



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 5, 2018

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

I. OPENING OF MEETING

Chair Carolyn Armanini called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, Kae Peterson, and Rick Verlinda. Also present was Deputy Chief Eric Magnuson, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Lieutenant Jeremiah Ingersoll, Lieutenant John Burrow, Firefighter Ken Hofschulte, Probationary Firefighter Matt Langbehn, and one member of the public.

II. APPROVAL OF THE AGENDA

Commissioner Verlinda raised a point of order regarding agenda item 4.5, which had no preparative materials provided to the board. Commissioner Armanini stated that the requirement could be waived with approval of the board.

Commissioner Ellis moved to approve the agenda as presented. Commissioner Maehren seconded. The motion passed all in favor.

III. PUBLIC COMMENT

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

- o Mr. Dee attended NEMCo's recent HAM radio event and Emergency Management workshop.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Thermal Imaging Camera Proposal

Deputy Chief Magnuson and Lieutenant Jeremiah Ingersoll presented the proposal for new Thermal Imaging Cameras and responded to questions.

- o Commissioner Verlinda expressed concerns regarding the proposed thermal imager. Discussion ensued.

Commissioner Ellis moved to approve the purchase of Thermal Imaging Cameras as proposed. Commissioner Maehren seconded. The motion passed 4-0, with Commissioner Verlinda abstaining for the reason that he did not want to vote no but could not vote yes under the current conditions.

4.2 1000 Series Policy Review

Commissioner Peterson moved to approve Policy 1260 as presented. Commissioner Ellis seconded. The motion passed all in favor.

Commissioner Ellis moved to approve Policy 1500 as presented. Commissioner Peterson seconded. The motion passed all in favor.

Commissioner Ellis moved to approve Policy 1630 as amended—with the correct placement of the phrase “which shall not be unreasonably withheld”. Commissioner Armanini seconded. The motion passed all in favor.

4.3 Recording of Commissioner Meetings

Commissioner Maehren requested that the topic be tabled until additional cost information has been obtained. Commissioner Verlinda expressed a desire to continue research on the possibility of recording meetings.

Commissioner Armanini polled to board to determine if there was sufficient interest at this time to further investigate recording Commissioner meetings and the poll revealed there was not a majority of the board interested. Commissioner Peterson and Commissioner Ellis expressed disinterest in recording the meetings. The Commissioners discussed their differing perspectives on whether meetings should be recorded. The board did not come to any resolution or take any action.

4.4 Meeting Frequency

Commissioner Armanini moved to change the regular meeting schedule to one meeting a month with any second meetings being held as a special meeting. Commissioner Peterson seconded.

The board discussed the motion.

The motion failed 2-3, with Commissioner Armanini and Peterson in favor, and Commissioners Verlinda, Maehren, and Ellis opposed.

After a brief discussion, the board directed staff to determine the feasibility of aligning voucher approvals with the first Tuesday of each month.

4.5 Meeting of June 19th

Commissioner Armanini moved to suspend the rules to discuss item 4.5, in the absence of a memorandum provided to the board in advance of the meeting. Commissioner Ellis seconded. The motion passed 4-1, with Commissioner Verlinda opposing.

The board discussed the possibility of cancelling the June 19th meeting.

Commissioner Ellis moved to cancel the June 19th meeting. Commissioner Peterson seconded. After a brief discussion, the motion passed 4-1, with Commissioner Verlinda opposing.

4.6 Policy 1350

The board reviewed Policy 1350 and amended the first sentence.

Commissioner Ellis moved to approve Policy 1350 as amended. Commissioner Maehren seconded. The motion passed all in favor.

4.7 Resolution 18-02 Declaring Air Compressor as Surplus

Deputy Chief Magnuson presented Resolution 18-02 and reported that there is a buyer interested in purchasing the surplus compressor after the new one is installed.

Commissioner Verlinda asked Legal Counsel Williams for clarification on what is meant by equipment being disposed of at the discretion of the Fire Chief. Legal Counsel Williams stated that the disposal process, related to the commercially reasonable disposal of assets, is to meet the legal requirements for surplus of high-value equipment.

Commissioner Maehren moved to suspend the order of the agenda and approve Resolution 18-02. Commissioner Ellis seconded. The motion passed all in favor.

4.8 Approval of Meeting Minutes from May 1st and May 15th

The board reviewed proposed amendments to the minutes of May 1st and a number of changes were made to the draft document.

Commissioner Maehren moved to approve the minutes of May 1st as amended. Commissioner Verlinda seconded. The motion passed 4-0 with Commissioner Ellis abstaining for the reason of the process being too involved.

The board reviewed proposed amendments to the minutes of May 15th and a number of changes were made to the draft document.

Commissioner Maehren moved to approve the minutes of May 15th as amended. Commissioner Verlinda seconded. The motion passed all in favor.

4.9 Commissioner Compensation Claims

Commissioner Ellis moved to approve all Commissioner Claims as presented. The motion died for lack of a second.

Commissioner Peterson moved to approve the compensation claims of Commissioner Armanini as presented. Commissioner Ellis seconded.

The board discussed the motion.

The motion passed 3-0, with Commissioner Maehren abstaining because he could not determine what is reasonable, and Commissioner Verlinda abstaining because he was not clear on the vote.

Commissioner Peterson moved to approve the compensation claims of Commissioner Ellis as presented. Commissioner Armanini seconded.

The board discussed the motion.

Commissioner Armanini made an amendment to the motion to add Commissioner Ellis' attendance at the May 7th Special Meeting, and strike the May 29th/30th office visits, for a maintained total of five compensation claims. Commissioner Peterson accepted the amendment. The motion passed all in favor.

Commissioner Peterson moved to approve the compensation claims of Commissioner Maehren as presented. Commissioner Armanini seconded.

The board discussed the motion.

The motion passed 4-1, with Commissioner Ellis opposing.

Commissioner Ellis moved to approve the compensation claims of Commissioner Peterson as presented. Commissioner Verlinda seconded. The motion passed all in favor.

Commissioner Maehren moved to approve the compensation claims of Commissioner Verlinda as presented. Commissioner Peterson seconded. The motion passed 4-1, with Commissioner Ellis opposing.

V. BOARD RESOLUTIONS

5.1 Resolution 18-02 Declaring Items Surplus

Action already taken in Agenda item 4.7.

VI. REPORTS

6.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Deputy Chief Magnuson answered the following questions:

- Commissioner Verlinda inquired as to how many applicants are moving forward to the panel interviews. Deputy Chief Magnuson reported that 16 applicants will be moving forward.
- Commissioner Verlinda inquired as to how many crew members participated in the Lieutenant promotional process. Deputy Chief Magnuson reported that 9 firefighters participated and feedback regarding the process has been positive.

6.2 Commissioner Reports

- Commissioner Armanini reported that Commissioner Peterson, Maehren, and she are due for renewal of their Open Public Meeting Act training this year.
- Commissioner Verlinda reported that he and Commissioner Maehren submitted a packet of information to the State Auditor's Office related to the ethics complaint.
- Commissioner Maehren reported that he and Commissioner Verlinda attended the ICS (Incident Command System) training at Kenmore City Hall.
- Commissioner Maehren reported that he would like to attend the June 13th training on Firefighter PTSD. Commissioner Verlinda would like to attend as well.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$104,573.52 and Reserve Fund Vouchers totaled \$53,394.16

7.2 Meeting Minutes

- Joint Meeting with Kenmore City Council Special Board Meeting of May 7th.

Commissioner Peterson moved to approve the consent calendar with proposed changes to the May 7th minutes. Commissioner Maehren seconded. The motion passed all in favor.

VIII. EXECUTIVE SESSION

- 8.1 The Board moved into Executive Session at 7:00PM until 7:10PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(b). The board moved back to open session at 7:10PM.

Commissioner Maehren moved to direct the Chief to execute the MOU regarding the Technical Rescue Team and related training. Commissioner Ellis seconded. The motion passed all in favor.

IX. ADJOURNMENT

The meeting adjourned at 7:11PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for July 3rd

Attachments: Agenda; Fire Chief's Report; Resolution 18-02.

BOARD OF COMMISSIONERS



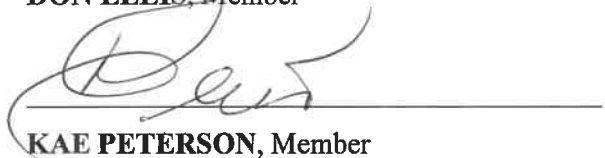
RICK VERLINDA, Member



CAROLYN ARMANINI, Chair



DON ELLIS, Member



KAE PETERSON, Member



DAVE MAEHREN, Member

ATTEST

KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 3, 2018.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, June 5, 2018

5:00 PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

- 4.1 Thermal Imaging Camera Proposal – DC Magnuson
 - Staff presentation of a proposal to purchase new thermal imaging cameras with donation funds.
- 4.2 1000 Series Policy Review – Commissioner Armanini
 - Final review and possible action to adopt amendments to Policies 1260, 1500 & 1630
- 4.3 Recording of Commissioner Meetings – Commissioner Verlinda
 - Board discussion and possible action to record commissioner meetings.
- 4.4 Meeting Frequency – Commissioner Armanini
 - Board discussion on the possibility of reducing the regular meeting frequency from two meetings to one per month.
- 4.5 Meeting of June 19th – Commissioner Armanini
 - Board discussion and possible action regarding possible cancellation of the 6/19 meeting.
- 4.6 Policy 1350 – Commissioner Armanini
 - Review and discussion on Policy 1350.
 - Possible action to propose amendments or maintain in its current form.
- 4.7 Resolution 18-02 Declaring Air Compressor as Surplus
 - Board discussion
- 4.8 Approval of Meeting Minutes from May 1st and May 15th.
 - Board discussion and possible action to amend and adopt draft meeting minutes.
- 4.9 Commissioner Compensation Claims
 - Review and approval of commissioner compensation claims

V. Board Resolutions

- 5.1 Resolution 18-02 Declaring Items Surplus

VI. Reports

- 6.1 Fire Chief's Report (written only)
 - SCBA Purchase Memorandum
- 6.2 Commissioner Reports

VII. Consent Agenda

- 7.1 Approval of Vouchers
- 7.2 Approval of Minutes of May 7, 2018 Joint Meeting with Kenmore City Council

VIII. Executive Session

- 8.1 Executive session pursuant to RCW 42.30.110(1) to discuss matters related to collective bargaining.

IX. Adjournment

Next Regular Meeting: June 19th at 5:00 PM

Fire Chief's Report
Submitted by Deputy Chief Magnuson
June 5, 2018

Administration/Financial:

- Chief Torpin met with new Bellevue Fire Chief Hagen. The purpose of the meeting was to discuss areas of mutual concern and bring him up to speed on the status the East Metro Training Group.
- Chief Torpin participated in the City of Kenmore Chief of Police Selection process. Two well qualified candidates interviewed for the position and City Manager Karlinsey hopes to make a final decision in the near future.

Human Resources:

- HR Administrator Moore completed phone interviews. Selected candidates have been invited to participate in oral board panel interviews in June.
- DC Magnuson proctored the Lieutenant promotional written exam.
- Captain Harvey conducted the tactical assessment for the Lieutenant promotional testing process with Battalion Chiefs Sauer and Morris along with DC Magnuson observing.
- HR Administrator Moore, DC Magnuson, and committee member, Lieutenant Hochstein observed the assessment center portion of the Lieutenant promotional process facilitated by consultant Ron Hiraki.
- DC Magnuson has met with several Lieutenant promotional testing candidates to review their test materials.

Training:

- Captain Harvey delivered Incident Management System / tactics lesson to C-shift.
- Captain Harvey and AS Hansen prepared June training assignments.
- Captain Harvey participated with an East Metro Training Group, Multi-Company Operations workgroup in Shoreline.
- Captain Harvey instructed at six sessions of the East Metro Training Group, Multi-Company Operations in Shoreline.
- Captain Harvey met with Captain Woods from Woodinville Fire to prepare training for the third and fourth quarter. Work sessions are planned in June to complete this project.
- Captain Harvey attended an E-logic learning management system software implementation meeting.
- Lieutenant Ingersoll attended a large area search class in Shoreline.
- Fire Fighter's Kuykendall and Colletti attended rescue swimmer training in Kirkland.

Operations:

- DC Magnuson participated as evaluator/panel member for Washington Network for Innovative Careers (WANIC) mock oral board panel at Lake Washington Institute of Technology. This was the class final and serves as initial step to award First-In Training and Education (F.I.T.E.) scholarship.
- Verizon Cellular and Data services upgrade for first responders was implemented with new "smart" devices placed in service on Battalion 51, Aid 51, Engine 51, and Engine 57.
- DC Magnuson working with NORCOM IT to troubleshoot missing data (closed call time) from some incident reports.
- DC Magnuson produced report and assessed call volume increase to Brookdale Kenmore.
- Lieutenant Burrow achieved Acting Battalion Chief Status after completing workbook and tactical evaluation.
- DC Magnuson coordinated effort to get damaged Seattle Public Utilities hydrant repaired in Lake Forest Park.
- DC Magnuson continues to work with Washington State Department of Transportation to improve intersection control at 170th and Bothell Way NE (Starbucks) in Lake Forest Park.

Fire Prevention:

- FPS Booth along with DC Magnuson and C-shift personnel participated in Inglemoor High School DUI drill for senior students.

Northshore Emergency Management Coalition (NEMCo):

- Northshore Emergency Management Coalition HAM radio operators provided communications support for the 5k fun run in Lake Forest Park on Saturday June 2nd., seven volunteers staffed various positions along the course to provide race organizers real time information and practice passing radio traffic.
- Emergency Manager Lunak instructed 35 people basic preparedness at the first Citizens Workshop of 2018. The 4-hour class covers emergency supplies, planning, fire extinguisher training, and other basic topics.
- Emergency Manager Lunak participated in an all-day exercise with Special Olympics and the University of Washington simulating a large earthquake during the July 3rd Special Olympics event happening later this year. Northshore Emergency Management Coalition's communication and coordination was the focus of the exercise. An after action report is being produced now and expected by mid-June.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 18-02
RESOLUTION DECLARING ITEM AS SURPLUS

WHEREAS, the administration of King County Fire Protection District 16 has reported to the Board of Commissioners that the following described equipment has met its expected service life of 25 years and is now obsolete and no longer needed or necessary for current District purposes, nor is there a need for it in the foreseeable future:

BAUER
Self Contained Breathing Apparatus Air Compressor
Model Number: VT17-E3
Serial Number: 28828

WHEREAS, Fire Chief Jim Torpin recommends a declaration to deem the aforementioned equipment surplus and provide authorization for its disposal; and

WHEREAS, the Board of Fire Commissioners has determined that the equipment listed above has in fact reached its planned service life and is obsolete and no longer needed or necessary for current or future District purposes, and has determined said equipment be declared surplus; and

WHEREAS, the Board of Fire Commissioners finds that the manner of disposition should best be determined by the Chief of the District; now therefore

BE IT RESOLVED, by King County Fire Protection District No. 16 Board of Commissioners that the equipment set forth be and is hereby declared surplus to the needs of the District; and it is further

RESOLVED, that said equipment shall be disposed of in a commercially reasonable manner to be determined by the Chief of the District.

DATED this 5th day of June, 2018.

BOARD OF COMMISSIONERS




CAROLYN ARMANINI, Chair




KAE PETERSON, Member



DAVE MAEHREN, Member

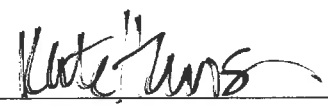


DON ELLIS, Member



RICK VERLINDA, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on
June 5, 2018



KATE HANSEN, Secretary
Board of Commissioners