



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

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

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### MINUTES

June 3, 2014

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The June 3, 2014, regular 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, Eric Adman 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 Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Peterson was absent.

#### II. APPROVAL OF THE AGENDA

Chief Torpin requested a discussion on the upcoming open house and pancake breakfast at Station 51 be added to the agenda. The request was approved and moved to item 4.2 on the agenda.

Chief Torpin requested a discussion on the Lake Forest Park Lyon Creek Flood Mitigation Project be added to the agenda. The request was approved and moved to item 4.4 on the agenda.

Commissioner Maehren requested a discussion on future agenda items be added to the agenda. The request was approved and moved to item 4.5 on the agenda.

Commissioner Adman moved to approve the agenda as amended. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEMS

4.1 Fire Prevention 1<sup>st</sup> Quarter Report

Fire Marshal Jeff LaFlam provided the Board with the 2014 1<sup>st</sup> quarter Fire Prevention report, which included updates and discussion on:

- School programs
- 2014 Sprinkler plan reviews and permits
- 2013 Annual Report
- Open House at Station 51 and Station 57
- DUI drill
- Water service at Lake Forest Park Town Center

4.2 Open House and Pancake Breakfast

Fire Marshal LaFlam and Secretary McDaniel provided a brief overview of the timeline and events for the upcoming Open House and Pancake Breakfast at Station 51, which is scheduled for Saturday June 14, 2014 from 9:00am to noon.

4.3 RFA Planning Committee

Commissioner Maehren reported on the May 27, Regional Fire Authority Planning Committee meeting, where the focus of discussion was the upcoming citizen focus group meetings. The next meeting is scheduled for June 5, when ESCi will be presenting the feedback it received from the citizen focus group meetings held at each agency.

Further information on the RFA including meeting minutes and meeting times and locations can be found at [www.northshorefire.com](http://www.northshorefire.com).

4.4 Lyon Creek Flood Mitigation.

Chief Torpin provided a brief overview of the City of Lake Forest Park's Lyon Creek flood mitigation project. Following the discussion Commissioner Maehren moved to approve the City of Lake Forest Park's proposal to acquire easement rights for 204 square feet of property at Station 57. Compensation for the easement rights is \$200 and reimbursement of review fees up to \$750. Commissioner Adman seconded the motion and it passed with a vote of 4 to 0.

4.5 Future Agenda Items

Commissioner Maehren requested that the following items be added to future agendas for discussion:

- 1) Process for bidding for services
- 2) Development of a standard contract for services template

- 3) Department records available on the website
- 4) Compensation Policy
- 5) Station 54

No further action was taken after a brief discussion regarding the suggested agenda items.

4.6 Commissioners Report

Commissioner Adman reported that he would be out of town in June volunteering in Haiti with Impact NW.

Commissioner Maehren reported on his attendance at the recent Pedestrian and Bicycle Safety Committee meeting.

**V. ACTION ITEMS**

None

**VI. CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of May 20, 2014, General Fund Vouchers totaling \$92,111.76, Reserve Fund Vouchers totaling \$3,554.20, EFT 5/30/14 (457) totaling \$7,467.79, EFT 5/30/14 (IRS) totaling \$55,765.08, EFT 5/30/14 (DRS) totaling \$59,210.26 and EFT 5/30/14 (Payroll) totaling \$287,045.90

**VII. EXECUTIVE SESSION**

None

**ADJORNMENT**

The meeting was adjourned at 1818 hours.

**NEXT MEETING DATE**

The next regularly scheduled Commissioner Meeting will be held on June 17, 2014.

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**

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**ERIC ADMAN**, Chair

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**KAE PETERSON**, Member

  
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**CAROLYN ARMANINI**, Member

  
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**RON GEHRKE**, Member

  
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**DAVE MAEHREN**, 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 June 17, 2014