



**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**

**December 4, 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 5:00 PM.

Persons in attendance were Commissioners Don Ellis, Dave Maehren, Rick Verlinda, and Ron Gehrke. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Firefighter Ryan Davis, Firefighter Russ Holmes, and six members of the public.

**II. APPROVAL OF THE AGENDA**

Chief Torpin requested the addition of section 4.4 for Approval of November Fire Commissioner payroll.

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

**III. PUBLIC COMMENT**

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

- Mr. Dee stated he did not find the November 28<sup>th</sup> NEMCo meeting referenced in the Fire Chief's report listed on either City's website calendar. Mr. Dee also inquired if this type of meeting needs to comply with the Open Meeting Act.

Jason Colberg, Lake Forest Park resident, addressed the board with the following question and comments:

- Mr. Colberg would like the department to be aware of a possible tax abatement for a potential development at the Lake Forest Park Towne Center site.
- Mr. Colberg asked if the fire district collected impact fees for larger developments such as the Southern Gateway Redevelopment Project. He further stated he would like to encourage the Board of Commissioners to inform the City Council regarding the fire department impacts by future development to ensure impacts are paid by developers rather than other citizens.

Chief Torpin advised Mr. Colberg to contact him and they could discuss the issues outside of the meeting.

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

**4.1 Commissioner Vacancy Interviews**

The Commissioners interviewed Suzanne Greathouse for Fire Commissioner Position #4.

- Commissioner Maehren announced 10-minute break at 5:35pm. The Commissioners returned to session at 5:40pm

The Commissioners interviewed Charlie Kimball for Fire Commissioner Position #4.

- The Commissioners took a break at 5:53pm. The Commissioners returned to session at 5:59pm

The Commissioners interviewed Tyler Byers for Fire Commissioner Position #4.

- Commissioner Maehren announced a break at 6:13pm. The Commissioners returned to session at 6:24pm

The Commissioners interviewed Mike (Dee) McMullin for Fire Commissioner Position #4.

- Commissioner Maehren announced a break at 6:40pm. The Commissioners returned to session at 6:45pm

The Commissioners interviewed Andre McGann for Fire Commissioner Position #4.

- Commissioner Maehren announced a break at 6:56 PM until 7:00 PM.

#### 4.2 Executive Session

The Board moved into Executive Session at 7:00 PM until 7:20 PM to evaluate the qualifications of a candidate for appointment to elective office, pursuant to RCW 42.30.1110(l)(h). The board moved back to open session at 7:19PM.

#### 4.3 Commissioner Appointment

Commissioner Maehren expressed appreciation for all of the candidate's time and willingness to serve the community.

***Commissioner Ellis moved to nominate Suzanne Greathouse to Fire Commissioner Position #4. Commissioner Gehrke seconded. The board discussed. The motion passed, unanimously.***

#### 4.4 Commissioner Compensation Claims

***Commissioner Ellis moved to approve all Commissioner compensation claims as submitted. Commissioner Gehrke seconded. The board discussed. The motion passed 3-1 with Commissioner Verlinda opposing.***

### V. **BOARD RESOLUTIONS**

#### 5.1 None

### VI. **REPORTS**

#### 6.1 Fire Chief Report

Chief Torpin reported that the election Committee has completed and submitted their statement for the ballot.

Chief Torpin reported that he has learned that the Evergreen Hospital District will have a bond measure on the ballot of the April Special Election. The Chief indicated there may be some election cost savings if the district were to move the Fire Benefit Charge Renewal to the April Election.

#### 6.2 Commissioner Reports

Commissioner Maehren announced that the Retired Firefighters of Washington was having their annual luncheon this coming Friday at the Inglewood Country Club.

Commissioner Maehren inquired whether the crews delivered Santa to the Annual Tree Lighting this weekend. Chief Torpin reported that they did and there is a story in the Bothell-Kenmore Reporter about it.

The discussion regarding the Fire Benefit Charge was continued from earlier in the meeting. Chief Torpin stated he would do some additional research and let the Board know if there was any value in moving the Fire Department's Benefit Charge Renewal election.

**VII. CONSENT AGENDA**

7.1 Vouchers

- o The General Fund Vouchers totaled \$71,479.82 and Reserve Fund Vouchers totaled \$18,474.78

7.2 Meeting Minutes

- o Regular Board Meeting of November 6, 2018

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

**VIII. EXECUTIVE SESSION**

8.1 See Section 4.2

**IX. AGENDA FOR NEXT MEETING**

10.1 Board Discussion on Future Meeting Agenda Items

- o Commissioner Swearing In – December 18<sup>th</sup>
- o Auditor Exit Interview – December 18<sup>th</sup>
- o Station 57 Remodel Project – December 18<sup>th</sup>
- o Audio Recording of Board Meetings – December 18<sup>th</sup>
- o Policy 6200 Proposed Amendment – December 18<sup>th</sup>
- o Fire Chief Performance Review – December 18<sup>th</sup> (Pending Staff Availability)

**X. ADJOURNMENT**

The meeting adjourned at 7:40PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for December 18, 2018

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**



**RICK VERLINDA, Member**



**RON GEHRKE**, Member



**DON ELLIS**, Member

Vacant

**POSITION #4**, Member



**DAVID MAEHREN**, Chair

**ATTEST**



**KATE HANSEN**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on December 18, 2018



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, December 4, 2018

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Board Discussion and Possible Action Items**

4.1 Commissioner Vacancy Interviews – Commissioner Maehren

- 5:15pm: Suzanne Greathouse
- 5:45pm: Charlie Kimball
- 6:15pm: Tyler Byers
- 6:45pm: Andre McGann
- 7:15pm: Mike (Dee) McMullin

4.2 Executive Session

- Pursuant to RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office.

4.3 Commissioner Appointment

- Board discussion and possible action to make an appointment to fill the vacant Commissioner Position #4.

**V. Board Resolutions**

5.1 None

**VI. Reports**

6.1 Fire Chief's Report

6.2 Commissioner Reports

**VII. Consent Agenda**

7.1 Approval of Vouchers

7.2 Approval of Meeting Minutes of November 6, 2018

**VIII. Executive Session**

8.1 See 4.2

**IX. Agenda for Next Meeting**

9.1 Board discussion on future meeting agenda items.

**X. Adjournment**

**Next Regular Meeting: December 18th at 5:00 PM**

**Fire Chief's Report**  
Submitted by Chief Torpin  
December 4, 2018

**Administration/Financial:**

- Representatives from the Washington State Auditor's Office have tentatively scheduled the exit interview with the Board for December 18<sup>th</sup>. The exit interview will be scheduled as first item of business of the regular meeting scheduled for the date listed above.
- Chief Torpin provided Interface Systems with 2019 Benefit Charge information as needed for parcel database. Information included updated benefit charge notification letter, new sprinkler systems approved in 2018, and Resolution 18-09 which established the benefit charge to be \$3,200,000.
- Chief Torpin attended the NORCOM Governing Board Meeting and strategic planning retreat.
- The draft 2019 Fire Benefit Charge (FBC) database has been received and is under review for accuracy. The FBC notification letter draft has been approved and sent to the printer.
- Chief Torpin delivered 2019 revenue related materials to the King County Assessor's Office, King County Treasurer's Office, and the King County Clerk for processing.
- Chief Torpin has assembled a packet to be delivered to King County Elections to effectuate the placement of the FBC reauthorization on the ballot for the February 12, 2019, Special Election. Information was also provided to members of the Pro-FBC voter's pamphlet committee.

**Human Resources:**

- HR Manager Moore attended a Salary Administration webinar.
- Open enrollment for benefits has begun. Any changes must be submitted to Human Resources before the end of November.
- Advertising for the upcoming "Government and Non-Profit Job and Resource Fair" scheduled for January 30<sup>th</sup> has been initiated. Information was posted on the District's social media accounts, with plans to further disseminate.
- Materials have been included for the Board's consideration to opt-in to participate in National Testing Network's (NTN) testing fee waiver program. By participating in this program, the District would provide funding assistance to NTN applicants who cannot afford the testing fees due to financial hardship.
- HR Manager Moore continues work meeting with and supporting supervisors with the performance appraisal process. Evaluations are due Dec. 15<sup>th</sup>. Supervisors are doing a great job learning the new system. AC Kunkel continues her work making minor administrative updates/changes as necessary to support the successful roll-out.

**Training:**

- Chief Torpin along with Chief Smith from the Redmond Fire Department and Chief Hagen from the Bellevue Fire Department met for an East Metro Training Group (EMTG) strategic planning committee meeting.

- Chief Torpin met with EMTG Training Chief Drew DeFazio for weekly one on one debrief.
- Chief Torpin met with the Chiefs from Shoreline, Bothell, and Woodinville Fire Departments to further discuss the consolidation of training efforts.
- DC Magnuson continues to work with Karen Rodriguez of King County Department of Health to facilitate Health Insurance Portability and Accountability Act (HIPAA) refresher training.
- New Scott Self-Contained Breathing Apparatus (SCBA) – Crews completed timed donning evaluations and a written test.
- Annual Company Evaluations were completed for A, C and D shifts, evaluated by the shift BC, Captain Harvey, and DC Magnuson. B shift will be evaluated on 12/11.
- The North-End drills continued at Station 51 with crews from Northshore, Bothell, and Woodinville.
- Live Fire Multi-Company (MCO) drills – All sessions are complete. Attended by 52 engine companies, 20 Battalion Chiefs, and 31 EMS units from Kirkland, Redmond, Woodinville, Bothell, Northshore, and Shoreline.

#### **Operations:**

- DC Magnuson attended East Metro Training Group (EMTG) Academy 8 bi-weekly comprehensive recruit evaluations.
- DC Magnuson attended monthly Zone 1 Operations meeting.
- Chris Mast of Norcom completed wall map project and delivered maps to Station 51.
- Chief Torpin and DC Magnuson met with Mark Hagreen of Eastside Public Safety Communications Agency (EPSCA) regarding the future transition to Puget Sound Emergency Radio Network (PSERN).
- DC Magnuson and Shannon Moore (HR) interviewed Lt. John Burrow for the position of Training Captain in 2019.
- DC Magnuson facilitated brief “coffee” meetings between Chaplain Andy Koss and shift personnel.
- Halligan apparatus check software was deployed. Electronic check lists for daily operational checks, weekly inventory, bi-monthly checks, Sunday Pump checks, quarterly Personal Protective Equipment (PPE) inspection, and annual testing of equipment.
- DC Magnuson collaborated with Chris Perez, Norcom fire liaison, to track down dispatch anomalies for an incident on NE 204<sup>th</sup> PI. Also conveyed BC Knight’s analysis of revised brush fire responses which were inaccurately implemented. BC Knight found irregularities and Norcom has since corrected the dispatch levels.
- DC Magnuson continues to work on King County renumbering project with BC Sauer, BC Tagart, DC Wallgren (Woodinville) and Chris Perez (Norcom).
- DC Magnuson provided FM LaFlam with inventory of areas with known poor radio communications.

#### **Fire Prevention:**

- FI Booth and Lt. Burrow delivered fire safety presentations to five third grade classes. Lt. Burrow will be assisting with the program delivery while on light duty.
- FI Booth provided a training class to a group of ten students at the Kenmore Senior Center. The presentation provided Cardio Pulmonary Resuscitation (CPR) training and covered the proper use of an Automatic External Defibrillator (AED).
- FM LaFlam attended a meeting at the Northshore Utility District (NUD). The meeting focused on water supply and cross-connection control related to residential fire sprinkler systems. The meeting attendees included the NUD operations manager and cross-connection control specialist and the Kenmore building official and plans examiner.
- FI Booth attended an interactive webinar, hosted by Shoreline Fire Department that presented information about the new fire inspection module for the ESO program.
- FI Booth taught a First Aid/Infant, Child, Adult CPR to the staff of Creative Montessori School in Kenmore.
- FM LaFlam attended a meeting of the Northshore School District Safe Schools Advisory Committee. The meeting focused on electronic surveillance and communications systems.
- FI Booth assisted EM Lunak at a recent NEMCo class. The class focused on a variety of ways to start a fire for warming or cooking following an emergency event.
- FM LaFlam met with the Director of Support Services for the Northshore School District to discuss the challenges with radio communications at Inglemoor High School. The goal is to work with the school district on the installation of an emergency responder radio system for the school to enhance radio capabilities for both police and fire.

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

- Chief Torpin attended the NEMCo Multi-Agency Coordination Meeting. The meeting was facilitated by EM Lunak and included 17 community partners ranging from Kenmore Air to Republic Services. The meeting focused on communication during emergencies and what each agency has for resources that may be available during emergencies.
- EM Lunak met with Bothell Dispatch to demonstrate and discuss WebEOC, the incident management software used in NEMCo's Emergency Operations Center (EOC). A follow up meeting is planned with LFP police and the City of Bothell to determine the most efficient way to share real time information during emergencies.
- EM Lunak met with the City of Woodinville to assist the city with reestablishing their Citizen Emergency Response Team (CERT) program. NEMCo and Woodinville may share some volunteer teachers for CERT.
- Inglewood Shores Home Owners Association (HOA) has completed an inventory of resources that may be used by the homeowners post disaster as recommended by the Map Your Neighborhood curriculum presented by EM Lunak during the summer. The HOA met with EM Lunak on November 5<sup>th</sup> for more information and assistance with planning evacuation procedures.
- EM Lunak completed a review meeting with Northshore Utility District to document some areas of improvement after the Rapid Damage Assessment exercise from earlier in November.



- NEMCo volunteers met on November 28th and discussed the California fires, recent earthquakes along the Cascadia Subduction Fault line, and had a training on alternative ways to start fires for heat in emergency situations. 32 volunteers attended.
- EM Lunak submitted the annual report to the State of Washington confirming the City of Kenmore's compliance with the National Incident Management System requirements.
- EM Lunak held a safety meeting on safe asbestos work practices for Northshore Utility and Lake Forest Park Public Works staff, keeping on schedule with the annual training requirement.