



# 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

October 3, 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, and Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, and members of the public. Absent were Commissioners Don Ellis and Kae Peterson.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren requested the addition of section 4.1 to discuss matters related to the performance review process for the fire chief.

*Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded. The motion passed 3-0.*

#### III. PUBLIC COMMENT

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

- Expressed appreciation for the public notice advertising the public hearing on October 17th.
- Inquired if the Board was aware of any updates on the use of smart meters for electrical service in Lake Forest Park.
- Requested the Board to change its process of placing policy amendments in consent agenda rather than a discussion item.

Kenmore resident and Candidate for Board of Commissioners, Rick Verlinda addressed the Board to publicly thank the union for their endorsement of his candidacy.

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

##### 4.1 Performance Review Process

- Commissioner Maehren asked what the timeline is for implementing the new personnel review program and whether it could be used for the Fire Chief Report. Chief Torpin reported that the review process mentioned in the Fire Chief Report is related to an evaluation of a replacement for the ReviewSnap program. The new program will not be in place before 2018 as it must be included in the 2018 budget. For the 2017 Fire Chief review process ReviewSnap will still be used.
- The Commissioners would like to discuss the possibility of changing the categories used in the Fire Chief evaluation in 2017. HR Administrator Moore will send the current

template to the Commissioners to review. The Commissioners will discuss any potential changes at the first meeting in November.

## V. BOARD RESOLUTIONS

### 5.1 None

## VI. REPORTS

### 6.1 Fire Chief Report

In addition to the written report provided in the meeting materials the following questions were asked:

- Commissioner Adman asked what DC Magnuson found in his review of metered water usage in Bothell. Chief Magnuson indicated there may be a problem with Bothell's meter or there may be a leak in the pipes due to the fact that their water usage is very inconsistent from one month to the next. Bothell's metered usage is far greater than Northshore's and it is unlikely that actual usage is greater, as Northshore's facility is a regional training site.
- Commissioner Adman asked for additional information on the Butcher Shop Post-Incident Analysis (PIA). Chief Torpin reported that PIA's are routinely performed after any structure fire. The purpose of these reviews is to look at the response and determine what went well and what could be improved. Northshore hosted PIA's for the Butcher Shop and a Lake Forest Park garage fire that occurred in September.
- Commissioner Adman asked the status of Mary's Place. Chief Torpin reported that after minor interior modifications the facility is now open for limited capacity. Additional interior modifications are still underway and will need to be completed before full capacity is achieved.
- Commissioner Maehren asked how much training our crews receive on Crime Scene incidents and whether it would be beneficial to have joint-training with local PD. Chief Torpin reported that no formal training is in place for crime scenes but a guest speaker could attend an Officer Meeting.

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

### 6.2 Commissioner Reports

- No report provided.

## VII. CONSENT AGENDA

### 7.1 Vouchers

- The General Fund Vouchers totaled \$151,999.95 and Reserve Fund Vouchers totaled \$3,172.63

### 7.2 Meeting Materials

- Regular Board Meeting of September 19, 2017.

### 7.3 Policy Amendments

- 4424 Crime Scenes
- 2730 Benefits

***Commissioner Maehren moved to approve the consent calendar as presented. Commissioner Adman seconded.***

*Commissioner Armanini asked Chief Torpin to give a brief description of each of the proposed policy amendments prior to a vote on the consent agenda.*

Chief Torpin provided a brief description of the minor changes to verbiage of each policy and indicated there was no change to intent or practice.

*The motion passed 3-0.*

**VIII. EXECUTIVE SESSION**

8.1 None

**IX. ADJOURNMENT**

The meeting adjourned at 5:19PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for October 17, 2017.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

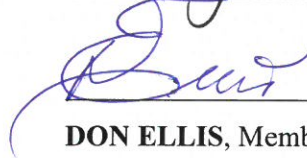


ERIC ADMAN, Chair

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 October 17, 2017.



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, October 3, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
  - 4.1
- V. **Board Resolutions**
  - 5.1
- 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 September 19th, 2017
  - 7.3 Policy Amendments – 4424 Crime Scenes and 2730 Benefits
- VIII. **Executive Session**
  - 8.1 None
- IX. **Adjournment**

**Next Regular Meeting:      October 17, 2017 at 5:00 PM**

# **Fire Chief's Report**

Submitted by Chief Torpin  
October 3, 2017

## **Administration/Financial:**

- Chief Torpin and FS Killion continue work on 2018 Budget development.
- Chief Torpin, DC Magnuson, BC Morris and LTs Hanssen and Schultz met with representatives from TCA Architecture to discuss initial design concepts of the Station 57 remodel project.
- Public notice of the October 17<sup>th</sup> Board Meeting and Revenue Source Public Hearing has been posted to website, the Shoreline Area News and the Bothell/Kenmore Reporter.
- Chief Torpin attended the retirement send off for retiring City of Bellevue Fire Chief Mark Risen.

## **Human Resources:**

- HR Administrator Moore completed phone interviews with over 35 firefighter candidates. Selected candidates have been invited to an oral board interview in mid-October. Work on assembling and updating recruitment materials is underway.
- Finished reviewing performance management software programs with DC Magnuson.
- Chief Torpin, HR Administrator Moore and DC Magnuson met with the labor group for a monthly Labor/Management meeting.
- HR Administrator Moore attended an EMTG meeting to discuss the fire academy evaluation process.
- Flu shots have been scheduled for employees on the morning of 10/3 and 10/5.

## **Operations:**

- DC Magnuson attended Zone 1 Operations sub-committee meetings in Kirkland and Mercer Island. Sub-committee's for "working structure fire" response standardization and "incident call type" consolidation and simplification.
- DC Magnuson has been collaborating with HR Moore to evaluate and improve employee evaluation and assessments.
- DC Magnuson continues working with FireCheckOffs.com to create electronic check sheets and asset management and tracking program. Program implementation is scheduled for November.
- DC Magnuson scheduled annual hearing tests and associated training.
- DC Magnuson finalized updated resource list for Lieutenant Promotional process and initiated resource procurement.
- DC Magnuson continues working to get interface between AMR's proprietary reporting program and ESO Electronic Health Reports.
- DC Magnuson attended meeting at East Side Fire & Rescue for First Watch data analysis.
- DC Magnuson assisted City of Bothell evaluating their excessive drill ground water usage readings and compared Station 51's to Station 42's water use readings.

## **Training:**

- Captain Harvey, AS Kate Hansen, and DC Magnuson attended the 3<sup>rd</sup> annual King County EMS symposium at Valley Medical Center in Kent.
- Captain Harvey and DC Magnuson facilitated quarterly IMS training for B-shift in training room. Training has been well received by shift members.
- Captain Harvey provided Post Incident Analysis report and presentation to C-shift for the Butcher Shop Café fire and Garage fire in Lake Forest Park.
- Fall Schedule for Crew training is exceptionally full (Code Drills, Run Review, November MCO (live fire), Annual Company Evaluations, Active Shooter, Anti-Harassment, Benefits Fair, Flu Shots, Hearing testing, CBT, TRT, Tactics, FireCheckoffs, in addition to regular monthly drills/training).

## **Fire Prevention:**

- FM LaFlam met with the City of Vancouver Fire Marshal to discuss elements of implementing a Residential Sprinkler Ordinance for Single Family Residential structures.
- FM LaFlam met with the City of Kenmore Building Official, Bryan Hampson to do a final walk through of Mary's Place
- FI Booth assisted the Northwest Fire Investigators Association with a fire investigator practical exam. The all-day event required candidates for fire investigator certifications to complete a wide variety of tasks necessary to complete an investigation, including the origin and cause investigation of a fire that had been previously set in a burn cell (small room).

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

- Chief Torpin, DC Magnuson and EM Lunak met with representatives from other NEMCo agencies for the 3<sup>rd</sup> Quarter Governance Board meeting. EM Lunak presented the third quarter progress report to the NEMCo governance board on Sept. 27<sup>th</sup>.
- The CERT Class is now in week 5 of 8. FI Booth taught Fire Safety and Suppression on Sept. 25 and two new volunteer instructors, Asa Louis and David Harisiades, taught the segments on Incident Command and Urban Search & Rescue respectively.
- EM Lunak presented a training on NEMCo Emergency Operations Center activation to our NEMCo Emergency Volunteers during our regular monthly meeting. 30 volunteers attended.
- EM Lunak performed another monthly safety training class for NUD operations personnel on Sept. 28<sup>th</sup> on Asbestos Cement Pipe work practices as outlined in the NEMCo agreement.
- NEMCo Radio Amateur Civil Emergency Service volunteers participated in the State of Washington's "5th Saturday" drill on September 30. The drill is designed for amateur radio personnel to contact as many other jurisdictions as possible to test communication links between groups. EM Lunak will complete a report summarizing NEMCo's results by October 6<sup>th</sup>.