



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

BUSINESS (425) 486-2784      FAX (425) 483-6598      EMERGENCY 9-1-1

## MINUTES

September 29, 2009

### **SPECIAL MEETING BOARD OF COMMISSIONERS**

#### **I. OPENING OF MEETING**

The September 29, 2009 special 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 and Carolyn Armanini. Also present were Fire Chief Tom Weathers, Deputy Chief Jim Torpin, Firefighter Ryan Davis and Secretary Andrea McDaniel. Commissioner Peterson arrived at 1712 hours.

#### **II. REPORT ON WFCA HEALTH CARE PLAN**

Commissioner Armanini and Finance Specialist Andrea McDaniel provided a report to the Board on the WFCA Health Care information session they attended. A discussion ensued. Commissioner Armanini confirmed that the rate increase for the WFCA plans will not change. Chief Weathers and DC Torpin will be meeting with a broker next week to receive information on alternative health care plans and will report back to the Board at the next regularly scheduled meeting.

#### **III. CRITICAL ISSUE – ROLE OF THE BOARD**

The following topics were discussed:

- How to enforce the decisions and policies
- The polices of the Board – 1000 Series
- The role as defined in the Commissioners Handbook
- Approval/Review of operational policies and producers
- Professional Services budget line item

The following motions were made during the above discussions:

- Commissioner Armanini motioned that it is the Boards understanding that the budget line item professional services includes legal services. The motion was seconded by Commissioner Peterson. A discussion ensued. Following the discussion Commissioner Maehren motioned to make an amendment to Commissioner Armanini's motion. The amendment to the motion was to replace the words "legal service" with "any professional services". The amendment was seconded by Commissioner Gehrke. After further discussion the Chair called for a vote on the amendment, the motion for the amendment failed with a vote of 2 to 3, with Commissioners Armanini, Ellis and Peterson voting nay. The Chair then called for a vote on the original motion, the motion passed with a vote of 5 to 0.
- Commissioner Peterson motioned to adopt the six areas listed in the Commissioners handbook on page 3 to be the Role of the Board and to adopt the scope of policies on page 14, both are detailed below. The motion was seconded by Commissioner Peterson. A discussion ensued.

#### **Role of the Board**

1. Determining levels of service and establishing goals
2. Determining type and level of funding, approve budgets, tax levies
3. Establishing policies and approve operational procedures
4. Employing key personnel, supervising chief
5. Guiding strategic planning
6. Representing District to public

#### **Scope of Policies**

Policymaking is one of the primary roles of the board of commissioners. Policymaking is simply the development of high-level broad plans that embrace the board's general level of service and operational goals.

Procedures include the details of the implementation of policies in specific situations. Care must be taken to insure that existing contract rights are not adversely affected or impaired. Another concern of the board in the adoption of policies and procedures is to firmly establish that the policies and procedures are within the statutory authority of the district and the board and that they do not violate any applicable statutory or regulatory provision.

Following the discussion Commissioner Armanini motioned to make an amendment to Commissioner Peterson's motion. The amendment was to change the word "approve" to "review" in item 3 of the Role of the Board and to add the

words “review of” in the second paragraph, 3<sup>rd</sup> sentence of the scope of policies. Below is the sentence with suggested changes:

Another concern of the board in the adoption of policies and *review of* procedures is to firmly establish that the policies and procedures are within the statutory authority of the district and the board and that they do not violate any applicable statutory or regulatory provision.

Following the amendment the Chair called for a vote and the amendment and motion passed with a vote of 5 to 0.

- Commissioner Maehren motioned to have the administrative staff update the policy to reflect the adoption of the Roles of the Board and the scope of policies. The motion was seconded by Commissioner Gehrke. A discussion ensued. Following the discussion the Chair called for a vote on the motion, the motion failed with a vote of 2 to 3, with Commissioners Armanini, Ellis and Peterson voting nay.
- Commissioner Armanini motioned to have all Board members review The Board’s Policies, numbers 1000 to 1250 for discussion at the regularly scheduled meeting on October 20. The motion was seconded by Commissioner Peterson and passed with a vote of 5 to 0.

Assignment: All Board members are to read and review the Board’s policies, numbers 1000 to 1250 for discussion at the October 20, 2009, regularly scheduled meeting.

#### **IV. CONSENT CALENDAR**

##### **4.1 Approval of Vouchers**

By a motion of Commissioner Peterson, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the General Fund Vouchers 09088 through 09105 (\$17,729.55), Reserve Fund Vouchers 09009 through 09010 (\$8,280.16), Wire 9/30/09 (Mid Atlantic) totaling \$10,990.68 and EFT 9/30/09 (September Payroll) totaling \$386,539.40.

Commissioner Peterson recognized Allen’s Photographic for donating all of the employee, commissioner and station pictures. A plaque recognizing Allen’s Photographic will be displayed by the employee photo board.

#### **V. ADJOURNMENT**

The meeting was adjourned at 1852 hours.

#### **NEXT MEETING DATE**


The next regularly scheduled Commissioners meeting is for October 6, 2009.

Attachments:

Agenda

Warrants of King County Fire District No. 16

**BOARD OF COMMISSIONERS**

  
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**DON ELLIS**, Chair

  
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**KAE PETERSON**, Member

  
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**DAVID MAEHREN**, Member

  
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**RON GEHRKE**, Member

  
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**CAROLYN ARMANINI**, Member

**ATTEST**

  
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**ANDREA McDANIEL**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners October 6, 2009