



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, December 16, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Contract Format – Commissioner Maehren
 - 4.2 2014 Chief’s Performance Review Process – Commissioner Adman
 - 4.3 Station 51 Facilities Repair – Chief Torpin
 - 4.4 RFA Planning Process Reports—Commissioner Maehren
 - 4.5 Commissioner’s Report
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of December 2, 2014
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting: January 6, 2015

Special Meeting: December 29, 2014



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

December 16, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The December 16, 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 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, Battalion Chief Mike Jones, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

II. APPROVAL OF THE AGENDA

Chief Torpin requested a discussion regarding a proposed Inter-Local Agreement between King County and the fire districts that deals with impacts created by a proposed excess levy to fund the Public Safety Emergency Radio Network (PSERN). The request was approved and moved to item 4.6 on the agenda.

Chief Torpin requested a discussion regarding the January 20, 2015 meeting start time be added to the agenda. The request was approved and moved to item 4.7 on the agenda.

Chief Torpin requested an executive session regarding labor negotiations be added to the agenda. The request was approved and an executive session was added to the agenda.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Contract Format

Commissioner Maehren sent out a sample contract format for the Board to review prior to the meeting. Following a brief discussion, the Board directed Legal Counsel Williams to collect and review other jurisdiction's standard contracts for content. Mr. Williams and Chief Torpin should then create a list of essential elements that should be included in contracts between the fire district and its consultants and small works contractors. Once completed Chief Torpin will forward the sample contracts and list of essential elements to the Board for review.

4.2 2014 Chief's Performance Review Process

Commissioner Adman reported that he sent the Board a blank performance review form and a copy of the Chief's last review. Following a brief discussion it was determined to use the same process as last year and to begin discussions at the January 6th meeting. The Board requested that Chief Torpin provide an update on his 2014 goals and a list of goals for 2015 prior to the January 6th meeting.

4.3 Station 51 Facilities Repair

Chief Torpin provided an overview of the issues with the upstairs flooring at Station 51. The Chief indicated he had received two proposals for the repair of the flooring surface. The proposals were similar in cost, but differed greatly in the methods used. Following a brief discussion the Chief indicated he preferred the approach that would provide a finish that is consistent with the original design. Chief Torpin stated he had consulted with TCA Architecture and was waiting for a response.

Chief Torpin reported that a proposal was received to refinish the bay floors at Station 57. Chief Torpin provided a brief overview of the flooring issues, repair options and costs. Commissioner Maehren inquired if the proposed refinishing is solely an aesthetic upgrade or if it was necessary to reduce slipping hazards. Chief Torpin indicated the appearance of the floor has degraded over the 20 years since it was originally coated and there were no immediate slipping hazards present. The Chief indicated he would re-visit this proposal next year after other financial obligations were met.

4.4 RFA Planning Process Reports

There were no reports from the subcommittee members.

The next Regional Fire Authority Planning Committee meeting is scheduled for January 8, 2015.

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

4.5 Commissioner's Reports

Commissioner Maehren inquired if the Department had or was going to deliver Santa to the tree lighting ceremony at Kenmore City Hall. Chief Torpin he did not know if the tree lighting ceremony had occurred, but would follow up.

4.6 Inter-Local Agreement between King County and King County Fire Protection Districts

Chief Torpin provided an overview of an Inter-Local Agreement (ILA) between the county and the fire districts regarding the potential of pro-rationing of fire district's levy revenues due to the county's planned excess levy to fund the upgrade to the Public Safety Emergency Radio Network (PSERN). Legal Counsel Kinnon Williams has attended several meetings on behalf of several fire districts that he represents and provided an overview the potential impacts that the excess levy may have on the District. Following the discussion, the Board decided to move further discussion on the ILA and any action for approval to a future meeting once the final version of the ILA is received.

4.7 January 20th Meeting time

Chief Torpin reported that the exit interview with the state auditor is scheduled for January 20, 2015, at 1600 hours, and recommended changing the start time of the regularly scheduled meeting to 1600 hours. Following a brief discussion the Board unanimously agreed to change the start time of the regularly scheduled meeting of January 20, 2015, to 1600 hours. Secretary McDaniel will prepare and post the notice for the meeting time change.

V. ACTION ITEM

None

VI. FIRE CHIEF'S REPORT

Chief Torpin reported that he is continuing to research the OPEB trust options and has delayed the presentation from PFM until he has finished the research.

Chief Torpin and Administrative Specialist Taylor Scaggs continue to research the benefit charge rate factors and sprinkler discounts in preparation for a discussion on the subject at the January 20, 2015, meeting.

Chief Torpin reported that the Department received a decrease on the contract renewal with Kirkland IT by almost \$20,000.

Commissioner Gehrke inquired about the ESCA meeting Chief Torpin recently attended. Chief Torpin provided an overview of the meeting.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Gehrke, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of December 2, 2014 and General Fund Vouchers totaling \$40,631.55.

VIII. EXECUTIVE SESSION

At 1830 hours, the Board moved into Executive Session to discuss labor negotiations with legal counsel pursuant to RCW 42.30.140 (4) until 1840 hours. At 1840 hours, the Board extended the executive session until 1850 hours. At 1850 hours, the Board extended the executive session until 1900 hours. At 1900 hours, the Board returned to Regular Session.

Following the return to regular session, a discussion ensued regarding the repair of the upstairs flooring at Station 51. Chief Torpin provided further information he just received via email for TCA Architecture. TCA felt the repairs would provide the moisture barrier that was needed. Following the discussion, the Board unanimously agreed for the Chief to move forward with the repairs.

ADJORNMENT

The meeting was adjourned at 1905 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for January 6, 2015 and a special meeting is scheduled for December 29, 2014.

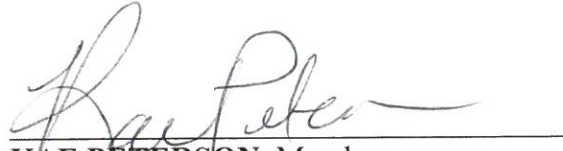
Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



KAE PETERSON, Member



CAROLYN ARMANINI, Member

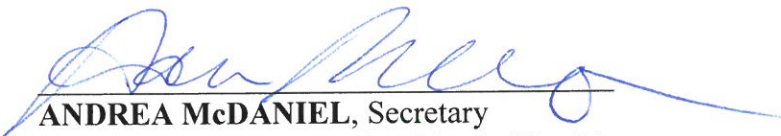


RON GEHRKE, Member



DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners January 6, 2015