



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

December 1, 2009

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The December 1, 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 1705 hours. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke, Dave Maehren, Kae Peterson and Carolyn Armanini. Also present were Fire Chief Tom Weathers, Deputy Chief Jim Torpin, Battalion Chief Jeff Tagart, Firefighters Anders Hansson, Shane Kidwell and Tim Tyler, Financial Consultant Tom Broetje, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

#### II. CALL FOR ADDITIONS

##### 2.1 Addition

Commissioner Maehren requested a discussion regarding the Chief's review be added to the executive session. This request was unanimously approved and moved to be discussion under Executive Session item 7 on the agenda.

##### 2.2 Addition

Commissioner Maehren requested a discussion regarding labor negotiations be added to the executive session. This request was unanimously approved and moved to be discussed under Executive Session item 7 on the agenda.

### III. INFORMATION ITEMS

#### 3.1 New Station Construction Project

Commissioner Peterson and Tom Broetje distributed the monthly total project budget and the reconciliation of construction fund to construction schedule reports to the Board. Commissioner Peterson and Mr. Broetje provided an overview of the reports and indicated that the Board would receive the total project budget report at the first meeting of each month. A discussion ensued.

Commissioner Peterson provided the Board with a copy of the construction committee minutes from November 12, 2009, and November 19, 2009. Commissioner Gehrke and Peterson indicated that the project was still on schedule and there was nothing new to report.

#### 3.2 Financial Communications

Chief Weathers provided the Board with a copy of the monthly fund expenses and revenues informational report and the financial activity communication schedule. Chief Weathers indicated the financial activity communication schedule will be attached to each meeting's agenda. Chief Weathers provided an overview of the monthly fund expenses and revenues informational report. A discussion ensued.

### IV. ACTION ITEMS

#### 4.1 Critical Issues – Polices 1260 to 1520 Review

This item was moved to be discussed after item 4.2 New Engine Purchase, on the agenda.

#### 4.2 New Engine Purchase

DC Torpin provided a copy of a memo he previously provided via email; regarding the purchase of two new fire engines. The memo included the bid evaluation and recommendation. DC Torpin provided an overview of the bid proposals and costs, apparatus committee review, legal counsel review and a consensus recommendation. A discussion ensued. Following the discussion Commissioner Maehren motioned to accept the Pierce Manufacturing, Inc. bid without the 2010 Cummins engine option and for a total cost not to exceed \$1,182,240.00. The motion was seconded by Commissioner Armanini. A discussion ensued regarding the payment options and performance bond. A friendly amendment was made by Commissioner Armanini that the acceptance of the Pierce bid be contingent on the approval of the performance bond by legal counsel. Commissioner Maehren accepted the friendly amendment. The Chair then called for a vote on the motion. The motion passed with a vote of 5 to 0.

#### **4.1 Critical Issues – Policies 1260 to 1520 Review**

##### Policy 1210

Commissioner Armanini provided the Board with a copy of her proposed changes to the last paragraph of the policy. Commissioner Maehren motioned to approve the changes to policy 1210 as provided by Commissioner Armanini. The motion was seconded by Commissioner Peterson, and passed with a vote of 5 to 0.

##### Policy 1260

Commissioner Armanini motioned to make the following changes to the policy; delete the following from the first sentence of the first paragraph "...or knowledge are needed that cannot be provided by persons employed by the district," and replace it with "...are required by the Board..." In the second sentence of the first paragraph delete the word "consultative". Delete the fourth paragraph. The motion was seconded by Commissioner Peterson and passed with a vote of 5 to 0.

##### Policy 1310

Commissioner Armanini motioned to make the following changes to the policy: delete the following from the first sentence in the first paragraph "...to the Policy Committee, which will make written recommendation..." and "full". Delete the last two sentences in the first paragraph. Delete the last sentence in the third paragraph. The motion was seconded by Commissioner Gehrke, and passed with a vote of 5 to 0.

##### Policy 1320

Commissioner Armanini motioned to make the following changes to the policy: In the first sentence of the first paragraph change to word "policy" to "policies" and delete: "...manual in accordance with policies adopted by the Board." In the second sentence of the first paragraph delete "The manual is..." and delete the last sentence in the first paragraph. Delete the last paragraph. The motion was seconded by Commissioner Peterson, and passed with a vote of 5 to 0.

##### Policy 1330

Commissioner Armanini motioned to delete policy 1330. The motion was seconded by Commissioner Peterson, and passed with a vote of 4 to 1, with Commissioner Gehrke voting nay.

##### Policy 1350

Commissioner Peterson motioned to make the following changes to the policy: delete "...in his/her absence, the administrative assistant..." and replace it with "...his/her designee". The motion was seconded by Commissioner Armanini, and passed with a vote of 5 to 0.

Following the review of Policy 1350, Commissioner Armanini requested moving the review of Policies 1400 to 1520 to the next regularly scheduled meeting. This request was unanimously approved.

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

The Fire Chief's Report was submitted to the Board via email. Chief Weathers reported that administration is continuing to work on and discuss the department's health care plans and options.

Commissioner Maehren inquired on the hiring of a part-time receptionist. Chief Weathers indicated that we had previously used a temporary agency, but were paying a high rate. The Department is looking into hiring a part-time person to fill in when needed.

Commissioner Maehren inquired on why the training division was still working on records management. DC Torpin indicated that they are continually updating the training records as each training event is recorded.

Commissioner Gehrke inquired on the calculation of the square footage for the Fire Benefit Charge. Chief Weathers indicated that the square footage is maintained and determined by King County and the District has no authority to change these numbers. However, the issue of including multiple buildings on one property has been successfully addressed.

## **VI. CONSENT CALENDAR**

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

By a motion of Commissioner Armanini, seconded by Commissioner Maehren, the regular meeting minutes of November 17, 2009, and the Special Meeting Minutes of November 25, 2009, General Fund Vouchers 12001 through 12024 (\$48,346.51), 12025 through 12035 (\$20,810.11), Reserve Fund Voucher 12001 (\$47.09), Capital Fund Vouchers 12001 through 12002 (\$29,355.89), Wire 11/3/09 (Charles Schwab) totaling \$10,990.68, EFT 11/30/09 (Nov Payroll) totaling \$381,417.76 and Resolution 09-16 Training Fund Closure.

## **VII. EXECUTIVE SESSION**

At 1905 hours the Board moved into Executive Session to discuss potential litigation, fire chief's review and labor negotiations with legal counsel pursuant to 42.30.110 until 1930 hours. At 1915 hours the Board excused Chief Weathers, DC Torpin and Secretary

McDaniel from the executive session. At 1930 hours the Board returned to regular session.

**ADJORNMENT**

The meeting was adjourned at 1930 hours.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for December 15, 2009.

**Attachments**

**Agenda**

Fire Chief's Report

Warrants of King County Fire District No. 16

Owner/Architect Project Meeting Notes – November 12, 2009

Owner/Architect Project Meeting Notes – November 19, 2009

Northshore HQ Fire Station - Total Project Budget

Reconciliation of Construction Fund to Construction Schedule

Financial Activity Communication Schedule

Monthly Fund Expenses and Revenues Informational Report

Memo: New Apparatus Bid Evaluation and Recommendation

**BOARD OF COMMISSIONERS**



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**DON ELLIS**, Chair



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**KAE PETERSON**, Member



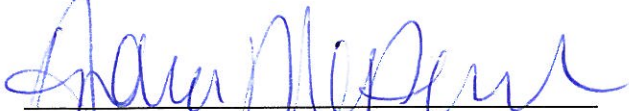
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**DAVID MAEHREN**, Member

  
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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 December 15, 2009