



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 9, 2018

SPECIAL MEETING BOARD OF COMMISSIONERS

Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

Commissioner Dave Maehren called the meeting to order at 4:59PM.

Persons in attendance were Commissioners Don Ellis, Dave Maehren, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, HR Manager Moore, and one member of the public.

II. APPROVAL OF THE AGENDA

Commissioner Verlinda moved to approve the agenda. Commissioner Ellis seconded. The motion passed 3-0.

III. PUBLIC COMMENT

None

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Election of a Chair and Vice Chair

Commissioner Verlinda nominated Commissioner Maehren as Chair. Commissioner Maehren seconded. The motion passed 2-1, with Commissioner Ellis opposing.

Commissioner Maehren nominated Commissioner Verlinda as Vice Chair. Commissioner Verlinda seconded. The motion passed 2-1, with Commissioner Ellis opposing.

4.2 Budget Process Update

Chief Torpin answered questions on the 2019 budget.

- o Commissioner Maehren requested the identification of \$10,000 to fund CPR program enhancements laid out in his proposal. The board discussed. No action was taken.

One additional member of the public arrived.

PUBLIC COMMENT

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

- o Mr. Dee noted that not all the CPR classes offered at Northshore have child/infant CPR included. Mr. Dee likes the idea of expanding the CPR program.

The board returned to the Budget Process discussion

- Commissioner Maehren would like to resurrect the discussion of recoding the meetings now that the board makeup has changed. The board discussed. No action was taken.
- The board discussed funding of the Station 57 remodel and whether bond funds should be used for the project. The Chief reviewed the current scope of the project and feasibility of possible scope increase. Current plans include bathroom remodels, lighting enhancements, and improved fire suppression gear storage, among other improvements.

4.3 Benefit Charge Election Voters Pamphlet Notice

The Chief reviewed the timeline of the Voters Pamphlet Committee process.

Commissioner Maehren moved to authorize the Chief to distribute the Voters Pamphlet Notice as presented. Commissioner Ellis seconded. The motion passed 3-0.

4.4 Process for Filling Vacant Commissioners Seats

Commissioner Maehren reviewed options for filling vacant board seats—a solicitation notice could be put out to the public; or an interim could be independently sought out and appointed. Commissioner Maehren reported that he has spoken with former Commissioner Gehrke, who is willing to serve on the board through the end of the year. The board was in consensus to invite Ron Gehrke to the next meeting for anticipated appointment to the board.

4.5 Commissioner Compensation Claims

Commissioner Verlinda reviewed his claims which had been withheld for approval at the September 4th meeting, pending an opinion from legal counsel. Commissioner Verlinda stated he would rescind one of the compensation claims based on the legal opinion but believed the two were justified because legal counsel requested a declaration regarding the records request.

Commissioner Verlinda moved to approve his August 10th and August 18th compensation requests, and withdraw his August 9th compensation request. Commissioner Maehren seconded. The motion passed 2-1 with Commissioner Ellis opposing.

V. BOARD RESOLUTIONS

5.1 Resolution 18-05

Commissioner Ellis moved to approve Resolution 18-05. Commissioner Verlinda seconded. The motion passed 3-0.

VI. REPORTS

6.1 Fire Chief Report

Commissioner Maehren inquired as to what the Diversity Conference was that Chief Torpin and Deputy Chief Magnuson attended. Chief Torpin clarified that the conference was related to ensuring that the work place is a safe and inviting workplace that would support diversity.

Commissioner Verlinda asked if crew shift assignments are routinely changed every year. The Chief clarified that shift changes are only made as-needed to maintain a balanced crew.

6.2 Commissioner Reports

Commissioner Maehren encouraged people to attend the annual Kenmore Christmas Tree Lighting Ceremony.

VII. CONSENT AGENDA

7.1 Vouchers

- None

7.2 Meeting Materials

- o Regular Board Meeting of September 4th

Commissioner Maehren moved to approve the consent calendar as presented. Commissioner Verlinda seconded. The motion passed 3-0.

VIII. EXECUTIVE SESSION

8.1 None

IX. AGENDA FOR NEXT MEETING

9.1 Agenda for Next Meeting

Commissioner Maehren solicited requests for board agenda items and the board discussed ways to manage the formation of board agendas.

X. ADJOURNMENT

The meeting adjourned at 5:58PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 16, 2018.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



RICK VERLINDA, Member

Position Vacant

POSITION #2



DON ELLIS, Member

Position Vacant

POSITION #4



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 October 16, 2018



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KENMORE, WA 98028

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

NOTICE OF SPECIAL MEETING

DATED October 9, 2018

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held at the headquarters station located at 7220 NE 181st Street, Kenmore WA 98028, on Tuesday, the 9th day of October 2018. Meeting agenda is available on the district's website and posted at the station headquarters.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Agenda

Tuesday, October 9, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Election of a Chair and Vice Chair
 - 4.2 Budget Process Update and Discussion
 - Board to discuss CPR/AED Proposal
 - Recording of Public Meetings
 - Station 57 Remodel Cost, Scope and Funding Source.
 - 4.3 Benefit Charge Election Voters Pamphlet Notice
 - Board discussion regarding the voter's pamphlet and possible action to approve a notice letter and set a date for posting a public notice seeking interested parties for pro and con committees
 - 4.4 Process for Filling Vacant Commissioners Seats
 - Board discussion on the process for filling vacant board positions
 - 4.5 Commissioner Compensation Claims
 - Board to take action on Commissioner Verlinda's August Compensation Claims
- V. **Board Resolutions**
 - 5.1 Resolution 18-05 - Setting Revenue Source Public Hearing
- 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 September 4, 2018
- VIII. **Executive Session**
 - 8.1 None
- IX. **Agenda for Next Meeting**
 - 9.1 Discussion to set the agenda for the October 16th Fire Commissioner Regular Meeting
- X. **Adjournment**

Fire Chief's Report
Submitted by Chief Torpin
October 2, 2018

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin met with Donna Gaw of Kirkland IT to discuss 2019 contract extension and other budget related items.
- Chief Torpin assisted prospective Chaplain Andy Koss with registration requirements for acceptance to attend the Tacoma Pierce County Chaplaincy Academy. Chief Torpin worked with LT John Burrow to secure funding from the Northshore Fire Foundation for the academy tuition.
- FS Killion attended Washington Finance Officers Association 2018 Annual Conference in Vancouver, Washington.
- FS Killion attended a webinar from MRSC titled 'Top 10 Public Records Tips.'

Human Resources:

- Chief Torpin and DC Magnuson attended a King County Fire Chiefs Association conference on diversity, cultural competency, and social justice and equity.
- HR Manager Moore conducted new hire orientation with Firefighter recruits.
- HR Manager Moore attended Associated Industries' webinar: Performance Management.
- HR Manager Moore and AC Kunkel have been working on finalizing Performance Pro system set-up with Performance Pro and will be conducting employee trainings this month.
- HR Manager Moore attended a Disability Management Employer Coalition (DMEC) webinar: The Building Blocks of Absence Management – Keys to Developing a Successful Return to Work Program.
- HR Manager Moore attended DMEC meeting/training: FMLA COMPLIANCE ISSUES & HOW TO CREATE TRAINING PROGRAMS TO MINIMIZE EMPLOYER LIABILITY.
- HR Manager Moore is working with multiple divisions to put together light duty assignments and corresponding job profiles to use when an employee is released to work with light duty restrictions.
- Employee trainings regarding the new performance management software and appraisal system continue.
- DiMartino reported a 7.9% increase in the District's medical plan for 2019. No significant changes to the plan next year. Delta Dental plan is a rate pass and Willamette Dental plan offering is increasing approximately 7.9% in 2019. EAP carrier will be changing from Magellan to First Choice Health EAP.

Training:

- Chief Torpin attended and facilitated an East Metro Training Group (EMTG) Policy Board Meeting.
- DC Magnuson and Captain Harvey attended a Zone 1 "Task Manual" meeting. Objective is to complete a universal Training Manual for response tasks for all

Zone 1 Fire Departments. Previous Task Manual work was provided to the group electronically.

- New Firefighter Recruits, Jayden Petro and Hans Hurn started employment with department orientation, HR, Finance, and SCBA initial user training Tuesday, September, 11th. They reported to Academy Wednesday, September 12, at 11:00am at Station 26.
- New Scott SCBA's – Captain Harvey completed mask fit testing. Initial user training was provided to Northshore and Shoreline recruits. FF Carrasquillo and FF Hoffman attended a train the trainer class at Bothell Station 42.
- 9/11 was a busy training day at Station 51 with several training sessions taking place at the same time. Carl Lunak delivered EOC training, duty crews attended CBT, and Northshore and Shoreline recruits received SCBA user training. Additionally, Lake Forest Park and Bothell Police were practicing their techniques in the training tower.
- Probationary FF Langbehn completed a practical assessment as part of his Probationary Firefighter Workbook.
- Captain Harvey assisted with preparations for the King County Fire Training Officers Association Pump Academy. FF Hofschulte is the lead instructor and FF Colletti is assisting.
- Captain Harvey attended an EMTG Training Officer meeting.
- Captain Harvey Instructed at several MCO session at the Sears building in Shoreline.
- Captain Harvey, Captain Woods, and Lieutenant Peffer prepared fourth quarter training and scheduled North End training days.

Operations:

- Fire Chief Torpin and DC Magnuson attended the North King County Fire Chiefs and Medic One Advisory board quarterly meetings.
- DC Magnuson facilitated initial EMT credentialing for new Firefighter Hans Hurn.
- DC Magnuson attended August Zone 1 Operations meeting.
- DC Magnuson provided Station Tour and department background information as well as facilitated two shift visits and ride-along for Chaplain Andy Koss.
- DC Magnuson facilitated EMT recertification for new Firefighter Jayden Petro.
- DC Magnuson worked with NORCOM and BC Knight to modify responses south of the Sammamish River during gas line work on the West Sammamish Bridge (reduced speed between 17000 and 17500 on 68th Ave NE, possibly affecting "closest unit").
- DC Magnuson posted special notice 18-02 regarding 2019 shift assignments and work schedule.
- August Response Statistics:

Incident responses in Fire District 16				Mutual Aid			
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given	
Fire	51	4	1.61%	Bothell	3	16	
	57	2	0.80%	Kirkland	2	3	
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0	
	57	0	0.00%	Shoreline	1	17	
Rescue & Emergency Medical Service Incidents	51	120	48.19%	Woodinville	0	1	
	57	57	22.89%	Other	1	2	
Hazardous Condition (No Fire)	51	2	0.80%	TOTAL	9	39	
	57	1	0.40%	Emergency Response Average Turnout Time			
Service Call	51	14	5.62%	EMS	1:01		
	57	10	4.02%	Fire Suppression	1:13		
Good Intent	51	10	4.02%	Emergency Response Average Travel Time			
	57	7	2.81%	51	3:17		
False Alarm or False Call	51	10	4.02%	57	3:55		
	57	12	4.82%	Reaction Time Summary			
Severe Weather & Natural Disaster	51	0	0.00%	Station 51 A-shift	1:07	Station 57 A-shift	0:54
	57	0	0.00%	B-shift	1:02	B-shift	1:14
Special Incident Type, other	51	0	0.00%	C-shift	1:06	C-shift	0:59
	57	0	0.00%	D-shift	1:04	D-shift	1:11
Grand Total		249	100.00%	AVG	1:05	AVG	1:04

August 2018

Fire Prevention:

- FI Booth assisted EM Lunak with the presentation of an Emergency Preparedness Workshop. There were 24 community members that attended the workshop.
- FM LaFlam attended a class on fire-resistive construction and firestopping (firestopping is the code directed process for protecting openings and/or penetrations in fire-rated walls) plan review and inspections.
- FI Booth attended a fire service evaluator's class. The evaluator certification was needed for her to assist with the evaluation of applicants at the practical testing for fire investigators.
- FI Booth attended the NEMCo EOC meeting.
- FI Booth and FM LaFlam have assembled materials and have been coordinating with the schools for the upcoming school fire safety presentations. Students in kindergarten and third grade will receive the lessons and folders of safety materials this fall.
- FM LaFlam and FF Holmes participated in the first meeting of the Northshore School District Safe Schools Advisory Committee. The committee is charged with preparing proposals for the Superintendent regarding a wide range of school safety issues.
- FI Booth taught a private First Aid/CPR class for 16 students at Lake Forest Park Presbyterian Church. A second regularly scheduled Adult CPR class was provided to two citizens.
- FM LaFlam attended a pre-application meeting for a proposed 66-unit townhome development to be constructed west of 68th Ave. at NE 190th Street.

Northshore Emergency Management Coalition (NEMCo):

- Chief Torpin and EM Lunak met with other NEMCo principals for the 3rd Quarter Board Meeting.

- A NEMCo sponsored four-hour Citizen Emergency Preparedness Workshop was held on September 8th at the Northshore Headquarters Station. EM Lunak covered basic preparedness topics and FI Booth covered fire prevention and fire extinguisher use. 27 students attended the workshop.
- EM Lunak led city employees through an Emergency Communication and Coordination Center activation exercise.
- NEMCo amateur radio operators along with EM Lunak set up the new radio repeater at Station 51 for temporary testing.
- EM Lunak attended 16 hours of training to recertify as an instructor with the American Red Cross.
- EM Lunak participated in a functional exercise with Northshore Utility District staff. The all-day event was designed to test the state wide mutual aid agreement and was run by the Department of Health and Environmental Protection Agency.
- 17 NEMCo RACES volunteers operated all 4 NEMCo partner agency radios as part of the State of Washington's communication exercise on September 29th. NEMCo RACES will have a detailed report about the event completed by mid-October.
- EM Lunak presented a safety class for 7 new Northshore Utility District employees on Powered Industrial Trucks (forklifts), including some hands on training and skill assessment.
- EM Lunak gave a presentation on Community Emergency Response Teams at the Moorlands Elementary PTA meeting on Monday Sept. 24th. The presentation featured the development of a Northshore School District wide effort by NEMCo to host a Teen CERT in 2019 with high school aged participants.



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RESOLUTION NO. 18-05

**RESOLUTION SETTING HEARING DATE AND REVENUE SOURCES, INCLUDING
BENEFIT CHARGE FOR YEAR 2018**

WHEREAS, a public hearing on revenue sources for the District's current year expense budget is required under RCW 84.55.120; and a public hearing to review and establish the benefit charge for Year 2019 is required pursuant to RCW 52.18.060(2); and

WHEREAS, such hearings can be combined, and must be held prior to November 15, 2018; now therefore

BE IT RESOLVED, that the public hearing on revenue sources, including the benefit charge, for the calendar year 2019 be held at the regular meeting of the Board of Commissioners on October 16, 2018. The meeting will commence at 5:00 p.m. and the public hearing will begin at approximately 5:15 following the regular business and continue as long as may be required; and it is further

RESOLVED, that notice of the combined hearing be published once each week for two consecutive weeks, with the first publication in each case to be not later than 15 days prior to the hearing date.

DATED this 9th day of October, 2018.

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

Position Vacant

POSITION #2

DON ELLIS, Member

Position Vacant

POSITION #4



DAVE MAEHREN, Member

ADOPTED at a special meeting of the
Board of Commissioners of King County
October 9, 2018



KATE HANSEN, Secretary
Board of Commissioners