



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

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EMERGENCY 9-1-1

## MINUTES

July 6, 2010

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The July 6, 2010 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 1700 hours. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke, Dave Maehren and Carolyn Armanini. Also present were, Deputy Chief Jim Torpin, Lieutenant Steve Loutsis and Firefighter Ryan Davis, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Also present were Tom Broetje financial consultant and Alex Harmatta from Harmatta Construction. Commissioner Kae Peterson and Fire Chief Tom Weathers were absent.

#### II. CALL FOR ADDITIONS

##### 2.1 Addition

DC Torpin requested a discussion regarding station security be added to the agenda. The request was approved and moved to be discussed under Information Items, item 3.5 on the agenda.

#### III. INFORMATION ITEMS

##### 3.1 Finance Report

Tom Broetje provided the Board with an overview and discussed each of the financial documents handed out, which consisted of the Comparison of Area Report, 2010 Fund Activity Summary, Resolution 07-07 Reserve Fund Analysis and Monthly Fund Expenses and Revenues Informational Report.

Legal Counsel Kinnon Williams and Mr. Broetje compiled a handout on various AV scenarios, which was emailed to the Board. Mr. Williams and Mr. Broetje provided an overview of the handouts and discussed the different effects of changes in AV.

Mr. Broetje provided a brief update on the first GO Bond payment. The funds collected for the first half of the year did not cover the amount of the first payment so approximately \$89,000 was transferred from the Reserve Fund to the GO Bond fund to cover the shortage. A discussion ensued. Following the discussion Commissioner Maehren motioned that the funds transferred from the Reserve Fund to the GO Bond Fund be noted as a loan for repayment. The motion was seconded by Commissioner Gehrke and passed with a vote of 4 to 0.

### 3.2 New Station Construction Project

Commissioner Gehrke provided an update on the status of the station construction project. A discussion ensued. Commissioner Gehrke reported that the meeting minutes from the owner/architect/contractor and building committee meetings were sent out via email and that a station tour was conducted today.

### 3.3 Solar Panel Cost Recovery

Legal Counsel Kinnon Williams sent the Board a memo regarding his findings on the cost recovery of solar panels. Commissioner Maehren provided the Board with a handout on his research on solar panels. A discussion ensued. Following the discussion Commissioners Armanini and Maehren indicated they would contact solar panel vendors and inquire if they would be interested in making a presentation to the Board. Commissioners Armanini and Maehren will report back to the Board at the next regularly scheduled meeting.

### 3.4 Commissioner Corner Update

DC Torpin requested this discussion be tabled until access issues could be resolved by Kirkland IT. This item will be placed on the agenda for the next regularly scheduled meeting on July 20, 2010.

### 3.5 Station Security

DC Torpin will email the Board a copy of a draft station security policy for their review. This item will be put on the agenda for discussion at the next regularly scheduled meeting.

Assignment: Commissioners Armanini and Maehren are to contact solar panel vendors to inquire if they would make a presentation to the Board and report back at the next regularly scheduled meeting.

Assignment: DC Torpin is to email a copy of the draft station security policy to the Board and the Board is to review the policy for discussion at the next regularly scheduled meeting.

#### **IV. ACTION ITEMS**

##### 4.1 Agenda Topic Guidelines

Commissioner Armanini indicated that the Board needs to have a process for adding items to the agenda. A discussion ensued. Following the discussion it was determined that any items to be added to the agenda must be sent to the Chair and/or Chief the Wednesday prior to the meeting. The additions will be placed on the agenda under a separate heading.

##### 4.2 Disposal of Retired Fire Engines

DC Torpin reported the two new engines would be delivered in August at which time the two 1987 Smeal engines would be deemed surplus. DC Torpin provided a brief report on past sales of vehicles and recommended that the department use a broker to sell the two engines. A discussion ensued. Following the discussion Commissioner Armanini motioned to accept DC Torpin's recommendation of using a broker to sell the two surplus engines. The motion was seconded by Commissioner Gehrke. There was further discussion with Commissioner Maehren making a friendly amendment to have legal counsel review the contract with the broker prior to entering into an agreement. The amendment was accepted by Commissioner Armanini. The Chair then called for a vote on the motion and it passed with a vote of 4 to 0.

#### **V. FIRE CHIEF'S REPORT**

##### 5.1 Questions/Additions

The Fire Chief's Report was submitted via email.

Commissioner Armanini inquired on the AMR penalties. DC Torpin provided a brief overview of the contract with AMR and the assessment of the penalties.

Commissioner Maehren inquired if the records boxes were indexed or have they been scanned and stored electronically. DC Torpin reported that the records have been indexed by box, except for those records archived at the state.

Commissioner Maehren inquired if the Department had established any business goals for the new SharePoint program. DC Torpin indicated that the goal was to install the new version of SharePoint utilizing the basic components of the program and then expand its use based on the needs of the organization.

Commissioner Maehren inquired as to why the response time was consistently longer for Haz-Mat response calls. DC Torpin indicated it could be that they are non-emergency calls and/or the Rescue truck is used.

## **VI. CONSENT CALENDAR**

### **6.1 Approval of Minutes, Vouchers and Resolutions**

By a motion of Commissioner Peterson, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of June 15, 2010, General Fund Vouchers 07001 through 07024 (\$51,149.59), 07025 through 07037 (\$14,74.42), Reserve Fund Vouchers 07001 through 07005 (\$15,379.24), Capital Fund Vouchers 07001 through 07003 (\$30,675.21), EFT 6/30/10 (IRS) totaling \$56,257.18, EFT 6/30/10 (Charles Schwab) totaling \$11,738.75, EFT 6/30/10 (DRS) totaling \$53,862.12, EFT 6/30/10 (June Payroll) totaling \$304,111.40, Wire 7/8/10 (Harmatta Construction) totaling \$772,085.60 and Interfund Transfer 6/1/10 (Reserve Fund to GO Bond Fund) totaling \$89,661.17.

## **VII. EXECUTIVE SESSION**

At 1830 hours the Board moved into Executive Session to discuss Labor Negotiations, Personnel and the Chief's performance review with legal counsel pursuant to RCW 42.30.140 and RCW 42.30.110(g) until 1900 hours. At 1900 hours the Board extended the executive session until 1910 hours. At 1910 hours the Board returned to Regular Session.

### **ADJORNMENT**

The meeting was adjourned at 1910 hours.

### **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for July 20, 2010.

### Attachments

#### Agenda

Fire Chief's Report

Warrants of King County Fire District No. 16

Synopsys of Community Solar Project Model

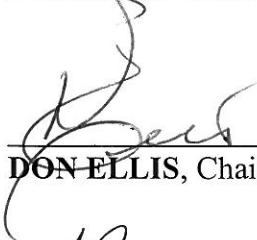
Comparison of Area Report

2010 Fund Activity Summary

Resolution 07-07 Reserve Fund Analysis

Monthly Fund Expenses and Revenues Informational Report

**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 July 20, 2010