



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

September 2, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The September 2, 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 Carolyn Armanini and Ron Gehrke. Also present were Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Maehren arrived at 1712 hours and Commissioner Kae Peterson was absent.

II. APPROVAL OF THE AGENDA

Commissioner Armanini moved to approve the agenda as presented. Commissioner Gehrke seconded the motion and it passed with a vote of 3 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Salary Survey for Fire Chief Position

Commissioner Armanini indicated that the Fire Chief position was not included in the recent Administrative salary survey. A brief discussion ensued regarding the need to perform a salary survey for the fire chief position. Following the discussion Commissioner Armanini moved to have Human Resource Specialist Shannon Moore complete a salary survey for the Fire Chief position by October 21. The motion was seconded by Commissioner Gehrke and passed with a vote of 3 to 0. The Board requested that Human Resource Specialist Moore provide an overview of the salary survey process and potential comps for the Fire Chief's position at the next regularly scheduled meeting of September 16.

4.2 Change of Credit Card Vendor

Finance Specialist Andrea McDaniel provided a brief report on recent and past issues with the Departments current credit card vendor and indicated the Department would be changing to a new vendor next month.

4.3 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 Adman labor and organization
Commission Armanini finance

The next Regional Fire Authority Planning Committee meeting is scheduled for September 4.

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

4.3 Commissioner's Report

Commissioner Armanini reported on the Station 57 Open House, which was well attended and a great success.

Commissioner Maehren reported that the Kenmore Bicycle Safety Committee would be making a presentation at the City of Kenmore Counsel meeting on September 8.

Commissioner Adman indicated that he will be absent from the regularly scheduled meeting of October 7.

V. ACTION ITEMS

None

VI. CONSENT CALENDAR

6.1 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 August 19, 2014 and General Fund Vouchers totaling \$107,285.21, Capital Fund Voucher totaling \$5,880.15, Reserve Fund Voucher totaling \$846.14, EFT 8/31/14

(Payroll) totaling \$309,287.06, EFT 8/31/14 (457) totaling \$6,967.79, EFT 8/31/14 (DRS) totaling \$63,887.76 and EFT 8/31/14 (IRS) totaling \$64,201.46.

VII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1747 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 16, 2014.

Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

KAE PETERSON, Member



CAROLYN ARMANINI, Member



RON GEHRKE, Member

Dave Maehren

DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners September 16, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, September 2, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Salary Survey for Fire Chief Position – Commissioner Armanini
 - 4.2 Change of Credit Card Vendor – Finance Specialist McDaniel
 - 4.3 RFA Planning Process Reports—Commissioner Maehren
 - 4.4 Commissioner’s Report
- V. **Action Items**
- VI. **Consent Calendar**
 - 6.1 Vouchers
 - 6.2 Meeting Minutes of August 19, 2014
- VII. **Executive Session**
- VIII. **Adjournment**

Next Regular Meeting: September 16, 2014