



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

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

MINUTES

May 16, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Commissioner Carolyn Armanini called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was BC Mitch Sauer, LT Steve Loutsis, FF Joe Heilman, FF Brian Gilbert, FF Bjorn Hodneland, FF Blake Pritchett, HR Specialist Shannon Moore, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, and members of the public. Absent were Commissioner Eric Adman and Fire Chief Jim Torpin.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

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

- Mr. Dee appreciates the availability of both upcoming meeting materials and previous meeting minutes being posted on the website. Mr. Dee asked if it is possible to get an automated notice when meeting materials are posted. AS Hansen reported that it would likely need to be a manually generated e-mail rather than an automated update if that were to be done.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 2016 Financial Report

The Commissioners discussed the 2016 Financial Report and concurred with submitting the report to the State with one adjustment:

- An adjustment will be made to Note 4 of the report to clarify that the bulk of the funds described as revenue from “goods and services” are derived from Fire Benefit Charge revenue.

4.2 Defining Fund Policies

The Commissioners reviewed Resolution 17-01. No changes were requested and the resolution will be scheduled for action on the June 6th Agenda.

4.3 2016 Annual Report

Commissioner Peterson moved to approve the 2016 Annual Report for distribution. Commissioner Maehren seconded. The motion passed 4-0.

4.4 Department Uniform Patch Replacement

Commissioners reviewed the proposed Uniform Patch design and complimented FF Heilman on his comprehensive research and a very nice product.

Commissioner Peterson believes that as part of the department uniforms, this expense should be taken out of uniform costs, not donated funds. BC Sauer noted that if this expense comes out of the uniform budget, that line item will be over budget at the end of the year. The Commissioners expressed approval of the expenditure.

Commissioner Peterson moved to approve the new uniform patch design as presented, and for the cost of the patches to be attributed to the uniform budget line item 522-20-31-01:0001. Commissioner Ellis seconded. The motion passed 4-0.

V. **BOARD RESOLUTIONS**

5.1 None

VI. **REPORTS**

6.1 Fire Chief's Report

In addition to the written report provided in the meeting materials, the following was discussed:

- Commissioner Maehren asked about the status of the Opticom system. BC Sauer reported that BC Tagart is working on a proposal to upgrade the current system to include GPS.

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

6.2 Commissioner Reports

Commissioner Maehren attended the signing of Senate Bill 5454. A representative from the WA State Fire Chiefs was also in attendance.

VII. **CONSENT AGENDA**

7.1 Vouchers

- The General Fund Vouchers totaled \$16,261.57 and Reserve Fund Vouchers totaled \$1,485.00

7.2 Meeting Materials

- Regular Board Meeting of May 2, 2017

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

VIII. **EXECUTIVE SESSION**

None

IX. **ADJOURNMENT**

The meeting was adjourned at 5:27PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for June 6, 2017

Attachments: Agenda and Fire Chief's Report

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 June 6, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, May 16, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- II. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 2016 Financial Report
 - Review and discussion prior to submittal to the State Auditor's Office
 - 4.2 Defining Fund Policies– Commissioner Armanini
 - Review and first reading of Resolution 17-01 “Defining Fund Policies
 - Board Discussion on proposed amendments.
 - Provide direction for further amendments and/or move to future meeting for adoption.
 - 4.3 2016 Annual Report
 - Board review of draft annual report
 - Provide feedback and/or authorization for distribution
 - 4.4 Department Uniform Patch Replacement
 - Board review of final design
 - Discussion of proposal
 - Discussion on the use of donated funds for such a project
 - Potential approval of project
- 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 May 2, 2017
- IX. **Executive Session**
 - 8.1 None
- X. **Adjournment**

Next Regular Meeting: June 6, 2017 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
May 16, 2017

Administration/Financial:

- Chief Torpin attended the May Zone 1 Fire Chiefs Meeting.
- Chief Torpin attended the May NORCOM Governing Board Meeting.
- AS Hansen & FS Killion attended WA State Archives Records Recovery Workshops in Redmond.
- HR Administrator Moore, FM LaFlam, and AS Hansen met and continued preparations for June's Open House & Pancake Breakfast.
- HR Administrator Moore completed formatting of 2016 annual report.
- Chief Torpin and Fire Marshal LaFlam attended the local Kenmore churches' "National Day of Prayer" luncheon at the Vine Church in Kenmore.
- FS Killion completed the draft 2016 Annual Financial Report which will be uploaded to the State Auditor by the end of May.
- Chief Torpin attended a Northshore Rotary Club meeting where former Fire Chief Weathers made a presentation.

Human Resources:

- HR Administrator Moore, Chief Torpin and DC Magnuson sat in on conference call with Arthur J. Gallagher & Co. regarding HIPAA risk assessment audit.
- HR Administrator Moore, DC Magnuson along with Capt. Harvey, Lt. Ingersoll, and AS Hansen attended quarterly safety committee meeting.
- HR Administrator Moore and DC Magnuson attended the three day AWC Labor Relations Institute conference in Yakima.
- Employee Healthcare Reimbursement Arrangement (HRA) accounts with Navia were termed and employees have begun receiving their debit cards from BPAS. Remaining HRA funds will be transferred and available for employee use beginning of June.
- HR Administrator Moore scheduled a representative from DiMartino to come onsite in June to present information to staff about the Medical Expenses Reimbursement Plan.

Training:

- Captain Harvey completed all of the Incident Management System/tactical evaluations for Battalion Chiefs, Lieutenants, and Acting Lieutenants.
- Captain Harvey researched alternatives to the current N95 respirators that are currently available for use by firefighters. This information was passed on to BC Knight.
- Live fire training was conducted for Bothell Fire Department personnel.
- Kirkland Fire Department E27 utilized Station 51 training ground.
- Captain Harvey and DC Magnuson toured the NORCOM Dispatch facility with the Probationary Firefighters.

- Captain Harvey completed the IAFF Firefighter Survival on-line training program.
- Captain Harvey and Kate Hansen attended an EMTG Task Manual meeting.
- Captain Harvey assisted with two MCO drills at the Bellevue Training Center.

Operations:

- DC Magnuson continues to work with Washington State Department of Transportation on Opticom issues throughout the fire district and seek ways to improve emergency travel.
- DC Magnuson attended monthly Zone 1 Operations Board meeting.
- DC Magnuson and Captain Harvey attended meeting on the progress of the PSERN (Puget Sound Emergency Radio Network) project.
- DC Magnuson researched method for sharing information from ESO EHR (Electronic Healthcare Record) between units that respond to the same scene and transition patient care.
- April response statistics:

Incident responses in Fire District 16				Mutual Aid				
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given		
Fire	51	0	0.00%	Bothell	5	10		
	57	0	0.00%	Kirkland	0	4		
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Shoreline	7	14		
	57	0	0.00%	Woodinville	0	2		
Rescue & Emergency Medical Service Incidents	51	132	50.00%	Redmond	0	0		
	57	56	21.21%	Other	1	0		
Hazardous Condition (No Fire)	51	0	0.00%	TOTAL	13	30		
	57	3	1.14%	Emergency Response Average Turnout Time				
Service Call	51	28	10.61%	EMS	0:01:06			
	57	10	3.79%	Fire Suppression	0:01:18			
Good Intent	51	8	3.03%	Emergency Response Average Travel Time				
	57	4	1.52%	51	0:03:53			
False Alarm or False Call	51	15	5.68%	57	0:04:05			
	57	8	3.03%	Reaction Time Summary				
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:03		
	57	0	0.00%		Station 57	A-shift	1:04	
Special Incident Type, other	51	0	0.00%		B-shift	1:04		
					C-shift	1:12	C-shift	1:35
					D-shift	1:10	D-shift	1:03
					AVG	1:08	AVG	1:20
Grand Total		264	100.00%					

April 2017

Fire Prevention:

- FM LaFlam performed an inspection of the Cedar Park Northshore Church to verify compliance with safety requirements for a proposed new preschool. LaFlam has been working with the Church representatives and the City of Kenmore for the last month on this proposal to expand the use of the church building.
- FM LaFlam facilitated a Contractor’s Forum sponsored by the WA Fire Sprinkler Coalition.
- FM LaFlam attended the Zone One Fire Marshals meeting in Shoreline. Robert Lacey from Washington Survey and Rating Bureau (WSRB) was a guest at the meeting. Mr. Lacey discussed the process of performing building evaluations for insurance risk.

Northshore Emergency Management Coalition (NEMCo):

- NEMCo is taking registrations for our FREE Saturday emergency preparedness citizen workshop that will take place on June 3rd. In one week 15 citizens have already signed up for the class. This 4 hour training is divided into 20 minute presentations covering emergency kits, communications, fire safety, utilities and more. FI Booth will present the portion on fire safety.
- EM Lunak completed an Emergency Operations Center activation drill in which city staff accessed and set up the joint EOC in a functional exercise. This is the first time city staff has completed the process unaided. DC Magnuson attended the training.
- Epiphany Lutheran Church (16450 Juanita Dr.) is in discussion with EM Lunak and the Red Cross to establish the church as a shelter location. At this time the only other identified shelter in all of Kenmore and Lake Forest Park is Northlake Lutheran church (6620 NE 185th St).
- In an effort to engage key community stakeholders in emergency management, EM Lunak has set up a meeting on May 15th to begin the conversation of potential partnerships and coordinated communication during emergencies.