



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> ST.  
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

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### MINUTES

January 17, 2012

### REGULAR MEETING BOARD OF COMMISSIONERS

The regularly scheduled meeting of January 17, 2012 was continued to January 24, 2012 due to the inclement weather.

#### I. OPENING OF MEETING

The January 24, 2012, continued meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181<sup>st</sup> Street, Kenmore, King County, Washington. The Chair, Carolyn Armanini called the meeting to order at 1700 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson and Dave Maehren. Also present were Acting Fire Chief Jim Torpin, Fire Marshal Jeff LaFlam, Battalion Chief Mike Morris and Firefighters Anders Hansson and Brian Ford, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioners Adman and Gehrke were absent.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren motioned to approve the agenda as presented. The motion was seconded by Commissioner Peterson and passed with a vote of 3 to 0.

#### III. INFORMATION ITEMS

##### 3.1 Fire Code Fee Schedule

Fire Marshall LaFlam provided an overview of the current fire code fee schedule and presented several proposed changes. Following a brief discussion Commissioner Peterson moved to adopt the new fire code fee schedule as

presented. The motion was seconded by Commissioner Maehren and passed with a vote of 3 to 0.

### 3.2 Fire Chief's Job Description

Acting Chief Torpin provided a brief history and overview of the proposed Fire Chief's Job Description. A discussion ensued. Following the discussion Commissioner Maehren suggested that the Board email him any comments or suggested changes they have for the job description. Commissioner Maehren will compile all the suggestions and comments and email a draft copy to the Board prior to the next regularly scheduled meeting.

### 3.3 Goals and Objectives

Commissioner Armanini reported that she is still waiting to receive feedback on the goals and objectives from a few Commissioners. Once all the feedback has been received and compiled, Commissioner Armanini will email a draft copy to the Board.

**Assignment:** Commissioner's are to review the proposed Fire Chief Job Description and send comments and suggested changes to Commissioner Maehren.

**Assignment:** Commissioner Maehren is to compile all the suggestions and comments on the Fire Chief Job Description and email a draft copy to the Board prior to the next regularly scheduled meeting.

**Assignment:** Commissioner Armanini is to compile all feedback received on goals and objectives and email a draft copy to the Board prior to the next regularly scheduled meeting.

## IV. ACTION ITEMS

### 4.1 Budget Adoption

Acting Chief Torpin provided a brief overview of the minor changes made to the final draft of the 2012 budget. Following a brief discussion Commissioner Peterson moved to adopt the 2012 budget as presented. The motion was seconded by Commissioner Maehren and passed with a vote of 3 to 0.

### 4.2 Reduction of the Fleet

Acting Chief Torpin recommended that two staff vehicles to be declared surplus as they are no longer needed by the Department. Following a discussion Commissioner Maehren moved to approve Resolution 12-01 authorizing the vehicles to be surplus. The motion was seconded by Commissioner Peterson and passed with a vote of 3 to 0.

#### 4.3 HR Specialist Hiring Process

Acting Chief Torpin provided an overview of the Human Resources Specialist job description which has been reviewed by former Chief Weathers and PMSI. Acting Chief Torpin provided an overview of the hiring process, which included; the posting of the job announcement, PMSI's role, interview process and selection. There was a brief discussion regarding the job description, requirements and qualifications for the position.

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

#### 6.1 Questions/Additions

The Fire Chief's Report was submitted via email. Acting Chief Torpin reported that there was very little impact to operations created by the recent inclement weather. Response times were delayed but there were no negative impacts to those requesting service or damage to Department vehicles or property. Acting Chief Torpin reported that bids had been received for the cleanup of the old station and that the company with the lowest bid would be contacted to initiate the project.

### **VI. CONSENT CALENDAR**

The approval of the consent calendar was moved down the agenda to after the executive session.

### **VII. EXECUTIVE SESSION**

At 1730 hours the Board moved into Executive Session to discuss potential litigation, personnel and labor negotiations with legal counsel pursuant to RCW 42.30.110 (i), RCW 42.30.140 (b) and RCW 42.30.110 (g) until 1815 hours. At 1815 hours the Board extended the executive session until 1830 hours. At 1830 hours the Board extended the executive session until 1850 hours. At 1850 the Board extended the executive session until 1920 hours. At 1920 hours the Board returned to Regular Session and moved to item 7.1 on the agenda.

### **VI. CONSENT CALENDAR**

#### 7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Peterson, seconded by Commissioner Maehren, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of January 3, 2012, General Fund Vouchers totaling \$71,678.73 Reserve Fund Vouchers totaling \$15,038.90 Capital Fund Vouchers totaling \$3,179.41.

**ADJORNMENT**

The meeting was adjourned at 1924 hours.

**NEXT MEETING DATE**

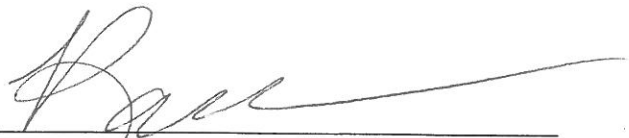
The next regularly scheduled Commissioners meeting is for February 7, 2012.

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**

  
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**CAROLYN ARMANINI, Chair**

  
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**KAE PETERSON, Member**

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**ERIC ADMAN, Member**

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**RON GEHRKE, Member**

  
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**DAVE MAEHREN, Member**

ATTEST



**ANDREA McDANIEL**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners February 7, 2012