



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

March 21, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, Don Ellis, and Dave Maehren. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, and members of the public. Absent was Commissioner Kae Peterson

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda. Commissioner Armanini seconded. The motion passed 4-0.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee appreciates having public comment at the beginning of the meeting rather than the end.
- Mr. Dee was pleased to see that FM LaFlam attended the meeting at City Hall regarding the Kenmore homeless shelter.
 - Chief Torpin clarified that Mr. Dee was referring to activities related to the non-profit "Mary's Place" who is attempting to put a 70 bed homeless shelter in the King County Sheriff's North Precinct building. FM LaFlam and representatives from the city are working to determine whether the building meets code requirements for such a use.
- Mr. Dee continues to support efforts to save Cedarbrook Elementary School as a potential homeless shelter.
- Mr. Dee thanked the department for providing the space for the Lake Forest Park City Council Retreat last week.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Non Represented Salary Survey

HR Administrator Moore reviewed findings from the non-represented salary survey. Data presented was based on the same 40% range as was used in the 2013-14 assessment.

- Commissioners will discuss potential changes at the next meeting after further data review.

- Chief Torpin will provide a list of benefits and other changes that were approved in the recent union contract which may or may not be adopted for non-represented staff.

Legal Counsel Kinnon Williams arrived at 5:30PM.

4.2 Strategic Planning

Commissioner Adman provided a recap of the Strategic Planning process. The Board considered the options of adopting the draft plan as written, amending the draft plan, assembling a new planning group to start over on a strategic plan, or using a different approach for planning. After discussion the Board agreed not to adopt the draft 2016 plan and instead pursue the following direction for moving forward:

- Continue the support of the Northshore Emergency Management Coalition and its initiatives.
- Continue work to expand public education programs such as CPR and First Aid training.
- Utilize the Labor/Management process to identify any employee dissatisfaction issues now that the labor agreement has been settled.
- Gather population and traffic growth data or studies that may be available from the Cities of Kenmore and Lake Forest Park to assist in evaluating future demands for service.

Commissioner Armanini pointed out that there was a policy developed several years ago that established a Board Goal Setting process. The process has been underutilized but much of what has been discussed could be addressed with these goal setting procedures.

The Commissioners agreed they should revisit Policy 1700 to determine its value and relevance.

4.3 Commissioner Reports

Commissioner Ellis had dinner with the City of Kenmore Council and learned that multiple round-a-bouts are scheduled to be installed on 62nd Street.

- Chief Torpin clarified that the fire department frequently provides feedback regarding the impact such traffic calming measures may have to emergency service delivery, but pointed out the decision to install them lies completely with the city.

Commissioner Maehren attended the City of Bothell "State of the City" Luncheon and learned that the City has acquired state funds to assist with the rebuilding process after the Bothell Main Street fire. Commissioner Maehren also stated he felt the new Bothell City Manager appeared to be well qualified and a good fit for the City of Bothell.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- The first meeting for Northshore's Annual Open House was held today. The event is scheduled for Saturday, June 17th. Additional sources of volunteers will be reached out to for the event this year.
- The updated website launched last week and FM LaFlam has written an article on sprinklers that will be featured in the first Newsletter.

Commissioner Adman asked if Northshore's station has the same EOC infrastructure currently in place that the City of Kenmore does. Chief Torpin reported that all the EOC needs are in place at Station 51 and the EOC location at the City of Kenmore is a backup that would be used if damage prevented the Northshore EOC from being operable.

Commissioner Adman asked if firefighters have been trained on the neighborhood organization that is included in the CERT Program. Chief Torpin reported that training has not been incorporated though it would be desirable for crews to have a better understanding of additional resources that exist in the community and how to best utilize such resources in a disaster.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$29,972.30 and no Reserve Fund Vouchers

7.2 Meeting Materials

- Regular Board Meeting of March 7, 2017

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Maehren seconded. The motion passed 4-0 for Vouchers; and 3 in favor, one abstention, for the Minutes.

VIII. EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 6:29PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for April 4, 2017.

Attachments: Agenda and Fire Chief's Report; 2016-2017 Salary Survey Results and Recommendations (Non-Represented Positions)

BOARD OF COMMISSIONERS



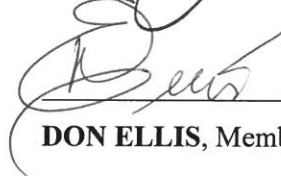
ERIC ADMAN, Chair

ABSENT

KAE PETERSON, Member



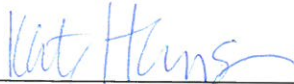
CAROLYN ARMANINI, Member



DON ELLIS, Member

DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on April 4, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, March 21, 2017

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Information/Discussion Item**
 - 4.1 Non Represented Salary Survey – HR Administrator Moore
 - 4.2 Strategic Planning – Commissioner Adman
 - 4.3 Commissioner Reports
- V. Action Items**
 - 5.1
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of March 7, 2017
- VIII. Executive Session**
 - 8.1 None
- IX. Adjournment**

Next Regular Meeting: April 4, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
March 21, 2017

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- Chief Torpin AS Hansen and HR Administrator Moore conducted several phone conferences with the website designer prior and post launch of the site which occurred on March 13th. A formal announcement about the new website will be going out after we ensure all bugs and minor updates have been made.
- Work continues on the data gathering process for the upcoming Washington Surveying and Rating Bureau (WSRB) re-rating process. The onsite visit by WSRB is scheduled for April 13 and 14.

Human Resources:

- HR Administrator Moore met with our current Healthcare Reimbursement Account (HRA) third party administrator (TPA), Navia Benefit Solutions, to discuss transition to the new HRA and TPA. We anticipate a May transfer date for all HRA funds.
- Completed compensation project for the District's non-represented positions. Results are ready to share with the Board.

Operations:

- Chief Torpin and DC Magnuson met with the fire chiefs from Bothell and Shoreline for the quarterly north-end fire chiefs meeting.
- DC Magnuson attended Recruit Academy Class 5 South bi-weekly comprehensive evaluations.
- DC Magnuson provided each Battalion Chief with February Operations reports, including inspection and training completion rates.
- DC Magnuson met with representatives of Brookdale Kenmore to improve relationship and coordination of care between night staff and Fire Department responders. This included a utilization of services report and nature of incident responses to their facility.
- DC Magnuson provided ESO training to administration group, focusing on report retrieval and printing for public records requests.
- DC Magnuson attended monthly Zone 1 Operations board meeting.
- DC Magnuson sought information on the new CAPCE (Commission on Accreditation for Pre-Hospital Continuing Education) accreditation through King County EMS.
- DC Magnuson collaborated with WSDOT (Washington State Department of Transportation) to facilitate corrected repair of Opticom at 170th and Bothell Way (E57 exit to Bothell Way).
- DC Magnuson facilitated communication between BC Tagart and WSDOT regarding "sluggish" performance of new infrared Opticom on new aid car.

- DC Magnuson sent 2016 NFIRS data to ESO Solutions for migration into ESO FIRE.
- DC Magnuson updated premise information with NORCOM dispatch for Brookdale Kenmore.

Training:

- DC Magnuson collaborated with Dave Monahan of FireTrex Training to prepare reports for WSRB (Washington State Rating Bureau).
- DC Magnuson re-submitted application for Firefighter I, Hazardous Materials-Operations, and Firefighter II equivalency for employee's attaining that level of proficiency prior to April 1995. This affects fourteen employees.
- Captain Harvey assisted Bothell Fire and EMS with their Lieutenant Promotional strategy and tactics assessment center.
- Captain Harvey met with Bothell Fire and EMS to coordinate future forcible entry training hosted by Bothell, but utilizing Northshore Fire Department's Training grounds.
- Captain Harvey met with North-end fire department representatives to coordinate Rescue Systems 1 training.
- Captain Harvey and DC Magnuson evaluated D-shift and C-shift annual Incident Management Systems scenarios.

Fire Prevention:

- FM LaFlam met with representatives from Cedar Park Northshore Church to walk through the building and discuss a proposal to start a preschool at the church.
- FI Booth taught the "Fire Suppression" class for the current CERT academy.
- FI Booth and EM Lunak provided fire extinguisher training for employees at NUD.
- FM LaFlam attended a meeting at Kenmore City Hall to discuss a proposal to utilize the old King County Sheriff's Precinct building for a family homeless shelter. A site visit to the building was also conducted to begin the process of developing a fire and life safety plan for the proposed use.
- FI Booth delivered fire safety lessons to five 6th grade classes.

Northshore Emergency Management Coalition (NEMCo):

- The NEMCo RACES (radio amateur civil emergency service) group is 4 weeks into an 8 week class teaching citizen volunteers the basics of amateur radio. This technician level class will prepare the 12 students to take the exam and be licensed by the FCC as radio operators.
- The spring CERT academy is in week 3 of the 8 week course. EM Lunak & Wendy Booth completed the section on fire safety on March 13th. We have a full class of 24 students and a couple of previous graduates sitting in on specific classes as a refresher.
- EM Lunak has completed the basic outline for Northshore Utility District's (NUD) updated emergency response plan. He is on track with the total number of hours NUD is expecting as per the NEMCo Interlocal Agreement.
- EM Lunak and Wendy Booth completed a fire safety training for half of Northshore Utility District staff on March 16 with the second half scheduled for March 23rd.

- 42 NEMCo Emergency Worker Volunteers attended the March volunteer meeting on the 15th. EM Lunak provided a presentation on developing a family emergency plan.



NORTHSHORE FIRE DEPARTMENT

"Dedicated to Community Service"

MEMORANDUM

Date: March 15, 2017

To: Board of Commissioners

From: HR Administrator Moore

RE: 2016-2017 Salary Survey Results and Recommendations (Non-Represented Positions)

The purpose of this memo is to summarize and share the results of the salary survey recently completed for the District's non-represented positions and provide recommendations to the Board based on the data collected and the District's accepted methodology and compensation philosophy. The last salary survey review conducted for the District's non-represented positions occurred 2013 – 2014.

BACKGROUND (no change from 2013-2014 salary survey review with Board)

Human Resources conducted a market-based pay structure project to review the District's non-represented positions salary ranges. Information was gathered from the following four salary surveys, also used during the last non-represented salary survey review in 2013 – 2014. They are comprised of the following objective data compilations:

1. Milliman's Puget Sound Regional Salary Survey – Major employers within King, Pierce/Kitsap, and Snohomish Counties (nonexempt and selected exempt positions); Includes both public and private industries.
2. Millimans' NW Management & Professional Services Salary Survey – Major employers within Washington, Oregon, and Idaho (management, supervisory, and professional positions); Includes both public and private industries.
3. Milliman's WA Public Employers Salary Survey – Public sector employers in Washington.
4. Association of WA Cities Salary Survey – Pubic sector employers in Washington (96% of the cities and counties in the state participated in 2016's survey, including 269 of 281 cities and towns (96%) and 38 of 39 counties (97%)).

Considerations used in setting District salary ranges 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.

RECOMMENDATIONS

Based on the salary survey data received from both public and private industries, and upon review of compensation data received from similar local fire agencies and cities, it is recommended that the District's non-represented salary ranges be updated as follows (effective 01/01/2017):

2017 Compensation Review - Recommended Salary Ranges

		83%	100%	117%	83%	100%	117%	
Position	Current Base Wage	Current Min (Monthly)	Current Mid (Monthly)	Current Max (Monthly)	New Min (Monthly)	New Mid (Monthly)	New Max (Monthly)	Compa ratio (with new range)
Administrative Spec	\$ 4,220.76	\$ 3,310.67	\$ 3,972.80	\$ 4,634.93	\$3,814.30	\$4,359.91	\$5,086.51	97%
Finance Spec	\$ 4,587.79	\$ 3,995.33	\$ 4,794.40	\$ 5,591.73	\$4,316.93	\$5,180.32	\$6,043.71	89%
HR Admin	\$ 7,302.63	\$ 5,435.73	\$ 6,552.53	\$ 7,609.33	\$6,246.95	\$7,496.35	\$8,745.74	97%
Fire Inspector/PIO	\$ 7,299.14	\$ 5,297.07	\$ 6,356.13	\$ 7,416.93	\$5,810.65	\$6,972.78	\$8,134.90	105%
Fire Marshal	\$10,002.63	\$ 7,018.27	\$ 8,422.27	\$ 9,824.53	\$8,279.69	\$9,407.78	\$10,975.67	106%
Deputy Chief	\$11,681.55	\$ 8,428.45	\$10,114.14	\$11,799.83	\$8,841.74	\$10,610.09	\$12,378.44	110%

↑ Last Updated by Board 2013-2014) ↑

- As performed with the 2013-2014 salary survey, consideration was given to both public and private industry data (excluding the Fire Inspector/PIO, Fire Marshal, and Deputy Chief positions). Salary range spread remains a 40% width (as determined during the last survey process with the Board). This % still provides for expanded salary ranges and a consistent application to all position ranges.
- Salary ranges proposed above have been aged using employer reported 2017 predictions. This provides the Board with the most accurate market data (as of 01/01/2017) and includes COLA.
- A change in a position's salary range does not necessarily equate to a change in an employee's current base wage. Changes to an individual's base wage are made by the Fire Chief, per policy. The Fire Chief may review an individual employee's current rate of pay with consideration of compa-ratio and performance evaluation history to ensure resolution of any pay discrepancies (if applicable).
- *Compa-ratios** are used to measure an employee's pay relative to the market average pay (midpoint of the salary range) for his/her position and to facilitate salary equity analyses among groups of employees.
 - What does the % mean in a compa-ratio? For example:**
 - A ratio of 83% means that the employee is paid 17% below the industry average and is at the risk of seeking employment with competitors at a higher pay that is perceived equitable.
 - A compa-ratio of 100% means that the employee is paid exactly what the industry average pays and is at the midpoint for the salary range.
 - A ratio of 115% compa-ratio would mean the employee is paid above the industry average.

Enclosures:

-The District's Compensation Philosophy for Non-Represented Positions (approved by Board during the 2013-2014 admin. salary survey process).

-Salary survey raw data for each position.



Compensation Philosophy Non-Represented Positions

The District provides an equitable and competitive total compensation package that helps attract and retain highly-qualified employees.

- “Total Cash Compensation” encompasses base pay plan and longevity pay, if applicable.
- “Total Compensation” encompasses an employee’s complete pay package, including all forms of cash compensation, benefits, training, etc.

Guiding Principles:

- Total compensation will be maintained within the bounds of competitive practice.
- Compensation plans will be aligned to support key business drivers, business strategy, and goal attainment.
- Compensation plans will be recommended by the Fire Chief and administered by Human Resources after review and approval by the Board of Commissioners.
- Compensation plans will comply with all legal, contractual and compliance requirements.

Total Cash Compensation Philosophy:

- Salary ranges will define the bounds of competitive base compensation for each job based on market benchmarks and published survey data covering organizations whose jobs have similar work content, responsibilities, skill requirements and complexity as the District’s.
- Salary range midpoints for most positions will be set at the median base pay (50th percentile) of the appropriate labor market.
- Salary ranges for each position will be reviewed and adjusted against market at least every three (3) years and more frequently as deemed necessary.
- Pay practices used to establish the initial base salary paid to a new hire, promoted employee or in the case of a job reclassification will reflect the employee’s skill, documented performance, experience (both within and outside the District) and will reflect the internal equity of our pay structure.
- Base salary increases will be based on individual performance, current base pay (position within salary range) and market movement.