



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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MINUTES

February 4, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The February 4, 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 1700 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Ron Gehrke, and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Carolyn Armanini was absent.

II. APPROVAL OF THE AGENDA

This item was moved to follow item III on the agenda.

III. BADGE PINNING CEREMONY

Chief Torpin welcomed and thanked everyone for attending the badge pinning ceremony for Lieutenants Jeremiah Ingersoll and Matt Hochstein. Chief Torpin provided a brief overview of the promotional process and the steps it takes to achieve a promotion to Lieutenant.

Chief Torpin then recognized Lieutenants Ingersoll and Hochstein for their service and accomplishments made to the Northshore Fire Department. The formal badge pinning was performed by their spouses.

Following the badge pinning, Chief Torpin and the Board congratulated Lieutenant Ingersoll and Hochstein on their promotion. The Board then called for a fifteen-minute recess from 1715 hours to 1730 hours.

II. APPROVAL OF THE AGENDA

Commissioner Maehren requested the addition of a discussion item regarding the outcome of the construction arbitration to the agenda. After a brief discussion it was agreed to add the discussion item to a later meeting agenda.

Commissioner Peterson moved to approve the agenda as presented. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

IV. PUBLIC COMMENT

None

V. INFORMATION/DISCUSSION ITEMS

5.1 Regional Fire Authority (RFA) Planning Committee Report

Commissioner Maehren reported that the ESCi draft scope of work had been sent out for review with suggested changes due by Wednesday February 5th.

The next regularly scheduled RFA meeting is February 6, 2014 and the items to be discussed are the draft scope of work and to evaluate the need for sub-committees.

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

5.2 Fire Benefit Charge (FBC) – Multi Building Commercial Parcels

Chief Torpin provided a brief review of the issue and new information discovered regarding an error in calculating the FBC sprinkler discount on multi-building tax parcels. A discussion ensued regarding the process to be taken to notify the involved taxpayers and make the appropriate administrative corrections. Following the discussion Commissioner Peterson moved to notify those affected and make the appropriate corrections for the 2014 tax year. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

Following the vote Chief Torpin indicated he would send the notification letters and contact those with large impacts to their FBC.

5.3 Joint Meetings with Kenmore and LFP

Chief Torpin reported that the joint meeting with the Kenmore City Council is scheduled for March 31, and will be held at the Kenmore City Hall. Chief Torpin indicated that the Lake Forest Park City Council is also interested in a joint meeting. A discussion ensued on potential dates for the joint meeting. Following the discussion Chief Torpin indicated he

would contact City Administrator Rose and coordinate the date and time for the joint meeting. Chief Torpin will report back to the Board once the date and time has been selected.

5.4 ESCA CERT Training Partnership

Chief Torpin provided an update on the partnership with Emergency Services Coordinating Agency (ESCA) and hosting of Community Emergency Response Team (CERT) training classes at the headquarters station. Following a brief discussion, the Board unanimously supported the continuation of partnering with ESCA for CERT training at the headquarters station.

5.5 Commissioners Report

Commissioner Adman reported that he, Commissioner Peterson, Commissioner Armanini and Chief Torpin attended the citizen recognition at Lake Forest Park honoring the citizens who helped save a woman from a burning car.

Commissioner Maehren reported that he would be attending the reception for the opening of the Arts of Kenmore new group exhibit on February 7th.

Assignment: Chief Torpin will send out notification letters and will contact those with large impacts to their FBC resulting from an error in the calculation of the sprinkler discount.

Assignment: Chief Torpin will contact Lake Forest Park City Administrator Rose to coordinate a date and time for a joint meeting.

VI. ACTION ITEMS

None

VII. FIRE CHIEF'S REPORT

7.1 Questions/Additions

Commissioner Gehrke inquired about the quarterly IT meeting the Chief recently attended with Kirkland IT. Chief Torpin briefly reported on the items discussed in the meeting.

Commissioner Maehren inquired on the status of NORCOM implementing the New World system. Chief Torpin indicated that NORCOM would not be using the New World system for fire dispatching.

Commissioner Maehren inquired if the Fire Benefit Charge (FBC) letter could be updated to include additional information on the square footage. A brief discussion ensued regarding the FBC letter and information provided on the Department's website.

Commissioner Maehren requested that a copy of the OSHA 300 form be sent to the Board. Chief Torpin provided an overview of the OSHA 300 form and will have HR Administrator Moore email a copy of the form to the Board.

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 January 21, 2014, General Fund Vouchers totaling \$175,178.82 and Reserve Fund Vouchers totaling \$9,278.64.

IX. EXECUTIVE SESSION

At 1840 hours the Board moved into Executive Session to discuss the performance of a public employee pursuant to RCW 42.30.110 (1) (g) until 1850 hours. At 1850 hours, the Board returned to Regular Session.

ADJORNMENT

The meeting was adjourned at 1851 hours.

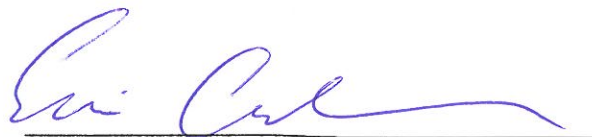
NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 18, 2014.

Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS



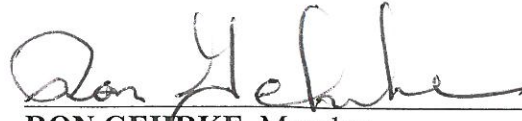
ERIC ADMAN, Chair



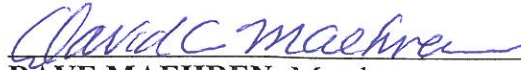
KAE PETERSON, Member



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 February 18, 2014