



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

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

BUSINESS (425) 354-1780

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### MINUTES

October 21, 2014

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The October 21, 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 1800 hours. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

#### II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of action item 5.1 approval of Resolution 14-06 – Resolution Calling for the Redemption of a Portion of the Outstanding 2009 Unlimited Tax General Obligation Bonds. Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Salary Survey for Fire Chief Position

HR Administrator Moore provided an overview of the results for the salary survey completed for the Fire Chief position. A discussion ensued regarding the comparables used, process and next steps. HR Administrator Moore offered to meet with individual Commissioner if they have any further questions or would like to review the data used.

4.2 G.O. Bond Redemption Update

Chief Torpin provided the Board with an update of the bond redemption process. A discussion ensued regarding the process, early redemption analysis, notice of redemption and Resolution 14-06. Following the discussion the Board moved to item 5.1 on the agenda.

Commissioner Peterson arrived at 18:25 hours.

**V. ACTION ITEM**

5.1 Approval of Resolution 14-06 – Resolution Calling for the Redemption of a Portion of the Outstanding 2009 Unlimited Tax General Obligation Bonds

Commissioner Maehren moved to approve Resolution 14-06 – Resolution Calling for the Redemption of a Portion of the Outstanding 2009 Unlimited Tax General Obligation Bonds. Commissioner Armanini seconded the motion and it passed with a vote of 5 to 0.

Following approval of Resolution 14-06, the Board returned to Information/Discussion item 4.3 on the agenda.

**IV. INFORMATION/DISCUSSION ITEM**

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 Armanini - Finance  
Commissioner Adman - Labor and Organization

The next Regional Fire Authority Planning Committee meeting is scheduled for November 6.

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

4.4 Commissioners Report

Commissioner Armanini reported that she has received an influx of spam and junk emails to her department email. A brief discussion ensued.

Commissioner Maehren thanked the Administrative Staff for setting up an account for the Department with next door. A brief discussion ensued regarding the website site and postings.

Commissioner Peterson and Commissioner Adman indicated that they would not be able to attend the November 18, meeting.

## **VI. FIRE CHIEF'S REPORT**

Chief Torpin inquired if there were any questions on the written report.

Commissioner Adman inquired about the RFA financial model meeting the Chief recently attended. Chief Torpin provided an overview of the meeting with staff from the other participating agencies. The Chief reported that Mr. Cushman is waiting for some additional data and will be finalizing the financial modeling for the proposed RFA.

Commissioner Peterson inquired about the safety precautions the Department is using regarding Ebola. Chief Torpin indicated that Dispatch is screening all calls and the crews will be receiving training from King County EMS, which will follow the CDC rules and processes.

Commissioner Maehren inquired about the attendance at the annual benefit fair. Chief Torpin provided a brief overview of the benefit fair.

Commissioner Maehren inquired about the meeting Fire Marshal LaFlam attended with the City of Kenmore regarding the Spencer 68 project. Chief Torpin provided an overview of the Fire Marshal's level of involvement on new construction projects.

## **VII. CONSENT CALENDAR**

### **7.1 Approval of Minutes, Vouchers and Resolutions**

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of September 16, 2014, General Fund Vouchers totaling \$116,326.57, Reserve Fund Vouchers totaling \$20,137.51.

## **VIII. PUBLIC HEARING – BENEFIT CHARGE, PROPERTY TAX LEVY AND OTHER REVENUE SOURCES**

At 1900 hours, the Chair opened the Benefit Charge (BC) and Revenue Source Hearing pursuant to RCW 84.52.120 and 52.18.060. Following the opening of the hearing by Commissioner Adman, Fire Chief Torpin provided an overview of the hearing process and updated schedule.

8.1 Financial Overview of the Fire District

Chief Torpin reported on the year-to-date financial activities and the projected revenue and expenses for 2014.

8.2 Presentation of the 2015 Draft Budget

Chief Torpin presented the draft 2015 budget and went over any areas of significant change. A brief discussion ensued regarding the proposed increase to the budget.

8.3 Staff Recommendation

Chief Torpin recommended that the Board set the Benefit Charge (BC) at an amount not to exceed \$2,650,000.

8.4 Public Comments

Kenmore resident Mr. Spiger inquired about sprinkler systems in new construction, what fraction of the budget is for EMS services vs. fire, and the total call volume. The Board and Fire Chief Torpin answered Mr. Spiger's questions and thanked him for attending the hearing.

8.5 Conclusion

Commissioner Armanini moved to continue the public hearing and public comment to the next regularly scheduled meeting on November 4, 2014. Commissioner Maehren made a friendly amendment to have the public hearing portion of the meeting begin at 1800 hours. Commissioner Armanini accepted the friendly amendment. The Chair then called for a vote on the motion and it passed with a vote of 5 to 0.

**IX. EXECUTIVE SESSION**

At 2015 hours, the Board moved into Executive Session to discuss labor negotiations with legal counsel pursuant to RCW 42.30.110 (g) until 2020 hours. At 2020 hours, the Board extended the executive session until 2025 hours. At 2025 hours, the Board returned to Regular Session.

**ADJORNMENT**

The meeting was adjourned at 2026 hours.

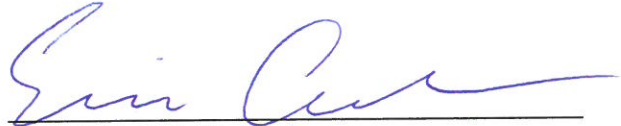
**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for November 4, 2014.

Attachments

Agenda  
Fire Chief's Report  
2014 Fire Chief's Salary Survey - Results

**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 November 4, 2014



**Northshore Fire Department**  
Headquarters Station, 7220 NE 181<sup>st</sup> Street, Kenmore, WA

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**Board of Commissioners Regular Meeting Agenda**

Tuesday, October 21, 2014

6:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 Salary Survey for Fire Chief Position – HR Administrator Moore
  - 4.2 G. O. Bond Redemption Update – Chief Torpin
  - 4.3 RFA Planning Process Reports—Commissioner Maehren
  - 4.4 Commissioner’s Report
- V. **Fire Chief’s Report**
- VI. **Consent Calendar**
  - 6.1 Vouchers
  - 6.2 Meeting Minutes of October 7, 2014
- VII. **(7:00 pm) Public Hearing – Benefit Charge, Property Tax Levy and Other Revenue Sources**
  - 7.1 Financial Overview of the Fire District
  - 7.2 Presentation of the 2015 Draft Budget
  - 7.3 Staff Recommendation - Establishing 2015 Tax Levy and Benefit Charge
  - 7.4 Public Comments
  - 7.5 Conclusion – Adoption of Revenue Source Resolutions or continue the hearing to a later date
- VIII. **Executive Session**
  - 8.1 Labor Negotiations
- IX. **Adjournment**

**Next Regular Meeting: November 4, 2014**

# **Fire Chief's Report**

Submitted by Chief Torpin  
October 21, 2014

## **Administration/Financial:**

- Chief Torpin attended the October Zone1 Fire Chiefs meeting.
- Chief Torpin attended the October Norcom Governing Board meeting.
- Chief Torpin requested a market analysis of the value of the Station 54 property in preparation of future Board discussions. The market analysis will provide a ball park estimate of the property's value without the expense of a full appraisal.
- Chief Torpin conducted a phone conference with Susan Musselman, from Public Finance Management (FPM) to discuss the bond redemption, issues related to a potential transfer of the bond debt and services that may be available for creating a trust fund for LEOFF1 liability. Ms. Musselman was directed to initiate steps required to redeem the entire balance of the 2028 GO Bonds. Background information was provided regarding transfer of bond debt. FPM will follow-up with a proposal for the LEOFF1 trust account.
- Chief Torpin met with representatives from Bothell and Woodinville Fire Department to discuss the RFA Financial model.
- AS Scaggs created a step by step guide for citizens who want to calculate their parcel's square footage, in anticipation of the upcoming Fire Benefit Charge. This can be found under Fire Benefit Charge section of the website.
- AS Scaggs acted as photographer and videographer for the Active Shooter Exercise at Lake Forest Park Elementary on September 29. The video has been edited together for training and exercise evaluation purposes.
- AS Scaggs completed FEMA's "Public Information Officer Awareness" independent study course.
- AS Scaggs began the process of registering Northshore Fire Department on the neighborhood-based social media site "Next Door."
- FS McDaniel assisted the State Auditor with their 2012-2013 Financial Audit.

## **Human Resources:**

- HR Administrator Moore met with all employees to review 2015 benefit plans, updates, and open enrollment details.
- Make-up flu shots/TB testing with AMR were provided for employees who missed the previous dates.
- The annual Benefits Fair was held for all employees. Representatives included:
  - Randall and Hurley – 457 retirement plan
  - DRS (Department of Retirement Systems) – LEOFF/PERS/DCP
  - DiMartino & Associates (Long-term Disability (LTD), MERP, and Life Insurance)
  - Group Health / WCIF
  - Delta Dental
  - Willamette Dental
  - The Standard (Life Insurance & LTD)
  - Magellan Health Services (EAP)
  - Flex-Plan Services (HRA)



- DRS Representative met 1:1 with employees to discuss their PERS/LEOFF/DCP questions.
- HR Administrator Moore attended the Wellspring EAP HR Forum: Understanding Cultural Competence in the Workplace
- HR Administrator Moore attended the Safety Committee Meeting. As part of the meeting, we discussed the desire for the District to take part in the “International First Responder Seat Belt Pledge.” If 100% of our staff volunteers to “take the pledge” (stating their dedication to always wearing their seat belt), the District will be added to the list of internationally recognized fire departments who are “Setting an Example for First Responders Everywhere.” AS Scaggs is helping me with this project and collecting pledge forms.
- HR Administrator Moore completed a Fire Chief Salary Survey – see enclosed memo and summary results.
- HR Administrator Moore and Chief Torpin met with the labor group for a monthly labor/management meeting.

### **Operations:**

- Chief Torpin conducted an officers meeting with all officers in the morning and Battalion Chiefs all day.

### **Training:**

- Mark Musch and Mitch Sauer have been tasked with the planning, set up, and direction for November’s Live-fire training for East Metro. We have been working on the logistics, props, pre-drill instructional videos, and a lesson plan for battalion chiefs to deliver to their crews prior to the training. The emphasis will be on ventilation-limited fires along with skills stations for firefighter rescue, ladder tips and tricks, and hose management in tight spaces.
- An SCBA confidence/obstacle course was constructed in the tower on the first floor for crews to practice their search skills.
- Training Thursdays continues with good review. The focus of the drills are on improving fundamental skills and working with other agencies.
- Training staff attended weekly East Metro Training meetings.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

### **Fire Prevention:**

- Chief Torpin was contacted by a Lake Forest Park resident who is a former Northshore CERT trainee. He was thinking about organizing a seminar in Lake Forest Park regarding emergency preparedness in coordination with LFP PD. Northshore’s resources were offered, more to follow on this topic.
- FI Booth completed the scheduling of the fire safety presentations for the kindergarten and third grade classes. She has also begun to make presentations to the kindergarten classes.
- FM LaFlam has been working closely with the Building Official and Planning Department on the upcoming Southern Gateway project on the former site of the Elks Club.



- FI Booth attended a Zone 1 fire investigators meeting and had an opportunity for valuable training by assisting Mercer Island with a fire investigation at a single-family residence.
- FM LaFlam worked with the Kenmore Building Official on a proposal by the architect of the Spencer 68 project to utilize an “alternative methods and materials” process for Buildings C and D at the project.



# NORTHSHORE FIRE DEPARTMENT

“Dedicated to Community Service”

## MEMORANDUM

DATE: October 21, 2014

TO: Board of Commissioners

FROM: Shannon Moore, HR Administrator

RE: 2014 Fire Chief Salary Survey – Results

The purpose of this memo is to summarize the results of the requested salary survey that was performed for the District’s Fire Chief Position.

- The following base wage data was gathered from Association of WA Cities (AWC)’s 2014 Salary & Benefit Survey (survey position description referenced below):

AWC Wage Information		Formal Salary Range		
Job Title	Data Type	Low	Avg MidPt	High
650 - Fire Chief	All Jurisdiction Types	\$ 8,438.11		\$ 10,531.00
	Cities (30k-49,999k)	\$ 8,359.88		\$ 10,548.00
	King Co.	\$ 9,806.00		\$ 13,242.00
	Snohomish Co.	\$ 8,808.75		\$ 11,473.00
NFD Fire Chief current rate:		<i>Flat rate; no addtl pay</i>		\$ 12,400.32

AWC	
<b>FIRE CHIEF</b>	<b>Job Code 650</b>
Plans, organizes, directs and controls the functions of the fire department. Develops and implements programs to protect life and property through fire suppression, fire prevention and emergency medical services.	
<b>Guide for Matching:</b>	
1	Typically reports to the chief administrative officer.
2	Report only full-time chiefs who supervise full-time firefighters, not just volunteers or part-time firefighters.
3	In smaller cities, may be a paid chief who supervises a volunteer department.

- Compensation data was also collected from local fire protection agencies which were used in the previous salary review of other District non-represented positions.

Comparable jurisdictions included: City of Bothell, Burien/Normandy Park Fire Department, City of Lynnwood, City of Mercer Island, City of Tukwila, Duvall Fire, (Shoreline Fire Department), Maple Valley Fire, Lake Stevens Fire, and Woodinville Fire & Rescue.

Of the ten (10) comparable jurisdictions:

- City of the Lynnwood was the only organization in which there was no employment contract for the Fire Chief position.
- Seven (7) currently implement a “flat rate” for base wage pay structure; Three (3) implement “steps” for a wage scale; and one (1) has a “salary range” salary structure.
- Majority of the organizations also provided a uniform, department vehicle, and cell phone allowance (not referenced in summarized results).

Attached you will find:

- Average wage data of the department information requested; and
- Summarized results for each comparable department’s salary minimum/maximum for both the position’s base wage and base wage+ additional compensation (if applicable).

Chief Torpin also requested a salary review be performed for a potential Deputy Chief position in addition to the Board requested review of the Fire Chief’s salary. I have attached the summary results of the Fire Chief and Deputy Chief positions for your reference.

2014 SALARY SURVEY - SUMMARY: NFD - FIRE CHIEF

AWC Wage Information		Formal Salary Range		
Job Title	Data Type	Low	Avg MidPt	High
650 - Fire Chief	All Jurisdiction Types	\$ 8,438.11		\$ 10,531.00
	Cities (30k-49,999k)	\$ 8,359.88		\$ 10,548.00
	King Co.	\$ 9,806.00		\$ 13,242.00
	Snohomish Co.	\$ 8,808.75		\$ 11,473.00
NFD Fire Chief current rate:		Flat rate; no addtl pay		\$ 12,400.32

Dept. Information Request:	Base wage		Base+addtl comp
	Min	Max	Max
Average:	\$ 10,036.82	\$ 12,876.00	
Comparables (Avg):	\$ 10,259.42	\$ 12,863.99	\$ 13,307.93
Comparables w/o Shoreline (Avg):		\$ 12,782.21	\$ 13,271.42
Comparables (Avg) - with NFD:		\$ 12,821.84	\$ 13,217.17
Comparables (Avg) - with NFD & w/o Shoreline:		\$ 12,744.02	\$ 13,174.63

City of Bothell	
Min	Max
\$ 10,325.00	\$ 13,128.00
Base + addtl comp:	\$ 13,128.00
Steps; no addtl pay	

Burien/NP Fire Dept.	
Min	Max
	\$ 13,227.38
Base + addtl comp:	\$14,153.30*
Flat rate; longevity, retirement plan contribution, + 10 additional hrs pay or 10 hrs comp time (EE choice)	

City of Lynnwood	
Min	Max
\$ 9,659.00	\$ 12,222.00
Base + addtl comp:	?
7 Steps; Longevity, educ, DC, OT, +10 admin leave days	

\*base+longevity (does not include 10 hrs or DC)

City of Mercer Is.	
Min	Max
	\$ 12,963.00
Base + addtl comp:	\$ 14,377.08
Flat rate; 6.73% of base wage for DC plus DC \$6,500 per year	

City of Tukwila	
Min	Max
\$ 9,387.00	\$ 12,208.00
Base + addtl comp:	\$12,408*
Steps; Longevity (pos. vacant)	

Duvall	
Min	Max
	\$ 12,500.00
Base + addtl comp:	\$12,675*
Flat rate; DC match up to \$175 monthly	

\*base+ \$872.41 (6.73%) DC + \$541.67 DC (\$6,500/12)

\*base+long for former FC

\*base+\$175 DC match

Shoreline FD	
Min	Max
	\$ 13,600.00
Base + addtl comp:	\$13,600*
Flat rate; DC match up to 50%	

Maple Valley Fire	
Min	Max
	\$ 12,892.50
Base + addtl comp:	\$ 12,892.50
Flat rate; no addtl pay	

Lake Stevens Fire	
Min	Max
	\$ 12,565.68
Base + addtl comp:	\$12,954.17*
Flat rate; Longevity, Educ, DC match up to \$2400 annually	

\*Does not include DC match

\*base+longevity+educ+\$200 DC (\$2,400/12)

Woodinville F&R	
Min	Max
\$ 11,666.67	\$ 13,333.33
Base + addtl comp:	\$13,608.33*
Range; DC (\$3,300/year)	

Northshore Fire Dept.	
Min	Max
	\$12,400.32
Base + addtl comp:	\$ 12,400.32
Flat rate; no addtl pay	

\*base+\$275 DC (3300/12)

DC = Deferred Comp

2014 SALARY SURVEY - SUMMARY: NFD - DEPUTY CHIEF

AWC Wage Information		Formal Salary Range		
Job Title	Data Type	Low	Avg MidPt	High
359 - Deputy Chief	All Jurisdiction Types	\$ 7,325.00		\$ 10,255.00
	Cities (30k-49,999k)	\$ 7,777.17		\$ 9,608.00
	King Co.	\$ 9,154.71		\$ 12,027.00
	Snohomish Co.	\$ 7,689.00		\$ 9,986.00
NFD Deputy Chief current rate:		eligible for longevity & COLA		

Dept. Information Request:	Base wage		Base+addtl comp
	Min	Max	Max
Average:	\$ 8,712.49	\$ 11,276.17	
Comparables (Avg):	\$ 8,786.33	\$ 11,345.99	\$ 11,628.68
Comparables w/o Shoreline (Avg):		\$ 11,179.12	\$ 11,460.35

City of Bothell	
Min	Max
\$ 9,354.00	\$ 11,893.00
Base + addtl comp:	\$ 11,893.00
Steps; no addtl pay	

Burien/NP Fire Dept.	
Min	Max
N/A	
Base + addtl comp:	
No Deputy Chief	

City of Lynnwood	
Min	Max
\$ 8,594.00	\$ 10,873.00
Base + addtl comp:	?
7 Steps; Longevity, educ, DC, OT, +10 admin leave days	

City of Mercer Is.	
Min	Max
\$	11,263.00
Base + addtl comp:	\$12,021*
Flat rate; 6.73% of base wage for DC	

City of Tukwila	
Min	Max
\$ 8,411.00	\$ 10,710.00
Base + addtl comp:	\$10,885*
Steps; Longevity	

Duvall	
Min	Max
	\$ 11,250.00
Base + addtl comp:	\$11,425*
Flat rate; DC match up to \$175 monthly	

\*Base+ \$758 (6.73% of base) DC

\*Base+longevity

\*Base+\$175 DC

Shoreline FD	
Min	Max
\$	12,597.00
Base + addtl comp:	\$12,597*
Flat rate; DC match up to 50%	

\*Does not include DC match

Maple Valley Fire	
Min	Max
	\$ 11,270.36
Base + addtl comp:	\$ 11,270.36
Flat rate; no addtl pay	

Lake Stevens Fire	
Min	Max
	\$ 10,280.75
Base + addtl comp:	\$10,686.34*
Flat rate; Longevity, Educ, DC up to \$24000 annually	

\*Base+longevity+educ+ \$200 DC (\$2,400/12)

Woodinville F&R	
Min	Max
\$	11,976.76
Base + addtl comp:	\$12,251.76*
Flat rate; DC	

\*Base+\$275 DC (\$3,300/12)

"Salary max noted is current salary of DC of Admin. A new DC of Ops would likely start at a lower rate."

DC = Deferred Comp