



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 19, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

SPECIAL RECOGNITION OF COMMISSIONER ERIC ADMAN

At 5:00 PM, a reception was held for retiring Commissioner Eric Adman. The board presented Commissioner Adman with a plaque and thanked him for his service.

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:40 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Commissioner-Elect Rick Verlinda, Firefighter Jack Greaves of Bothell Fire, and members of the public.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

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

- Thanked Commissioner Adman for his service, knowledge, and experience.
- Mr. Dee attended the NEMCo appreciation meeting that was held at Station 51
- Mr. Dee would encourage the addition of a meeting space in the Lake Forest Park station
- The City of Lake Forest Park's strategic plan has now been approved. Mr. Dee would encourage the Northshore Fire Commissioners to continue with their strategic planning.
- Mr. Dee thanked Chief Torpin for providing him with the Fire Commissioner handbook and Fire Chief job description after the last meeting.

Kevin Coughlin, Vice President of King County Fire Commissioners Association (KCFCFA), addressed the Commissioners with the following comments:

- Thanked Commissioner Adman for his service to the district, and community at large.
- Mr. Coughlin stated that the King County Fire Commissioners Association is actively working to change legislation that affects the fire service. Mr. Coughlin encouraged the Northshore Board members to participate in the King County Commissioners Association. The meetings are held on the third Wednesday of every month. Beginning in 2018, meetings will be held at Burien Fire Station 28.

- Mr. Coughlin invited the Commissioners to King County Fire Commissioners and King County Fire Chief's joint banquet, which will be Wednesday, January 17th at the Rainier Golf & Country Club. Keynote speaker will be Pat Cashman.

Firefighter Jack Greaves, Bothell Fire, addressed the Commissioners with the following comment:

- Congratulated Commissioner Adman on his inspiring service.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Washington Network of Innovative Careers (WANIC) and First-In Training and Education (FITE)

Firefighter Greaves presented information and answered questions about the WANIC and FITE programs.

WANIC provides career oriented programs such as fire service, nursing, auto-mechanics, as an option for high school kids. WANIC contracts with FITE, a non-profit organization that develops program curriculum and provides oversight of the instructors for the fire service program. There are currently four fire-service programs throughout Western Washington from Bellingham to Tumwater with over 80 participating high schools.

The accredited program allows high-school students to obtain classroom and hands-on fire education taught by fulltime Firefighters, while also receiving a science, physical and occupational education credit towards their high school diploma. Since the program's inception, 25-30 participating students have been hired as part or full-time Firefighters at various local jurisdictions, including Firefighter Blake Pritchett who works here at Northshore.

Firefighter Greaves thanked Chief Torpin for his leadership on the advisory board and providing a facility for hands-on training – the program would not be where it is today without him.

The new addition of an EMT class for high school seniors has been highly successful.

Commissioner Peterson asked how the program is funded. Firefighter Greaves clarified that it is funded through school funds on a per-student basis.

Commissioner Armanini inquired as to how long the students participate for. They are eligible for the program as high school juniors and can spend one or two years in the program.

Commissioner Maehren asked how the students are evaluated. Students are evaluated by WANIC instructors with grades and course credit appearing on their high school transcript.

Commissioner Peterson inquired if there is an increased amount of diversity in the program and will that trickle down to showing up in the departments. Firefighter Greaves stated that the program seems to reflect the diversity of the communities, including more female participants than at the professional level, and he does believe that the WANIC program will positively impact the diversity of fire department applicant pools.

WANIC's end of year celebration will be held at Station 51 in early June. Official dates to come.

4.2 Employee Recognition Program

Chief Torpin has been working with union representatives to improve the employee recognition program. In this process, it was discovered that the current policy needed to be updated to accurately reflect the employee recognition program as it is implemented.

Beginning in 2018, the service award program will be adjusted to have more meaningful, specific awards that will replace the generic Employee of the Year award.

Chief Torpin reviewed the awards listed contained in the first draft of an updated Policy 2750 (distributed with the meeting materials).

Commissioner Maehren asked how an employee who develops a program/curriculum would be recognized. Chief Torpin stated that if the program were internal to the department, it would be eligible for a distinguished service award; if it were outside the department, it could be a community service award.

4.3 Fire Chief Salary

The discussion was tabled until after the Executive Session.

V. **BOARD RESOLUTIONS**

None

VI. **REPORTS**

6.1 Fire Chief Report

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

- A request was received from Woodinville Fire to provide Battalion Chief back-fill coverage while their staff attend an officer retreat. Three Northshore Battalion Chiefs have indicated they would be willing to provide the assistance. Staffing costs would be paid by Woodinville Fire. The Commissioners expressed approval of the request and neighborly actions between districts.

Commissioner Maehren thanked Chief Torpin for his attendance at the Retired Firefighters of Washington Holiday Luncheon and for his gift donation to the event. The event was held at the Inglewood Country Club in Kenmore.

6.2 Commissioner Reports

None

VII. **CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$36,560.82 and Reserve Fund Vouchers totaled \$1,598.53

7.2 Meeting Materials

- Regular Board Meeting of December 5, 2017.

7.3 Policy 1114

- Oath of Office and New Commissioner Orientation

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

VIII. **EXECUTIVE SESSION**

- 8.1 The Board moved into Executive Session at 6:25 PM until 6:55 PM to discuss matters related to the performance of a public employee pursuant to RCW 42.30.110(1)(g). At 6:55 PM the Board excused Chief Torpin and extended the executive session until 7:05 PM. The board moved back to open session at 7:05 PM.

IX. **BOARD DISCUSSION AND POSSIBLE ACTION ITEMS**

Upon completion of the executive session the Board returned to item 4.3 of the agenda.

4.3 Fire Chief's Salary

Commissioner Adman stated for the record that the Fire Chief was provided feedback on his performance during the executive session. The Board stated they were very satisfied with the Chief's performance in 2017.

Commissioner Armanini moved to increase the Fire Chief's salary by 3% as a cost of living adjustment (COLA) and an additional 2% as a merit increase. Commissioner Maehren seconded. The motion passed 5-0.

X. ADJOURNMENT

The meeting adjourned at 7:10 PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for January 2, 2018.

Attachments: Agenda; Fire Chief's Report; and Policy 1114.

BOARD OF COMMISSIONERS

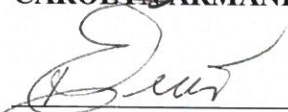
ERIC ADMAN, Chair



KAE PETERSON, Member



CAROLYN ARMANINI, Member

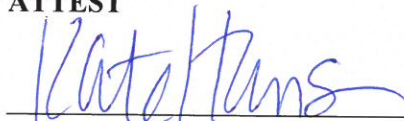


DON ELLIS, Member



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 January 2, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Tuesday, December 19, 2017

Special Recognition of Commissioner Eric Adman

5:00-5:30 PM

Board of Commissioners Regular Meeting Agenda

5:30 PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

- 4.1 Washington Network of Innovative Careers (WANIC) and First-In Training and Education (FITE) – Jack Greaves
 - WANIC provides a fire service career program to local high schools. Program Director Jack Greaves will present the Board with an overview of the WANIC program.
- 4.2 Employee Recognition Program - Chief Torpin
 - Staff presentation of enhancements to the employee recognition program and policy.
 - Board discussion on the program changes and policy updates with direction provided to staff. No formal action will be required.
- 4.3 Fire Chief Salary – Commissioner Adman (This item may be tabled and continued after the executive session)
 - Board to establish 2018 Fire Chief Salary

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 December 5, 2017
- 7.3 Approval of updates to Policy 1114 Oath of Office and New Commissioner Orientation

VIII. Executive Session

- 8.1 To review the performance of a public employee pursuant to RCW 42.30.110(1)(g).
- 8.2 The Board may return to open session and address item 4.3 of this agenda.

IX. Adjournment

Next Regular Meeting: January 2, 2018 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
December 19, 2017

Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chief's meeting.
- Chief Torpin and DC Magnuson along with 51/B-shift attended retirement ceremony for King County Sheriff's Officer Gary Zornes.
- Chief Torpin made an appearance at the Retired Firefighters of Washington Holiday Luncheon which was held at Inglewood Country Club.
- Chief Torpin met with Chief Kroon from the City of Bothell Fire Department to discuss areas of mutual concern.
- Specifications and associated bid documents have been prepared for the Self Contained Breathing Apparatus compressor have been completed. The advertisement for bids will be posted in the local newspapers and on our website.
- Work on improving the Employee Recognition Program continued with the development of several updates to the policy and special recognition awards and criteria. The concept and draft policy will be discussed at the December 19th meeting.
- Chief Torpin reached out to the Washington State Auditor's Office to consult them on issues regarding the Employee Recognition Program and Sole Source Purchasing.
- Final new construction data related to parcels with fire sprinkler systems was sent to our consultant to effectuate the 50% discount of the fire benefit charge.

Human Resources:

- DC Magnuson and HR Administrator Moore continued work on the Lieutenant promotional exam process. The testing will occur in May of 2018 and there will be several opportunities for practice provided the participants.
- Approximately 20 department members continue participation in the leadership training by Bill Sweigert.
- Formal offer of employment was provided to Matthew Langbehn. Matt's first day of employment will be January 16th and will be assigned to the EMTG Academy 7. LT Anders Hanssen will be assigned as an instructor for this academy.
- Admin group attended their 4th quarter luncheon.

Training:

- DC Magnuson continued collaborating with East Metro Training Group Recruit Academy staff for Academy 7 logistics.
- The Fire Blast burn prop was repaired by FF Williams.
- Probationary Firefighters Carrasquillo and Seefeld completed a final practical and written exam successfully completing their Probationary Firefighter Handbook.
- Captain Harvey and Kate Hansen met with Kathy Pompeo to discuss 2018 CBT (Competency Based Training).
- Captain Harvey prepared training to be assigned in Q1 2018.

- Captain Harvey participated in an East Metro Training Group quarterly training work group.
- Captain Harvey did some clean-up work after the completion of Multi-Company Operations.
- Captain Harvey provided information for the Multi-Company Operations After Action Report.
- Captain Harvey and AS Kate Hansen attended the monthly East Metro Training Group planning meeting and eLogic Learning Management System implementation workgroup.
- Captain Harvey provided assistance to the East Metro Training Group Recruit Academy. The burn prop was staffed with operators and assistance was given to provide Emergency Vehicle Incident Prevention training to the recruits.

Operations:

- DC Magnuson continues to work with Firecheckoffs.com on electronic check sheet and inventory management implementation.
- DC Magnuson attended December Zone 1 Operations meeting in Kirkland.
- DC Magnuson along with Captain Harvey and BC's Tagart and Knight evaluated the probationary firefighter final practical.
- Chief Torpin and DC Magnuson met with representatives of Evergreen Health to discuss possible transport of low acuity patients to the Evergreen Health Urgent Care Clinic at the LINQ building.
- DC Magnuson facilitated bi-monthly All Officers Meeting and BC Staff day. Meeting began with presentation by Sergeant Mike Harden and Detective Amy Troxell of Lake Forest Park Police about crime scenes and Police / Fire interaction.
- DC Magnuson attended NORCOM Joint Operations meeting.

Fire Prevention:

- FI Booth presented fire safety lessons to four kindergarten classes and assisted operations crews with the delivery of safety presentations to three third grade classes.
- FM LaFlam facilitated a meeting of the Washington Fire Sprinkler Coalition. FM LaFlam will be stepping down as the chair of the Coalition at the end of 2017.
- FM LaFlam attended a meeting of the Lake Forest Park City Council. He assisted the Building Official with the presentation of the adopting ordinance for the International Fire Code.
- FI Booth and FM LaFlam worked on the development of inspection checklists in preparation for the move to the latest version of the CodePal inspection software program.
- Two reduced price CPR Classes were offered to the public via Nextdoor. The first class filled quickly which caused us to add the second a week later.

Northshore Emergency Management Coalition (NEMCo):

- Chief Torpin and DC Magnuson attended 4th quarter NEMCo committee meeting. Carl Lunak provided an overview of EMTG activities during the meeting, many of the topics were covered in his briefing to the Board on December 5th.

- Chief Torpin provided NEMCo volunteers who purchased emergency vests with a \$25 reimbursement for the vest cost along with a letter of appreciation from the District for their contributions to the community.
- NEMCo received word that the Snohomish County Department of Emergency Management has offered to transfer two VFH Radio frequencies that were formally owned by Emergency Services Coordinating Agency (ESCA) over to NEMCo. NEMCo had been using these frequencies up until recently when some equipment failed. Once the transfer is made NEMCo will look to restoring the functionality.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Oath of Office / New Commissioner Orientation

Policy Number:	1114	Approved By:	Board of Commissioners
Effective Date:	Unknown	Revision Date:	December 19, 2017
Pages:	1	Attachments:	2

1 PURPOSE

- 1.1 To ensure a new or newly reelected commissioner has taken the required oath of office.
- 1.2 To provide an introduction to the District and present resources and required training to assist a new commissioner in their role as fire commissioner.

2 REFERENCES

- 2.1 RCW 52.14.070 *Oath of Office*
- 2.2 1114-A1 *Oath of Office*
- 2.3 1114-A2 *New Commissioner Orientation Checklist*

3 POLICY

- 3.1 Before beginning the duties of office, each fire commissioner shall take and subscribe the official oath for the faithful discharge of the duties of office as required by RCW.
 - 3.1.1 The oath of office may be taken:
 - At the last regular Board Meeting prior to the beginning of the term of office.
 - Anytime within ten calendar days prior to the beginning of the term of office.
 - As the first item of business at the first regular or special meeting after the term begins.
- 3.2 The executed oath shall be filed in the office of the King County Auditor.
- 3.3 Prior to taking the oath of office, each commissioners shall be provided the new commissioner orientation checklist (1114-A2) which contains information regarding initial onboarding, required training and useful information.

Oath of Office

I, _____, having been duly elected to the office of King County Fire Protection District No. 16, Commissioner Position No. _____, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America.

Signature

SUBSCRIBED AND SWORN before me this _____ day of _____,

Notary Public in and for the State of Washington, residing at Kenmore, Washington.



Fire Commissioner Orientation Checklist

HR/FINANCE/PAYROLL SETUP

- Set up payroll/direct deposit
- Receive direction for submitting meeting activity
- Exchange contact information
- Complete W4
- Complete I9
- Receive door access card/pin

OATH OF OFFICE

- May be taken up to ten days prior to the first day of the term (January 1), but no later than the first item of business at the first regular meeting.

MEET WITH FIRE CHIEF

- Meet with the fire chief to receive an overview of the state of the district in terms of finances, operations, labor relations, etc.
- Optional meetings with Fire Marshal, Deputy Chief, and/or Emergency Manager

MEET WITH LEGAL COUNSEL

- Meet with legal counsel to discuss legal aspects related to fire districts and any pending legal issues related to the District.
- Overview of Public Disclosure Commission (PDC) filing requirements.
- Overview of municipal ethics as they pertain to fire commissioners.

REQUIRED TRAINING

- Kirkland IT New User Orientation (Email and SharePoint)
- Anti-harassment Training (received within 90 Days of being Sworn into office)
- Open Government Training (completed within 90 Days of being Sworn into office and then every four years thereafter)
 - [Link to: Elected Officials' Open Government Trainings Act](#)
 - [Link to: On-line Open Government Training](#)

HELPFUL RESOURCES

- [Link to: Fire Commissioner Handbook](#)
- [Link to: Municipal Research Service Center \(MRSC\)](#)
- [Link to: Title 52 RCW Fire Protection Districts](#)