



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 15, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

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

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

II. APPROVAL OF THE AGENDA

Commissioner Peterson moved to approve the agenda. Commissioner Ellis seconded. The motion passed 3-0.

III. PUBLIC COMMENT

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

- Thanked Chief Torpin for the WSRB review at the last Commissioner Meeting. Mr. Dee would like to see Northshore's Fire Marshal obtain the certification referenced in the Washington Rating and Surveying Bureau report.
- There is a NEMCo meeting tomorrow night (September 16th) in Lake Forest Park.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 2018 Contract with Interface Systems

Chief Torpin reported that the 2018 contract for Interface Systems remains the same as last year's contract with the exception of a slight increase in postage costs.

Commissioner Peterson moved to approve the 2018 Interface Systems contract as presented. Commissioner Ellis seconded. The motion passed 3-0.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Fire Chief Report

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

- Part-time Administrative Assistant Jennifer Kunkel has begun the reorganization of Northshore's records. As part of this project, she and Chief Torpin visited NUD to review their approach to record retention.

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

6.2 Commissioner Reports

- Commissioner Maehren reported that there was a good turnout at the "Night Out Again Crime" event that was on August 1st.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$15,646.06 and Reserve Fund Vouchers totaled \$0.00

7.2 Meeting Materials

- Regular Board Meeting of August 1, 2017.

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed 3-0.

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

The meeting was adjourned at 5:04PM

NEXT MEETING DATE

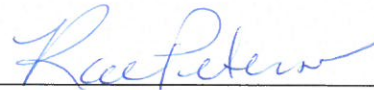
The next regularly scheduled Commissioners meeting is for September 5, 2017

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

ABSENT

ERIC ADMAN, Chair



KAE PETERSON, Member

ABSENT

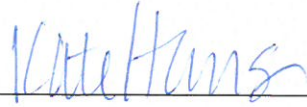
CAROLYN ARMANINI, Member

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 September 5, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, August 15, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 2018 Contract with Interface Systems – Chief Torpin
 - Board discussion regarding 2018 contract for benefit charge database services.
 - Board action to authorize the execution of the 2018 contract.
- 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 August 1, 2017
- VIII. **Executive Session**
 - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: September 5, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
August 15, 2017

Administration/Financial:

- Chief Torpin made arrangements to tour Northshore Utility District's records management system with AS Kunkel. This is part of the evaluation process being undertaken to review current practices against what may be considered as best or better practices.
- Chief Torpin attended a Norcom Governing Board Meeting.
- Chief Torpin met with Chief Risen of the Belleview Fire Department for a East Metro Training Group (EMTG) agenda planning session. Of significance were discussions on EMTG leadership needs and replacement of the training records database and SharePoint program.
- Draft scope of work and contract for services was received from TCA Architecture. The documents were forwarded to legal counsel for review.
- The desktop computer replacement process has begun.

Human Resources:

- New hire orientation was conducted with Jennifer Kunkel, our new part-time, temporary Administrative Assistant. Jennifer's first day with the District was August 7th.
- In order to prepare for possible hiring next year, a recruitment process has been initiated in order to meet necessary hiring timeframes. Applicants have been screened on NTN's eligibility list and applications sent to selected applicants for round one of the recruitment process.
- Meetings with supervisors continue in an effort to gain feedback regarding the District's current performance appraisal process.
- AS Hansen and HR Administrator Moore attended the following Dept. of Labor and Industries workshop: "Developing Effective Safety Committees."

Operations:

- No operations and training reports were provided due to vacations.

Training:

- Chief Torpin attended a East Metro Training Group Board meeting.

Fire Prevention:

- FM LaFlam and FI Booth attended a half-day residential sprinkler training class. The class focused on sprinkler head placement and obstructions to sprinkler water spray.
- FM LaFlam assisted a senior resident of Kenmore with the installation of new smoke alarms and carbon monoxide detectors in her home.
- FI Booth and FM LaFlam performed a review and updating of the school fire safety program to ensure that the messaging aligned with current national recommendations.

- FM LaFlam was the guest reader at the “Open Library” program at Kenmore Elementary School.
- FI Booth attended a death investigation class coordinated by the Washington Fire Investigators.

Northshore Emergency Management Coalition (NEMCo):

- No report provided