



# KING COUNTY FIRE PROTECTION DISTRICT NO. 16

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

BUSINESS (425) 354-1780 FAX (425) 354-1781

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## MINUTES

November 4, 2014

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The November 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 181<sup>st</sup> 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, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Kae Peterson was absent.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren requested the addition of a discussion on the 2015 budget. The request was unanimously approved and moved to item 7.2 on the agenda.

Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded the motion which passed with a vote of 4 to 0.

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 3<sup>rd</sup> Quarter Financial Report

Chief Torpin provided an overview of the 3<sup>rd</sup> Quarter Financial Report.

##### 4.2 G.O. Bond Redemption Update

Chief Torpin reported that the funds necessary to complete the redemption of the 2028 maturing bonds have been transferred to the G. O. Bond Fund and that the redemption notification has been filed with EMMA (Electronic Municipal Market Access). The District is waiting to receive final direction for the transfer of funds to the bond holders.

4.3 Reserve Fund Policies

Chief Torpin provided an overview of the proposed reserve fund policy, which included changing the minimum balance in the general fund from 25% to 20% of the operating budget. A discussion ensued regarding the proposed change and other elements of the current reserve fund policies.

Chief Torpin stated that he is researching an option for a benefit trust for the LEOFF I medical liability and will report back once he has received a proposal from Public Finance Management (PFM).

4.4 Recognizing and Memorializing Former Employees

Commissioner Maehren proposed that a policy be created for recognizing and memorializing former employees. Following a discussion of the various options to be considered, the Board directed Secretary McDaniel to research how other departments recognize/memorialize their former employees. McDaniel is to report back at the next regularly scheduled meeting.

4.5 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).

Following the RFA Committee reports, the Board unanimously agreed to move to item 7.1 on the agenda.

**VII. CONTINUATION OF PUBLIC HEARING – BENEFIT CHARGE, PROPERTY TAX LEVY AND OTHER REVENUE SOURCES**

7.1 Continuation of Public Hearing

The Chair, Eric Adman reopened the revenue source hearing for public comment at 1814 hours. With no public present to comment, the public comment portion of the hearing was closed at 1815 hours. Following the closing of the public

comment portion of the hearing the Board moved the remainder of the discussion to item 7.2 under the 2015 budget.

#### 7.2 2015 Budget

Following discussion of revenue sources including the 2014 carryover, proposed benefit charge and levy request, Legal Counsel Kinnon Williams provided an overview of each of the finance related resolutions that were presented for consideration by the Board. After the discussion the Board moved to adopt each the resolutions.

Commissioner Armanini moved to approve Resolution 14-07 Limit Factor Increase. Commissioner Gehrke seconded the motion which passed with a vote of 4 to 0.

Commissioner Armanini moved to approve Resolution 14-08 Property Tax Increase. Commissioner Maehren seconded the motion which passed with a vote of 4 to 0.

Commissioner Armanini moved to approve Resolution 14-09 Property Tax Levy. Commissioner Gehrke seconded the motion which passed with a vote of 4 to 0.

Commissioner Armanini moved to approve Resolution 14-10 Benefit Charge and to set the Benefit Charge at an amount not to exceed \$2,650,000. Commissioner Gehrke seconded the motion which passed with a vote of 4 to 0.

Following approval of the resolutions, the Chair closed the public hearing at 1845 hours.

### **IV. INFORMATION/DISCUSSION ITEMS**

#### 4.6 Commissioners Report

Commissioner Maehren reported that he attended a meeting with Kenmore Mayor Baker and Councilmember Van Ness regarding the RFA and bicycle safety.

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

Commissioner Armanini asked about the citizen complaint received regarding a phone call from someone claiming to be a Northshore Fire employee. Chief Torpin indicated he contacted the citizen, received additional information and determined it was not an employee. Chief Torpin reported that the incident was posted on the Departments social media outlets to let residents know that the District does not call to solicit funds.

## **VI. CONSENT CALENDAR**

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

By motion of Commissioner Armanini, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of October 21, 2014, RFA Committee meeting minutes of September 8, 2014, Resolution 14-11 Norcom, Resolution 14-12 Closure of the Capital Fund, General Fund Vouchers totaling \$34,594.90, Reserve Fund Vouchers totaling \$13,911.61, EFT 10/31/14 (DRS) totaling \$60,836.01, EFT 10/31/14 (Payroll) totaling \$288,534.44, EFT 10/31/14 (457) totaling \$7,297.26, EFT 10/31/14 (IRS) totaling \$56,970.52, transfer 10/28/14 (Capital Fund to GO Bond Fund) totaling \$1,880,410.28 and transfer 10/28/14 (General Fund to GO Bond Fund) totaling \$79,589.72.

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

This item was previously discussed on the agenda.

## **VIII. ACTION ITEMS**

### **8.1 Approval of Resolution 14-07 – Benefit Charge**

This item was approved under item 7.1 on the agenda.

### **8.2 Approval of Resolution 14-08 – Property Tax Levy**

This item was approved under item 7.1 on the agenda.

### **8.3 Approval of Resolution 14-09 – Property tax Increase**

This item was approved under item 7.1 on the agenda.

### **8.4 Approval of Resolution 14-10 – Limit Factor Increase**

This item was approved under item 7.1 on the agenda.

### **8.5 Approval of September 8<sup>th</sup> RFA Committee Meeting Minutes**

This item was moved to the Consent Calendar item 6.5.

## **IX. EXECUTIVE SESSION**

None

## **X. ADJORNMENT**

The meeting was adjourned at 2026 hours.

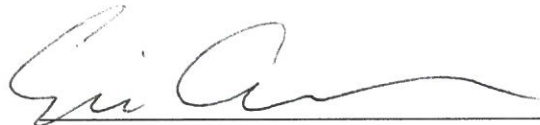
**NEXT MEETING DATE**

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

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**

  
ERIC ADMAN, Chair

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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 18, 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, November 4, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 3<sup>rd</sup> Quarter Financial Report – Chief Torpin
  - 4.2 G. O. Bond Redemption Update – Chief Torpin
  - 4.3 Reserve Fund Policies – Chief Torpin
  - 4.4 Recognizing and Memorializing Former Employees– Commissioner Maehren
  - 4.5 RFA Planning Process Reports – Commissioner Maehren
  - 4.6 Commissioner’s Report
- V. **Fire Chief’s Report**
- VI. **Consent Calendar**
  - 6.1 Vouchers
  - 6.2 Meeting Minutes of October 21, 2014
  - 6.3 Approval of Resolution 14-11 – NORCOM
  - 6.4 Approval of Resolution 14-12 –Closure of the Capital Fund
- VII. **(6:00 pm) Continuation of the October 21<sup>st</sup> Public Hearing – Benefit Charge, Property Tax Levy and Other Revenue Sources**
- VIII. **Action Items**
  - 8.1 Approval of Resolution 14-07 – Benefit Charge
  - 8.2 Approval of Resolution 14-08 – Property Tax Levy
  - 8.3 Approval of Resolution 14-09 – Property Tax Increase
  - 8.4 Approval of Resolution 14-10 – Limit Factor Increase
- IX. **Executive Session**
- X. **Adjournment**

**Next Regular Meeting: November 18, 2014**



# **Fire Chief's Report**

Submitted by Chief Torpin  
November 4, 2014

## **Administration/Financial:**

- Chief Torpin attended a King County Council budget workshop representing the Zone 1 Fire Chiefs and Norcom Governing Board. Testimony was provided to encourage the Council to add funding for a financial audit of King County E911 financials and a technology strategic plan for the implementation of New Generation 911 technologies.
- Chief Torpin has attended several meetings with ESCI Consultants and Staff from Bothell and Woodinville as part of the work on the RFA financial modeling.
- All required actions have taken place necessary to facilitate the redemption of the 2028 Bonds. Those actions include: notification of Mellon Bank of New York, notification of Bond holders, transfer of funds to the GO Bond Fund, and notification of the redemption on the Electronic Municipal Market Access (EMMA). All that remains is the actual transfer of funds.
- AS Scaggs attended the Washington Association of Public Records Officers (WAPRO) Fall Conference at the Tacoma Convention Center on October 16.
- Northshore Fire Department started using "Next Door" to interact with the community. The service reaches 1,500 members in the department's jurisdiction, and feedback so far has been very positive.
- Chief Torpin was notified by a Lake Forest Park resident that he received a phone solicitation from a caller who said he represented the Northshore Fire Department. Chief Torpin worked with the resident to identify the source of the caller and the filing of a FCC complaint.

## **Human Resources:**

- Open enrollment for 2015 benefits has begun and will run through Nov. 30th.
- Final notices are being sent to employees to remind them they have until November 15th to complete the WCIF wellness program and be eligible for the deductible credit in 2015. (We have met the required minimum participation threshold for the employer incentive)
- Wellspring EAP was notified that we will be terminating services with them on 01/01/15. Magellan Health Services, the EAP provider is offered through WCIF and will be the primary EAP provider for employees starting next year.
- The required annual notice was sent out to employees and retirees regarding Medicare Part D prescription drug benefit.

## **Operations:**

- Northshore units responded to several structure fires in Shoreline.
- The arrival of the rainy season has created an increase in motor vehicle accidents.

## **Training:**

- Chief Torpin, Captain Sauer and TD Musch attended the EMTG quarterly operations meeting.
- The forcible entry door prop was repaired.

- A lesson plan was developed and training was organized and delivered for the upcoming mobile data computer upgrade.
- Started electronic file consolidation in anticipation of Mr. Musch's retirement.
- Lesson plans were developed for upcoming EMTG live fire multi-company drill.
- A 3 year training calendar that will be used by EMTG department was finalized.
- Attended weekly East Metro Training meetings.
- Training Division work on records management, documentation, and updating of training manuals and other guides was continued.

**Fire Prevention:**

- FM LaFlam attended the annual Fire Prevention Institute and, as chair of the Washington Fire Sprinkler Coalition, made a presentation about residential fire sprinklers in Washington State. He also received a plaque in appreciation of his seven years of service on the Board of the Washington State Association of Fire Marshals.
- FI Booth finalized preparation for the school fire safety presentations for this fall and assisted operations personnel with three third grade classroom presentations.
- FM LaFlam coordinated and facilitated a meeting with representatives from the North City Water District and Seattle Public Utilities. The purpose of the meeting was to discuss water supply arrangements and options for new single-family homes equipped with fire sprinkler systems.





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### 2014 Third Quarter Financial Activity Report

#### Third Quarter Financial Activity

This financial report is intended to provide an overview of financial activity that has taken place through September 2014. The report focuses on revenues collected and activity incurred in the General Expense and Reserve Fund accounts during the third quarter of 2014. The Fund Activity Summary provides explanation of the differences found between the internal BARS accounting and fund balances represented by the County.

#### Revenues

Expense Fund year-to-date receipts were \$4,076,683.94 of which \$3,918,227.19 are 2014 levy and fire benefit charge revenues. As of September 30, 2014, 53.9% of the projected 2014 taxes and fire benefit charge fees have been collected. This collection is within expected values with the second half taxes coming due in October. Other revenues collected are all within expected ranges.

#### Expenditures

The District expended \$1,907,558.15 during the third quarter which represents approximately 25% of the annual budget. Year to date expenses are at \$5,501,499.97 leaving 28% of the 2014 budget remaining. There are currently no outstanding or expected expenses that would negatively impact the projected rate of expense for 2014.

#### Reserve Fund Activity

Reserve Fund activity for the third quarter was low with a normal level of expenses from the Employee Benefit subaccount for LEOFF 1 medical reimbursements. There was no other third quarter Reserve Fund expenses other than those related to LEOFF 1 Medical.