



## 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

February 6, 2018

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Carolyn Armanini called the meeting to order at 5:04 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, Battalion Chief Mike Morris, Firefighter Kevin Brackett, Firefighter Brian Ford, Firefighter Russ Holmes, and members of the public.

#### II. APPROVAL OF THE AGENDA

*Commissioner Maehren moved to approve the agenda. Commissioner Armanini seconded. The motion passed 5-0.*

#### III. PUBLIC COMMENT

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

- Mr. Dee noted that the recent missing person alert from the King County Sheriff Office contained insufficient information for the public to provide assistance. Chief Torpin confirmed that the Sheriff's Office posted the alert and was aware of the issue and it was being addressed.
- Mr. Dee enjoyed the informative piece from FM LaFlam on extension cords in the department's Monthly Training Announcement. Mr. Dee would be interested in further information related to extension cords.
- Mr. Dee noted that at a recent school visit he did not see any hoses or other fire equipment at the school.

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

##### 4.1 2017 Fourth Quarter Financial Report

Chief Torpin reported that expenditures and revenues for 2017 were as expected. The Chief asked if there were any questions regarding the written report.

- Commissioner Maehren inquired about the difference between the end fund balance and the projected end fund balance that was provided during the budget process. Chief Torpin reported that there was an approximate \$100,000 difference between the actual and projected balances. The Chief noted the projection is made with four months remaining in the fiscal year and is just a conservative estimate based on expenditure trends at that time.
- Commissioner Peterson asked what the cause was for a difference between AMR Liquidated Damages projections and actual income received from AMR. Chief Torpin

reported that AMR revenue is based on their response time compliance with the contractual standard. Since AMR's response time greatly improved over the last year, the amount of penalties they paid to the department were lower than projected.

- Commissioner Peterson asked for clarification related to miscellaneous revenues. Chief Torpin reported that this category of revenue is very difficult to project. Miscellaneous revenues come from a number of sources, often in the form of refunds and pass-thru revenues for known expenses and therefore tends to have greater variation from projections.

#### 4.2 SCBA Compressor Bid Award

Chief Torpin reviewed the circulated Self-Contained Breathing Apparatus (SCBA) air compressor Bid Evaluation and Recommendation Memorandum. The Chief provided an overview of the evaluation and requested authorization from the Board to enter into negotiations for purchase of the Scott HushAir system, supplied by Municipal Emergency Services.

- Per Commissioner Peterson's inquiry, Chief Torpin clarified the price differences between the bids.

***Commissioner Ellis moved to authorize Chief Torpin to enter negotiations for purchase of the Scott HushAir from Municipal Emergency Services. Commissioner Maehren seconded. A friendly amendment was made to include that the negotiated price is not to exceed \$86,818. The motion passed 5-0.***

#### 4.3 2018 Board Goals/Initiatives

Commissioner Maehren led a discussion of prioritization for the Board Goals/Initiatives with the following timeline and actions items concluded:

- *Station 54 Long-Term Plan:* Property decisions will be incorporated in the strategic plan
- *Sammamish River Bridge Replacement Operational Plan:* The City of Kenmore will keep at least one lane in each direction open during the rebuild. The Chief will inform the Board of any additional information that he receives from the City.
- *Strategic Planning:* Commissioner Verlinda will present a draft Strategic Plan outline to the Board at the meeting of March 6, 2018.
- *Benefit Charge Revalidation and Levy Lid Lift Election Planning:* The Board will discuss this topic at the meeting of April 3, 2018.
- *Department Finances:* This item was merged with the Benefit Charge/Levy topic, to be discussed on April 3, 2018.
- *Review and update of Board policies:* This topic will be discussed as Agenda Item 4.4
- *Joint Meeting with Lake Forest Park City Counsel, Kenmore City Counsel, and NUD Board of Commissioners:* The Commissioners will discuss potential topics at the meeting of March 20, 2018.
- *Performance Review Process for the Fire Chief:* This timeline will be directed by HR, with completion by September 2018.
- *Commissioner Committees:* This topic will be included in the discussion of 1000 Series Policies.
- *Community Outreach and Educational Opportunities:* The Board will discuss this at a meeting in May or June 2018.

#### 4.4 1000 Series Policy Revisions

A spreadsheet with categorization of proposed policy changes was circulated. The Commissioners will review the proposed changes prior to the meeting of February 20<sup>th</sup>, at which time the Board will discuss the policies listed as having no recommended changes, changes to format only, or otherwise have been deemed to have minor changes.

Legal Counsel Williams stated he would like to review all policy changes before they are adopted.

### V. **BOARD RESOLUTIONS**

#### 5.1 Resolution 18-01

*Commissioner Ellis moved to approve Resolution 18-01 establishing automatic enrollment into the deferred compensation program. Commissioner Maehren seconded. The motion passed 5-0.*

### VI. **REPORTS**

#### 6.1 Fire Chief Report

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

- The CMT (Community Medical Team), which recently ended its pilot program, has evolved from a 'low-acuity response' model to a 'social service connection' model. Since the new model better fits the needs of the District, and whereas the program will be fully funded by King County EMS crews will be able to refer special needs patients to the CMT program.
- Commissioner Peterson expressed concern over the fact that the District provides more mutual aid to neighboring departments than it receives. Chief Torpin stated he was aware of the difference, but believed there is good value received through the collaborative relationship with neighboring jurisdictions. The Chief further stated he would provide additional information on the topic at a later date.

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

#### 6.2 Commissioner Reports

- Commissioner Peterson wished a Happy Birthday to Legal Counsel Williams and Commissioner Maehren.
- Commissioner Verlinda attended the Commissioner 101 Seminar last week and was pleased with the information received.
- Commissioner Maehren announced that Mrs. Eaton, wife of former Fire Chief Bud Eaton, will be receiving the Kenmore Heritage Society's McMasters Award for Community Service tomorrow evening.

*Per Commissioner Verlinda's request, the Executive Session was moved to Agenda Item Number 7, and the Consent Agenda was moved to Agenda Item Number 8.*

### VII. **EXECUTIVE SESSION**

- 7.1 The Board moved into Executive Session at 6:20PM until 6:50PM to receive and evaluate complaints brought against a public official pursuant to RCW 42.30.110(1)(f). The board extended the Executive Session until 7:05PM. The board moved back to open session at 7:05PM.

### VIII. **CONSENT AGENDA**

8.1 Vouchers

- o The General Fund Vouchers totaled \$151,219.03 and Reserve Fund Vouchers totaled \$2,827.63

8.2 Meeting Minutes

- o Regular Board Meeting of January 16, 2018.

8.3 Policy Amendment

- o Adoption of amendment to Policy 2734 - Shift Trades.

*Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed with 3 votes in favor. Commissioners Verlinda and Maehren abstained.*

**IX. ADJOURNMENT**

The meeting adjourned at 7:15PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for February 20, 2018

Attachments: Agenda; Fire Chief's Report; Policy 2734; Resolution 18-01

**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 February 20, 2018



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, February 6, 2018

5:00 PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Board Discussion and Possible Action Items**

- 4.1 2017 Fourth Quarter Financial Report – Chief Torpin
  - Staff presentation of 2017 fourth quarter financials.
- 4.2 SCBA Compressor Bid Award
  - Staff presentation on the results of the evaluation of formal bids received for a new breathing air compressor.
  - Board discussion and action to award the top bid.
- 4.3 2018 Board Goals/Initiatives – Commissioner Maehren
  - General discussion by the Board regarding the process of prioritizing and work towards the goals that were identified at the January 16<sup>th</sup> Board Meeting.
- 4.4 1000 Series Policy Revisions – Commissioner Maehren
  - Review of proposed policy revisions recommended by the ad-hoc policy review committee.

**V. Board Resolutions**

- 5.1 Resolution 18-01 Establishing automatic enrollment into the deferred compensation program.

**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 January 16, 2018
- 7.3 Adoption of amendment to Policy 2734 Shift Trades

**VIII. Executive Session**

- 8.1 An executive session to receive and evaluate complaints brought against a public official pursuant to 42.30.110(1)(f).

**IX. Adjournment**

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

**Fire Chief's Report**  
Submitted by Chief Torpin  
February 6, 2018

**Administration/Financial:**

- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin met with Chief Marshall from the Renton Regional Fire Authority to discuss King County Fire Chief's diversity initiatives and other regional issues.
- Shoreline Fire Department has posted the advertisement for bids on the regional Self-Contained Breathing Apparatus (SCBA) purchase. The bid opportunity closes on February 12<sup>th</sup>.
- Chief Torpin discussed the Station 57 remodel plans and concerns with Roger Collins of Sierra construction. The purpose of the discussion was to verify and augment knowledge regarding the current commercial construction industry trends.
- Fire Benefit Charge inquiries and appeals have been low. The main issue generating inquiries has been square footage related. These calls are easily addressed as in most cases the discrepancy is between the livable square footage and the total square footage. The difference is usually the square footage of the garage space.
- Chief Torpin assisted Lake Forest Park by sitting on an advisory panel for their City Administrator selection process. The panel interviewed five candidates from which Mayor Johnson will make a selection.
- Chief Torpin met with representatives from Camp Blaze regarding the feasibility of hosting a two-day mini-Camp Blaze at the Northshore training facility on April 28-29. Camp Blaze is a non-profit organization that does great work in the area of promoting fire service career development opportunities for young women interested in a career in the fire service and also provide leadership and mentoring opportunities for women currently in the fire service. More information about Camp Blaze can be found here: [Camp Blaze](#)
- The bids received for the new Self Contained Breathing Apparatus (SCBA) were evaluated and recommendations for an awarding a vendor were established (See SCBA Compressor Bid Evaluation and Recommendation Memorandum).
- Labor and Management worked on an amendment to Policy 2734 Shift Trades. The amendment clarifies shift trade restrictions on Acting Officers. The request for the change came from the union and has been tentatively approved by the administration.

**Human Resources:**

- HR Administrator Moore attended DMEC webinar: FMLA Communications — The Good, the Bad, and the Ugly
- Work continued on the Lieutenant promotional exam development, a committee consisting of Shannon Moore, BC Morris, and Lt. Hochstein meet with Assessment Center facilitator Ron Hiraki.
- HR Administrator Moore attended Safety Committee meeting with AS Hansen, Capt. Harvey, and DC Magnuson

- An Open House Planning Committee meeting was conducted with the planning committee consisting of Jeff LaFlam, Shannon Moore, Kate Hansen, and Wendy Booth.
- HR Administrator Moore created surveys for employees to vote for 2017 annual awards. Recipients included:
  - ✓ FF Nick Lewis for 2017 EMS Excellence Award
  - ✓ FF Ken Hofschulte for 2017 Fire Service Excellence Award
  - ✓ BC Mitch Sauer for 2017 Mentorship Award
  - ✓ FF Nick Lewis also received the Lifesaving Award
- HR Administrator Moore is working on a review of the Administrative Specialist's and part-time Administrative Assistant's job descriptions has begun to evaluate accuracy of job description and scope of work in assigned areas.
- Exploring the ability to bring in some financial education classes for employees to support employees' financial wellness and retirement readiness.

### **Training:**

- The February MTA (Monthly Training Announcement) was completed and distributed.
- Captain Harvey along with Training Officers from Bothell, Shoreline, and Woodinville continued preparations for a Firefighter Survival Drill. The location of the drill will be moved from Station 51 to an acquired structure in Shoreline.
- Captain Harvey conducted a PIA (Post Incident Analysis) for a structure fire that occurred on January 7, 2018.
- Captain completed annual timed SCBA (Self Contained Breathing Apparatus) evaluations for all crews.
- Captain Harvey delivered a hands-on lesson on large area, rope assisted search to two crews.
- Captain Harvey delivered a lesson on the operation of portable and mobile radios with an emphasis on utilizing the I/O (Inter-operability) talk-groups when responding.
- Captain Harvey began developing tactical scenarios for the upcoming Lieutenant tactical assessment.
- Captain Harvey assisted Lt. Loutsis with preparations for North-End CSR (Confined Space Rescue) technician refresher training scheduled for February.
- Captain Harvey and AS Hansen continued to work on the EMTG (East Metro Training Group) task manual. The time spent on this project has been limited due to other demands.

### **Operations:**

- DC Magnuson worked with ESO Support to resolve a few Report Management Software problems that occurred recently.
- DC Magnuson along with Chief Torpin and BC Morris met with TCA representatives to review project estimates for Station 57 improvements.
- DC Magnuson attended Zone 1, Strike Team / Task Force response, sub-committee meeting to provide recommendation for Zone 1 operations
- DC Magnuson shared Northshore's driver/operator and EVIP training curriculum and philosophy with Woodinville Fire and Life Safety.



- DC Magnuson researching MDC and Cell phone prioritization in event of disaster. BC Tagart and DC Magnuson meeting with FirstNet representative Friday 2/2.
- DC Magnuson attended first comprehensive Recruit Firefighter evaluation for East Metro Training Group, Academy 7.
- January response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	5	1.87%	Bothell	4	19			
	57	1	0.37%	Kirkland	4	2			
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	3	0			
	57	0	0.00%	Shoreline	10	20			
Rescue & Emergency Medical Service Incidents	51	133	49.63%	Woodinville	1	1			
	57	62	23.13%	Other	1	0			
Hazardous Condition (No Fire)	51	5	1.87%	<b>TOTAL</b>	<b>23</b>	<b>42</b>			
	57	2	0.75%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	13	4.85%	EMS	1:09				
	57	8	2.99%	Fire Suppression	1:19				
Good Intent	51	12	4.48%	<b>Emergency Response Average Travel Time</b>					
	57	8	2.99%	51	3:38				
False Alarm or False Call	51	15	5.60%	57	3:56				
	57	4	1.49%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:17	Station 57	A-shift	1:06
	57	0	0.00%		B-shift	1:17		B-shift	1:27
Special Incident Type, other	51	0	0.00%		C-shift	1:03		C-shift	1:04
	57	0	0.00%		D-shift	1:11		D-shift	1:04
<b>Grand Total</b>		268	100.00%	AVG	1:13		AVG	1:09	

## January 2018

### Fire Prevention:

- FM LaFlam met two inspectors from the WA State L & I Electrical Division at Harbor Village Marina to perform an inspection of the electrical systems serving the piers. The inspection was initiated by a complaint received by FM LaFlam. L & I staff are currently working with representatives of the marina to correct a variety of violations that were discovered.
- FI Booth taught a Friend's and Family CPR class for 15 members of the Lighthouse Church in Kenmore.
- FI Booth presented fire safety lessons to two kindergarten classes at Kenmore Elementary school.
- FI Booth and FM LaFlam worked with Inglemoor High School Key Club volunteers to prepare 800 school program folders. The folders will be distributed to first and fifth grade students throughout the District.

### Northshore Emergency Management Coalition (NEMCo):

- EM Lunak attended a coordination meeting with the Special Olympics USA to discuss the summer games being held at Kenmore Lanes in July. NEMCo will be activation our EOC to support communication and coordination with the 300 athletes coming to bowl in Kenmore.
- NEMCo and the city of Kenmore have created an online form for citizens to use to sign up for our email and text message emergency notification system. The newly named Alert Northshore will go live mid-February.
- EM Lunak held a NEMCo amateur radio deployment notification drill on January 25th. We utilized the Alert Northshore system to notify radio operators to check in

via radio at a specific time to report their availability to serve in our Emergency Operations Center. 31 operators were notified and 14 checked in.

# NORTHSHORE FIRE DEPARTMENT

## ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

### **SUBJECT: Shift Trades**

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<b>Policy Number:</b>	2734	<b>Approved By:</b>	Chief Torpin
<b>Effective Date:</b>	October 1, 2007	<b>Revision Date:</b>	February 6, 2018
<b>Pages:</b>	2	<b>Attachments:</b>	0

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#### **1 PURPOSE**

- 1.1 To allow employees flexibility in arranging needed time off duty while maintaining designated staffing levels.

#### **2 REFERENCES**

- 2.1 Article 10, *Collective Bargaining Agreement*

#### **3 RESPONSIBILITY**

- 3.1 This policy applies to all shift personnel.

#### **4 POLICY**

- 4.1 Employees shall have the privilege of trading work shifts provided the exchange does not result in any of the following:
  - 4.1.1 An expense to the District.
  - 4.1.2 Negative effect on the operational effectiveness or established plans of the shift.  

EXCEPTION: Acting Officers who are needed to fill known officer vacancies shall be allowed to trade such shifts up until 21 days before the date of the affected shift.
  - 4.1.3 The creation of a work period greater than 48 hours.
- 4.2 All shift trades must be approved and entered into the NFD Staffing program in advance by the shift Battalion Chief and cc'd to the shift Lieutenant.
  - 4.2.1 Battalion Chiefs request for shift trades must be approved in advance by the Deputy Chief.
- 4.3 For probationary employees, shift trades shall be limited to five (5) trades per calendar year. For purposes of this section, a trade is defined as any block of time greater than four (4) hours. Shift trades involving a probationary employee must be initiated by the probationary employee and approved by his/her direct supervisor and Battalion Chief. The Chief and/or Deputy Chief shall have the discretion to allow additional trades for probationary employees under special circumstances, including the birth of a child, a family illness, etc.
- 4.4 The employee trading time off will be paid their normal rate, while the employee working the trade will not receive additional compensation from the District. The compensation for the employee working the trade will be in the form of time-off when the trade is paid back.

- 4.5 Once a shift trade has been approved and entered on the calendar, the member trading on to a shift shall be responsible for that shift.

## **5 PROCEDURES/GUIDELINES**

- 5.1 Employees requesting a trade-off shall submit an email request to the shift Battalion Chief.
  - 5.1.1 Trades that are less than one hour in duration and involve the first or last hour of a shift shall be allowed with verbal approval of the shift Battalion Chief. The verbal approval must be sought and agreed to prior to the trade period.
- 5.2 Trades are not official until they have been entered into the NFD Staffing program.
- 5.3 The Battalion Chief shall process the trade request in as timely a manner as possible.
- 5.4 After entering the trade request into the NFD Staffing program the Battalion Chief shall email both trade parties stating, "The trade has been approved."



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7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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**RESOLUTION NO. 18-01**

**RESOLUTION ESTABLISHING AUTOMATIC ENROLLMENT INTO THE  
DEFERRED COMPENSATION PLAN FOR NEW EMPLOYEES**

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**WHEREAS**, The District has been a participant in the Washington State Department of Retirement Systems (DRS) Deferred Compensation Program (DCP) since 2014, and

**WHEREAS**, RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501, and

**WHEREAS**, employee participation in the DCP is encouraged by both the District and IAFF Local 2459; now therefore

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the automatic enrollment option for all new employees, and be it further

**RESOLVED**, that the Board of Commissioners authorizes Fire Chief Jim Torpin to take required actions to effectuate the change to an automatic enrollment into the DRS DCP.

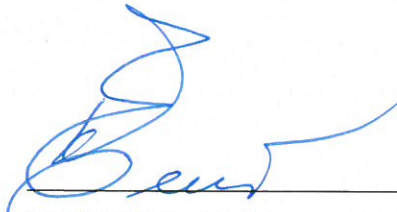
DATED this 6th day of February, 2018.

**BOARD OF COMMISSIONERS**

**RICK VERLINDA**, Member

**KAE PETERSON**, Member

**CAROLYN ARMANINI**, Chair



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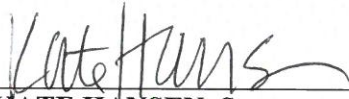
**DON ELLIS**, Member



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**DAVE MAEHREN**, Member

**ADOPTED** at a regular meeting of the  
Board of Commissioners of King County  
Fire Protection District No. 16, held on  
February 6, 2018



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**KATE HANSEN**, Secretary  
Board of Commissioners