



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 20, 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, Don Ellis, Dave Maehren, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, and members of the public. Absent was Commissioner Kae Peterson.

II. APPROVAL OF THE AGENDA

Commissioner Armanini requested the addition of an Executive Session to receive and evaluate complaints brought against a public official pursuant to RCW 42.30.110(1)(f).

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

Commissioner Verlinda requested the addition of section 4.2 to discuss the procedure for evaluating proposed changes to policies; and Section 4.4 to discuss the approval process for Commissioner Payroll vouchers.

Commissioner Verlinda moved to approve the agenda addition. Commissioner Maehren seconded. The motion passed 3-1 with Commissioner Ellis opposing.

Commissioner Verlinda moved to approve the agenda as amended in the previous two motions. Commissioner Maehren seconded. The motion passed 3- 1 with Commissioner Ellis opposing.

III. PUBLIC COMMENT

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

- Mr. Dee is interested in obtaining information related to Sound Transit 3 and the impacts it will have on the Kenmore/Lake Forest Park communities.
- Mr. Dee would like to see the City of Lake Forest Park implement an Emergency Operations Center (EOC) at City Hall with a backup EOC at Station 57, as has been done with Kenmore City Hall and Station 51.
- Mr. Dee appreciated witnessing the SCBA Bid Opening Process at the January 16th meeting.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Joint Purchasing Agreement

Woodinville Fire would like to execute a Joint Purchasing Agreement with Northshore Fire. This would allow Woodinville Fire to obtain a new SCBA Compressor through the recent bid process

that Northshore Fire executed. Like other Joint Purchasing Agreements that Northshore has entered in to, this would be a standing agreement and allow for future joint purchasing of goods and services as appropriate and mutually beneficial for both agencies. The proposed agreement has been approved by Legal Counsel Kinnon Williams. Chief Torpin recommended the Commissioners approve executing the Joint Purchasing Agreement with Woodinville Fire.

Commissioner Maehren moved to approve the proposed Joint Purchasing Agreement with Woodinville Fire. Commissioner Ellis seconded. The motion passed 4-0.

4.2 Procedure for Policy Amendments

Commissioner Verlinda asked whether there are any additional notes outside of the minutes, regarding what was discussed about first and second policy readings at the previous meeting. Board Secretary Hansen confirmed there are not.

Commissioner Verlinda stated that Policy 1300 (regarding the process for approving new policies) states that a first reading of proposed policies will be presented to the board, and proposed policy changes will be approved at the next meeting. Commissioner Verlinda would like to approve all of the proposed 1000 Series Policy changes at today's meeting.

Commissioner Armanini clarified that that policies and procedures are guidelines and can be suspended as appropriate. Since the board agreed to approve of only those policies with either no or minor changes at this meeting, Commissioner Armanini would like to proceed with only approving the policies referenced in the agenda.

Commissioner Maehren noted that he does not believe Policy 1300 was written with the intent of requiring policy changes be approved within two meetings.

Commissioner Verlinda expressed concern that if the current policy is not adhered to tonight, then there is no guarantee that the changes will be approved at all.

Commissioner Armanini moved that the board suspend the provisions of Policy 1300 section 6.5.2, to review the policies grouped in the green list which have no changes and those in the grey list that have only minor changes at today's meeting. The policies identified in the yellow list which have significant changes will be discussed at future meetings. Commissioner Maehren seconded. Board discussion followed. The motion passed 3-1 with Commissioner Verlinda opposing.

4.3 1000 Series Policy Revisions

Commissioner Maehren led a review of the policies with 'no' or 'formatting only' changes (the green section of the proposed changes spreadsheet).

Commissioner Maehren moved to approve the proposed changes to Policy 1000, 1010, 1111, 1112, 1113, 1600, 1620, and 1650. Commissioner Armanini seconded. Board discussion followed. The motion passed 4-0.

Commissioner Maehren led a review of the policies with 'minor' proposed changes (the grey section of the proposed changes spreadsheet).

Commissioner Maehren moved to approve the proposed changes to Policy 1110, 1114, 1114A-1, 1114-A2, 1250, and 1410 (formerly 1400P). Commissioner Verlinda seconded. The motion passed 4-0.

Policies 1260, 1300, and 1450 will be re-circulated with additional changes.

4.4 Commissioner Payroll Voucher Discussion

Commissioner Verlinda led a discussion on Policy 1630 regarding the commissioner payroll voucher approval process. He would like to see commissioner payroll vouchers approved by the board before they are paid.

Chief Torpin stated that there are two options to achieve this – either change the pay period, or change the pay date. Chief Torpin recommends changing the pay date to be on the earliest day possible after the attendance is approved at the first meeting of each month. The pay period would be the entire preceding calendar month.

Commissioner Maehren moved that the payroll period for Commissioners be changed to the calendar month; claims for compensation be available to the Commissioners for review and approval at the first meeting of the month following submission and; upon approval, claims for payment will be proceed by the Finance division. Commissioner Verlinda seconded.

A friendly amendment was made by Commissioner Armanini to add the following verbiage after “calendar month”: and claims for reimbursement must be received by 9:00am on the morning of the first day of the month. The motion passed 4-0.

The board reached consensus that the motion would take effect beginning with February’s payroll.

4.5 Commissioner Calendar

Commissioner Maehren reviewed the calendar of discussion and action items as laid out in the minutes of the February 6th meeting.

No changes were made to previously determined dates, and one item was added to the calendar:

- *1000 Series Policy Review:* Continued policy review will be placed on the agenda for March 6th and 20th with policies to be approved at these meetings as deemed appropriate by the Commissioners. Approval of all remaining 1000 series policy changes will be placed on the agenda for the meeting of April 3, 2018.

V. **BOARD RESOLUTIONS**

5.1 None

VI. **REPORTS**

6.1 Fire Chief Report

Chief Torpin had no additions to his written report.

6.2 Commissioner Reports

- Commissioner Verlinda congratulated FF Sullivan and FF Hodneland for their high rankings in the recent Paramedic exam at Shoreline Fire.
- Commissioner Verlinda completed his Open Public Meeting Act (OPMA) training and will get a copy of his certificate to AS Hansen.
- Commissioner Verlinda announced that Mike West is interested in working with the community to create a local FM radio station that could be used for emergency notifications. Mr. West has a background in the local radio business.
- Commissioner Maehren was pleased to see Sergeant Peter Horvath was appointed as interim Chief of Police for Kenmore.

VII. **CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$64,303.04 and Reserve Fund Vouchers totaled \$519.00
- 7.2 Meeting Materials
 - Regular Board Meeting of February 6, 2018.

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

VIII. EXECUTIVE SESSION

- 8.1 The Board moved into Executive Session at 6:35PM until 6:40PM to receive and evaluate complaints brought against a public official pursuant to RCW 42.30.110(1)(f). The board moved back to open session at 6:40PM.

IX. ADJOURNMENT

The meeting adjourned at 6:40PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for March 6, 2018.

Attachments: Agenda; Fire Chief's Report

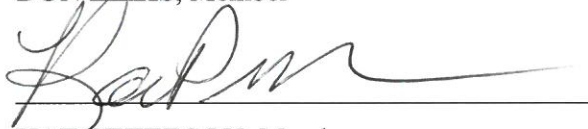
BOARD OF COMMISSIONERS

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 March 6, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, February 20, 2018

5:00 PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

4.1 Joint Purchasing Agreement – Chief Torpin

- Staff presentation regarding a request by Woodinville Fire and Rescue to execute a joint purchasing agreement between our agencies.
- Board discussion and action to authorize the Chief to execute the agreement.

4.2 1000 Series Policy Revisions – Commissioner Maehren

- Board discussion on the policy review and amendments.
- Possible action to approve those policies listed as having no recommended changes, changes to format only, or otherwise have been deemed to have minor changes.

4.3 Commissioner Calendar - Commissioner Armanini

- Review of scheduled discussion items in upcoming meetings.

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 6, 2018

VIII. Executive Session

8.1 None

IX. Adjournment

Next Regular Meeting: March 6, 2018 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
February 20, 2018

Administration/Financial:

- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin met with Mercer Island and Bellevue Fire Department's interim fire chief to discuss matters related to the East Metro Training Group (EMTG).
- Chief completed work with attorney Rod Kaseguma on the development of a draft interlocal agreement for EMTG. The new interlocal agreement is needed to address some of the expansion of EMTG that is desired.
- Four bids were received by the Shoreline Fire Department in response to the advertisement for bids for the joint Self-Contained Breathing Apparatus (SCBA) purchase. An evaluation of the bids and proposed equipment is being conducted. The decision will come down to a choice between new generation equipment manufactured by Scott Safety or MSA.
- A purchase order was provided to Municipal Emergency Services (MES) for the purchase of a new SCBA breathing air compressor. The compressor should be delivered and installed within 90-120 days.

Human Resources:

- HR Administrator Moore completed Anti-Harassment training with all Board members.
- HR Administrator Moore is working to bring in Stephen Rawson to present wellness information to our suppression group regarding health and wellness topics to assist employees in experiencing injury free careers and provide resources, as presented through the South King County Fire Training Consortium (<https://skcftc.elogiclearning.com/>).
- Administrative Specialist job description review work continues.
- HR Administrator Moore created a Northshore Fire Department recruitment flyer. Planning has begun for a 2018 Firefighter recruitment process. It is anticipated we will need to hire at least two firefighters for the Fall EMTG Recruit Academy.

Training:

- Captain Harvey modified and updated lessons provided by EMTG that will be delivered in March.
- Captain Harvey participated as an assessor for the Shoreline Paramedic testing process on February 6 and 7.
- Captain Harvey along with Training Officers from Bothell, Shoreline, and Woodinville continued preparations for a Firefighter Survival Drill. A practice run was conducted on 2/13 with members of Station 51 B-Shift and Shoreline personnel.
- Captain Harvey delivered a hands-on lesson on large area, rope assisted search to one crew.

- Captain Harvey continued to develop tactical scenarios for the upcoming Lieutenant tactical assessment.
- Captain Harvey assisted Lt. Loutsis with preparations for North-End Confined Space Rescue refresher training scheduled for February.
- Captain Harvey and Kate Hansen participated in a work group for the implementation of the eLogic learning management system.

Operations:

- Northshore personnel did very well on the recent Shoreline Paramedic promotional process. Firefighter Hodneland has finished at the top of the eligibility list and Firefighter Sullivan has finished third. It is likely at least one will be offered an opportunity to attend paramedic school in the fall.
- DC Magnuson attended initial EMTG Academy 7 comprehensive recruit evaluation.
- DC Magnuson attended webinar on ESO administrative interface changes.
- DC Magnuson provided HR Shannon Moore with Annual Report Data and information for the 2017 Annual Report.
- DC Magnuson provided each shift with January 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 and BC Tagart met with AT&T FirstNet representative to discuss the new FirstNet mobile network.
- DC Magnuson researched hydrant adapters for areas in south Snohomish County and provided BC Sauer with findings to determine necessity to carry adapters on Northshore apparatus.
- DC Magnuson provided Lt. McAuliffe and NORCOM with King County Address Changes.
- DC Magnuson reviewed ESO FIRE reports for accuracy, providing feedback to report writers.
- DC Magnuson reviewed progress on EMT recertification.
- DC Magnuson and BC Tagart reviewed SCBA inspections and documentation and evaluating changes to improve.
- DC Magnuson started recruiting evaluators for May Lt. promotional testing.
- DC Magnuson facilitated Officer Meeting and BC staff day.

Fire Prevention:

- FM LaFlam attended a meeting at Kenmore City Hall regarding the proposed renovations to the seminary building at St. Edward's Park (to be known as Lodge at St. Edward). Attendees included the Kenmore Building Official a representative of the company leasing the building and two of their architects. The discussions revolved around exiting from the building and associated fire protection.
- FI Booth has been working with American Red Cross to transition from the American Heart Association (AHA) for the national support for the First Aid and CPR training program. The primary reason for the move is to have the ability to

work directly with the organization vs. having to go through a third party vendor. This will result in cost savings for the department.

- FM LaFlam attended a meeting at the Northshore Utility District regarding water supply arrangements for single-family homes that are equipped with fire sprinkler systems.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak kicked off NEMCo's 1st CERT class of 2018 on Thursday February 8th. We have a full 30 citizens signed up for the 8 week long program.
- FI Booth taught the Fire Suppression segment of the current CERT academy.
- EM Lunak completed a one day class to refresher his certification as a Washington State Traffic Control Flagger Instructor.
- Then NEMCo RACES group meet and finalized plans for the March 31st statewide radio exercise.
- EM Lunak filed the required paperwork with the FCC to officially take ownership of the 442 radio repeater formerly owned by Snohomish County Department of Emergency Management. The repeater is temporarily located in the radio room at Fire Station 51 until a new permanent location can be found.
- EM Lunak met with the City of Kenmore's new interim police chief. Sergeant Peter Horvath from the King County Sheriff's Office will fill the vacancy until a permanent chief is named. The permanent chief will be selected from interested applicants holding the rank of Captain with the Sheriff's Office.