



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 5, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, Don Ellis, and Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Battalion Chief Mitch Sauer, NEMCo Manager Carl Lunak, Commissioner-Elect Rick Verlinda, and members of the public. Absent was Commissioner Kae Peterson.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

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

- Congratulated Commissioner-Elect Verlinda on his successful election.
- Mr. Dee supports the District having legal counsel at all meetings.
- Mr. Dee attended a meeting regarding traffic revisions in Lake Forest Park.
- Mr. Dee would like to know if there is a link to the Fire Commissioner Handbook, as well as job description for the Fire Chief. Chief Torpin responded that he will send both documents to Mr. Dee tomorrow.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Northshore Emergency Management Coalition (NEMCo) Update

Emergency Manager Carl Lunak presented an update of NEMCo activities to the Commissioners. The update included the following:

- NEMCo has a database of 250 community volunteers that it manages and tracks. Approximately 50 of those volunteers were added in 2017. 50 members are actively involved and credentialed volunteers, with 12 more in the process of becoming so.
- Monthly meetings are open to all volunteers and average 35 volunteers per meeting.
- Monthly meeting training focuses on the more difficult, less understood emergency management problems that volunteers may face.
- The Amateur Radio Group has 25 participants, some of whom are from Shoreline.

- Citizen Outreach training has been active with 46 new CERT graduates coming out of the two classes completed in 2017.
- The two annual Emergency Preparedness Workshops had 56 participants plus large waiting lists.
- NEMCo will be taking on the former Lake Forest Park emergency workshop
- The free-CPR program was very successful in 2017 and the schedule will be expanded to include two workshops in 2018.
- In coordination with the joint Active Shooter Drill hosted by Lake Forest Park Police, a full scale Emergency Operation Center drill was performed simulating an Active Shooter scenario.
 - Commissioner Adman inquired as to why Northshore was chosen as the EOC location instead of Kenmore City Hall. As Emergency Management is the responsibility of each city, the neutral location that both Lake Forest Park and Kenmore were able to agree upon as the EOC was the fire department which serves both communities. The City EOC's are still maintained as backups.
- The CodeRED notification system (reverse 911) is available to all cities in King County at no cost to the city. NEMCo will be utilizing this program as a notification system to alert responders of EOC activation. Additionally, anyone in the community can opt-in to the system and receive alerts of emergency events via text and/or e-mail.
- In early 2018 city and fire staff will attend training regarding WEB EOC, an integrated mapping system that will allow the local agencies to share incident response information. This will increase the appropriateness of unit dispatching for local incidents.
- Commissioner Armanini praised EM Lunak for his accomplishments and coordination efforts with NEMCo in 2017.
- Commissioner Maehren noted that Puget Sound Energy has a very comprehensive alert program for checking status of outages. EM Lunak responded that one of the great benefits of the formalization of NEMCo has been the coordination between agencies.
- Commissioner Adman asked if NEMCo has a website. EM Lunak reported that NEMCo is in the process of seeking a web designer to get an official NEMCo website.
- Chief Torpin reported that the department is moving to the American Red Cross for CPR and 1st Aid programs. Fire Inspector Booth will be attending a Board meeting in early 2018 to update the Commissioners on the CPR program status and changes.

4.2 New Commissioner Orientation

Chief Torpin reviewed the New Commissioner Orientation list that was distributed with the meeting materials. Some notable changes to previous practice are:

- Chief Torpin has learned that the Commissioner Oath of Office can be completed as early as 10 days prior to the start of a Commissioner's term.
- Commissioners need to complete the same Anti-Harassment training that is required for staff.
- Commissioner Maehren requested the addition of an orientation on the annual PDC filing that must be completed by Commissioners.

- Legal Counsel Williams reported that Archive Management has been added to the training that is required by the attorney general. This will be incorporated in the Legal portion of the Commissioner Orientation.

With consensus on the elements of the new Commissioner Orientation Checklist, Chief Torpin stated he would complete the document and submit it in policy form for the next meeting.

4.3 Inslee/Best Contract Renewal

Chief Torpin reported that the hourly rate for paralegal services will be \$150 not \$200.

Commissioner Maehren moved to approve the Inslee/Best contract as amended. Commissioner Armanini seconded. The motion passed 4-0.

4.4 Special Meeting of December 26th

Chief Torpin reported that there will be a few remaining vouchers which will need to be approved on December 26th. Commissioners Armanini, Maehren, and Adman stated they would be available to stop by the station to sign vouchers. Chief Torpin will send reminders out to the commissioners on December 26th.

V. BOARD RESOLUTIONS

None

VI. REPORTS

6.1 Fire Chief Report

- Commissioner Maehren asked how the Santa delivery went. BC Sauer reported that it went very well and the new route they used worked nicely.

6.2 Commissioner Reports

None

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$87,209.61 and Reserve Fund Vouchers totaled \$63,974.79

7.2 Meeting Materials

- Regular Board Meeting of November 12, 2017

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Ellis seconded. The motion for vouchers passed 4-0, the motion for meeting materials passed 3-0 with one abstention.

VIII. EXECUTIVE SESSION

None

IX. ADJOURNMENT

The meeting adjourned at 5:43PM

NEXT MEETING DATE

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

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



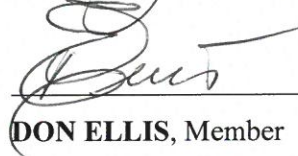
ERIC ADMAN, Chair

ABSENT

KAE PETERSON, Member



CAROLYN ARMANINI, Member

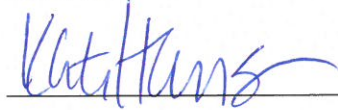


DON ELLIS, Member



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 December 19, 2017.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, December 5, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Northshore Emergency Management Coalition (NEMCo) Update – Carl Lunak
 - Brief staff presentation on the status of NEMCo Activities
 - 4.2 New Commissioner Orientation - Chief Torpin
 - Board discussion and possible adoption of a new commissioner orientation process.
 - 4.3 Inslee/Best Contract Renewal - Chief Torpin
 - Final presentation of the proposed contract for legal services and possible Board action to direct the Chief to execute the agreement.
 - 4.4 Special Meeting December 26th - Chief Torpin
 - Staff request to schedule a Special Meeting for December 26th for the purpose of approving the final 2017 vouchers and/or other topics as may be desired by the Board.
- 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 November 21, 2017
- VIII. **Executive Session**
 - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: December 19, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
December 5, 2017

Administration/Financial:

- AS Hansen sent out invitations for the 2018 Annual Banquet to all Northshore staff and Commissioners are invited to attend.
- Chief Torpin, AS Hansen, LT Ingersoll and LT Hansson met to discuss improvements to the employee recognition programs and service awards for the 2018 Annual Banquet.

Human Resources:

- HR Administrator Moore and FS Killion attended a Department of Retirement System training at Shoreline Fire Department with other fire department administrators to review LEOFF 2/Non-LEOFF Employer Compensation Reporting.
- HR Administrator Moore and FS Killion met with representatives from Labor and Industries to review Northshore's account, claim history, and discuss strategies to stabilize rates.
- Set up times with a Guaranteed Education Tuition (GET) program representative to come out to present information to staff in February.
- HR Administrator Moore conducted make-up Anti-Harassment training with staff.
- Open Enrollment for benefits closed at the end of November. Employee cost-share rate changes for dependents covered under medical were communicated to employees.

Training:

- Chief Torpin facilitated a special meeting of the EMTG Policy Board to discuss needed changes to the Inter-Local Agreement between the participating agencies.
- Captain Harvey prepared a final practical exam for the probationary firefighters and updated the final written test.
- Captain Harvey collected PIA forms for a fire that occurred on 11/19/2017.
- CBT instructors for 2018 were confirmed and registered for the CBT Workshop scheduled for January.
- DC Magnuson distributed EMT recertification requirements and process to employees recertifying in 2018.
- Captain Harvey participated in an EMTG quarterly training work group.
- Several live fire MCO drills were conducted at Station 51.
- AS Hansen assisted BC Monroe of Shoreline Fire Department to set up a Gantt chart for the eLogic implementation project

Operations:

- DC Magnuson continued Lieutenant promotional written exam development with Ergometrics.
- DC Magnuson and Shannon Moore met with Ron Hiraki of Human Resources Systems seeking information and price quote to facilitate the assessment center portion of the 2018 Lieutenant promotional testing process.

- DC Magnuson continues to work with Firecheckoffs.com on electronic check sheet and inventory management implementation.
- DC Magnuson continued collaborating with EMTG Recruit Academy staff for Academy 7 logistics.
- DC Magnuson and Finance Specialist Dawn Killion met with Verizon Cellular representative to evaluate cell phone plans and research potential changes.
- Distributed FPS Booth's After the Fire flyer, Release to property owner, and limited entry documents to Zone 1 operations group.
- Fire Chief Torpin and DC Magnuson met with SCBA evaluation committee and Executive Officers from neighboring departments to discuss SCBA purchase.
- Received notification for award of \$1000.00 2018 Central Region EMS and Trauma Care Council Grant for Pelvic and Vacuum Splints and associated training.
- November response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received		Aid Given		
Fire	51	2	0.77%	Bothell	7		20		
	57	0	0.00%	Kirkland	7		3		
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	1		0		
	57	0	0.00%	Shoreline	11		14		
Rescue & Emergency Medical Service Incidents	51	125	47.89%	Woodinville	0		1		
	57	66	25.29%	Other	0		0		
Hazardous Condition (No Fire)	51	11	4.21%	TOTAL	26		38		
	57	4	1.53%	Emergency Response Average Turnout Time					
Service Call	51	13	4.98%	EMS	1:04				
	57	10	3.83%	Fire Suppression	1:23				
Good Intent	51	7	2.68%	Emergency Response Average Travel Time					
	57	1	0.38%	51	3:32				
False Alarm or False Call	51	16	6.13%	57	4:26				
	57	6	2.30%	Reaction Time Summary					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:06	Station 57	A-shift	1:13
	57	0	0.00%		B-shift	1:12		B-shift	1:18
Special Incident Type, other	51	0	0.00%		C-shift	1:09		C-shift	1:05
	57	0	0.00%		D-shift	1:08		D-shift	1:07
Grand Total		261	100.00%		AVG	1:09		AVG	1:11

November 2017

Fire Prevention:

- FI Booth presented fire safety lessons to three kindergarten classes at Brookside Elementary in Lake Forest Park.
- FM LaFlam assisted an A shift crew with the presentation of fire safety lessons to three third grade classes at Moorlands Elementary in Kenmore.
- FI Booth and FM LaFlam attended a Zone 1 fire investigators meeting in Redmond. The meeting also included investigation training on post fire analysis of commercial kitchen extinguishing systems.

Northshore Emergency Management Coalition (NEMCo):

- No report provided