Further information on the RFA including meeting minutes and meeting times and locations can be found at www.northshorefire.com.

Following the RFA Committee reports, the Board unanimously agreed to move to item 7.1 on the agenda.

4.6 Commissioners Report

Commissioner Maehren reported he would be attending the King County Fire Commissioner Association meeting on Wednesday November 19, at Woodinville Fire and Rescue's headquarters.

V. ACTION ITEMS

5.1 Adopt Any Revisions on Benefit Charge and Levy Rates

There were no revisions to the benefit charge or levy rates, no action required.

5.2 Resolution 14-13 Defining Fund Policies

Commissioner Maehren moved to approve Resolution 14-13 Defining Fund Policies as presented. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

5.3 Approval of Legal Counsel Contract

The Board unanimously agreed to move this item to next regularly scheduled meeting for further discussion.

VI. FIRE CHIEF'S REPORT

Chief Torpin reported that he and Administrative Specialist Taylor Scaggs met with Neil Blindeim the vendor for the Benefit Charge database to discuss the 2015 data and provide a brief training session for navigating the database. Mr. Blindeim will review the District's current property demographics and rate factors and provide feedback to Chief Torpin regarding recommendations for possible changes to property use factors. Following a discussion regarding the rate factor and sprinkler discounts, Chief Torpin indicated he would prepare a presentation regarding the Fire Benefit property use rate factors and sprinkler system discounts for the second meeting in January.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Armanini, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of November 4, 2014, General Fund Vouchers totaling \$23,782.58 and Reserve Fund Voucher totaling \$461.60.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1825 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 2, 2014.

Attachments

Agenda

BOARD OF COMMISSIONERS

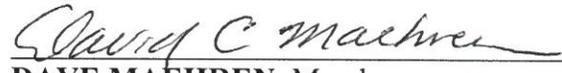


ERIC ADMAN, Chair

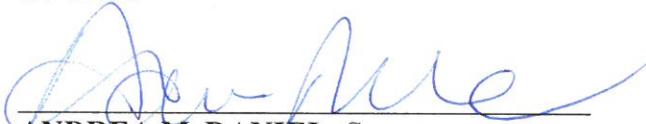
KAE PETERSON, Member

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 December 2, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, November 18, 2014

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Information/Discussion Item**
 - 4.1 Final Review of Benefit Charge and Levy Rates – Chief Torpin
 - 4.2 Legal Counsel Contract Renewal – Chief Torpin
 - 4.3 RFA Planning Process Reports—Commissioner Maehren
 - 4.4 Commissioner’s Report
- V. Action Items**
 - 5.1 Adopt Any Revisions on Benefit Charge and Levy Rates – Chief Torpin
 - 5.2 Resolution 14-13 Defining Fund Policies – Chief Torpin
 - 5.3 Approval of Legal Counsel Contract – Chief Torpin
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 6.1 Vouchers
 - 6.2 Meeting Minutes of November 4, 2014
- VIII. Executive Session**
- IX. Adjournment**

Next Regular Meeting: December 2, 2014