



## 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

November 21, 2017

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:01 PM.

Persons in attendance were Commissioners Eric Adman, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, and members of the public. Absent was Commissioner Carolyn Armanini.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren requested the addition of Section 4.2 to discuss matters related to the Fire Chief review process; and Section 4.3 to discuss New Fire Commissioner Orientation.

*Commissioner Ellis moved to approve the agenda as amended. 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 thanked the Commissioners for the recent CPR class taught by Northshore Fire and NEMCo personnel.
- Mr. Dee reported that in future election cycles, the League of Women Voters will include Fire Commissioners in their forums,
- Mr. Dee shared that Lake Forest Park will be hosting a Safe Highway/Safe Streets event on December 4<sup>th</sup> related to Hwy 522 and other major roads within the District.
- Mr. Dee asked if the smoke detector campaign includes a home visit to check detector placement. Recently, Mr. Dee was visited at his home by someone who said they work for GE and were offering specialized smoke detectors for sale. Chief Torpin indicated he would like to speak with Mr. Dee to learn more after the meeting.

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

##### 4.1 Fire Chief Evaluations

- Commissioners Maehren and Peterson met with HR Administrator Moore, who was very helpful in reviewing the current process and willing to help with any desired changes.
- Commissioner Peterson suggested completing a verbal review for 2017, while working on measurable goals and updates to the review process for 2018. Commissioner Peterson expressed enthusiasm for the changes that HR Administrator Moore is completing for the department at large and would like to tailor the same process for the Fire Chief review.

- Commissioner Maehren expressed concern with not having a written review. He would like to complete the standard Review Snap process for 2017, then work to create specific goals in the first quarter of 2018. Commissioner Maehren stated that he felt it was important that the commissioners model the behavior they want from department members by following the same practice as the rest of the department.
- Commissioner Peterson did not feel that all opinions were heard or considered in the 2016 ReviewSnap process. She would like to have a verbal review so that each Commissioner can express their opinions related to the Fire Chief's performance.
- The Commissioners concluded that because there are no questions or concerns with the Fire Chief's performance, the ReviewSnap process would not provide any new or valuable feedback. The Fire Chief's 2017 review will consist of an oral review only.

#### 4.2 New Fire Commissioner Orientation

- Commissioner Maehren would like to set a standard Fire Commissioner Orientation for Commissioner-Elect Verlinda and future Commissioners.
- Commissioner Adman suggested that in addition to the required Open Public Meetings Act training, Commissioner Verlinda meet individually with each Commissioner, the Fire Chief, and Legal Counsel Williams.
- Chief Torpin stated he will develop a new commissioner orientation check list similar to the one used for new employees and submit it for consideration.

#### 4.3 Inslee/Best Contract Renewal

Chief Torpin reviewed the revised proposed Inslee/Best contract that includes an increased hourly rate, but contains no monthly minimum number of hours.

- Chief Torpin noted that the Paralegal rate in the revised contract is different than the original contract.
- Commissioner Ellis suggest that legal counsel may not be required at every meeting and the board should consider revising the standard of having legal counsel present at all meetings. Commissioner Peterson expressed the opinion that it is good practice for a public agency to have legal representation at all meetings. Chief Torpin believes that it is money well spent to have legal counsel at the meeting for process continuity and keeping Mr. Williams informed of current department business. The topic will be discussed at a later meeting.
- The Commissioners agreed to table the contract approval until the December 5<sup>th</sup> meeting when the Paralegal rate has been clarified.

### **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:

- Chief Torpin received notice that FEMA has redrawn their floodplain map and removed Station 57 from the flood zone. This could possibly lead to a reduced insurance premium for Station 57. Chief Torpin advised the Board that the new information was sent to the District's insurance provider.

- Chief Torpin clarified that the proposed smoke detector program mentioned in the written fire chief's report is a follow up to the smoke detector program that was focused on the mobile home park and multi-family dwellings 10 years ago.
- Chief Torpin reported that the CPR class conducted by NEMCo had 40 participants and the coalition is working to continue increasing the number of community members trained in CPR.
- Chief Torpin reported that there have been large obstacles to becoming an American Heart Association Training Center and the department is considering other options.
- Chief Torpin met with City Manager Karlinsey from the City of Kenmore. A number of topics were discussed including the Lake Point Project, traffic issues, recent changes to city staff, etc. The Chief and City Manager Karlinsey suggested another joint meeting between the Commission and Council.
- Chief Torpin reported that the retirement celebration for Kenmore Police Officer Gary Zornes will be at 1:00 PM at Kenmore City Hall on December 8<sup>th</sup>.
- Commissioner Adman inquired about the Chief's testimony before the Washington State Senate Local Government sub-committee. The Chief reported that his presentation was focused on fire department finances and removing legislative road blocks to regionalization. The Chief will send a link to the Commissioners with the video of the presentation.
- Commissioner Maehren complimented FF John Blake for finding the error in ESO that requires a fix at the national level. Chief Torpin applauded ESO for their responsiveness with issues that Northshore Fire has raised.
- Commissioner Maehren inquired as to the portion of the policy related to discipline for incorrect attire. Chief Torpin clarified that minor infractions of the policy are easily remedied without discipline.
- Chief Torpin clarified that the tattoo portion of the policy was updated to allow for tattoos to be visible as long as they were not offensive.

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

#### 6.2 Commissioner Reports

- Commissioner Peterson reported that Evergreen Health Clinic in Kenmore is now up and running
- Commissioner Peterson and Commissioner Armanini would like to have a farewell celebration for Commissioner Adman at his last meeting on December 19<sup>th</sup>.
- Chief Torpin informed the Commissioners that he is in conversation with the Evergreen Health Clinic to confirm that operations between the two organizations are smooth.
- Commissioner Maehren – Stated the Retired Firefighters of Washington will hold their annual holiday luncheon at Inglewood Golf Club on December 8<sup>th</sup>.

### **VII. CONSENT AGENDA**

#### 7.1 Vouchers

- The General Fund Vouchers totaled \$56,882.76 and Reserve Fund Vouchers totaled \$22,251.69

#### 7.2 Meeting Materials

- Regular Board Meeting of November 7, 2017.
- 7.3 Policy Update
  - Policy 2452 - Dress Code, Attire and Grooming

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

**VIII. EXECUTIVE SESSION**

8.1 None

**IX. ADJOURNMENT**

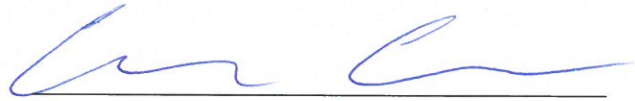
The meeting adjourned at 6:08PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for December 5, 2017

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

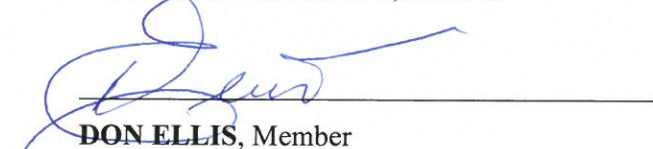


**ERIC ADMAN**, Chair

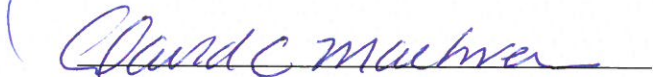
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**KAE PETERSON**, Member

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ABSENT

~~CAROLYN ARMANINI~~, Member

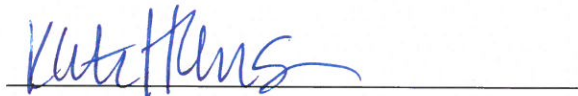


**DON ELLIS**, Member



**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 5, 2017





## **Northshore Fire Department**

Headquarters Station, 7220 181st Street, Kenmore, WA

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, November 21, 2017

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Board Discussion and Possible Action Items**
  - 4.1 Inslee/Best Contract Renewal - Chief Torpin
- 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 7, 2017
  - 7.3 Policy update – Policy 2452 Dress Code, Attire and Grooming
- VIII. Executive Session**
  - 8.1 To review the performance of a public employee pursuant to RCW 42.30.110(1)(g).
- IX. Adjournment**

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

**Fire Chief's Report**  
Submitted by Chief Torpin  
November 21, 2017

**Administration/Financial:**

- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- Chief Torpin testified before the Washington State Senate - Local Government Subcommittee. The topic was related to fire department finances with special emphasis on fire districts, regional fire authorities and regionalization. The presentation was part of a continued effort to remove legislative roadblocks to regionalization.
- The records retention project is moving along. AS Kunkel is making great progress in identifying records that have no retention requirement or historical value. Archived records are being reorganized in a more efficient manner which will make the storage, retrieval and/or destruction process much more streamline.
- The required 2018 budget and revenue documentation has been delivered to the King County Offices of Assessments, Treasury, and Council Clerk as required by statute.
- Chief Torpin attended the Washington Network of Innovative Careers (WANIC) Advisory Board Meeting.
- Chief Torpin and AS Hansen met with representative from Guardian Security to review a proposal for moving the access control and video monitoring to a cloud based platform. Other vendors will be consulted before any change is made.
- Database updates for sprinkler system completions in 2017 were provided to Interface Systems to ensure the benefit charge discount for those parcels will be applied on the 2018 tax bill.

**Human Resources:**

- Conditional offers were sent to two candidates. The individuals are currently in the process of completing their pre-employment physicals, psychological exam, drug test, etc.
- The tattoo section in Policy 2452 – Dress Code has been updated and is ready for the Board's review and approval.
- HR Administrator Moore attended Smoke Awareness Campaign meeting with AS Hansen, FS Booth, and FM LaFlam.
- HR Administrator Moore attended "Tick, Tick, Tick to 'The Big Sick': Washington's New Paid Sick Leave Starts January 2018" webinar by Lane Powell.
- Leadership Training series with outside trainer, Bill Sweigert, has begun. 21 employees signed up for the professional development opportunity. The course is designed for supervisors and focusses on employee management, employee development and team performance.
- HR Administrator Moore following up with WA Audiology and the individuals needing hearing re-testing. Evergreen Speech and Hearing will complete re-testing services.

- Reviewsnap has been set up for 2017 performance evaluations. Supervisors have until December 15th to complete. Employee self-evaluations will not be required this year.

### **Training:**

- Captain Harvey and DC Magnuson conducted company evaluations for A-shift, B-shift, 51 C-shift, and D-shift. 57C should be completed by end of November or early December.
- Captain Harvey distributed post incident analysis worksheet to the crews that operated at a structure fire in Kirkland on November 8<sup>th</sup>.
- FireTrex "missed training" report was added to Lieutenant and Battalion Chief profiles in FireTrex-Training, allowing them to better monitor crew training.
- DC Magnuson provided brief orientation to crews on updated NFIRS (National Fire Incident Reporting System) user interface in ESO Fire reporting application. Updated interface goes live December 18<sup>th</sup>.
- DC Magnuson contacted King County Health Department to facilitate HIPAA training in 2018.
- Captain Harvey prepared three hose evolution lessons for the EMTG quarterly training plan.

### **Operations:**

- DC Magnuson passed along feedback from Dr. Rea on Acute Hemorrhagic Stroke incident. Northshore Personnel Davis, Piana, Sullivan, and Kuykendall received high marks and praise for their performance.
- DC Magnuson continues to work with Firecheckoffs.com on electronic check sheet and inventory management implementation.
- DC Magnuson escalated ESO-EHR (Electronic Healthcare Reporting) problem to ESO Support. Problem is with software functionality discovered and reported by Firefighter John Blake. ESO is making correction nationally.
- DC Magnuson provided Battalion Chiefs and Lieutenants with fourth quarter Company Inspection completion rates.
- DC Magnuson distributed study guide for 2018 Lieutenant Promotional written exam.
- DC Magnuson communicated with EMTG Recruit Academy Executive staff requesting Northshore recruits be assigned to the South location (Bellevue Training Center) and a Northshore Lieutenant be assigned as an instructor.
- DC Magnuson has contacted Ron Hiraki of Human Resources Systems seeking information and price quote to facilitate the assessment center portion of the 2018 Lieutenant promotional testing process.

### **Fire Prevention:**

- FI Booth taught a private Health Care Provider class for 13 students from a local physician's office.
- FM LaFlam met with FI Booth, HR Specialist Moore and AA Hansen to discuss a smoke alarm awareness campaign. The multi-phase project will include a media campaign utilizing a variety of platforms and specifically targeted components to focus on at-risk populations.

- FI Booth presented fire safety lessons to three third grade classes.

**Northshore Emergency Management Coalition (NEMCo):**

- NEMCo's Radio Amateur Civil Emergency Service (RACES) is 6 weeks into an 8-week class on amateur radio for participants to be able to take the FCC technician level test. There are 8 students in the class.
- EM Lunak facilitated a functional exercise for City and Fire District staff on November 8th, in which the joint Emergency Operations Center was set up to support an active shooter police incident. The exercise was based on the functional active shooter drills done in prior weeks. Staff worked through numerous requests for supporting police and fire activities and simulated the transition which would occur between operational periods.
- FI Booth and EM Lunak taught 40 citizens CPR during a special free class on November 15th at fire station 51. Many of the participants were NEMCo volunteers or members of LFP's block watch program.
- EM Lunak completed a draft of Northshore Utility District's Rapid Damage Assessment program and continued work on the District's Comprehensive Emergency Management Plan. By years end he is on target to complete the budgeted 300 hours for the District.