



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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MINUTES

January 21, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The January 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 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, Battalion Chief Mike Morris, Secretary Andrea McDaniel and Legal Counsel Lisa Hammel from Williams and Williams.

II. APPROVAL OF THE AGENDA

Chief Torpin requested a discussion on website content and the addition of a financial information tab. The request was approved and moved to item 5.6 on the agenda.

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

III. PUBLIC COMMENT

None

IV. ELECTION OF OFFICERS

Commissioner Adman opened the floor to nominations for the position of Chair.

Commissioner Maehren moved to nominate Commissioner Adman as Chair. The motion was seconded by Commissioner Armanini and passed with a vote of 5 to 0.

Commissioner Adman opened the floor to nominations for the position of Vice Chair.

Commissioner Peterson moved to nominate Commissioner Armanini as Vice Chair. The motion was seconded by Commissioner Adman and passed with a vote of 5 to 0.

V. EXECUTIVE SESSION

At 1705 hours, the Board moved into Executive Session to discuss litigation with legal counsel pursuant to RCW 42.30.110 until 1730 hours. At 1730 hours, the Board extended the executive session until 1745 hours. At 1745 hours, the Board extended the executive session until 1800 hours. At 1800 hours, the Board extended the executive session until 1810 hours. At 1810 hours, the Board returned to Regular Session and moved into a 5 minute recess until 1815 hours.

VI. INFORMATION/DISCUSSION ITEMS

6.1 Regional Fire Authority (RFA) Planning Committee

Commissioner Maehren provided an overview of the RFA planning committee meeting, which was held on January 9, 2014. The planning committee received proposal presentations from City Gate, Matrix and ESCi consulting firms related to assisting the committee in the RFA analysis and organization process. ESCi was selected as the preferred vendor. Staff was directed to develop a scope of work document for review and approval.

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

6.2 Fire Benefit Charge (FBC) – Multi Building Commercial Parcels

Chief Torpin reported on an error that was discovered in how the Fire Benefit Charge (FBC) sprinkler discount is applied to tax parcels that have multiple buildings. The error allowed for a full 50% sprinkler system discount on the benefit charge in some cases where not all of the buildings were protected with a sprinkler system. The appropriate method should apportion the discount based on the percentage of improvements on a parcel that are protected by a fire sprinkler system. Chief Torpin recommended that notifications be sent to those parcels affected by the error and to make the adjustments on the 2015 tax year.

Following the Chief's recommendation, Commissioner Armanini moved to approve the recommendation of the Chief. Commissioner Adman seconded the motion. Further discussion ensued regarding the need for a policy on FBC appeals and the FBC sprinkler discount.

After further discussion, Commissioner Maehren moved to table the discussion until further research is completed. Commissioner Peterson seconded the motion and it passed with a vote of 5 to 0. Chief Torpin will research the error further and will report back to the Board.

6.3 Disposition of Surplus Items at Old Station

Chief Torpin provided an update on the status of the disposition of the surplus items at the old station.

6.4 Commissioner's Report

None

6.5 Website Content – Financial Information

Chief Torpin proposed that a financial information tab be added to the Departments website. Chief Torpin presented draft documents to be included in the financial information tab. Following a brief discussion, the Board unanimously supported the addition of a financial information tab on the website. Chief Torpin will update and reformat the documents to be included on the website.

6.6 Meeting Minutes

Commissioner Adman indicated that changes suggested by Commissioner Maehren had made for the meeting minutes of January 7, 2014. Commissioner Adman read both versions of the meeting minutes. Following the discussion Commissioner Adman moved to approve the meeting minutes with the suggested changes. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

VII. ACTION ITEMS

None

VIII. FIRE CHIEF'S REPORT

8.1 Questions/Additions

Commissioner Adman inquired on what the Risk Management Group was that Chief Torpin recently attended. Chief Torpin provided a brief over of the meeting and the group.

Commissioner Adman indicated he was planning to attend the citizen recognition on Thursday in Lake Forest Park, for the citizens who rescued a woman from a burning car. Chief Torpin, Commissioners Armanini and Peterson also indicated they would be attending.

Commissioner Maehren inquired about the updated to the Technical Rescue Team (TRT) policy. A brief discussion ensued regarding the proposed changes to the

policy. Following the discussion Chief Torpin indicated he would update the policy with the suggested changes.

Commissioner Maehren inquired on the data breach at NORCOM. Chief Torpin provided an overview of the data breach and the measures NORCOM has and is taking to notify those affected. The data breach did not involve any Northshore Fire Department data or systems.

IX. CONSENT CALENDAR

9.1 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 January 7, 2014, Policy 4409 and HR job description updates, General Fund Vouchers totaling \$17,589.82, Reserve Fund Vouchers totaling \$421.74, Capital Fund Voucher totaling \$39,261.22, Donation Fund Voucher totaling \$10.91, G.O. Bond Fund Voucher totaling \$300.00.

Following the approval of the consent calendar there was a 5 min recess from 1918 hours to 1922 hours. Following the recess the Board unanimously agreed to move item 9.3 to the agenda of the next regularly scheduled meeting and then moved into executive session.

X. EXECUTIVE SESSION

1922 hours the Board moved into Executive Session to discuss the disposition of property and labor negotiations pursuant to RCW 42.30.110 (c) and RCW 42.30.140 (4) (b) until 1930 hours. At 1930 hours, the Board extended the executive session until 1945 hours. At 1945 hours, the Board returned to Regular Session.

X. ADJORNMENT

The meeting adjourned at 1946 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 4, 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 February 4, 2014