



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

December 2, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The December 2, 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 and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Carolyn Armanini was absent.

II. APPROVAL OF THE AGENDA

Chief Torpin requested a discussion regarding the potential establishment of a LEOFF1 OPEB Trust be added to the agenda. The request was approved and moved to item 4.8 on the agenda.

Commissioner Adman inquired if the Board was in agreement to move item 4.2, Contract Format discussion to the agenda of the next regularly scheduled meeting on December 16, the Board unanimously agreed.

Commissioner Adman moved to approve the agenda as amended. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Fire Prevention Quarterly Report

Fire Marshal Jeff LaFlam provided a quarterly Fire Prevention report. The Board recognized and congratulated Fire Marshal LaFlam on his recent article in NFPA magazine regarding fire sprinklers.

4.2 Contract Format

This item was moved to the agenda of the December 16, regularly scheduled meeting.

4.3 Legal Counsel Contract Renewal

Chief Torpin provided an overview of the previous discussion regarding the contract for legal services, specifically the number of monthly hours and retainer. Following a brief discussion Commissioner Peterson moved to authorize the Chief to sign the contract renewal for legal services. A brief discussion ensued regarding the contract format. Legal Counsel Williams provided additional information regarding the retainer and discounted hourly rate. Following the discussion Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

4.4 2014 Chief's Performance Review Process

Chief Torpin reported that Commissioner Armanini wanted the Board to discuss the Fire Chief's performance review process. Following a brief discussion, it was determined to use the same process as last year and that Commissioner Adman will contact Human Resources Administrator Shannon Moore to begin the process.

4.5 2015 Budget

Chief Torpin provided a brief overview of the 2015 Budget and indicated that there have been no additional changes to the budget that was presented to the Board in October. Following a brief discussion Commissioner Maehren moved to approve the 2015 Budget as presented. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

4.6 Additional Meeting in December

Chief Torpin requested a special meeting to process the last vouchers for 2014. Following a brief discussion regarding available dates and times the Board unanimously agreed to hold a special meeting on December 29th at 1600 hours for the purpose of signing vouchers. Secretary McDaniel will prepare and post the special meeting notice.

4.7 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
Chief Torpin - Finance
Commissioner Adman - Labor and Organization

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

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

4.8 Commissioner's Reports

Commissioner Maehren provided a brief report on the Washington Fire Commissioners Association meeting he attended.

4.9 OPEB Trust

Chief Torpin reported he made contact with Ms. Ellen Clark from Public Financial Management Group (PFM) to set up a date in which she could make a presentation to the Board regarding LEOFF1 OPEB trust options. A discussion ensued regarding possible dates and questions the Board may have for Ms. Clark. Following the discussion the Board agreed to schedule a presentation for the January 20, 2015, regular scheduled meeting. Chief Torpin requested the Board send him any questions or topics they may have so they could be incorporated into the presentation.

V. ACTION ITEMS

5.1 Approval of 2015 Budget

This item was approved under item 4.5 on the agenda.

5.2 Approval of RFA Committee Meeting Minutes

Commissioner Maehren moved adoption of the approved meeting minutes from the November 6, 2014, Regional Fire Authority Planning Committee meeting as the minutes for the Special Meeting of the Board of the same dates. Commissioner Adman seconded the motion and it passed with a vote of 4 to 0.

VI. FIRE CHIEF'S REPORT

In addition to the Chief's written report, Chief Torpin provided an update on the following:

6.1 2012 – 2013 Financial Audit

Chief Torpin provided a status report on the 2012-13 Financial Audit. The Chief indicated the audit should be complete by the end of the year with an exit interview prior to one of the January meetings.

6.2 Puget Sound Emergency Radio Network (PSERN Project)

Chief Torpin advised the Board of King County's plan to replace the aging 800 MHz radio system. The County is planning to fund the radio system replacement with a ballot measure to increase the property tax levy in excess of the statutory limitations. King County is working with the fire districts to gain support and provide protection against adverse effects to revenue collections that may be caused by the excess levy. Mr. Williams reported he attended a recent meeting between the County and several fire districts. Mr. Williams stated the County is proposing an inter-local agreement between the fire districts which will clarify the protections being offered by the county.

VII. CONSENT CALENDAR

7.1 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 November 18, 2014, General Fund Vouchers totaling \$115,992.87, Reserve Fund Vouchers totaling \$27,920.68, Donation Fund Voucher totaling \$2,168.10, EFT 11/30/14 (Payroll) totaling \$288,567.90, EFT 11/30/14 (DRS) totaling \$66,600.64, EFT 11/30/14 (IRS) totaling \$57,291.14, EFT 11/30/14 (457) totaling \$7,297.26.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1905 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 16, 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 December 16, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, December 2, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Fire Prevention Quarterly Report – FM LaFlam
 - 4.2 Contract Format – Commissioner Maehren
 - 4.3 Legal Counsel Contract Renewal – Chief Torpin
 - 4.4 2014 Chief’s Performance Review Process – Commissioner Armanini
 - 4.5 2015 Budget – Chief Torpin
 - 4.6 Additional Meeting in December for Vouchers – FS McDaniel
 - 4.7 RFA Planning Process Reports—Commissioner Maehren
 - 4.8 Commissioner’s Report
- V. **Action Items**
 - 5.1 Approval of 2015 Budget – Chief Torpin
 - 5.2 Approval of RFA Committee Meeting Minutes – Commissioner Armanini
 - i. November 6, 2014
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of November 18, 2014
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting: December 16, 2014