



## 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

March 6, 2018

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

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

Persons in attendance were Commissioners Carolyn Armanini, Dave Maehren, Kae Peterson, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Battalion Chief Mitch Sauer, Lt. Jeremiah Ingersoll, Lt. Steve Loutsis, FF Jeremy Jamerson, FF Todd McInturff, FF Ken Hofschulte, and members of the public. Absent was Commissioner Don Ellis.

#### II. APPROVAL OF THE AGENDA

Commissioner Verlinda requested the removal of the Commissioner Compensation Voucher from the Consent Agenda move it to a discussion item 4.4.

Commissioner Verlinda would like to offer the Union opportunity to comment after the Strategic Planning discussion.

Chief Torpin would like to add an item 4.5 as a report on the 2018 Benefit Charge Appeal Process.

*Commissioner Maehren moved to approve the agenda as amended. Commissioner Verlinda seconded. The motion passed 4-0.*

#### III. PUBLIC COMMENT

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

- Thank you for including policy amendments in the meeting materials
- Distributed materials related to traffic revisions around Lake Forest Park Town Center.
- Encouraged Northshore Fire to encourage Lake Forest Park to apply for county traffic funds related to SR-522.
- Lake Haven property has become available for purchase and there is campaign to get the property to become public instead of private.

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

##### 4.1 Strategic Plan

Commissioner Verlinda outlined the previous process for Strategic Planning review. His analysis of the 2016 Strategic Planning process includes the following:

- The District spent over \$20k on the previous Strategic Planning efforts without ever receiving a finished product.
- The previous consultant is still available and suggests starting fresh instead of revising the previous plan. He would participate in the process at a reduced cost.
- Suggests setting up a meeting with the Consultant, Don Bivins, in April and include Commissioner, Fire Chief, and Union Executive Board.
- Commissioner Verlinda would recommend hiring the Consultant and initiating a new Strategic Planning process

Commissioner Maehren would like to receive a status report on the actions taken on the previous Strategic Planning Process initiatives. Commissioner Maehren believes a smaller group could be beneficial and build on what was previously done.

Commissioner Armanini clarified that the Board did receive a final draft of the Strategic Plan from the consultant, but chose not to adopt it due to numerous concerns.

Lt. Jeremiah Ingersoll, union vice president, stated the labor group sees definite benefit in participating in a Strategic Planning process. The union would like to see long-term goals established and achieved. Union participation could involve any union members, or Executive Board level, however the Commissioners see fit.

Commissioners were generally in favor of revisiting Strategic Plan, but would like to discuss the appropriate process to accomplish the desired goals.

The board directed Chief Torpin to reach out to Don Bivins and discuss options, and report back to the Commissioners at the next meeting.

Chief Torpin stated he would reach out to the consultant for a discussion on a potential strategic planning process. The Chief also indicated the need to discuss the issue with the union executive board as what was expressed at this evening's meeting was a significant shift from their previously stated position on strategic planning.

#### 4.2 1000 Series Policies

The Commissioners discussed proposed changes to the yellow and grey policy levels as presented in the meeting materials.

***Commissioner Peterson moved to adopt Policy 1260, 1410, and 1450 as presented. Commissioner Maehren seconded. The motion passed 4-0.***

***Commissioner Peterson moved to adopt Policy 1200 as presented. Commissioner Maehren seconded. The motion passed 4-0.***

***Commissioner Peterson moved to adopt Policy 1240 as presented. Commissioner Maehren seconded. The motion passed 4-0.***

Policies 1300, 1400, 1500, 1630, and 1700 will be discussed at the next meeting with hopeful adoption at the first meeting in April.

Commissioner Armanini presented an alternative version of Policy 1630 that she requested to be reviewed and discussed at a future meeting.

#### 4.3 Joint Purchasing Agreement

Chief Torpin was contacted by Clark County Fire District 13 with a request to enter into a joint purchasing agreement so they could piggyback on our recent Self-Contained Breathing Apparatus Air Compressor Bid. The Chief indicated the agreement before the Board for Clark County is the exact same form that was approved by the Board for Woodinville Fire and Rescue.

*Commissioner Maehren moved to give the Chief authority to enter into the Joint Purchasing Agreement with Clark County Fire District 13, and to enter into the same agreement with other fire districts at his discretion. Commissioner Peterson seconded. The motion passed 4-0.*

4.4 Commissioner Compensation Vouchers

Commissioner Verlinda asked how the commissioner compensation voucher approval process was going to work. Chief Torpin stated the vouchers and associated attendance submittal sheets would be provided at the first meeting of each month. Commissioner payroll would be processed after Board approval and/or modification.

4.5 2018 Benefit Charge Process

Chief Torpin stated the District has received the normal amount of inquiries to the benefit charge assessments. Approximately 12 written appeals were received with concerns over the square footage calculations. After researching each appeal, it was determined that the discrepancies were related to garages or unfinished basement spaces. Letters explaining the benefit charge calculations and back-up square footage data was provided to each taxpayer.

**V. BOARD RESOLUTIONS**

5.1 None

**VI. REPORTS**

6.1 Fire Chief Report

In addition to the written report provided in the meeting materials, the following questions were asked:

- Commissioner Verlinda asked if there is any information on the Lake Point Project. Chief Torpin reported that he is in the process of working with one of the consultants working on the project regarding benefit charges. Information developed will be shared with the Board once it's complete.
- Commissioner Maehren asked if the GET Program is something Commissioners can participate in. Chief Torpin confirmed that it is.
- Commissioner Armanini appreciates Chief Torpin meeting with Lake Forest Park to provide fire district input on their safe streets and Towne Center Vision initiatives. Chief Torpin reported that he met with two consultant have been very receptive and are coming up with multiple solutions to alleviate the problems that affect fire service operations.

6.2 Commissioner Reports

- Commissioner Verlinda attended the Kenmore City Council meeting last week to introduce himself.

**VII. CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$115,442.58 and Reserve Fund Vouchers totaled \$8,852.03

7.2 Meeting Materials

- Regular Board Meeting of February 20, 2018

*Commissioner Peterson moved to approve the consent calendar as presented. Commissioner Verlinda seconded. The motion passed 4-0.*

**VIII. EXECUTIVE SESSION**

8.1 None

**IX. ADJOURNMENT**

The meeting adjourned at 7:13PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for March 20, 2018.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

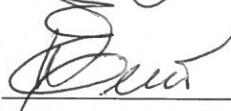
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**RICK VERLINDA, Member**



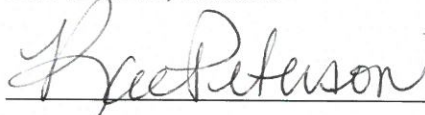
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**CAROLYN ARMANINI, Chair**



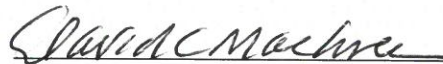
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**DON ELLIS, Member**



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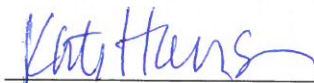
**KAE PETERSON, Member**



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**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 March 20, 2018





## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, March 6, 2018

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
  - 4.1 Strategic Planning– Commissioner Verlinda
    - Board discussion regarding the development of a strategic plan. Discussion to include the previous effort, obstacles, timing and cost.
  - 4.2 1000 Series Policy Revisions – Commissioner Maehren
    - Board discussion on the policy review and amendments.
    - Possible action to approve those policies discussed at the previous meeting where consensus was reached on minor amendments.
  - 4.3 Joint Purchasing Agreement – Chief Torpin
    - Staff presentation regarding a request by Clark County Fire District #13 to execute a joint purchasing agreement between our agencies.
    - Board discussion and action to authorize the Chief to execute the agreement.
    - Board discussion and possible action to authorize the Chief to execute other requests for a joint purchasing agreement when the same agreement is utilized.
- 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 February 20, 2018
- VIII. **Executive Session**
  - 8.1 None
- IX. **Adjournment**

**Next Regular Meeting: March 20, 2018 at 5:00 PM**

Agenda Topic-Board discussion on potential joint meetings with partner agencies

# **Fire Chief's Report**

Submitted by Chief Torpin  
March 6, 2018

## **Administration/Financial:**

- Chief Torpin attended the King County Fire Chiefs Bi-Monthly meeting.
- Chief Torpin attended and facilitated an East Metro Training Group Policy Board Meeting.
- Chief Torpin met with Kenmore City Manager Karlinsey regarding the LakePointe development. The purpose of the meeting was to discuss the potential impacts to emergency service the project could have, operationally and financially. Information regarding the District's revenue collection was provided to the City.
- Chief Torpin met with the consultant working with Lake Forest Park on the Town Center Vision project. The purpose of the meeting was to share District concerns regarding traffic flows through the dedicated access in front of the station. A second meeting was had with the consultant working with Lake Forest Park on their Safe Streets initiative. Again the purpose of this meeting was to discuss traffic related concerns in front of the fire station.

## **Human Resources:**

- Chief Torpin and DC Magnuson attended monthly Labor / Management meeting.
- GET program representative came to Station 51 for presentations to interested individuals regarding general information about the State's program. The District is now set-up to complete payroll deductions for those interested in participating.
- Annual benefit fair date has been set for October 10th, 2018 and 'Save the dates' have been sent to benefit vendors.
- Employees graduated from Bill Sweigert's leadership training series at the end of February.
- The draft 2017 Annual Report was provided to the Chief for review.

## **Operations:**

- Firefighter Bjorn Hodneland was offered an opportunity to attend the 2018 Paramedic Training Program. Bjorn has accepted the position and will enter the program in September. This is a huge loss for the department, but a great opportunity for Bjorn. He has been an outstanding employee for more than 25 years as both a volunteer and professional firefighter. He will make great paramedic and continue to serve the residents in this new role!
- DC Magnuson attended Week 4 East Metro Training Group (EMTG), Academy 7 comprehensive recruit evaluation and observed first recruit combat challenge. Recruit Firefighter Langbehn is doing very well.
- DC Magnuson provided each shift with February Operations report including response statistics, Turnout statistics, Company Inspection completion rates, training hours completed per member, and assigned training completion rates per shift and station.
- DC Magnuson evaluating AT&T FirstNet mobile network.
- DC Magnuson continues to refine Lieutenant Promotional written exam.

- DC Magnuson requested Mobile Data Computer (MDC) hardware specification from NORCOM. All Northshore MDC's are due for replacement.
- DC Magnuson assisted Shoreline CMT unit with Northshore report for commonly seen patients.
- Crews responded to single-family residence structure fire in Lake Forest Park.
- DC Magnuson participated in Shoreline Paramedic interview process.
- DC Magnuson met with representative of FireCheckOffs.com.
- DC Magnuson reviewed ESO FIRE reports for accuracy, providing feedback to report writers.
- DC Magnuson reviewed progress on EMT recertification.
- DC Magnuson requested clarification from Washington Department of Labor and Industry on SCBA inspections and documentation requirements.
- DC Magnuson facilitated scheduling of Firefighter Health and Wellness Medical exams with Professional Health Services, Inc. Exams will be conducted on-site in late April.
- February response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	2	0.85%	Bothell	3	14			
	57	3	1.28%	Kirkland	5	2			
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0			
	57	0	0.00%	Shoreline	3	14			
Rescue & Emergency Medical Service Incidents	51	115	48.94%	Woodinville	0	1			
	57	61	25.96%	Other	1	0			
Hazardous Condition (No Fire)	51	2	0.85%	<b>TOTAL</b>	<b>14</b>	<b>31</b>			
	57	1	0.43%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	10	4.26%	EMS	1:01				
	57	8	3.40%	Fire Suppression	1:12				
Good Intent	51	8	3.40%	<b>Emergency Response Average Travel Time</b>					
	57	5	2.13%	51	3:12				
False Alarm or False Call	51	13	5.53%	57	4:04				
	57	7	2.98%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:07	Station 57	A-shift	0:51
	57	0	0.00%		B-shift	0:51		B-shift	1:12
Special Incident Type, other	51	0	0.00%		C-shift	1:09		C-shift	1:22
	57	0	0.00%		D-shift	1:05		D-shift	1:09
<b>Grand Total</b>		235	100.00%	AVG	1:02		AVG	1:08	

## February 2018

### Training:

- Captain Harvey along with Training Officers from Bothell, Shoreline, and Woodinville conducted a Firefighter Survival Drill. Three of seven days training have been completed.
- Captain Harvey delivered a hands-on lesson on large area, rope assisted search to one crew.
- Captain Harvey assisted FF Hofschulte with preparations for the Spring King County Fire Training Officers Association (KCFTOA) Pump Academy.
- Captain Harvey gathered information for the Post Incident Analysis (PIA) on the structure fire that occurred in Lake Forest Park, February 22.

- Captain Harvey conducted a tour of the training facility at Station 51 for a representative from Bothell Police. Bothell PD has requested use of the training facility to conduct training at Station 51 later this year.

#### **Fire Prevention:**

- FI Booth taught a First Aid/CPR class for a group of local pre-school teachers.
- FM LaFlam and DC Magnuson participated in a webinar presented by ESO. The webinar presented information about a new software program for managing fire inspections that they have just added to their suite of products.
- FI Booth responded to a residential structure fire in Lake Forest Park. She acted as PIO for the incident and provided assistance to the King County fire investigator. The 1940's era home sustained significant damaged. The cause of the fire was determined to be accidental (failure of old oil/electric furnace).
- FI Booth assisted operations personnel with the presentation of fire safety lessons to two sixth grade classes at Lake Forest Park Elementary School.

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

- NEMCO is 4 weeks into our Winter CERT class. FI Booth taught the February 15th class on Fire Prevention and Safety and the hands on fire extinguisher training.
- EM Lunak completed the required monthly safety training with Northshore Utility District on Hazard Communication Standard.
- NEMCo RACES made some repairs to the 442 radio repeater formerly owned by Snohomish County Department of Emergency Management, but the repeater failed again days later during testing. NEMCo will continue to borrow the 443 repeater until a permanent repair or replacement is possible.
- EM Lunak met with the Special Olympics organizers to coordinate planning for the 2018 summer games, specifically bowling, which will be held at Kenmore Lanes. NEMCo plans to open our Emergency Operations Center during the event to facilitate communication with event organizers. The overall impact of the event will be minimal to Kenmore residents.