



## 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

June 6, 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, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, BC Morris, LT Hansson, FF Bracket, and members of the public.

#### II. APPROVAL OF THE AGENDA

*Commissioner Armanini moved to approve the agenda. Commissioner Peterson seconded. The motion passed 5-0.*

#### III. PUBLIC COMMENT

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

- Mr. Dee has learned that there are restrictions related to motorized scooters on the Burke Gilman Trail.
- Mr. Dee would like there to be a notification when meeting materials are posted.
- Happy Birthday Chief Torpin and Happy Anniversary to FS Killion.

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

##### 4.1 Fire Chief Contract Extension

*Commissioner Armanini moved to adopt the Fire Chief Contract extension as previously approved by the board. Commissioner Ellis seconded. The motion passed 5-0.*

##### 4.2 Deferred Compensation Programs (457b)

Chief Torpin reported that since 2014 when the board approved adding the Washington State Department of Retirement System's Deferred Compensation Plan as an option to the other deferred comp plan sponsored by Randall Hurley, 90% of the staff has moved from Randall Hurley to the State program. The Union has voted to eliminate the Randall Hurley plan. Chief Torpin requested approval from the board to eliminate the Randall Hurley plan as a second option.

*Commissioner Peterson moved to eliminate the Randall Hurley plan from Northshore's benefit offerings. Commissioner Maehren seconded. The motion passed 5-0.*

##### 4.3 Potential Internship or limited term part-time employee

Chief Torpin reported that there are multiple organizational projects related to records management and asset tracking for which he would like to utilize a short-term, part-time employee or intern to work on these projects to the point they can be managed by current staff.

***By consensus of the board, the Chief was authorized to proceed as proposed.***

#### 4.4 Changes to RCW 52.04 and 52.06 related to Fire District Mergers and Annexations

Commissioner Maehren reported that he met with Roger Collins, Commissioner from Woodinville Fire and Life Safety, to discuss the recent changes to State law regarding fire district mergers and annexations. Recently approved Senate Bill 5454, allows fire district mergers and annexations without having contiguous borders. The two Commissioners discussed the new legislation and the opportunities it may present to Northshore and Woodinville.

Commissioner Maehren suggested the two Boards schedule a joint meeting or ask the two Chiefs discuss the possible areas of consolidation and report back to the Boards.

A discussion ensued regarding the timing of such a meeting and whether it was more appropriate for further discussion by the Northshore Board before any joint meeting is planned.

Commissioner Adman suggested a strategic discussion be scheduled to determine the Northshore Fire Department's needs and plan accordingly.

### V. BOARD RESOLUTIONS

#### 5.1 Resolution 17-02

Chief Torpin reported that the word "minor" was removed from section 6 of the Resolution to eliminate a conflict with how the purpose and use of the Facility Improvement funding was described.

***Commissioner Maehren moved to approve Resolution 17-02. Commissioner Armanini seconded. The motion passed 5-0.***

### VI. REPORTS

#### 6.1 Fire Chief's Report

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

- Chief Torpin stated a notice will be posted with the National Testing Network that Northshore is establishing an eligibility list for a potential firefighter hiring process.
- Chief Torpin reminded the Board that there will be a community meeting for Mary's Place homeless shelter on Thursday, June 8<sup>th</sup> and a presentation to Kenmore City Council on Monday, June 12<sup>th</sup>. Fire Marshal LaFlam has had some involvement with the process because a change of use is being requested for the building. The proposed use conflicts with the lack of an automatic sprinkler system in the building. A number of mitigating measures are being proposed to avoid the installation of sprinklers.
- The Open House is scheduled for June 17<sup>th</sup> and Commissioner presence is desired. Chief Torpin stated he would have Fire Marshal LaFlam send out details to the Board members.

#### 6.2 Commissioner Reports

None

### VII. CONSENT CALENDAR

#### 7.1 Vouchers

- The General Fund Vouchers totaled \$312,529.44 and Reserve Fund Vouchers totaled \$3,536.67
- 7.2 Meeting Materials
  - Regular Board Meeting of May 16, 2017
  - Approval of the contract extension with King County for Institutional Network (I-Net) Services

*Commissioner Armanini moved to approve the consent calendar as presented. Commissioner Ellis seconded. The motion passed 5-0.*

**VIII. EXECUTIVE SESSION**

None

**IX. ADJOURNMENT**

The meeting was adjourned at 6:15PM

**NEXT MEETING DATE**

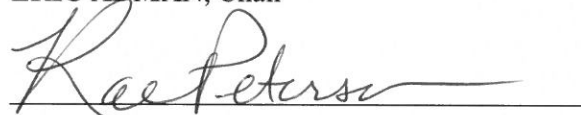
The next regularly scheduled Commissioners meeting is for June 20, 2017

Attachments: Agenda; Fire Chief's Report; Resolution 17-02

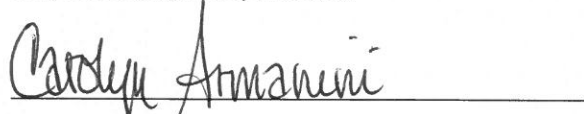
**BOARD OF COMMISSIONERS**



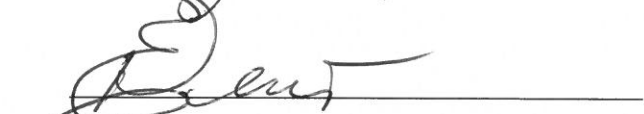
**ERIC ADMAN, Chair**



**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 20, 2017



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, June 6, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
  - 4.1 Fire Chief Contract Extension – Commissioner Armanini
    - Board to review, discuss, and possibly take action to approve
  - 4.2 Deferred Compensation Programs (457b) – Chief Torpin
    - Staff Presentation
    - Board Discussion and possible action to authorize the elimination of one of the two plans currently offered.
  - 4.3 Potential Internship or limited term part-time employee – Chief Torpin
    - Staff Presentation
    - Board Discussion and Direction to staff
  - 4.4 Changes to RCW 52.04 and 52.06 related to Fire District Mergers and Annexations - Commissioner Maehren
    - Board Discussion
- V. **Board Resolutions**
  - 5.1 Resolution 17-02 Defining Fund Policies
    - Board to adopt
- 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 16, 2017
  - 7.3 Approval of the contract extension with King County for Institutional Network (I-Net) Services
- VIII. **Executive Session**
  - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: June 20, 2017 at 5:00 PM

**Fire Chief's Report**  
Submitted by Chief Torpin  
June 6, 2017

**Administration/Financial:**

- Chief Torpin assisted the Washington Network for Innovative Careers (WaNIC) with Chief Interviews for 2017 Scholarship Awards.
- FS Killion attended the Records Rehab and Recovery class provided by the Office of the Secretary of State.
- FS Killion attended the Washington Public Records Officers (WAPRO) Spring Training.
- The 2016 Annual Financial Report was submitted and received by the State Auditor's Office.
- FM LaFlam and additional staff continue to make preparations for the Open House on June 17th.
- A \$500 non-refundable deposit was taken for the purchase of the surplus aid car. The buyer has until June 30<sup>th</sup> to complete the transaction.
- Chief Torpin initiated second quarter Chief meetings with each shift.
- The WaNIC graduation ceremonies will be held in our public meeting room on Wednesday and Thursday (June 7&8). The graduation includes a demonstration by the students for attending parents.
- In 2013, the District renegotiated a contract with King County for Institutional Network (I-Net) services. This three year contract had an option for an additional three year extension which was never executed. There is no increase to costs or change in terms associated with this contract extension. The authorization to execute the extension has been placed in the consent agenda for the June 6<sup>th</sup> meeting.
- The City of Kenmore, Mary's Place and King County will be holding a community meeting on June 8<sup>th</sup> to provide information regarding the proposed use of the old Sheriff's precinct building as a family shelter. A second presentation will be delivered to the Kenmore City Council on June 12<sup>th</sup>.

**Human Resources:**

- Received approval from Washington Counties Insurance Fund (WCIF) for five free training hours with Magellan Employee Assistance Program (EAP). Work has begun to partner with Magellan EAP to develop training content that will be focused on Anti-Harassment. Trainings will be delivered in the fall.
- HR Administrator Moore drafted an initial scope of work for a possible Business Administration Internship (see attached memo and job posting).
- Driving records were pulled from DOL and reviewed per insurance carrier recommendations.
- HR Administrator Moore and FS Killion worked to complete Healthcare Reimbursement Account fund transfers to BPAS.

**Operations:**

- DC Magnuson met with Ed Whitfield of NORCOM to discuss GIS project parameters and expectations. Wall maps will be prioritized with map book following.
- DC Magnuson attended webinar on NFPA 1403: The Fire Instructors Risk Management Tool for acquired structures and live fire training.
- DC Magnuson continues to work with Washington State Department of Transportation on Opticom issues throughout the fire district and seek ways to improve emergency apparatus travel.
- DC Magnuson attended 2-day seminar at Shoreline Station 61 on writing policy, procedures, and task outlines.
- DC Magnuson liaised with Kevin Bryson and First Due Size Up staff to set-up Northshore Fire Department for upcoming demonstration trial period. First Due Size Up is a “software as a service” providing premise and pre-incident information.
- DC Magnuson worked with ESO Solutions to improve certain functionality of EHR (Electronic Healthcare Record).
- DC Magnuson assisted Pete Luke from NORCOM troubleshooting new location computers. Computers determined to be out of specification and returned to be reformatted.
- DC Magnuson worked with Dave Monahan of FireTrex and Josh Baker of NORCOM to implement a daily staffing update to NORCOM. This is a precursor to ePass (Electronic Passport).
- May response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	2	0.76%	Bothell	2	15			
	57	1	0.38%	Kirkland	1	0			
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0			
	57	0	0.00%	Shoreline	8	19			
Rescue & Emergency Medical Service Incidents	51	119	45.25%	Woodinville	0	0			
	57	68	25.86%	Other	1	0			
Hazardous Condition (No Fire)	51	1	0.38%	<b>TOTAL</b>	<b>14</b>	<b>34</b>			
	57	4	1.52%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	16	6.08%	EMS	1:05				
	57	6	2.28%	Fire Suppression	1:23				
Good Intent	51	15	5.70%	<b>Emergency Response Average Travel Time</b>					
	57	5	1.90%	51	3:54				
False Alarm or False Call	51	18	6.84%	57	3:59				
	57	8	3.04%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:12	Station 57	A-shift	1:05
	57	0	0.00%		B-shift	1:21		B-shift	1:26
Special Incident Type, other	51	0	0.00%		C-shift	1:11		C-shift	1:02
	57	0	0.00%		D-shift	1:15		D-shift	1:02
<b>Grand Total</b>		263	100.00%		AVG	1:14		AVG	1:09

**May 2017**

**Training:**

- Captain Harvey and AS Hansen completed the June MTA.
- Captain Harvey conducted the Tactical assessment for FF Jamerson’s qualifications to become an acting Lieutenant.

- DC Magnuson made recommendations for improvement of Emergency Vehicle Incident Prevention (EVIP) program.
- Captain Harvey assisted with EMTG (East Metro Training Group) North Multi-Company Operations training at Station 51.
- AS Hansen attended an EMTG Technology Committee Meeting. RFPs were narrowed down to three LMS vendors. Demonstrations will be held on June 7th.

#### **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):**

- On Saturday May 20th EM Lunak taught a class for the Northshore Utility District on post disaster water distribution at the Inglewood Presbyterian Church for the Finn Hill and Moorlands area residents. 24 students participated in the 4 hour class.
- During the regular 3rd Wednesday Emergency Worker Volunteer meeting EM Lunak recruited volunteers for the June 3rd preparedness workshop and the June 17 Northshore Fire Department open house. The scheduled training for the meeting was preparedness for summer and outdoor activities. 36 volunteers attended the meeting.
- Development continues on the Northshore Utility District comprehensive emergency response plan. EM Lunak met with the District to layout a timeline and approval of a basic outline for the plan. To date EM Lunak is averaging 18.5 hours per month for NUD and anticipates that will increase to over 20 while working on the plan through the summer.
- BC Knight utilized EMS trauma grant funds to acquire supplies to create disaster first aid kits. These large kits will provide bulk amounts of basic first aid supplies that can be used by trained CERT volunteers in the event of a mass casualty event.





**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**

**RESOLUTION NO. 17-02**

**RESOLUTION DEFINING FUND POLICIES**

**WHEREAS**, the financial affairs of the District are managed by the Board of Commissioners; and

**WHEREAS**, pursuant to RCW 52.14.100 the Board of Commissioners has the power to adopt reasonable rules to govern the District and to generally perform all such acts as may be necessary to carry out the objects of the creation of the District; and

**WHEREAS**, an integral part of financial planning is establishing General Expense and Reserve Funds to cover the costs of general operating expenses, facility maintenance and improvements, equipment financing, employee benefits, and insurance obligations; and

**NOW THEREFORE BE IT RESOLVED** that King County Fire Protection District No. 16 hereby establishes a General Expense and Reserve Fund Plan as follows:

**I. GENERAL EXPENSE FUND**

A minimum balance of twenty percent (20%) of the annual expense budget shall be maintained in the General Expense Fund at all times. This fund balance would be measured on March 31st and September 30th of each year when balances would be at their lowest point.

**II. RESERVE FUND**

**A. Reserve Fund Categories, Purpose and Funding Levels**

The Reserve Fund shall be organized into six (6) main sub-categories to facilitate clear intent and accurate accounting. The level of funding of each category shall be no less than a minimum of the values stated below. Utilization of reserve funding shall be consistent with the associated general purpose statements provided for each category.

**1. Natural Disaster**

**Purpose:** To provide funding for overtime costs; casual labor; temporary facilities; food and equipment for extended

emergency operations lasting a minimum of fourteen days.

Fund Level: \$250,000

2. Insurance Contingency

Purpose: To provide funding for losses normally covered by insurance but exceeding coverage, such as: deductibles, non-insured loss, loss greater than insurance coverage, fines or uninsured litigation costs, labor relations litigation costs, unplanned attorney or consultant fees, court costs, penalties and judgments and unemployment claims.

Fund Level: \$200,000

3. Loss of Revenue

Purpose: To provide funding to allow for the continuation of services in the event of an unanticipated and immediate loss of revenue.

Fund Level: 25% of the annual operating budget

4. Employee Benefit

Purpose:

- A. To provide funding for LEOFF 1 medical insurance premiums, long term healthcare premiums and other approved medical expenses would be expensed from this fund.
- B. To fund post-employment benefits such as sick-leave and vacation buyback, etc. Payments made upon retirement shall be made from this fund. Replenishment of this fund could be spread out over several years, or prefunded if a large number of retirements were known in advance.

Fund Level:

- A. 100% of the GASB recommendation for LEOFF 1 retirees, and;
- B. 50% of the maximum potential employee buyback of optional time-off and sick leave hours, and;

5. Apparatus and Equipment Replacement

Purpose: To provide funding for the replacement of apparatus, vehicles and equipment that are designated for replacement at specific intervals and have a calculated

replacement cost that would be difficult to fund through the annual budgeting process.

Fund Level: 100% of the Capital Asset Replacement Plan for apparatus, vehicles and equipment

6. Facilities Improvement

Purpose: To provide funding for the maintenance and improvements of District facilities. This fund would be solely for larger ticket items such as roof repairs, HVAC systems, etc., and not a substitution for annual budgeting for normal facility maintenance.

Fund Level: Minimum of \$200,000

- B. Transactions expensed from the General Expense and Reserve Funds shall comply with the accounting principles established by King County Finance and Business Operations, the Washington State Auditor and RCW.
- C. The Fire Chief shall provide quarterly reports reflecting Reserve Fund activity in the BARS format as required by the Washington State Auditor and RCW.
- D. The Fire Chief shall submit Reserve Fund allocation recommendations to the Board of Commissioners each year as required to maintain funding levels as established by this resolution.

**BE IT FURTHER RESOLVED**, that Resolution 14-13 is hereby repealed.

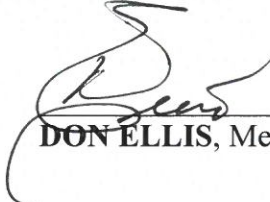
DATED this 6th day of June, 2017.

**BOARD OF COMMISSIONERS**

  
ERIC ADMAN, Chair

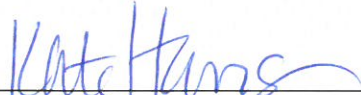
  
KAE PETERSON, Member

  
CAROLYN ARMANINI, Member

  
DON ELLIS, Member

  
DAVE MAEHREN, Member

**ADOPTED** at a regular meeting of the  
Board of Commissioners of King County  
Fire Protection District No. 16, held on June 6th, 2017

  
KATE HANSEN, Secretary  
Board of Commissioners