



**KING COUNTY FIRE PROTECTION DISTRICT NO.16**  
7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

**BUSINESS: 425-354-1780    FAX: 425-354-1781**

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**MINUTES**

**October 16, 2018**

**REGULAR MEETING BOARD OF COMMISSIONERS**  
**at Northshore Fire Department's Headquarters Station 51**

**I. OPENING OF MEETING**

Chair Dave Maehren called the meeting to order at 4:59 PM.

Persons in attendance were Commissioners Don Ellis, Dave Maehren, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Legal Counsel Jake Stillwell, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Finance Specialist Dawn Killion, Battalion Chief Jeff Tagart, Firefighter Ken Hofschulte, former Commissioner Ron Gehrke, and two members of the public.

**II. APPROVAL OF THE AGENDA**

Commissioner Maehren requested the addition of section 4.8 to discuss matters related to the Station 57 remodel.

*Commissioner Verlinda moved to approve the agenda as amended. Commissioner Maehren seconded. The motion passed all in favor.*

**III. PUBLIC COMMENT**

None

**IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

4.1 Nomination of Interim Fire Commissioner

Commissioner Maehren introduced former Commissioner Ron Gehrke and nominated him to fill vacated Board Position #4.

*Commissioner Ellis moved to appoint Ron Gehrke to Fire Commissioner Position #4. Commissioner Verlinda seconded. The motion passed all in favor.*

Legal Counsel Williams pointed out to the Commissioners that the board only has 90 days to fill any vacant board positions.

4.2 Oath of Office

Legal Counsel Williams administered the Commissioner Oath of Office to Ron Gehrke.

Legal Counsel Williams reviewed the Commissioner appointment process for vacant Commissioner positions.

**PUBLIC COMMENT**

Mike Dee joined the meeting.

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee was happy to see the CPR information included in the meeting materials.

## V. PUBLIC HEARING

5.1 The public hearing was opened at 5:10 PM and continued to the November 6, 2018, meeting at 6:18 PM.

A separate report of the public hearing will be developed upon completion of the public hearing on November 6, 2018.

## IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS CONTINUED

### 4.3 Process for Recruitment and Selection of New Fire Commissioners

Commissioner Maehren led a discussion on the desired qualifications of a fifth Commissioner, and what process to follow for filling the position. Suggested preferred qualities were:

- Diverse board with geographic representation
- Strategic, collaborative with experience in business and/or with Committee/Board experience

Commissioner Maehren proposed holding a Special Board Meeting on Tuesday, October 23<sup>rd</sup> at 5:00PM.

Commissioner Gehrke suggested Commissioner Maehren draft an announcement for the open Fire Commissioner position. Commissioner Maehren suggested he and Commissioner Verlinda work on a draft announcement. The board agreed. A proposal of how to proceed with the Commissioner appointment process will be discussed at the next meeting.

Commissioner Maehren proposed that a Commissioner notice announcing the Commissioner vacancy be posted after a Special Meeting on October 23<sup>rd</sup>.

Review of Commissioner applicants will occur at the meeting of November 20<sup>th</sup> with appointment to occur no later than the end of December.

***Commissioner Maehren moved to hold a Special Meeting at 5:00 on Tuesday, October 23<sup>rd</sup>. Commissioner Verlinda seconded. The motion passed all in favor.***

### 4.4 Mission, Vision, and Values

Commissioner Maehren reviewed the district Mission, Vision, and Values and stated he believes the board should work to follow these statements.

### 4.5 NEMCo Ham Radio Repeater ILA

Chief Torpin presented the NEMCo Ham Radio Repeater ILA to allow the installment of a NEMCo HAM Radio Repeater on the Northshore Utility District building.

### 4.6 NEMCo ILA Amendment No. 1

Chief Torpin reviewed the proposed Amendment to the NEMCo ILA. This amendment allows for the option of retaining NEMCo carryover funds by the coalition rather than returning them to the participating agencies.

***Commissioner Verlinda moved to approve the two inter-local agreements regarding the installation of the HAM radio repeater and the NEMCo ILA. Commissioner Ellis seconded. The motion passed all in favor.***

### 4.7 King County Fire Commissioner Association

Commissioner Maehren reported to the board that the King County Fire Commissioners Association has asked Northshore Fire to host an association dinner.

*Commissioner Maehren moved to advise the King County Fire Commissioners Association that we are willing to sponsor a 2019 association meeting and that we would be willing to host if needed. Commissioner Verlinda seconded. The board discussed. The motion was withdrawn.*

Commissioner Maehren will contact the King County Fire Commissioner Association for more information.

#### 4.8 Station 57 Remodel

Commissioner Maehren believes that the Station 57 Remodel Project should be re-evaluated and re-defined. The board discussed project scope and funding. Commissioner Maehren is interested in exploring the possibility of using bond funds for this project. Commissioner Ellis expressed concern about pursuing bond funding at this time.

The board will continue the discussion at the meeting of November 6<sup>th</sup>.

## VI. BOARD RESOLUTIONS

### 6.1 None

## VII. REPORTS

### 7.1 Fire Chief Report

In addition to the written report provided in the meeting materials:

- Commissioner Verlinda inquired if filling the Training Captain position is done on a rotation basis. Chief Torpin clarified that it is a rotating position and in addition to this, Captain Harvey anticipates he will be retiring in the spring of 2019.
- Commissioner Verlinda asked whether live fire training is at Station 51 or an acquired structure. Chief Torpin clarified that it will be held at Station 51.
- Chief Torpin reported that there is a candidate financial assistance program through the National Testing Network. This program provides vouchers for candidates who do not have the financial means to undergo the firefighter testing process. The Chief would like participation in the program to be considered as part of the budgeting process.
- Commissioner Gehrke asked if there are going to be any changes to the St. Edward State Park road as a result of the Seminary renovation project. Chief Torpin reported that there will not be any changes to the road as a result of the project.
- Commissioner Maehren complimented Fire Marshal LaFlam in discovering alarm issues at a number of multi-family residential facilities in the district and starting the process to correct the problems.
- Commissioner Maehren inquired about the mention of a Civil Service Career Fair that Northshore Fire will be hosting. Chief Torpin clarified the department will be partnering. There were no further additions or questions regarding the written Fire Chief's report.

### 7.2 Commissioner Reports

- Commissioner Maehren reported that the Shoreline Fire Department Board of Commissioners voted unanimously to offer a joint board meeting with the Northshore Fire Board.
- Commissioner Maehren asked if any submissions to participate in the voter's pamphlet committees had been received besides JoAnn Evans. District Secretary Hansen reported

that one additional submission had been received to date, from former Commissioner Eric Adman.

**VIII. CONSENT AGENDA**

8.1 Vouchers

- The General Fund Vouchers totaled \$86,796.12 and Reserve Fund Vouchers totaled \$5,114.21

8.2 Meeting Materials

- Special Board Meeting of October 9, 2018

*Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Verlinda seconded. The motion passed all in favor.*

**IX. EXECUTIVE SESSION**

8.1 None

**X. ADJOURNMENT**

The meeting adjourned at 7:29PM

**NEXT MEETING DATE**

The next Special Commissioner meeting is for October 23<sup>rd</sup>. The next regularly scheduled Commissioners meeting is for November 6<sup>th</sup>.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**



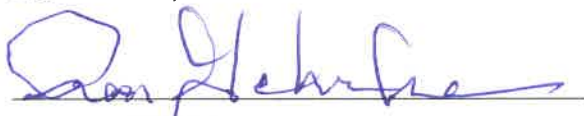
**RICK VERLINDA**, Member

Vacant

**POSITION #2**



**DON ELLIS**, Member



**RON GEHRKE**, Member



**DAVE MAEHREN**, Member

**ATTEST**



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**KATE HANSEN**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 6, 2018.



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, October 16, 2018

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
  - 4.1 Nomination of Interim Fire Commissioner – Commissioner Maehren
    - Board discussion and possible action to fill one of two vacant Board positions.
  - 4.2 Oath of Office
    - Performance of Oath of Office if necessary.
- V. **Public Hearing – Budget, Benefit Charge and other Revenue Sources**
  - 5.1 Open Public Hearing – Commissioner Maehren
  - 5.2 Financial Overview of the Fire District – Chief Torpin
  - 5.3 Presentation of 2019 Draft Budget – Chief Torpin
  - 5.4 Staff Recommendation for 2019 Tax Levy and Benefit Charge Assessment
  - 5.5 Public Comment
  - 5.6 Board discussion and review of budget proposal
  - 5.7 Conclude or Continue Public Hearing
- IV. **Board Discussion and Possible Action Items (continued)**
  - 4.3 Process for recruitment and selection of new fire commissioners – Commissioner Maehren
    - Board discussion and development of a process for filling vacant commissioner position(s).
  - 4.4 Mission, Vision and Values – Commissioner Maehren
  - 4.5 NEMCo Ham Radio Repeater ILA – Chief Torpin
    - Board review and adoption of ham radio repeater ILA
  - 4.6 NEMCo ILA Amendment No. 1 – Chief Torpin
    - Board review and adoption of amendment to the NEMCo ILA. The amendment is related to the annual financial reconciliation detailed in section 16. With the amendment the governing board has the authority to credit back budget end fund balance to each agency or roll those funds forward to further carry forward the NEMCo mission.

- 4.7 King County Fire Commissioner Association – Commissioner Maehren
  - o Board discussion and possible action to host a future meeting of the association.

**V. Board Resolutions**

- 6.1 None

**VII. Reports**

- 7.1 Fire Chief's Report
- 7.2 Commissioner Reports

**VIII. Consent Agenda**

- 8.1 Approval of Vouchers
- 8.2 Approval of Special Meeting Minutes of October 9, 2017

**IX. Executive Session**

- 9.1 None

**X. Agenda for Next Meeting**

- 10.1 Board discussion on future meeting agenda items.

**XI. Adjournment**

**Next Regular Meeting: November 6th at 5:00 PM**

**Fire Chief's Report**  
Submitted by Chief Torpin  
October 16, 2018

**Administration/Financial:**

- Chief Torpin attended and facilitated a Zone 1 Fire Chiefs meeting.
- Chief Torpin met with Bryan Hampson to discuss the City of Kenmore's recent Transit Oriented District zoning designation. The area designated is along the north side of Bothell Way from 73<sup>rd</sup> to 80<sup>th</sup>. Property tax deferments will be offered for residential housing unit in an effort to stimulate development.
- Chief Torpin and AS Kunkel met with Kirkland IT to discuss the Office 365 program capabilities.
- Chief Torpin met with Forest Hooker from TCA Architecture and representatives from Siders/Byers Engineering to discuss the plumbing issues at Station 51.
- Chief Torpin completed the 2019 draft budget proposal.

**Human Resources:**

- Completed Performance Pro employee trainings with all shifts.
- Master applications for healthcare insurance have been submitted. Open enrollment information for 2019 benefits will go out to employees soon.
- The announcement was sent out for interested internal candidates who wish to fill the Training Captain position in 2019 to submit application materials to HR.
- Our annual Benefits Fair was successfully held on Oct. 10th, with steady employee turn-out. This year we had benefit representatives from DiMartino Associates (for Regence, MERP, and Long-Term Disability), BPAS (VEBA HRA), Delta Dental, First Choice Health EAP, DRS, The Standard, and L&I attend.
- Attended Association of Washington Cities' "Washington Paid Family & Medical Leave" webinar.
- AC Kunkel and HRM Moore are developing a civil service career fair in January 2019 and invitations to participate have been sent out to selected public employers.
- Attended Disability Management Employer Coalition (DMEC) 2018 West Region Update Webinar

**Training:**

- Chief Torpin attended and facilitated an East Metro Training Group (EMTG) Policy Board meeting.
- Initial user training for the new Scott Self-Contained Breathing Apparatus (SCBA) has been completed for all north-end departments. Skill sheets have been developed for timed donning, cleaning and disinfecting, and weekly/after-use inspections. User training will continue with the topics of donning, Rapid Intervention Team (RIT) Pak, and emergency procedures.
- Captain Harvey provided tactical training for C-shift.
- Captain Harvey attended a 2019 East Metro Training Group (EMTG) training planning meeting.



- Captain Harvey assisted with clean-up at the Sears building following the Multi-Company Operations (MCO) held there.
- Captain Harvey continued with preparations for the live fire Multi-Company Operations (MCO) drills scheduled to begin on October 22.

### **Operations:**

- DC Magnuson attended Norcom Joint Operations meeting.
- DC Magnuson attended Zone 1 Operations meeting.
- DC Magnuson attended Webinar – “Can’t We All Just Get Along? How to Stop Bullying & Promote Positive Firehouse Behavior”.
- DC Magnuson continued configuration of Halligan Asset management and electronic inspection program.
- DC Magnuson attended initial Comprehensive evaluation for recruit firefighters Petro and Hurn. All indications are positive; they are both performing very well.
- FM LaFlam and DC Magnuson met with contractors and architects to discuss fire protection, ingress, egress, and safety plan during renovation of “The Lodge” at St. Edwards.
- DC Magnuson facilitated October All Officer Meeting and BC Staff Day.
- DC Magnuson collaborated with BC Morris, Jim Buss of WSDOT, and Eric Pierce of Hill Electric to coordinate improving Opticom for apparatus exiting Station 57 onto Bothell Way during emergency response.
- DC Magnuson provided September response statistics and 3<sup>rd</sup> quarter operations and training reports to Battalion Chiefs and Lieutenants.
- DC Magnuson evaluated for quality assurance and provided feedback to report writers on National Fire Incident Reporting System (NFIRS) and Electronic Healthcare Reports (EHR) with missing or inaccurate data.
- DC Magnuson continues collaborating with Chris Mast of Norcom on wall map and map book project.
- Chaplain Andy Koss has completed the Chaplain Academy and will begin responding to incidents with other Chaplains. DC Magnuson facilitated ride-along dates and a live fire drill observation for Chaplain Koss.

### **Fire Prevention:**

- FM LaFlam researched fire safety systems in multi-family occupancies located in the District. He discovered that 17 were equipped with fire alarm systems that are local only and do not transmit signals to a monitoring company. He then sent letters to the owners/property managers of the complexes directing them to mount specific signage to ensure that the residents know to call 911 immediately if the fire alarm system activates.
- FM LaFlam together with DC Magnuson met with the architect and contractor at the Lodge at St. Edward project building. Discussions included specific challenges and solutions for installing new fire protection systems in the building, opportunities for crews to tour the project and coordination for emergency responses.
- FM LaFlam attended the Zone 1 fire marshals’ meeting. The fire marshals throughout Zone 1 are beginning the process of reviewing the 2018 International Fire Code. The task is to correlate the changes in the 2018 IFC with proposed WA State amendments and amendments to the 2015 IFC that are currently in force.

**Northshore Emergency Management Coalition (NEMCo):**

- No report provided



**NORTHSHORE FIRE DEPARTMENT**  
"Dedicated to Community Service"

**MEMORANDUM**

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Date: October 10, 2018  
To: Board of Commissioners  
From: Chief Torpin  
Re: 2019 Budget Proposal

This memo and related documents are intended to provide the Board with the financial information necessary to establish the 2019 benefit charge and property tax levy. The basis for establishing the benefit charge, levy and other revenue sources is to provide the required funding to deliver the current level of service.

Included with this memo is the 2019 Budget Workbook which contains a Revenue, Expense and Reserve Fund budget along with a Carryover and Benefit Charge Worksheets. Also included is historical data related to jurisdictional assessed value, budgets, levy and benefit charge collections that may be helpful for comparative purposes in evaluating the 2019 proposal.

The following will provide background on each of the aforementioned sections of the Budget Workbook and conclude with my recommendations.

Expense Budget

The proposed 2019 expense budget is \$9,159,025 which is a \$514,030 or a 5.95% increase over the 2018 budget. Factors contributing to the 2019 budget development include the following:

- An increase of 3.5% to Suppression Staff wages
- An increase of 3.3% for COLA to Administrative Staff Wages
- An increase of 8% in healthcare premiums
- Funding for the Benefit Charge Reauthorization special election. Estimates range from \$35,000 -72,000 for election costs and fees.
- Funding for legal services for the upcoming negotiations with the labor group.
- Continued support of the Northshore Emergency Management Coalition (NEMCo)
- The addition of \$25,000 for a Strategic Planning Process
- The addition of \$10,000 in outreach funding for an enhancement of the CPR training program.
- The addition of \$11,000 for grounds maintenance work at Station 51. Work will include the removal of invasive plants and restoration of beds to original design.
- The addition of \$7,500 for apparatus renumbering as part of the county-wide initiative.
- An increase of \$12,700 for audio recording of commissioner meetings.

Revenue Budget

The revenue budget provides detail regarding the various revenue sources available to the District. The largest portion (94%) of the District's revenue is received from property tax and

benefit charge collections. The property taxes are levied based on a property's assessed valuation as determined by the King County Assessor's Office and the benefit charge is established by the Board and apportioned throughout the jurisdiction based on the square footage of a property's improvements and various use factors. The preliminary assessment received from King County indicates the 2019 jurisdictional assessed valuation is \$8,064,262,457 which represents a 12.6% increase from the previous year.

The increase in the assessed valuation was 12.6%; however, the allowable levy only increased by 0.96% on existing properties due to statutory limitations on annual property tax increases. When new construction is added to the tax role the increase to the allowable levy was 2.2%.

Based on the projected levy collections and the projected 2018 carryover, the draft 2019 expense budget and required reserve fund allocation, it has been determined a benefit charge collection of \$3,350,000 will be required. The total increase to property based taxes would be 8.24%.

#### Reserve Fund Budget

The Reserve Fund allocation required to maintain the goals specified in Resolution 17-02 is \$230,507. These funds would be included in the 2019 general levy and benefit charge collections. The majority of these funds are part of the capital replacement plan which funds apparatus and equipment replacement costs.

In addition to funding the apparatus and equipment capital replacement plan, it is recommended to transfer \$300,000 from the General Fund to the Facilities Improvement subaccount of the Reserve Fund to be earmarked for the Station 57 remodel project. This transfer is made by utilizing the additional \$174,000 in 2018 Expense Fund carryover funds and other excess operating fund reserves. This would increase the Station 57 remodel funding up to \$500,000.

#### 2018 Budget Carryover and Unanticipated Revenue Collection

An analysis of year to date expenses was performed in an effort to project the amount of carryover expected from the 2018 budget. This analysis reveals approximately \$46,154 or 0.53% of the 2018 budget will carryover.

Revenues collected during 2018 were also examined to determine the amount of unanticipated or excess revenues that were collected. It has been projected that there will be approximately \$35,000 of unanticipated revenues collected in 2018. Therefore, a total of \$81,154 in budget carryover and unanticipated revenues will be used to offset the 2019 revenue requests.

#### Benefit Charge Worksheet

The benefit charge worksheet ties the budget related information together and provides guidance for determining the required level of revenue collection. The values represented in the benefit charge worksheet represent the financial requirements to adopt the proposed draft budget and maintain reserve fund strategies.

#### Excess Levy Assessment

In addition to the regular levy assessment, an additional \$1,350,000 in excess levy funds will be collected to pay the 2019 debt service for the 2009 voter approved General Obligation Bonds. Based on the 2019 projected assessed valuation this equates to a levy rate of \$0.1674/1000.

#### Levy Lid Lift

The Board made a decision to defer consideration of a levy lid lift election until after the 2019 benefit charge revalidation. The single most important factor in determining the need for a lid lift

is the ability to fund fire department operations with the combined reduced levy and benefit charge method of funding. The benefit charge collection is limited to 60% of the operational budget. In 2018 the benefit charge collection equated to 32.4% of the budget. With the 2019 budget proposal that percentage goes up to 36.5% which is still well below the statutory maximum of 60%.

Based on the facts stated above and with the Benefit Charge revalidation scheduled for 2019, the lid lift issue should be revisited and considered during the 2020 budget process.

#### Conclusion and Recommendation

The proposed 2019 expense budget represents an increase of 5.95% over the 2018 budget which will require an 8.3% increase in revenue collections. The reason for the higher increase in revenue collection compared to the increase to the budget is directly related to the reduced carryover expected from the 2018 budget.

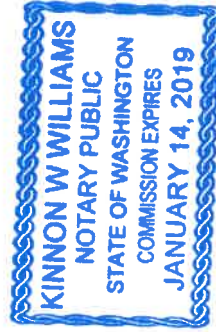
Staff recommendations to the Board for the 2019 budget and revenue sources are to:

- Adopt the proposed 2019 budget of \$9,159,025 which will maintain the current level of service.
- Levy the maximum allowable levy which is projected to be \$5,366,805
- Set the 2019 benefit charge collection at \$3,350,000
- Authorize the transfer of \$300,000 to the Reserve Fund earmarked for the Station 57 remodel project.



## Oath of Office

I, Ronald Gehrke, having been duly appointed to fill the office of King County Fire Protection District No. 16, Commissioner Position No. 4, do solemnly swear or affirm that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America.



Ronald Gehrke

Signature

SUBSCRIBED AND SWORN before me this 16 day of October, 2018

[Signature]

Notary Public in and for the State of Washington, residing at Kenmore, Washington