



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

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

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### MINUTES

April 15, 2014

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The April 15, 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 181<sup>st</sup> 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 Kae Peterson, Ron Gehrke, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

#### II. BADGE PINNING CEREMONY

Chief Torpin welcomed and thanked everyone for attending the badge pinning ceremony for Captain Mitch Sauer and Battalion Chief Eric Magnuson.

Chief Torpin then recognized Captain Sauer and Battalion Chief Magnuson 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 Captain Sauer and Battalion Chief Magnuson on their promotion.

#### III. APPROVAL OF THE AGENDA

Chief Torpin requested a discussion on a Fire Benefit Charge (FBC) appeal be added to the agenda. The request was approved and moved to item 5.4 on the agenda.

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

#### IV. PUBLIC COMMENT

None.

## V. INFORMATION/DISCUSSION ITEMS

### 5.1 Joint Meeting Debriefing

Commissioner Armanini led a discussion regarding the joint meetings with the Kenmore City Counsel and Lake Forest Park City Counsel. A general discussion ensued regarding the following topics:

- Basic overview of each of the joint meetings
- Emergency Preparedness
- Emergency Operations Center (EOC)
- Regional Fire Authority (RFA)
- Future joint meetings

### 5.2 RFA Planning Committee

Commissioner Maehren provided a brief report on the topics discussed at the last Regional Fire Authority Planning Committee meeting, which included; the rules and mission of the Regional Fire Authority Planning Committee, use of legal counsel and an update on the progress made by the consultants (ESCi). The next scheduled Regional Fire Authority Planning Committee meeting is scheduled for Thursday May 1, 2014.

Further information on the Regional Fire Authority including meeting minutes and meeting times and locations can be found at [www.northshorefire.com](http://www.northshorefire.com).

Chief Torpin indicated work has been initiated on development of a list of citizens to invite to the facilitated focus group meeting. ESCi recommends the group be 20-30 individuals representing a diverse cross-section of the citizens of Kenmore and Lake Forest Park. A discussion ensued regarding the invitations. Following the discussion, it was decided that the Commissioners should send potential names to Chief Torpin, and he will compile a list and send the invitations.

### 5.3 Commissioners Report

None

### 5.4 Fire Benefit Charge Appeal

Chief Torpin reported that a Fire Benefit Charge (FBC) appeal was received requesting a fire sprinkler discount adjustment for the 2014 tax year. Chief Torpin indicated that only one building on the property has a

sprinkler system, but the building is not receiving the fire sprinkler discount. A discussion ensued regarding the request and the adopted FBC appeal process. Following the discussion the Board approved the requested adjustment of the 2014 FBC, provided the county is able to make the change for the 2014 tax year.

5.5 Records Request

Chief Torpin reported that the Department had received two records requests regarding information related to the Regional Fire Authority planning process. The request included any communication that the Board may have had with ESCi. Chief Torpin inquired if any Commissioners had sent or received email correspondence with ESCi. Chief Torpin also inquired whether any of the Board members had taken any notes during Regional Fire Authority Planning Committee meetings. The Commissioners indicated that no notes had been taken and there had been no direct correspondence with ESCi.

**VI. ACTION ITEMS**

6.1 Approval of Special Meeting Minutes

Commissioner Adman moved the adoption of the Regional Fire Authority (RFA) approved meeting minutes of February 6, 2014, and March 6, 2014, as the official minutes for our Special Meetings on the same dates. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 0. Commissioner Gehrke stated that he abstained for the vote, as he was not at the meetings.

**VII. FIRE CHIEF'S REPORT**

7.1 Questions/Additions

Chief Torpin had no additional items to add to the written Chief's report.

Commissioner Gehrke inquired about the recent Battalion Chief Staff day. Chief Torpin provided an overview of the items covered during the staff day.

**VIII. CONSENT CALENDAR**

8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Armanini, seconded by Commissioner Peterson, the consent calendar was approved with a vote of 4 to 1, with Commissioner Maehren abstaining as he did not approve the Capital Fund voucher for Oles-Morrison. The consent calendar consisted of the regular

meeting minutes of April 1, 2014, General Fund Vouchers totaling \$75,795.38, Reserve Fund Vouchers totaling \$40,361.62, Capital Fund Vouchers totaling \$1,634,854.33 and Donation Fund Voucher totaling \$2,935.75.

**IX. EXECUTIVE SESSION**

At 1830 hours, the Board moved into Executive Session to discuss potential litigation, labor negotiations and property disposition with legal counsel pursuant to RCW 42.30.110(1)(i), RCW 42.30.140(4) and RCW 42.30.110(1)(c) until 1845 hours. At 1845 hours, the Board extended the executive session until 1847 hours. At 1847 hours, the Board returned to Regular Session.

**ADJORNMENT**

The meeting was adjourned at 1848 hours.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for May 6, 2014.

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**

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ERIC ADMAN, Chair



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KAE PETERSON, Member



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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 May 6, 2014



## Northshore Fire Department

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

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### Board of Commissioners Regular Meeting Agenda

Tuesday, April 15, 2014

5:00PM

- I. Open Meeting
- II. Badge Pinning Ceremony
- III. Public Comment
- IV. Information/Discussion Item
  1. Joint Meeting Debriefing—Commissioner Armanini
  2. RFA Planning Committee—Commissioner Maehren
  3. Commissioner's Report
- V. Action Items
  1. Approval of Special Meeting Minutes
    - i. February 6, 2014
    - ii. March 6, 2014
- VI. Fire Chief's Report
- VII. Consent Calendar
  1. Meeting Minutes from April 1, 2014
  2. Vouchers
- VIII. Executive Session
  1. Labor Negotiations
  2. Potential Litigation
  3. Property Disposition
- IX. Adjournment

Next Regular Meeting: May 6, 2014

**Fire Chief's Report**  
Submitted by Chief Torpin  
April 15, 2014

**Administration/Financial:**

- Chief Torpin attended the "Light a Fire for Learning Luncheon." The event is the Northshore School District Foundation's annual fundraiser event.
- FS McDaniel and Chief Torpin continue work on the 2013 Annual Financial Report. The report will be provided along with the first quarter 2014 financial report at the first meeting in May. The annual report will be filed with the State Auditor after acceptance by the Board.
- Data requested by ESCI for their Regional Fire Authority study has been provided. Meetings with ESCI consultants will begin on April 14, 2014, starting with Human Resources, Labor and fleet and facility tours.
- Chief Torpin has been appointed as Vice Chair of the Norcom Governing Board.

**Human Resources:**

- HR Administrator Moore worked with WCIF to get a one-page flyer put together regarding our prescription (Rx) drug benefit through our medical plan. This was emailed out to staff as an FYI. It includes general information about the Rx benefit and Group Health Pharmacy contact information.
- HR Administrator Moore updated the flyer for the Bicycle Helmet Program.
- Invitations have been sent to our benefit vendors for our 2nd Annual Benefit Fair. This year the event will be held on 10/15/14 and will be open to both employees and their spouses/partners again.
- Anti-Harassment training for supervisors was conducted at the recent Officer's Meeting. Training for employees will be provided over the next 45 days.
- HR Administrator Moore continued work promoting the WCIF wellness & incentive program. Information has been mailed to employees & spouses and emailed to all NFD accounts. HR Administrator Moore is also meeting in-person with each shift and stations to discuss the program information provided and answer any questions employees may have.

**Operations:**

- Chief Torpin conducted an all-day Battalion Chief Staff Day. All officers attended the first half of the meeting.
- Reserve Engine 52 is out of service due to a failed camshaft. Northshore Utility has ordered parts and should have the repairs done by the end of the week.
- Repairs were made to Station 57 bay doors. The door's lift assist springs were starting to fail. A decision was made to proactively replace the others to avoid further sudden failures. While the spring work was being performed, photo-electric eyes and timers were added to the doors to bring safety and security levels up to code

**Training:**

- Captain Sauer has started his two year assignment in the Training Division.

- For further information see the April training bulletin.

**Fire Prevention:**

- FI FM LaFlam along with BC Taggart participated in an “active shooter” lockdown drill at Kenmore Junior High.
- FM LaFlam was the featured speaker at the April meeting of the northwest chapter of the National Fire Sprinkler Association.
- FI Booth completed the presentations of the fire safety program for the first grade classes.
- FM LaFlam was selected to serve as the fire service representative for the International Residential Code Technical Advisory Group (IRC TAG) of the Washington State Building Code Council (SBCC). The IRC TAG reviews proposed code amendments and the nationally published IRC and makes recommendations to the full SBCC.