



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 3, 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, Kae Peterson, and Rick Verlinda. Commissioner Dave Maehren was present via phone. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Lieutenant Anders Hansson, Firefighter Russ Holmes, Firefighter Kevin Brackett, Battalion Chief Mike Morris, and one member of the public.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda as presented. Commissioner Peterson seconded.

Commissioner Verlinda requested the addition of a discussion item regarding setting up personal folders for Commissioners on the SharePoint site. Chief Torpin stated that he was working with Kirkland IT to develop a solution to address Commissioner Verlinda's request. More information will be provided within a few days. The proposed addition was withdrawn.

Commissioner Maehren made a motion to delete the executive session discussion. Commissioner Verlinda seconded. The motion failed 2-3 with Commissioners Peterson, Armanini, and Ellis opposing.

The original motion to approve the agenda passed 4-1, with Commissioner Maehren opposing.

III. PUBLIC COMMENT

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

- Mr. Dee inquired as to whether Lake Forest Park has the same fireworks restrictions that the City of Kenmore does. Commissioner Armanini stated that the fire department does not have any enforcement of fireworks restrictions and she does not know the specific penalties for violations.
- Mr. Dee assisted with child road crossing for an event that NEMCo provided traffic support for.
- Mr. Dee will be looking for CPR training that includes child/infant CPR.
- Mr. Dee thanked the department for the annual Open House. Chief Torpin thanked Mr. Dee for his and other NEMCo volunteer's help at the Northshore and NEMCo booths.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Policy 1630

Commissioner Armanini presented proposed changes to Policy 1630.

Commissioner Armanini moved to approve Policy 1630 with her proposed revisions. Commissioner Ellis seconded. The motion passed all in favor.

4.2 Meeting Minute Development

Commissioner Armanini presented Policy 1450 and MRSC guidance on minute preparation.

Commissioner Peterson moved that the board follow Policy 1450 for recording minutes and placements on the agenda. Commissioner Ellis seconded. The board discussed. The motion was withdrawn by Commissioner Peterson for reason that a motion is not required to enforce following policy.

4.3 Approval of Minutes of June 5th

Commissioner Armanini moved to approve the minutes of June 5th with her proposed change in section 4.3, Commissioner Maehren's date correction under Next Meeting Date, and Commissioner Maehren's heading change under the Consent Calendar. Commissioner Ellis seconded. Commissioner Armanini amended her motion to include only adoption of the three proposed amendments and not the minutes as a whole. Commissioner Ellis approved the change. The motion passed all in favor.

Commissioner Maehren moved to adopt his proposed change to section 4.4 related to voucher timing. Commissioner Verlinda seconded. The motion failed 2-3, with Commissioners Peterson, Armanini, and Ellis opposing.

Commissioner Maehren moved to adopt his proposed change to section 4.9 related to Commissioner Armanini's compensation claims. Commissioner Verlinda seconded. The motion failed 2-3 with Commissioners Peterson, Armanini and Ellis opposing.

Commissioner Maehren moved to adopt his proposed change to section 4.9 related to Commissioner Ellis' compensation claims. Commissioner Verlinda seconded. The motion failed 2-3 with Commissioners Peterson, Armanini, and Ellis opposing.

Commissioner Verlinda moved to adopt his proposed change to section 4.3 related to his recording the meeting. Commissioner Maehren seconded. The motion failed 2-3 with Commissioners Peterson, Armanini, and Ellis opposing.

Commissioner Verlinda moved to adopt his proposed change under section 4.9 related to why Commissioner Ellis' motion died. Commissioner Maehren seconded. The motion failed 2-3 with Commissioners Peterson, Armanini, and Ellis opposing.

Commissioner Verlinda moved to adopt his proposed changes under section 4.9 related to Commissioner Ellis' compensation claims. Commissioner Maehren seconded. The motion failed 2-3 with Commissioners Peterson, Armanini and Ellis opposing.

Commissioner Verlinda moved to adopt his proposed changes under section 4.9 related to Commissioner Armanini's compensation claims. Commissioner Maehren seconded. The motion failed 2-3 with Commissioner Peterson, Armanini and Ellis opposing.

Commissioner Verlinda moved to adopt his proposed changes in section 4.9 related to the compensation claims of Commissioner Verlinda and Commissioner Maehren. Commissioner Maehren seconded. The motion failed 2-3 with Commissioners Peterson, Armanini and Ellis opposing.

Commissioner Verlinda moved to adopt his proposed change in section 6.1. Commissioner Maehren seconded. The motion failed 2-3 with Commissioners Peterson, Armanini and Ellis opposing.

Commissioner Armanini moved to adopt the minutes of June 5th with the accepted changes. Commissioner Peterson seconded. The board discussed. The motion passed 3-2 with Commissioners Verlinda and Maehren opposing.

4.4 Commissioner Compensation Claims

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

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

Commissioner Verlinda moved to approve the compensation claims of Commissioner Maehren as presented. Commissioner Maehren seconded. The board discussed.

Commissioner Peterson moved the removal of Commissioner Maehren's compensation request of 6/04/18. Commissioner Ellis seconded. The motion failed 2-3 with Commissioners Armanini, Verlinda, and Maehren opposing.

The motion passed 3-2 with Commissioners Peterson and Ellis opposing.

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

Commissioner Verlinda moved to approve the compensation claims of Commissioner Verlinda as presented. Commissioner Maehren seconded. The board discussed.

Commissioner Peterson moved the removal of Commissioner Verlinda's compensation request of 6/25/18. Commissioner Ellis seconded. The board discussed. The motion passed 3-2 with Commissioners Verlinda and Maehren opposing.

A friendly amendment was proposed to include the deletion of Commissioner Verlinda's 6/25/18 compensation claim. The motion failed 2-3 with Commissioners Peterson, Armanini and Ellis opposing.

Commissioner Peterson moved to approve Commissioner Verlinda's compensation request with the deletion of 6/25/18, for a total of four claims. Commissioner Armanini seconded. The motion passed all in favor.

4.5 Possible Cancellation of the July 17th Commissioner Meeting

Commissioner Peterson moved to cancel the July 17th Commissioner meeting. Commissioner Ellis seconded. The board discussed. The motion passed all in favor.

The Chair reminded the Board that the agenda of August 7th will include a discussion on Board budget priorities for 2019. Board members should be prepared to introduce any new initiatives they would like to be included in the budget planning process for the 2019 budget.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- o Chief Torpin provided a response to Commissioner Verlinda's inquiry about the diversity of firefighter applications by noting that the information the department receives from National Testing Network does not include gender or ethnicity data. These attributes are not known until the in-person interviews of which there are 16 candidates,

There were no further additions or questions regarding the written Fire Chief's report.

6.2 Commissioner Reports

- o Commissioner Verlinda inquired about the Lieutenant promotional eligibility list that has now been published. Chief Torpin stated he will send the Special Notice to Commissioners via e-mail.

VII. CONSENT AGENDA

7.1 Vouchers

- o The General Fund Vouchers totaled \$203,250.19; Reserve Fund Vouchers totaled \$95,249.03; and Donation Fund Vouchers totaled \$7,454.92

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

VIII. EXECUTIVE SESSION

8.1 The Board moved into Executive Session at 6:22PM until 6:27PM to discuss matters related to potential litigation pursuant to RCW 42.30.110(1)(i). Commissioner Verlinda stated he did not want to attend the executive session and left the meeting at 6:23PM. The board moved back to open session at 6:28PM.

IX. ADJOURNMENT

The meeting adjourned at 6:28PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for August 7, 2018.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



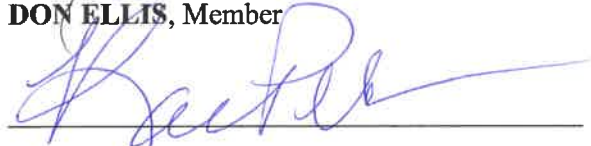
RICK VERLINDA, Member



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 August 7, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, July 3, 2018

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Policy 1630 – Commissioner Armanini
 - Review and discussion on minor edit to Policy 1630.
 - 4.2 Meeting Minute Development – Commissioner Armanini
 - Review of Policy 1450 and MRSC guidance on minute preparation
 - 4.3 Approval of Meeting Minutes from June 5th
 - Board discussion and possible action to amend and adopt draft meeting minutes.
 - 4.4 Commissioner Compensation Claims
 - Review and approval of commissioner compensation claims
 - 4.5 Possible Cancellation of the July 17th Meeting – Commissioner Peterson
- 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
- VIII. **Executive Session**
 - 8.1 Executive session to discuss with legal counsel matters related to potential litigation pursuant to RCW 42.30.110(1)(i)
- IX. **Adjournment**

Next Regular Meeting: July 17, 2018 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
July 3, 2018

Administration/Financial:

- Chief Torpin attended the badge pinning ceremony for new Bellevue Fire Chief Jay Hagen. Chief Hagen joins the Bellevue Fire Department after serving the City of Seattle for over 30 years.
- Chief Torpin attended and facilitated a Zone 1 Fire Chiefs meeting.
- Chief Torpin met with representatives of the City of Kenmore and their consultants who are working on the Lake Pointe project. The purpose of the meeting was to discuss potential impacts the project may have on the fire district.
- The annual EMMA (Electronic Municipal Market Access) disclosure was provided to the MSRB (Municipal Securities Rulemaking Board).
- FS Killion attended a webinar provided by the WFOA (Washington Finance Officers Association) from the CSMFO (California Society of Municipal Finance Officers) titled "Seven Deadly Sins: Control over Cash Collections. Currently the WFOA is offering free webinars from the CSMFO and are possibly going to continue it in the future.
- The JLARC (Joint Legislative Audit & Review Committee) 2017 report for Public Records Data Collection was filed as required by RCW 40.14.026.

Human Resources:

- HR Administrator Moore conducted a "Leave of Absence" leadership training at the June Officer meeting.
- Captain Stephen Rawson from South King County Fire Training Consortium came to Northshore Fire Department to present on the topic of "Longevity in the Fire Service" to each shift. Stephen is Captain of Health and Wellness in South King County Fire's training center, which adjoins with 11 departments in the South Puget Sound area. He covered topics such as fitness, nutrition, peer support, mental health and post-traumatic stress disorder, sleep deprivation, cancer and presumptive care to help prevent injuries and assist our members to live long and healthy retirements. Invites were also extended to surrounding fire departments to attend.
- HR Administrator Moore is working with Performance Pro, Northshore Fire's new performance appraisal system, to upload competencies, set up Northshore Fire's profile, etc. More information will be sent to the Commissioners regarding the template, organizational competencies, and provide feedback later this month.
- Oral board interviews were conducted with 16 Firefighter candidates over two days. Interview panel included HR Administrator Moore, DC Magnuson, LT Hochstein, FF Ford, and FF Gustafson. Five candidates moved forward to a Fire Chief interview. Conditional offers will go out to top two candidates.

Training:

- Chief Torpin attended and facilitated an East Metro Training Group (EMTG) Policy Board meeting.

- DC Magnuson corrected some minor errors on May's National Fire Incident Reporting System (NFIRS) report submissions. FYI, the Washington State Fire Marshall has retained NFIRS reporting prior to national submission. This is a new process and was not funded by Washington State until 2018. Previously, NFIRS reports were submitted directly to the national repository.
- Special Notice 18-01 regarding Lieutenant Promotional Ranking was published.

Fire Prevention:

- FI Booth met with the new Director of Maintenance and Operations for the Shoreline School District. They discussed school building maintenance as it relates to fire safety and reviewed a flyer developed by FI Booth that provides information about common fire hazards found at schools.
- FM LaFlam performed the review of the building plans for the new Fly Way building that will be located across 68th Avenue NE from City Hall. The proposed five-story mixed-use building will include residential units together with office/retail spaces and a one level parking garage.
- Fire Prevention, Administrative, and Suppression staff coordinated and assisted with the Northshore Fire Department Open House & Safety Fair. The event took place on June 16, 2018. This year's event was very successful and positive comments have been received from many of the people who attended the event. FM LaFlam facilitated an after event meeting to review all aspects of the Open House. Many of the comments/ideas from the meeting will be incorporated into future Open Houses.
- FI Booth has been working with representatives from CodePal (inspection software) to prepare for a significant software upgrade coming in July.

Northshore Emergency Management Coalition (NEMCo):

- Fire Chief Torpin and DC Magnuson attended quarterly Northshore Emergency Management Coalition (NEMCo) governing and operations board meeting. EM Lunak provided a quarterly update and report on progress of NEMCo for the year.
- NEMCo has purchased an amateur radio repeater to replace the old one that has failed and is beyond repair. The purchase was approved by the NEMCo Governance at the June 20th meeting.
- EM Lunak received training to be an administrator for the on line incident management software WebEOC available to NEMCo at no charge through a King County Contract.
- Coordination between NEMCo and the Special Olympics USA began on June 28th as athletes began to arrive for the summer games.
- EM Carl Lunak was added to the staff notification text pages from NORCOM in the event of resource emergency and other significant events in the region (i.e. second alarm or greater).