



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 19, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The August 19, 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, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Kae Peterson arrived at 1707 hours.

II. APPROVAL OF THE AGENDA

Commissioner Maehren moved to approve the agenda as presented. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Non-Represented Staff Compensation

Chief Torpin reported on the non-represented staff compensation and indicated that the additional information requested regarding the Fire Inspector position had been sent out to the Board. Following a brief discussion the Board unanimously agreed to delay further discussion on the non-represented staff compensation until Commissioner Peterson arrived.

The Board moved to move item 6 Fire Chief's Report up to item 5 and return to the non-represented compensation topic after Commissioner Peterson's arrival.

V. FIRE CHIEF'S REPORT

Chief Torpin provided an overview of the recent NORCOM meetings with King County Council Members, which the main topic of discussion being the proposed reduction of funding by King County E-911 to the various Public Safety Answering Points (PSAPs). Chief Torpin reported there were also concerns by the PSAPs regarding the impacts of King County's plan to implement new technologies. NORCOM and the other PSAPs in the county are seeking a comprehensive audit of E911s financial situation and the development of a strategic plan for the implementation of new technologies.

Chief Torpin reported the 2015 Budget process is underway and inquired about the Boards desire to budget for Strategic Planning or RFA related consulting fees. Following a brief discussion the Board unanimously decided not to budget funds for consultant related studies.

Chief Torpin indicated that the open house for the Montessori School occupying the old station is scheduled for August 23rd. Additional information will be forwarded to the Board as it becomes available.

Commissioner Peterson arrived at 1707 hours.

IV. INFORMATION/DISCUSSION ITEMS (Continued)

4.1 Non-Represented Staff Compensation

Chief Torpin briefly reviewed the proposed non-represented staff compensation and salary ranges. Following a brief discussion Commissioner Maehren moved to adopt the salary ranges that were based on the inclusion of data related to Building Inspector positions. Commissioner Gehrke seconded the motion. A discussion ensued regarding the Fire Inspector job description, salary range and the comparability of this position to building inspectors.

The Chair called for a vote on the motion and it failed with a vote of 2 to 3, with Commissioners Adman, Armanini and Peterson voting nay.

Commissioner Armanini moved to approve policy 2753, 2753-A1 and 2753-A2 as presented by the Administration at the June 17, 2014 Board Meeting. Commissioner Peterson seconded the motion and it passed with a vote of 3 to 2, with Commissioners Gehrke and Maehren voting nay.

4.2 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 Peterson inquired about the upcoming open house at Station 57 on August 24. A brief discussion ensued regarding the open house.

VI. ACTION ITEMS

5.1 Non-Represented Staff Compensation

This item was approved under item 4.1 on the agenda.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Peterson, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of August 5, 2014 and General Fund Vouchers totaling \$51,869.87.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1813 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 2, 2014.

Attachments

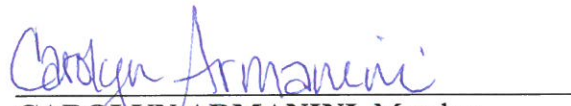
Agenda

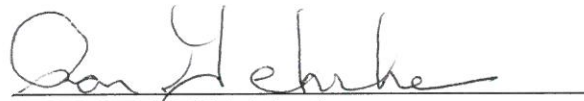
Fire Chief's Report

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 September 2, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, August 19, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Non-Represented Staff Compensation—Chief Torpin
 - Policy 2753 – Salary Administration: Non-Represented Employees
 - 2753 – A1 – Salary Ranges
 - 2753 – A2 – Non-Represented Comp Philosophy
 - 4.2 RFA Planning Process Reports—Commissioner Maehren
 - 4.3 Commissioner's Report
- V. **Action Items**
 - 5.1 Non-Represented Staff Compensation
 - 5.2
- VI. **Fire Chief's Report**
- VII. **Consent Calendar**
 - 7.1 Meeting Minutes from August 5, 2014
 - 7.2 Policy 2409 Employment of Relatives (Nepotism)
- VIII. **Executive Session**

Labor Negotiations
- IX. **Adjournment**

Next Regular Meeting: **September 2, 2014**

Fire Chief's Report
Submitted by Chief Torpin
August 19, 2014

Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chiefs Meeting.
- Chief Torpin attended several Regional Fire Authority related meetings.
- Chief Torpin attended a NORCOM Governing Board Meeting. NORCOM's 2015 operating budget was approved.
- A joint request with Woodinville Fire and Rescue was made to NORCOM to analyze the calls for service (CFS) generated in the Bothell annexation areas. The NORCOM agency fees are based on the percentage of the total number of CFS generated in each jurisdiction. The NORCOM interlocal agreement calls for a transfer of CFS when an annexation increases a jurisdiction's population served by 10% or more. The February 28, 2014, Bothell annexation increased the city's population by approximately 17%. I would estimate the transfer of CFS will reduce Northshore's NORCOM agency fee by approximately 2-4%.

Human Resources:

- Computer security awareness training has been scheduled with Kirkland IT.
- A Department of Retirement Systems representative has been scheduled to meet 1:1 with interested employees to discuss their individual PERS/LEOFF/DCP retirement accounts.
- WCIF wellness program participation update: Our group is at 46% participation rate as of 8/8/14.

Operations:

- No report.

Training:

- Chief Torpin attended the EMTG Board of Governor's meeting. A set of policies that augments and clarifies the goals and objectives of the training group were adopted.
- Fundamental Skills Challenge 2014 continues with a couple of setbacks; Bothell came and commandeered the ladder testing equipment which we were using part of for the Challenge. It has since been returned and the Challenge was continued until the winch being used as one of the props decided it had enough as the motor quit working. As soon as the winch is repaired we will finish up the few remaining participants.
- Training Thursdays with Bothell and Woodinville continue with good feedback.
- A draft for vehicle accident "Best Practices" has been completed and submitted to the EMTG for comments. Captain Sauer was a principle member of the work group who drafted the document.
- Preparations for a vehicle rescue scenario for September's multi-company drills are underway. The drills will take place at Station 31. The incident will involve one car on top of another against a Jersey barrier and will require accessing the patient through the trunk of the crushed vehicle.

- Training welcomed back Katie Hodneland after being away for a couple of weeks for a medical procedure.
- Both Captain Sauer and Mark Musch took vacation time during the past two weeks, limiting the output from the Training Division.
- 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 attended the Region 4 fire investigators meeting. The discussion topics included upcoming training, CFI certifications and respiratory protection.
- FM LaFlam and FI Booth worked at an event called Care Day in Northshore. They distributed 35 free bike helmets to children that need them. The helmets were pre-purchased with donations from several groups including the Northshore Fire Foundation and the Northshore Kiwanis.
- FM LaFlam met with the events coordinator for Third Place Commons to discuss crowd safety and control. A recent book signing event drew hundreds of people to the Commons.