



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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

MINUTES

January 15, 2019

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

I. OPENING OF MEETING

Chair Suzanne Greathouse called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Rick Verlinda, Ron Gehrke, Don Ellis, Suzanne Greathouse, and Dave Maehren. 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, Lieutenant Jeremiah Ingersoll, Firefighter Jeremy Jamerson, Firefighter Kyle Colletti, three representatives from the Washington State Auditor's Office, and twelve members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Maehren requested the addition of section 5.4 to discuss matters related to Special Meeting rescheduling.

Commissioner Ellis moved to approve the agenda as amended. Commissioner Gehrke seconded. The motion passed unanimously.

III. AUDIT EXIT CONFERENCE

3.1 2016-2017 Financial and Accountability Audit – Exit Conference

The Audit team consisting of Wendy Choy, Jessie Fleming, and Alexander Behrndt addressed the Board to provide findings from the 2016-17 Financial and Accountability Audits.

Jessie Fleming reviewed the Audit Highlights report.

Financial Audit

- Financial Statement Audit found no deficiencies in internal control or material weaknesses were discovered.
- Financial statements present fairly in all material respects for 2016 and 2017.

Accountability Audit

- The audit looked at processes related to procurement, self-insurance programs and disbursement for commissioner compensation.
- Commissioner compensation was subject of a citizen hot-line complaint related to a concern that commissioner compensation did not comply with State Law and was an unallowable expense of District funds.

- The auditor reviewed all commissioner compensation for the fiscal years 2016, 2017, and 2018.
- The commissioner compensation was tested for compliance with State Law and District policy.
- The Auditor noted no recommendations to be included in the District's Audit report, but did provide some recommendations to management.

The Audit Team reviewed and answered questions on the Accountability Report.

Based on concerns raised by Commissioners Maehren and Verlinda finalization of the Audit was tabled until further review can be accomplished. Audit Manager Choy stated she will follow up with the State Auditor's Director of Legal Affairs and will follow up for further discussion.

The Audit Team recommended finalizing the Financial Audit at this time while the Accountability Audit is under review.

Commissioners agreed to finalize and publish the Financial Report at this time.

IV. PUBLIC COMMENT

The following members of the public shared comments with the Board:

- Mike Dee, Lake Forest Park (miscellaneous items)

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Policy 1400—Board Meetings

Commissioner Ellis moved to adopt the changes to Policy 1400 as proposed by Commissioner Greathouse. Commissioner Gehrke seconded. The board discussed.

Commissioner Maehren proposed an amendment to the motion to insert Commissioner Greathouse's suggested change after the first paragraph of the Agenda section of Commissioner Maehren's proposed draft of Policy 1400. Commissioner Verlinda seconded. The board discussed.

Commissioner Maehren withdrew his amendment.

The original motion was rejected 2-3 with Commissioners Verlinda, Maehren, and Greathouse opposing.

The board agreed to have Commissioners Greathouse and Maehren review the current drafts and bring a new draft forth to the board at a later meeting.

5.2 Northshore Utility District Interlocal Agreement

Chief Torpin reviewed the proposed Interlocal Agreement

Commissioner Ellis moved to authorize Chief Torpin to execute the Interlocal Agreement with Northshore Utility District. Commissioner Greathouse seconded. The motion passed unanimously.

5.3 Next Meeting Agenda Items

Commissioner Maehren proposed the following agenda items for future meetings.

- Discussion of Possibility of Rezoning of Station 57 Property.
- Discussion of scope of work for Station 57 Project

5.4 Special Meeting Schedule

Commissioner Maehren requested the special meeting of January 29th be moved to January 30th as he cannot attend on January 29th. The board concluded to reschedule the meeting as proposed.

VI. PUBLIC HEARING—BENEFIT CHARGE CONTINUATION ELECTION

6.1 Public Hearing

Commissioner Greathouse opened the Public Hearing at 6:29PM. The minutes of the Public Hearing are contained in a separate Report of the Public Hearing.

The board returned to the regular meeting at 6:38 PM.

VII. BOARD RESOLUTIONS

7.1 None

VIII. REPORTS

8.1 Fire Chief Report

No written report was submitted.

Chief Torpin reported that the Fire Chiefs, Training Captains, and Administrators of Northshore, Shoreline, Bothell, and Woodinville Fire departments met today to discuss training consolidation options.

8.2 Commissioner Reports

- Commissioner Greathouse stated that she had three city employees comment to her on what a great job Chief Torpin is doing and how much they appreciate the fire department.

IX. CONSENT AGENDA

9.1 Vouchers

- The General Fund Vouchers totaled \$38,899.87 and Reserve Fund Vouchers totaled \$5,149.02

9.2 New Policies

- Policy 4307—High Rise Operations and Policy 4318—Scenes of Violence

9.3 Amended Policies

- Policy 2424—Acting Officers, 4011—Respiratory Protection Program, 4111—Abandon/Withdraw from the Structure, 4204—Cross-Zone Identifiers, 4306—Rapid Intervention Teams, 4401—Fire Ground Practices, and 4406—Incident Rehabilitation

9.4 Meeting Minutes

- Special Board Meeting of January 8, 2019.

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Gehrke seconded. The motion passed unanimously.

X. EXECUTIVE SESSION

8.1 None

XI. ADJOURNMENT

The meeting adjourned at 6:53PM

NEXT MEETING DATE

A special Commissioners meeting is scheduled for January 30, 2019 and the next regularly scheduled Commissioners meeting is February 5, 2019

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



SUZANNE GREATHOUSE, Chair



RON GEHRKE, Member



DON ELLIS, Member



RICK VERLINDA, Member



DAVID MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on February 5, 2019