



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 5, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The August 5, 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, Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Fire Marshal Jeff LaFlam and Human Resource Administrator Shannon Moore.

II. PUBLIC COMMENT

None

III. APPROVAL OF THE AGENDA

Commissioner Adman moved to approve the agenda as presented. Commissioner Peterson seconded the motion and it passed with a vote of 5 to 0.

IV. INFORMATION/DISCUSSION ITEMS

4.1 2014 2nd Fire Prevention Report

Fire Marshal LaFlam addressed the Board to provide an overview of the Fire Prevention Division's activities during the 2nd quarter of 2014. A written report had been previously provided to the Board in the fire chief's report. A discussion ensued regarding new construction trends in the District, school and other public education efforts and the upcoming open house at Station 57 in Lake Forest Park that is scheduled for August 24, 2014.

4.2 Non-represented Staff Compensation

Chief Torpin provided an overview of the progress made in conducting salary surveys, amending the non-represented staff policies and developing written philosophies regarding the non-represented staff compensation programs. Chief Torpin indicated the development of these documents was based on the research of comparables and feedback received from the Board. The Chief indicated that he and Human Resource Administrator Moore had received a request to research some additional comparable data before a final decision is made. A discussion ensued that resulted with a consensus decision to complete the requested research and be ready for a final decision on the non-represented compensation program at the next regular Board meeting.

4.3 2015 Contract with Interface Systems

Chief Torpin presented the Board with the contract renewal from Interface Systems for management of the 2015 benefit charge related data. A discussion ensued regarding the contract format and database management. Commissioner Maehren requested the District amend the format of the contract and insert a new section that would require additional scrutiny on the data maintained by King County.

The majority of the Board favored approving the contract with Interface Systems and deferring discussions regarding the development of a standardized contract format for a later date when Attorney Williams could be present.

4.4 Petty Cash Accounts

Chief Torpin provided an overview of updates to Policy 6230-Petty Cash Funds and requested adoption of Resolution 14-03 that reauthorizes the establishment of petty cash accounts, sets account values and names a custodian of the accounts. Chief Torpin also stated Resolution 14-03 rescinds previous resolutions authorizing petty cash accounts.

4.5 Unpaid Holiday for Reasons of Faith and Conscience

Chief Torpin provided an overview of recent legislation that requires governmental agencies to offer up to two days of un-paid leave per calendar year for reasons of faith or conscience. Chief Torpin reported the adoption of a policy through a resolution was required by the legislation and requested the Board approve Resolution 14-04 which establishes the un-paid leave provisions through Policy 2732.

4.6 RFA Planning Committee

Commissioner Maehren provided an overview of the Regional Fire Authority Planning Committee's (RFAPC) recent activities. Commissioner Maehren reported there has not been full meeting of the RFAPC, although all three of the sub-committees that were established had recently met. Additional subcommittee meetings have been scheduled within the next two weeks.

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

4.6 Commissioner's Report

None

V. ACTION ITEMS

5.1 Approval of the contract with Interface Systems for management of the 2015 Benefit Charge Data

Commissioner Adman moved to direct Chief Torpin to sign and execute the contract as written with Interface Systems for management of the 2015 Benefit Charge data. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 1 with Commissioner Maehren voting nay.

5.2 Adoption of Resolution 14-03 Establishing Petty Cash Accounts

Commissioner Maehren moved to adopt Resolution 14-03 Establishing Petty Cash Accounts. Commissioner Peterson seconded the motion and it passed with a vote of 5 to 0.

5.3 Adoption of Resolution 14-04 Establishing Un-paid Leave for Reasons of Faith of Conscience

Commissioner Armanini moved to adopt Resolution 14-04 which establishes up to two days of un-paid leave for reasons of faith or conscience. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

VI. FIRE CHIEF'S REPORT

Chief Torpin reported the District has received a request from the owner of the Montessori School at the old fire station location for fire department presence at the schools grand opening ceremony on August 23rd. Chief Torpin reported that he would be out of town on the 23rd, but would ensure the Battalion Chief and crews could be in attendance.

Commissioner Maehren requested the information about the event be sent to the Commissioners.

VII. CONSENT CALENDAR

Approval of Minutes and Policies

By a motion of Commissioner Peterson, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the special meeting minutes of July 29, 2014, Policy 2730-Benefits, Policy 2732-Unpaid Holiday for Reasons of Faith or Conscience, Policy 2754-Employee Status, Policy 6230-Petty Cash Funds.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1812 hours.

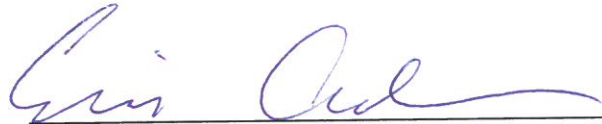
NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for August 19, 2014.

Attachments

Agenda
Fire Chief's Report

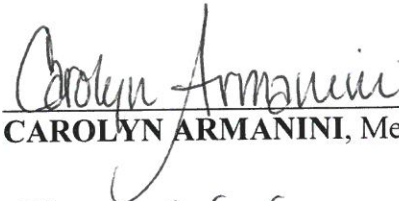
BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



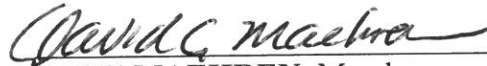
KAE PETERSON, Member



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 August 19, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, August 5, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Quarterly Fire Prevention Report – FM LaFlam
 - 4.2 Non-Represented Staff Compensation—Chief Torpin
 - Policy 2753 – Salary Administration: Non-Represented Employees
 - 2753 – A1 – Salary Ranges
 - 2753 – A2 – Non-Represented Comp Philosophy
 - 4.3 2015 Contract with Interface Systems
 - 4.4 Petty Cash Accounts – Chief Torpin
 - 4.5 Unpaid Holiday for Reasons of Faith or Conscience – Chief Torpin
 - 4.6 RFA Planning Process Reports—Commissioner Maehren
 - 4.7 Commissioner’s Report
- V. **Action Items**
 - 5.1 2015 Contract with Interface Systems
 - 5.2 Resolution 14-03 – Establishing Petty Cash Accounts
 - 5.2 Resolution 14-04 – Unpaid Holiday for Reasons of Faith or Conscience
- VI. **Fire Chief’s Report**
- VII. **Consent Calendar**
 - 7.1 Meeting Minutes from July 29, 2014
 - 7.2 Policy 2730 – Benefits
 - 7.3 Policy 2732 – Unpaid Holiday for Reasons of Faith or Conscience
 - 7.4 Policy 2754 – Employee Status
 - 7.5 Policy 6230 – Petty Cash Funds
- VIII. **Executive Session**
- IX. **Adjournment**

Fire Chief's Report
Submitted by Chief Torpin
August 5, 2014

Administration/Financial:

- The 2015 contract with Interface Systems for benefit charge database maintenance was received.
- Chief Torpin attended the Regional Fire Authority Planning Committee's finance sub-committee meeting. The committee received an overview demonstration of the financial projection model that the consultants are using.
- Chief Torpin and FS McDaniel met with Gordon MacIvennie to discuss the renewal of the general liability and loss insurance policy we have with VFIS. Several adjustments were made to the coverage that should drop the overall rate paid for the policy. Most significant change is the dropping of the old station from the coverage.
- Chief Torpin attended an NORCOM Chair briefing meeting.

Human Resources:

- HR Administrator Moore completed work on the non-represented salary study. Policies related to the non-represented staff were consolidated into a single document.

Operations:

- BC Knight initiated work on replacement of the response operations defibrillation units that are carried on the apparatus.

Training:

- Chief Torpin attended meeting with the fire chiefs from EMTG participating agencies. The purpose of the meeting was to discuss recently developed bylaws.
- FI Booth provided a CPR / AED refresher class to the administrative staff.
- Assisted Shoreline Fire with live fire training in the tower.
- Assembled fake SCBA bottles out of PVC for training mannequins. This will reduce the damage to real cylinders that occurs when dragging victims.
- Completed a draft proposal of a 3 year training plan which will be presented to the EMTG Ops Chiefs.
- Administered 6 month skill assessment of the two probationary firefighters.
- Conducted a drill at the Sequoia's Apartments. The drill involved an evacuation and dry hose simulation into the building.
- Attended weekly East Metro Training meetings.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

Fire Prevention: 2nd Quarter Report

- FI Booth attended a four-day fire investigation conference. Following the conference she passed the written portion of the International Fire Service Academic Congress (IFSAC) test for fire investigator certification. Applicants are

allowed up to one year after passing the written test to successfully complete the practical portion of the test.

- FM LaFlam met with representatives from Kenmore Air to finalize the approval conditions for the construction of a new aircraft hangar.
- FM LaFlam along with BC Taggart participated in an “active shooter” lockdown drill at Kenmore Junior High.
- FM LaFlam was selected to serve as the fire service representative for the International Residential Code Technical Advisory Group (IRC TAG) of the WA State Building Code Council (SBCC). The TAG reviews proposed code amendments and the nationally published IRC and makes recommendations to the full SBCC for adoption by the State of Washington.
- FM LaFlam performed the building plan review for Phase 1 of the Spencer 68 project in Kenmore. Phase 1 of this project consists of four residential buildings with a total of 139 living units. Spencer 68 will be located on the site of the current skate park across from City Hall.
- FI Booth, with significant assistance from AA Hodneland, coordinated the DUI Drill at Inglemoor High School. The drill took place on May 2nd and was once again a very dramatic and impactful demonstration.
- FM LaFlam attended, and made a presentation at, a one-day home fire sprinkler summit in Denver. The summit was coordinated by the National Fire Protection Association and brought together fire sprinkler advocates from across the U.S. and Canada.
- FI Booth presented the final school fire safety lessons of the 2013 -2014 school year. During the past school year safety lessons were delivered to more than 1,500 students. Preparation and planning for the upcoming school year is in full swing.
- The Station 51 Open House occurred on June 14th and drew nearly 1,000 visitors. The feedback from all attendees was very positive. Including Congresswoman Susan DelBene who helped to serve pancakes and had an opportunity to watch the live burn fire sprinkler demonstration. FM LaFlam, FI Booth and the entire Open House planning committee are very pleased with the outcome of the event.
- FI Booth coordinated and assigned 68 inspections to the operations crews. The crews performed 68 initial inspections and 28 re-inspections. FI Booth performed 32 initial inspections, 8 re-inspections and assisted the crews with follow-up on their inspections as needed.
- FM LaFlam performed plan reviews and issued permits for 14 fire protection systems. Permits were also issued for 17 heating oil tank decommissions and 7 special events. FM LaFlam also performed 27 project reviews for Kenmore and Lake Forest Park.
- FI Booth together with FI McDaniel setup a booth at a Kenmore Concert Series event and distributed fire safety information and sold bike helmets.
- FM LaFlam and FI Booth have been working with the organizers of an upcoming community event called a Care Day in Northshore. Northshore Fire will participate in the 8/15/14 event and distribute free bike helmets to children that need them. The helmets will be pre-purchased with donations from several groups including the Northshore Fire Foundation and the Northshore Kiwanis.