



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

May 20, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The May 20, 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 Vice Chair, Carolyn Armanini, called the meeting to order at 1700 hours. Persons in attendance, in addition to the Vice Chair, were Commissioners Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Eric Adman was absent.

II. APPROVAL OF THE 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.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 New Training Requirements

Legal Counsel Kinnon Williams reported on new training requirements for all elected officials that must be completed within 90 days from July 1, 2014. A discussion ensued regarding the training materials, completion records and timeframe. Secretary McDaniel will send the training material links to the Board.

4.2 Lyon Creek Flood Mitigation

Legal Counsel Kinnon Williams provided a brief report on the City of Lake Forest Park's participation in a flood mitigation project. There is approximately a 200 square foot piece of the property at Station 57 that is required for the flood mitigation project as designed. A brief discussion ensued regarding the timeframe, costs and location of the property.

4.3 Sale of Surplussed Property

Legal Counsel Kinnon Williams indicated that the old station property has not closed and the buyers are requesting an extension to the purchase and sale agreement. A discussion ensued regarding the money in escrow, closing timeline and extension request.

4.4 RFA Planning Committee

Commissioner Maehren reported that the next scheduled Regional Fire Authority Planning Committee meeting is on May 27, and ESCi will be presenting the first draft of the current condition data collection. A follow up meeting to discuss the results of the citizen focus groups is scheduled for June 5.

Further information on the Regional Fire Authority, including meeting minutes and meeting times and locations, can be found at www.northshorefire.com

4.5 Commissioners Report

Commissioner Maehren reported he was appointed to the Pedestrian and Bicycle Safety Committee for the City of Kenmore.

Action: Secretary McDaniel will send the new training requirements and material links to the Board.

V. **ACTION ITEMS**
None

VI. CONSENT CALENDAR

7.1 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 May 6, 2014, special meeting minutes of May 12, 2014, General Fund Vouchers totaling \$114,767.16, Reserve Fund Vouchers totaling \$2,461.23, Capital Fund Voucher totaling \$2,075.00.

Following the approval of the consent calendar the Board moved into a recess from 1735 hours until 1740 hours.

VII. EXECUTIVE SESSION

At 1740 hours, the Board moved into Executive Session to discuss property disposition with legal counsel pursuant to RCW 42.30.110 (c) until 1755 hours. At 1755 hours, the Board extended the executive session until 1805 hours. At 1805 hours, the Board returned to Regular Session.

Following the return to regular session Commissioner Peterson moved to authorize Vice Chair Carolyn Armanini to execute an amendment to the purchase and sale agreement extending the closing date through May 30, for an increase in the purchase price of \$5,000. If the sale does not close by May 30, the purchase price will increase another \$10,000 for a total of \$15,000 until June 3, 2014. If the sale is not final and closed by June 3, the final extension will be June 13, 2014 with an additional increase in the purchase price of \$20,000 for a total increase of \$35,000. This offer must be accepted and executed no later than 10:00 am on May 22, 2014. Commissioner Gehrke seconded the motion, which passed 4 to 0.

ADJORNMENT

The meeting was adjourned at 1807 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for June 3, 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 June 3, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, May 20, 2014

5:00PM

I. Open Meeting

II. Approval of the Agenda

III. Public Comment

IV. Information/Discussion Item

- 4.1 New Training Requirements—Legal Counsel Williams
- 4.2 Lyon Creek Flood Mitigation—Legal Counsel Williams
- 4.3 RFA Planning Committee—Commissioner Maehren
- 4.4 Commissioner's Report

V. Action Items

- 5.1

VI. Consent Calendar

- 6.1 Meeting Minutes from May 6, 2014
- 6.2 Special Meeting Minutes from May 12, 2014
- 6.2 Vouchers

VII. Adjournment

Next Regular Meeting: June 3, 2014

Fire Chief's Report

Submitted by Chief Torpin
May 20, 2014

Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chiefs Meeting.
- Finance Specialist McDaniel attended the annual Washington Fire Administrative Support conference. The topics covered at the conference were ethics, fire service challenges, succession planning, budget and finance.
- Finance Specialist McDaniel sent the 2013 Annual Financial Report to the State Auditor's Office, Standard and Poor's and Electronic Municipal Market Access (EMMA).
- Chief Torpin continued work on securing participants for the Northshore Focus Group.

Human Resources:

- HR Administrator Moore provided the second of four Anti-Harassment training for employees.
- Chief Torpin and HR Administrator Moore attended AWC Labor Relations Institute.
- WCIF wellness program update:
 - Online wellness portal is now available to participants to complete additional wellness program points. Log-in information was emailed to staff on May 12th.
 - As of May 12th, 25 participants have signed up for our on-site biometric screening date, participant count includes spouses.
 - Wellness grant initiative: Raffle has begun for benefit eligible employees who complete all 4 points* of WCIF's Wellness program by September 15th.

Operations:

- Chief Torpin attended a Zone 1 Operations Chiefs Meeting.
- April response statistics:

Incident Type	#	%	Avg Resp Time	Sta 51	Sta 57	Fire Department	Aid Provided	Aid Received
EMS	215	77.6%	0:05:35	140	75	Shoreline	30	14
Good Intent	30	10.8%	0:09:29	15	15	Bothell	13	2
Fire	2	0.7%	0:05:58	2	0	Kirkland	3	1
False	19	6.9%	0:05:38	16	3	Woodinville	1	0
Pub Assist	7	2.5%	0:05:32	4	3	Total	47	17
HazMat	2	0.7%	0:07:53	0	2	Emergency Response AVG turnout Time		
Other	1	0.4%	0:00:00	1	0	EMS	1:17	
Rupt/Exp	1	0.4%	0:06:44	1	0	Fire Suppression	2:24	
Grand Total	277	100.0%	0:05:41	179	98			

Training:

- May Training Bulletin completed.
- This year's DUI Drill on May 2nd at Inglemoor was coordinated by Katie Hodneland. Katie made the arrangements and handled the logistics of presenting this impressive demonstration once again to the students of Inglemoor. Lt. Steve Loutsis is to be commended for his outstanding narration of the event.
- The majority of Training's time over the past two weeks has been dedicated to the delivery of the Mayday/RIC multi-agency training. We are providing the principle instruction to all of our East Metro partners.
- Attended weekly East Metro Training meetings.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

Fire Prevention:

- FI Booth taught a CPR class for local residents at Station 51.
- FM LaFlam attended, and made a presentation at, a one-day home fire sprinkler summit in Denver. The summit was coordinated by the National Fire Protection Association and brought together fire sprinkler advocates from across the U.S. and Canada.
- FI Booth attended four-day basic fire investigation class at the Northwest Fire Investigators conference in Leavenworth.