



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 15, 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, Kae Peterson, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Finance Specialist Dawn Killion, Lieutenant Anders Hansson, Lieutenant John Burrow, and four members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda. Commissioner Peterson seconded. The motion passed 5-0.

III. PUBLIC COMMENT

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

- Mr. Dee appreciated the update on Chief Torpin's recent meeting with the Lake Forest Park Police that was presented in the Fire Chief report.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 1000 Series Policy Review

Legal Counsel Williams reported that the previously approved 1000 series policies were reviewed for legal compliance and grammar corrections. A memo and redline versions of the policies were provided to Chief Torpin and distributed to the Commissioners. The board reviewed and discussed legal council's recommendations.

After discussion, proposed changes to Policy 1500 are:

- #11 – delete, and renumber consecutive points
- #20 – change “did” to “bid”
- #18 – strike “force” and replace with “coercion, harassment, or threatening behavior”

No additional changes were proposed to Policy 1260.

Legal Counsel Williams and the board discussed proposed changes to Policy 1000, 1110, 1111, 1112, 1113, 1114, 1114-A2, 1200, 1250, 1300, 1400, 1450, 1600, 1630, 1650, and 1700.

In addition to legal council's recommendations, the following changes were proposed:

- Policy 1400: Change “OPMA” to Open Public Meeting Act

- Policy 1450: In section 5.2, add “within seven days of the meeting” after “Deputy Chief”.
- Policy 1630: In the final paragraph, strike “or denial” and follow with a separate sentence stating, “Approval shall not be unreasonably withheld”.

Commissioner Maehren moved to approve the policies set for possible adoption as presented, with the exception of Policy 1630. Policy 1630 will be presented to the commissioners for approval at their next meeting. Commissioner Peterson seconded. The motion passed 5-0.

Chief Torpin stated that Policy 1350, which has now been reviewed by legal counsel, will be on the agenda of the June 5th meeting.

4.2 2017 Annual Financial Report

Chief Torpin reviewed the 2017 Annual Financial Report and answered several questions related to the report format.

The board reached consensus to approve submission of the 2017 Annual Financial Report to the State Auditor’s Office.

4.3 Recording of Commissioner Meetings

The Commissioners discussed the possibly of recording board meetings.

Commissioner Verlinda does not believe that the minutes reflect everything that is discussed in the meetings and would like to have meetings recorded to capture all comments within the meeting.

Commissioner Verlinda received communication from the Secretary of State stating that Commissioner notes do not need to be kept. Legal Counsel Williams clarified that it depends on the content of the notes as to what retention requirements apply.

Chief Torpin reported that the A/V Capture program mentioned by Commissioner Verlinda would require the purchase of new equipment and a monthly fee of approximately \$200.

Commissioner Maehren expressed that he is in favor of having meetings recorded.

Commissioner Peterson would like to know what the total one-time and on-going costs would be for recording meetings.

Chief Torpin will review options for meeting recording and bring information back to the board.

4.4 Commissioner Reporting of Activities

Commissioner Verlinda reported on an e-mail that was received on May 2nd from Commissioner Armanini. The e-mail is attached as a reference.

Commissioners discussed the content of the e-mail and the negative effects poor communications can have on board relations.

No actions were taken or formal decisions were made.

4.5 Meeting Frequency

Commissioner Armanini proposed reducing the board meeting schedule to one meeting per month. The board discussed requirements and impacts of changing the meeting schedule. No decision was made or action taken. Further discussion of this proposal was set for the next commissioner meeting.

4.6 Non-Emergency Medical Transportation

The board discussed the use of Uber and other alternative transportation options for medical transports. Chief Torpin clarified that crews cannot legally transfer a patient to a non-authorized transportation service if a BLS transport is required. The only instances where Uber or similar services could be utilized are as a substitute for personal vehicle transport. The Chief pointed out there is a King County EMS taxi voucher program that crews utilize from time to time. The taxi voucher program is free to the patient needing to go to a hospital or clinic.

4.7 Puget Sound Emergency Radio Network (PSERN) Update

Commissioner Maehren reported on the PSERN system presentation he attended at the King County Fire Commissioners Association meeting. The PowerPoint presentation from the event was shared with the Commissioners. A discussion ensued regarding costs, radio technology, and radio reception in some buildings.

4.8 Approval of Meeting Minutes of May 1, 2018

Topic was tabled until the June 5th meeting.

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:

- He participated in the City of Bothell Deputy Chief hiring interviews today.
- Meetings regarding the future of EMTG are still in progress.
- Commissioner Verlinda inquired as to how many applicants the new hiring process is down to. Chief Torpin said the department started with 604 and have invited 100 to apply. Application screening is in process now. Approximately 40 applicants will be invited for phone interviews and 12-16 will move on to the oral board interviews.
- Commissioner Verlinda asked if the department had an Acting Battalion Chief workbook. The Chief stated in the affirmative and offered to provide an electronic copy.

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

6.2 Commissioner Reports

- Commissioner Armanini thanked Commissioner Maehren for bringing it to the attention of the board that the City of Kenmore adopted new School Impact Fees at their most recent meeting.
- Commissioner Peterson reported that the Evergreen Hospital Gala was extremely successful, earning over \$1.3 million. The money will be used to purchase a state of the art neurointerventional biplane angiography system for the diagnosis of stroke patients.
- Commissioner Maehren asked how Kirkland Fire is providing service to Finn Hill during their station remodel. Chief Torpin informed him that the affected crews are temporarily operating out of Station 24 which is located on 84th Ave NE.
- Commissioner Maehren asked if donation funds can be used for NEMCo RACES equipment. Chief Torpin stated yes, but reported that the matter is being reviewed by NEMCo and he will report back to the board if additional funds are needed.

- Commissioner Maehren reported that he had a conversation with Legal Counsel Williams today and wanted to clarify that legal counsel's advice should be related to legal matters and not policy. Legal Counsel Williams confirmed that consultation with Board members is related legal matters, but many times there is a connection to policy matters.
- Legal Counsel Williams stated that, from a legal perspective, audio recording meetings can be problematic because it frequently creates an inaccurate perception of proceedings. Legal Counsel Williams stated that if the board should decide to record their meetings that the recording should be done in a manner that clearly captures the board discussions. Commissioner Maehren provided the board with a 2016 estimate from CaptureAll, the same company that the city of Kenmore uses to record their meetings. Chief Torpin was directed to update the bid information for the CaptureAll proposal and provide that information to the board.
- Commissioner Maehren inquired as to what needs to be disclosed regarding meetings that legal counsel has with board members. Chief Torpin reported that Legal Counsel Williams' invoices include a breakdown of his services stating who he spoke with and a brief description of the topic. This information is provided to the Commissioners in the voucher packets.

ADOPTION OF MINUTES WAS TABLED UNTIL THE NEXT MEETING.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$28,677.56 and Reserve Fund Vouchers totaled \$0.00

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed 5-0.

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

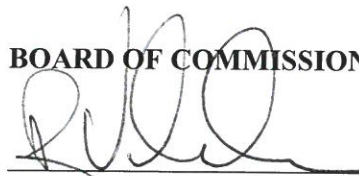
The meeting adjourned at 7:09PM

NEXT MEETING DATE

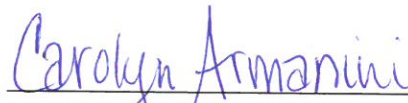
The next regularly scheduled Commissioners meeting is for June 5, 2018.

Attachments: Agenda; Fire Chief's Report; and E-mail

BOARD OF COMMISSIONERS




RICK VERLINDA, Member



CAROLYN ARMANINI, Chair




DONELLIS, 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 June 5, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, May 15, 2018

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

- 4.1 1000 Series Policy Review – Commissioner Armanini
 - First review of amendments to Policies 1500 and 1260 after legal review.
 - Review and possible action to adopt suggested edits from legal counsel of recently amended Policies: 1000, 1110, 1111, 1112, 1113, 1114, 1114-A2, 1200, 1250, 1300, 1400, 1450, 1600, 1630, 1650, 1700.
- 4.2 2017 Annual Financial Report – Chief Torpin
 - Staff presentation of draft 2017 Annual Financial Report prior submittal to the State Auditor.
- 4.3 Recording of Commissioner Meetings – Commissioner Verlinda
 - Board discussion on the possibility of recording meetings.
- 4.4 Commissioner Reporting of Activities – Commissioner Verlinda
 - Board discussion on the proper reporting of Commissioner activities related to District business.
- 4.5 Meeting Frequency – Commissioner Armanini
 - Board discussion on the possibility of reducing the regular meeting frequency from two meetings to one.
- 4.6 Non-emergency medical transportation - Commissioner Maehren
 - Board discussion of alternatives for medical transports.
- 4.7 Puget Sound Emergency Radio Network (PSERN) Update - Commissioner Maehren
 - Report to Board regarding information provided by the King County Fire Commissioners Association on the PSERN project.
- 4.8 Approval of Meeting Minutes of May 1, 2017
 - Board discussion and possible action on proposed amendments to minutes.

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 None

IX. Adjournment

Next Regular Meeting: June 5, 2017 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
May 15, 2018

Administration/Financial:

- Chief Torpin attended the NORCOM Governing Board Meeting.
- AS Hansen attended the Washington Fire Chiefs Administrative Support Conference in Walla Walla.
- Chief Torpin met with Lake Forest Park Police to discuss scene safety for the upcoming Farmer's Market series at the Towne Center.
- FS Killion and Chief Torpin completed work on the 2017 Annual Financial Report. The report is under review by Accountant Broetje and will be submitted to the State Auditor by the end of May.
- Chief Torpin met with Bellevue and Redmond Fire Chiefs to discuss issues related to the East Metro Training Group.
- FS Killion attended Washington Association of Public Records Officer Spring Training Conference.

Human Resources:

- Chief Torpin and DC Magnuson met with the labor group for a Labor/Management meeting.
- Review of applications for the firefighter position(s) is currently underway. Selected applicants will be invited to complete a phone interview with the HR Administrator.
- HR Administrator Moore met with a representative from WCIF to review updates and our current benefit plan offerings.

Training:

- AS Hansen attended an EMTG Admin meeting
- AS Hansen attended the monthly eLogic implementation meeting.
- Captain Harvey continued preparing the Lieutenant promotional tactical assessment. Score sheets were developed and a mock assessment was conducted with Chief Torpin, BC Morris, and BC Sauer evaluating.
- Captain Harvey delivered an Incident Management System (IMS)/tactics lesson to all personnel.
- Captain Harvey conducted an Acting BC tactical evaluation for Lt. Burrow as a conclusion for his A/BC book. BC Knight assisted.
- The May Monthly Training Announcement (MTA) was completed.
- Preparations were made for operations level swim training scheduled for June.
- Captain Harvey participated in an East Metro Training Group (EMTG) Multi-Company Operations (MCO) workgroup in Shoreline.
- Captain Harvey instructed at the East Metro Training Group (EMTG) Multi-Company Operations (MCO) drill in Shoreline.

Operations:

- DC Magnuson continues to collaborate with NORCOM Geographic Information Systems (GIS) specialist Chris Mast on wall map project.
- DC Magnuson continues gathering information on the Puget Sound Emergency Radio Network (PSERN) Motorola radio upgrades.
- DC Magnuson attended the All Washington Cities (AWC) Labor Relations Institute conference in Yakima.
- DC Magnuson attended Zone 1 Operations meeting.
- DC Magnuson assisted Kirkland Fire Department as an assessor for their Lieutenant Promotional Test.
- DC Magnuson provided personnel quality assurance feedback on ESO-FIRE National Fire Incident Reporting System (NFIRS).
- DC Magnuson assisted State Fire Marshal getting access to ESO-FIRE National Fire Incident Reporting System (NFIRS) data.
- April response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received		Aid Given		
Fire	51	2	0.87%	Bothell	6		14		
	57	0	0.00%	Kirkland	3		1		
Overpressure Rupture, Explosion, Overheat - no fire	51	1	0.43%	Redmond	0		0		
	57	0	0.00%	Shoreline	6		15		
Rescue & Emergency Medical Service Incidents	51	130	56.52%	Woodinville	0		0		
	57	66	28.70%	Other	1		0		
Hazardous Condition (No Fire)	51	1	0.43%	TOTAL	16		30		
	57	2	0.87%	Emergency Response Average Turnout Time					
Service Call	51	10	4.35%	EMS		1:04			
	57	4	1.74%	Fire Suppression		1:25			
Good Intent	51	6	2.61%	Emergency Response Average Travel Time					
	57	3	1.30%	51		3:09			
False Alarm or False Call	51	3	1.30%	57		3:47			
	57	2	0.87%	Reaction Time Summary					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:10	Station 57	A-shift	0:49
	57	0	0.00%		B-shift	1:16		B-shift	1:12
Special Incident Type, other	51	0	0.00%		C-shift	1:12		C-shift	1:06
	57	0	0.00%		D-shift	1:00		D-shift	1:08
Grand Total		230	100.00%		AVG	1:09		AVG	1:04
April 2018									

Fire Prevention:

- FI Booth delivered fire safety lessons to five first grade classes at Moorlands Elementary and two first grade classes at Kenmore Elementary.
- FM LaFlam performed the review of the building plans for The Lodge at St. Edward's Park. The renovation of the former seminary building also includes the construction of a two-level parking garage.
- FI Booth assisted the King County Sheriff's Office by serving as an assessor on the interview panel for the hiring of a new fire investigator.
- FM LaFlam performed the inspection of the fire sprinkler system at the new building at Spencer Square that will house the Seaplane Restaurant and additional leasable space.

- FM LaFlam met with the manager of the St. Vincent de Paul store in Kenmore to develop a new safety plan for the handling and storage of combustible materials.

Northshore Emergency Management Coalition (NEMCo):

- NEMCo began registration for our June 2nd citizen preparedness workshop. As of 5/10 we have 14 citizens registered.
- EM Lunak met with Lake Forest Park Water District to discuss coordinated emergency response including a water distribution hub located at the Lake Forest Park Towne Center.
- NEMCo RACES group established a technical committee to handle repair and maintenance as well as provide guidance to members on equipment issues.
- Nine students that completed the NEMCo HAM radio class took FCC licensing test and passed. Originally 12 students signed up for the class.
- EM Lunak completed the complete draft of Northshore Utility Districts Emergency Plan and is awaiting review and comments.
- The HAM radio antenna has been installed at Northshore Utility District on the roof of the building and NEMCo RACES will complete tuning of the antenna in the next couple of weeks.

From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Cc: [Commissioners](#)
Subject: Fw: Commissioner Reports
Date: Monday, May 21, 2018 4:05:22 PM

Kate-

One last item -

I would also propose this email be included as a supporting document for our meeting minutes for 5-15-2018.

This email was the reference for my request for 4.4 discussion. It is spoken to in the minutes but there is not record of what we are actually referring to which I think is important.

Commissioner Verlinda

From: Carolyn Armanini
Sent: Wednesday, May 2, 2018 5:10 PM
To: Carolyn Armanini; Dave Maehren; Don Ellis; Jim Torpin; Kae Peterson; Rick Verlinda
Subject: Commissioner Reports

Fellow Commissioners:

Despite having been given ample opportunity to notify the board, Commissioner Maehren clearly concealed from the board, as well as the administration, that he has communicated with a Woodinville commissioner and our union president in an attempt to set up a clandestine meeting between Commissioner Maehren, the Woodinville commissioner, and the union presidents from Northshore, Woodinville and Bothell. I'm saddened that this is part of a pattern of covert behavior.

I am reporting this to the board, as such secretive conduct on the part of this commissioner has a negative impact on department relationships, regional relationships, and is something about which all commissioners should be informed. It's unfortunate that Commissioner Maehren was not the one to inform you.

Commissioner Armanini