



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

September 16, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The September 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 Vice Chair, Carolyn Armanini called the meeting to order at 1704 hours. Persons in attendance, in addition to the Vice Chair, were Commissioners Ron Gehrke, Kae Peterson and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Eric Magnuson, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Adman was absent.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Salary Survey for Fire Chief Position

Human Resource Specialist Shannon Moore provided the Board with a memo and a brief overview outlining the proposed process for the Fire Chief's salary survey. A brief discussion ensued regarding the comps and the next steps. Human Resource Specialist Moore indicated she will proceed with the request for information from the identified comparables.

4.2 Budget Progress Report

Chief Torpin provided the Board with an update on the progress and timeline for the 2015 budget. The chief reported the 2014 Levy Limit

Worksheet was received today and after an initial analysis, it appears the net increase to the jurisdictional assessed value was approximately 11 percent.

Chief Torpin reported that he would present the draft 2015 budget workbook at the second meeting in October.

4.3 Set Public Hearing on FBC

Chief Torpin advised the Board that it must set a date for the public hearing regarding the 2015 Budget, Benefit Charge and other revenue sources. The Chief presented Resolution 14-05 which establishes Tuesday October 21, 2014, at 1900 hours as the date and time of the public hearing.

Commissioner Peterson moved to adopt Resolution 14-05 setting the public hearing date for October 21, 2014, beginning at 1900 hours. The motion was seconded by Commissioner Gehrke and passed with a vote of 4 to 0.

Secretary McDaniel will prepare and post the required notices for the public hearing.

4.4 MOU Paramedic Program

Chief Torpin provided an overview of recent changes to the Paramedic Program that would affect Northshore employees who are selected to the program. The changes include an additional pre-requisite training course and the official transfer of employment to the Shoreline Fire Department before the training program rather than after as has been done in the past. The presented an amendment to the Inter-Local Agreement with Shoreline and a Memorandum of Understanding with the labor group that document the changes.

A discussion ensued, followed by Commissioner Peterson moving to approve both the MOU with the labor group and the amendment to the ILA with the Shoreline Fire Department. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

4.5 Amendment to ILA with Shoreline

This item was discussed under item 4.4.

4.6 Redemption of the 2009 General Obligation Bonds

Chief Torpin reported on the information received from Susan Musselman regarding the potential redemption of a portion of the voter approved general obligation bonds that will become redeemable as of December 1,

2014. Based on the information provided by Susan Musselman, Chief Torpin recommended using the proceeds from the sale of the old station to redeem the bonds scheduled for payment in the year 2028.

A discussion ensued regarding the redemption process and potential savings. Following the discussion the Board directed Chief Torpin to obtain additional information regarding any fees that may be associated with the recommended transaction.

4.7 ESCI Station Location Analysis

Chief Torpin provided an overview of the Regional Fire Authority (RFA) Finance Subcommittee's recommendation to have a station location analysis performed within the proposed RFA. Following a discussion on the cost and proposed scope of work for the analysis Commissioner Maehren moved to approve the additional cost for the station location analysis by ESCI. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

4.8 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
Commission Armanini finance

The next Regional Fire Authority Planning Committee meeting is scheduled for September 18.

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

4.9 Commissioner's Report

Commissioner Peterson reported on a recent discussion with Mayor Baker regarding his recent appointment to the Harborview Medical Center Board.

Commissioner Maehren reported that the Arts of Kenmore would be sending out invites for a Christmas card event that will be held at the Northshore Headquarters.

V. ACTION ITEMS

5.1 Approval of the Memorandum of Understanding with labor group regarding the changes to the paramedic program.

This item was approved under item 4.4 on the agenda.

- 5.2 Approval of the amendment to the ILA with the Shoreline Fire Department regarding the changes to the paramedic program.

This item was approved under item 4.4 on the agenda.

- 5.3 Approval of the additional scope of work added to the ESCI Contract

This item was approved under item 4.7 on the agenda.

VI. FIRE CHIEF'S REPORT

Chief Torpin inquired if there were any question on the written report. Commissioner Maehren thanked the Chief for including the operations statistics in the report.

Finance Specialist Andrea McDaniel reported that the 2012 – 2013 audit by the Washington State Auditor's Office is scheduled to begin on October 7th, 2014. Ms. McDaniel inquired if there was any interest by the Board in attending a pre-audit conference. The consensus of the Board was to wait for the exit interview once the audit is complete.

VII. CONSENT CALENDAR

- 6.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Peterson, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of September 2, 2014 and General Fund Vouchers totaling \$72,845.98, Reserve Fund Voucher totaling \$1,290.32.

VII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1826 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 7, 2014.

Attachments

Agenda
Fire Chief's Report
Memorandum – 2014 Fire Chief Salary Survey – Project Outline

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair



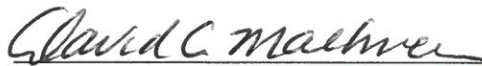
KAE PETERSON, Member



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 October 7, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, September 16, 2014

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Information/Discussion Item

- 4.1 Salary Survey for Fire Chief Position – Human Resource Specialist Moore
- 4.2 Budget Progress Report – Chief Torpin
- 4.3 Set Public Hearing on FBC – Chief Torpin
- 4.4 MOU Paramedic Program – Chief Torpin
- 4.5 Amendment to ILA with Shoreline – Chief Torpin
- 4.6 G.O. Bond Redemption – Chief Torpin
- 4.7 ESCI Station Location Analysis – Chief Torpin
- 4.8 RFA Planning Process Reports—Commissioner Maehren
- 4.9 Commissioner's Report

V. Action Items

- 5.1 Approval of MOU Paramedic Program – Chief Torpin
- 5.2 Approval of amendment to ILA with Shoreline – Chief Torpin
- 5.3 Approval of additional scope of work added to the ESCI Contract – Chief Torpin

VI. Consent Calendar

- 6.1 Vouchers
- 6.2 Meeting Minutes of September 2, 2014

VII. Executive Session

VIII. Adjournment

Next Regular Meeting: October 7, 2014

Fire Chief's Report

Submitted by Chief Torpin
September 16, 2014

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board Meeting.
- Chief Torpin and AS Scaggs met with Matt Cruz from Kirkland IT for a regularly scheduled quarterly meeting. The meeting focused on hardware replacement schedule, software upgrades and the 2015 contract extension.

Human Resources:

- HR Administrator Moore and FS McDaniel attended the WCIF IAC benefit renewal meeting.
- HR Administrator Moore attended Lane Powell's 32nd Annual Labor and Employment "Best Practices For Best Employers™" Seminar.
- Flu shots and TB testing has been scheduled with AMR for mornings of 9/17 and 9/19 for employees and their family members. Shots are available to Commissioners as well.
- HR Administrator Moore created a domestic partnership FAQ to serve as a general resource document for leadership and employees.
- As part of our WCIF wellness grant awarded this year, the District hosted a 12 week walking challenge for employees which ended Sept. 7th. Collectively, participants walked a reported 7,433,056 steps! Congrats to FF Rudiger, FM LaFlam, and Capt. Sauer, winners of the challenge for having the three highest step totals.

Operations:

- Chief Torpin attended a North King County Fire Chiefs Meeting. Shoreline, Bothell and Woodinville Fire Departments have requested to formally join the East Metro Training Group. The current five member departments, including Northshore, have unanimously voted to grant entry effective January 1, 2015
- Chief Torpin attended a Zone 1 Operations Chiefs meeting.
- August Operations statistics:

| Incident responses in fire District 16 | | | | | | | Mutual Aid | | | | | |
|--|---------|-----|--------|---------------|---------|----------|-------------------------------------|---------|-----------|--------------|---------|------|
| Incident Type Group | Station | # | % | Avg Resp Time | %≤6Min | Duration | Fire Department | | Aid Given | Aid Received | | |
| False | 57 | 6 | 2.26% | 0:08:02 | 33.33% | 0:16:02 | Shoreline | | 28 | 14 | | |
| | 51 | 11 | 4.15% | 0:06:26 | 45.45% | 0:28:49 | Woodinville | | 1 | 0 | | |
| EMS | 57 | 64 | 24.15% | 0:05:49 | 57.81% | 0:42:23 | Bellevue | | 0 | 1 | | |
| | 51 | 151 | 56.98% | 0:05:09 | 66.23% | 0:36:24 | Bothell | | 20 | 2 | | |
| Fire | 57 | 1 | 0.38% | 0:07:47 | 0.00% | 0:17:31 | Kirkland | | 4 | 1 | | |
| | 51 | 5 | 1.89% | 0:04:22 | 80.00% | 0:29:52 | Redmond | | 0 | 1 | | |
| Good Intent | 57 | 9 | 3.40% | 0:07:25 | 25.00% | 0:18:39 | TOTAL | | 53 | 19 | | |
| | 51 | 6 | 2.26% | 0:06:34 | 0.00% | 0:21:16 | Emergency Response Avg Turnout Time | | | | | |
| Public Assistance | 57 | 3 | 1.13% | 0:07:11 | 33.33% | 1:00:53 | EMS | | 1:18 | | | |
| | 51 | 6 | 2.26% | 0:05:48 | 50.00% | 0:23:59 | Fire Suppression | | 1:35 | | | |
| HazMat | 57 | 2 | 0.75% | 0:02:02 | 100.00% | 0:49:15 | Reaction Time Summary | | | | | |
| | 51 | 1 | 0.38% | 0:06:15 | 0.00% | 0:36:19 | Station 51 | A-shift | 1:05 | Station 57 | A-shift | 1:39 |
| Grand Total | | | | | | | | B-shift | 1:17 | | B-shift | 1:23 |
| | | | | | | | | C-shift | 1:14 | | C-shift | 1:17 |
| | | | | | | | | D-shift | 1:17 | | D-shift | 1:08 |
| | | | | | | | | AVG | 1:13 | | AVG | 1:23 |
| August, 2014 | | | | | | | | | | | | |

Training:

- Fundamental Skills Challenge 2014 continues. Waiting on a few stragglers.
- Training Thursdays with Bothell and Woodinville continue with good feedback.
- Training Tower usage cost. We are one step from having a per hour cost to using the training tower burn prop. The prop will be used in September giving us an accurate propane usage.
- The first annual Training Tower clean-up is going well. Each shift has been assigned a floor/task and it is shaping up nicely. We will schedule this every year.
- Conducted first EMTG PIA for A-Shift's rope rescue. Good feedback on process.
- Finished "fake" SCBA project. Seawestern donated a pack frame and we made fake bottles out of sand filled PVC pipe. This will eliminate the repairs required when we use SCBA's on mannequins during drills.
- Participated in EMTG MCO heavy rescue drills in Woodinville. This will be ongoing for the remainder of September.
- 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 and FM LaFlam performed a complete review of the school fire safety program. Minor changes were made to the program to address teacher feedback and to improve the content and delivery of the program.
- FM LaFlam completed the plan review and issued the permit for the fire sprinkler system for the new aircraft hangar at Kenmore Air.
- FM LaFlam prepared and submitted the order for the printed materials that will be placed in the student folders for the school fire safety program.



NORTHSHORE FIRE DEPARTMENT

"Dedicated to Community Service"

MEMORANDUM

TO: Board of Commissioners

FROM: Shannon Moore, HR Administrator

DATE: September 16th, 2014

RE: 2014 Fire Chief Salary Survey – Project Outline

The purpose of this memo is to respond to the Board's request for information regarding the process and comparable information to be considered when conducting a salary survey for the District's Fire Chief position.

RECOMMENDATIONS:

- Gather salary survey data from the Association of WA Cities (AWC)'s Salary & Benefit Survey (survey position description referenced below).

| AWC | |
|--|---|
| FIRE CHIEF | Job Code 650 |
| Plans, organizes, directs and controls the functions of the fire department. Develops and implements programs to protect life and property through fire suppression, fire prevention and emergency medical services. | |
| Guide for Matching: | |
| 1 | Typically reports to the chief administrative officer. |
| 2 | Report only full-time chiefs who supervise full-time firefighters, not just volunteers or part-time firefighters. |
| 3 | In smaller cities, may be a paid chief who supervises a volunteer department. |

- Collect compensation data from similar local fire agencies and cities used in the previous salary review of District non-represented positions, including the following jurisdictions: Mercer Island, Woodinville, Shoreline, Bothell, Lynnwood, Tukwila, Burien, Maple Valley, Lake Stevens, and Duvall. To aid in reviewing departments with positions that best match the District's Fire Chief position, information request would solicit:
 - Fire Chief job description;
 - Department's organization chart;
 - Size of department by FTE, population served, and AV;
 - Salary range (treat flat rate as salary range maximum); and
 - Additional compensation received (if applicable).
- Apply the District's accepted methodology in line with a consistent compensation philosophy (2753-A2).

Considerations used during the compensation project for other non-represented positions included:

- We want to retain our top talent.
- Position's value to the organization.
- Internal equity (represented and non-represented positions).
- Where do we recruit talent from (e.g. public, private, geographical area)?
- What does the market pay?
- What do our peers pay?
- How do the ranges support career growth, reward performance and promotions (if applicable)?
- Use the best information possible to develop a salary range that best fits our job.

Next steps:

- Send department information requests to organizations identified.
- Present survey results at the Oct. 21st, 2014 Board meeting.