



KING COUNTY FIRE PROTECTION DISTRICT NO. 16
18030-73RD AVENUE N.E.
KENMORE, WA 98028

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EMERGENCY 9-1-1

MINUTES

August 4, 2009

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The August 4, 2009 meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 18030 73rd Avenue N.E., Kenmore, King County, Washington. The Chair, Don Ellis called the meeting to order at 1703 hours. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke, Dave Maehren, Carolyn Armanini and Kae Peterson. Also present were Deputy Chief Jim Torpin, Secretary Andrea McDaniel, Legal Counsel Kinnon W. Williams and Forest Hooker from TCA Architects.

II. ADDITIONS OF THE AGENDA

2.1 Addition

Commissioner Ellis requested a discussion on the September meeting dates be added to the agenda under Information Items, item 3.3 on the agenda.

2.2 Addition

Deputy Chief Torpin requested that a report on the Station 57 flood mitigation project be added to the agenda under Information Items, item 3.4 on the agenda.

III. INFORMATION ITEMS

3.1 New Station Construction Project

Legal Counsel Kinnon Williams reported he had reviewed and approved the Harmatta Construction contract. Mr. Williams provided the Board with an overview of the approval process for the contract. Commissioner Armanini requested to review the contract prior to signing the contract.

Following the discussion Commissioner Maehren motioned to approve the Harmatta Construction contract. The motion was seconded by Commissioner Gehrke, and passed with a vote of 3 to 2, with Commissioners Armanini and Peterson voting nay.

Commissioner Maehren motioned to authorize the Chair, Don Ellis to sign the Harmatta Construction contract on behalf of the District. The motion was seconded by Commissioner Gehrke, and passed with a vote of 3 to 2, with Commissioners Armanini and Peterson voting nay.

Forest Hooker of TCA Architects provided an overview of the process and details for the selection of a contractor for independent testing and inspection services for the new headquarters fire station. Mr. Hooker reported that TCA Architects made a recommendation of a firm to the Construction Committee. A discussion ensued. Commissioner Maehren moved to approve the agreement for testing and inspection services with Krazan & Associates. The motion was seconded by Commissioner Gehrke, and passed with a vote of 5 to 0.

A discussion ensued regarding the construction committee's role and the members of the construction committee. No action was taken.

Commissioner Armanini motioned for Deputy Chief Torpin to sign the Agreement with Krazan & Associates on behalf of the District, once it has been reviewed and approved by Legal Counsel. The motion was seconded by Commissioner Maehren, and passed with a vote of 5 to 0.

3.2 Long Term Financial Planning

Commissioners Ellis requested that this discussion be moved to a future meeting. Commissioner Maehren provided the Board with a handout suggesting a 10% reduction to the budget and the Commissioner compensation. No action was taken.

3.3 September 15th, Regularly Scheduled Meeting

Commissioner Ellis suggested moving the meeting from September 15, to September 22, as there are 5 Tuesday's in September and he is not able to attend the meeting on September 15. The Board will take this request under advisement and make a decision at the next regularly scheduled meeting on August 18.

3.4 Station 57 Flood Mitigation Project

Deputy Chief Torpin provided the Board with a status report on the flood mitigation project at Station 57. Deputy Chief Torpin indicated that there have been difficulties in securing permits from Lake Forest Park for the project.

EXECUTIVE SESSION

At 1802 hours the Board went into Executive Session to discuss potential litigation with Legal Counsel pursuant to 42.30.110 until 1830 hours. At 1830 hours the Board returned to Regular Session.

Assignment: Deputy Chief Torpin is to sign the agreement for testing and inspections services with Krazan & Associates, once it has been reviewed and approved by Legal Counsel.

IV. ACTION ITEMS

4.1 Critical Issues – Role of the Board

Commissioner Ellis indicated there are additional topics that should be discussed along with the Role of the Board, such as the Role of the Administration and the Role of Consultants. Commissioner Armanini agreed with Commissioner Ellis, but indicated that the Board first needs to establish their role before moving on the other topics. Commissioner Maehren provided the Board with an informational handout detailing his ideas regarding the Role of the Board. Commissioner Gehrke provided the Board with informational handouts which included copies of the 1000 Series Policies as well as the Code of Conduct, Code of Ethics policies. It was suggested that before this topic is fully discussed each Commissioner should review the Commissioners Handbook published by the Washington Fire Commissioners Association. Secretary McDaniel indicated she had received the handbook via email and would email it to the Board.

Assignment: Secretary McDaniel is to email the Commissioners Handbook to the Board.

Assignment: Commissioners are to review the “Role of the Board” handouts prior to the next regular commissioners meeting.

FIRE CHIEF’S REPORT

5.1 Questions/Additions

Deputy Chief Torpin reported the purchase of Arc GIS software which will enhance our pre-incident planning, mapping and some statistical analysis capabilities. DC Torpin informed the Board that the software was budgeted as a component of the larger FireView program that will not be purchased this year. The decision to defer the purchase of the FireView program was related to the possibility of a regional approach to statistical analysis.

Commissioner Gehrke inquired what NIMS IS 400 was. Deputy Chief Torpin indicated it is a command staff training program that is required for anyone who

may be required to fill a Command Staff position during a major incident or event.

Commissioner Maehren inquired if a press release had been sent out regarding the purchase of the new thermal imagers. Deputy Chief Torpin indicated that one had not been sent out, but would make sure a press release was done. Deputy Chief Torpin also report that an article regarding the new thermal imagers will be in the upcoming newsletter.

Commissioner Maehren inquired as to when all the engines would be retrofitted with the new hose load configuration. Deputy Chief Torpin indicated that one engine had been completed and two more will be completed by the end of the year. The fourth reserve engine will not be retrofitted.

Assignment: Deputy Chief Torpin is to make sure a press release regarding the new thermal imagers is done.

V. CONSENT CALENDAR

6.1 Approval of Minutes and Vouchers

By a motion of Commissioner Armanini, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the special meeting minutes of July 31, 2009, General Fund Vouchers 08001 through 08024 (\$32,953.46.), 08025 through 08033 (\$6,177.33), Reserve Fund Vouchers 08001 through 08003 (\$33,873.10), Capital Fund Vouchers 08001 through 08003 (\$155,837.71), Mid Atlantic (wire 7/31/09) and Payroll (EFT 7/31/09).

VI. EXECUTIVE SESSION

The Executive session was moved and discussed under Information Items, after item 3.4 on the agenda.

VII. NEXT MEETING

The next regularly scheduled Commissioners meeting is for August 18, 2009.

VIII. ADJOURNMENT

The meeting was adjourned at 1842 hours.

Attachments:

Agenda
Fire Chief's Report
Warrants of King County Fire District No.16

Strategic Planning – Handout
Role of the Board – Handout
Administrative Policy and Procedures/Guidelines (Code of Ethics)
Administrative Policy and Procedures/Guidelines (Code of Conduct)
Policy 1243 through Policy 1500

BOARD OF COMMISSIONERS



DON ELLIS, Chair



KAE PETERSON, Member



DAVID MAEHREN, Member



RON GEHRKE, Member



CAROLYN ARMANINI, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners August 18, 2009