



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 5, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Vice Chair Carolyn Armanini called the meeting to order at 5:00 PM.

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

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

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

- Mr. Dee was pleased to learn that the late at night sirens in Lake Forest Park recently were units responding to a fire call.

Fire Commissioner Candidate Rick Verlinda addressed the Commissioners with the following comment:

- The Lake Forest Park Rotary, WA State Council of Firefighters, and the Peruvian Consulate are collecting donations of used fire equipment to send to the country of Peru, which relies heavily on donations to maintain its fire service. Once Northshore's new turnout gear is received, Mr. Verlinda suggested that the department donate any serviceable surplus gear to the Peruvian fire service.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Turnout Gear Purchase

Chief Torpin reported a portion of the suppression staff bunker gear is in need of replacement. The cost for the gear is \$58,000 which exceeds the bidding requirement threshold. The Chief explained that the gear used by Northshore is only available from a single source which justifies an exception from the bidding requirements. Resolution 17-04 is presented to the Board to formalize the District's decision to exercise the exemption.

V. BOARD RESOLUTIONS

5.1 Resolution 17-04, Authorizing Sole Source Purchase – Turnout Gear

Commissioner Peterson moved to approve Resolution 17-04. Commissioner Ellis seconded. The motion passed 3-0.

VI. REPORTS

6.1 Fire Chief Report

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

- Chief Torpin requested guidance from the Board Commissioners regarding the start time for the Public Hearing on the fire benefit charge and other revenue sources that is scheduled for October 17, 2017. The Commissioners decided to start the regular meeting at the normal 5:00 p.m. start time and move to the public hearing after completion of the regular business.
- Chief Torpin displayed a safety vest that is worn by NEMCo volunteers when participating in NEMCo or community activities. The Chief reported the vests are purchased by the volunteers themselves. Chief Torpin stated he believed the vests should be provided to those who volunteer for the community rather than have to purchase them on their own. He further reported he will utilize the end fund balance in the CERT Supplies line item to offset the costs of the vests that were purchased.

6.2 Commissioner Reports

- Commissioner Armanini was very pleased to see the report regarding the positive outcome for a recent stroke victim whom Northshore crews assisted.
- Commissioner Peterson reported that the Lutheran church will be bringing cookies by the station next week as a thank you.
- Commissioner Peterson will be absent for the first meeting in October.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$183,895.58 and Reserve Fund Vouchers totaled \$3,584.49

7.2 Meeting Materials

- Regular Board Meeting of August 15, 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 5:17PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 19, 2017.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

ABSENT

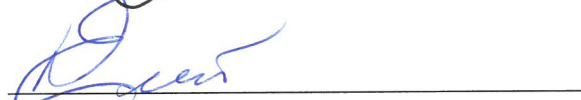
ERIC ADMAN, Chair



KAE PETERSON, Member



CAROLYN ARMANINI, Member

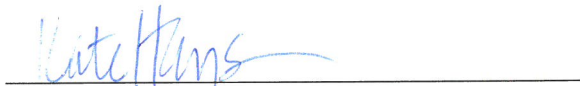


DON ELLIS, Member

ABSENT

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 19, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, September 5, 2017

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Board Discussion and Possible Action Items**
 - 4.1 Turnout Gear Purchase – Chief Torpin
 - Staff presentation regarding the purchase of turnout gear from a sole source vendor. Information provided to assist Board with decision to adopt Resolution 17-04
- V. Board Resolutions**
 - 5.1 Resolution 17-04 - Authorizing Sole Source Purchase-Turnout Gear
- 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 15, 2017
 - 7.3 Approval of updates to policy 2439 Workplace Safety and Violence Prevention and policy 4602 Fire Investigation
- VIII. Executive Session**
 - 8.1 None
- IX. Adjournment**

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

Fire Chief's Report

Submitted by Chief Torpin
September 5, 2017

Administration/Financial:

- Chief Torpin attended a King County Fire Chiefs meeting.
- Chief Torpin attended a Norcom Governing Board Meeting.
- After review and amendment by attorneys at Inslee Best, the TCA Architecture contract for Station 57 remodel design work was executed.
- Chief Torpin met with Donna Gaw and Nick Smith from Kirkland IT for regularly scheduled quarterly meeting. Topics discussed included review of IT related 2018 budget items and progress on the computer replacement project and upgrade to Windows 10.
- 2018 budget preparation continues.

Human Resources:

- HR Administrator Moore completed meetings with officers to gather supervisor feedback regarding our current performance appraisal system and the topic of performance management. Presented summary of feedback gathered and solicited feedback for initial implementation ideas at the August Officer's meeting.
- HR Administrator Moore reviewed Word Press with AS Hansen to provide website maintenance back-up.
- HR Administrator Moore and DC Magnuson attended a meeting with NeoGov to review their performance management software.
- Transfer of fund balances from Randall Hurley to DCP will occur at the end of August. Randall Hurley plan termination is effective Sept. 1st.
- HR Administrator Moore attended a Safety Committee meeting with DC Magnuson, AS Hansen, Capt. Harvey, and VP Ingersoll.

Operations:

- Washington State Department of Transportation is evaluating possible changes to stop light cycles to improve traffic flow along Brookside Blvd. and in front of Station 57 during peak commute hours.
- DC Magnuson is working with ESO Support to troubleshoot and correct keyboard issue related to ESO EHR (Electronic Healthcare Reports).
- DC Magnuson and Fire Chief Torpin continue discussions and strategizing employee education and succession planning.
- DC Magnuson has been collaborating with HR Moore to evaluate and improve employee evaluation and assessments.
- DC Magnuson initiated a purchase order and selected FireCheckOffs.com to provide electronic check sheets, vehicle inventory and asset management/tracking software.
- Washington Institute of Sports Medicine, our vendor for Health and Wellness exams, has notified the District that they will no longer provide these services effective January 1, 2018. DC Magnuson has been researching potential

replacement providers and has facilitated a meeting with Professional Health Services, Inc. to look at services they can provide.

- DC Magnuson continues to work with NORCOM Fire Liaison, Josh Baker to evaluate and suggest improvement for the Move-up Module.
- DC Magnuson assisted Rick Ashleman, project manager for Shoreline Station 63 project, with Station 51 tour, station design feedback, and Station alerting and alarm notification.
- DC Magnuson facilitated the August All Officer's Meeting and Battalion Chief Staff Day.
- DC Magnuson requested some Analytics enhancements to ESO. Response was favorable with estimated implementation in the next upgrade release.
- DC Magnuson facilitated NORCOM RAADAR access for Carl Lunak.
- DC Magnuson has been collaborating with the Battalion Chief's to prepare the 2018 Operations and Training section budget proposal.

Training:

- AS Hansen and Captain Harvey completed the September MTA.
- Captain Harvey began preparing PIA's for two recent structure fires.
- Captain Harvey requested a bid for electrical upgrades in the training tower from Hill Electric.
- Captain Harvey prepared an IMS/Tactics lesson to be delivered to the crews in September.
- Captain Harvey and Lt. Ingersoll attended a PIA for a large fire that occurred in Shoreline.
- Captain Harvey assisted FF Hofschulte with preparations for the Fall KCFTOA Pump Academy.
- Captain Harvey conducted mid-term written and practical evaluations for PFF's Seefeld and Carrasquillo. Both performed extremely well on all aspects of the evaluations.
- Captain Harvey conducted the "FUNdamental" skills challenge with several shifts.
- DC Magnuson requested an improvement to the reporting system and link between King County EMS Online and FireTrex Training.
- DC Magnuson solicited participation from other Zone 1 agencies for the fall "Active Shooter" drill in conjunction with Lake Forest Park Police scheduled for late October and early November. Response has been very positive.
- BC's were provided with monthly training completeness reports.
- Captain Harvey and Kate Hansen continue work on the EMTG Task Manual.
- Captain Harvey continued with preparations for the November MCO and assisted with preparations for the September MCO.
- Captain Harvey attended EMTG command post training in Redmond.

Fire Prevention:

- FI Booth responded to a commercial structure fire at the Butcher Shop in Kenmore. Her initial role was that of PIO and conducted an interview with KIRO 7 – Deborah

Horne. Wendy then transitioned into Fire Investigator mode and assisted KCFIU to determine the origin and cause.

- FM LaFlam responded to a residential fire of a detached garage in Lake Forest Park. He worked with KCFIU to determine the origin and cause.
- FI Booth met with Bob and Pam Lee from Cap-Strategies (formerly known as Sybotech) to discuss new enhancements to their software program that Northshore uses to conduct their annual fire inspections. Chief Torpin and Bob Lee are working towards implementation of the latest version of the program.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak hosted 29 NEMCo volunteers for the monthly Volunteer Emergency Worker meeting on July 19th. Greg Parkinson from Puget Sound Energy gave a presentation on natural gas and downed power line safety.
- NEMCo volunteers participated in the Lake Forest Park Pet Parade on July 29th. Helping residents safely walk their pets from city hall to Animal Acres Park and provide first aid as needed.
- EM Lunak presented an ergonomics safety presentation to Northshore Utility District staff as part of his 300-hour commitment to the District.
- November 8th have been selected as the date for a functional emergency operations activation exercise based on the active shooter drill local police and fire will be doing on October 26th and November 2nd.
- On August 24th EM Lunak set up and delivered a training for Northshore Utility District staff on performing windshield assessments post disaster and then followed up with a full functional exercise on August 28th.
- Our fall CERT class beginning September 11th is nearing capacity. As of Friday September 1st only 7 spots remain available
- 6 NEMCo volunteers participated in the Kenmore grand opening of the Hanger building on Saturday August 26. The volunteers gave out information on emergency preparedness and the upcoming CERT class.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

**7220 NE 181st Street
KENMORE, WA 98028**

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

RESOLUTION NO. 17-04

**RESOLUTION AUTHORIZING THE PURCHASE OF TURNOUT GEAR FROM L.N.
CURTIS and SONS**

WHEREAS, the District desires to purchase 29 sets of fire suppression turnout gear to replace a portion of the turnout gear currently in use; and

WHEREAS, the District's current inventory of turnout gear consists of Globe G-XTREME which was purchased through a competitive bidding process in 2010; and

WHEREAS, the G-XTREME turnout gear has met all expectations in terms of performance and durability; and

WHEREAS, in order to maintain operational consistency with the style and type of turnout gear used by suppression staff members; and

WHEREAS, L.N. Curtis is the sole vendor for the Globe G-XTREME turnout gear in Washington State; and

WHEREAS, the purchase of Globe G-XTREME turnout gear is clearly and legitimately limited to a single source of supply within the local area, this becomes subject to waiving competitive bidding requirements per RCW 52.14.110(4) *Purchases and public works—Competitive bids required—Exceptions* and RCW 39.04.280(1)(a) *Sole Source*; and

WHEREAS, RCW 39.04.280(2)(b) requires a Resolution authorizing a sole source purchases greater than \$50,000;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of King County Fire Protection District No. 16 has determined the above described circumstance is justification for the waiver of bidding requirements under the authority of RCW 52.14.110 and RCW 39.04.280; and

BE IT FURTHER RESOLVED that the District shall purchase the needed Globe G-XTREME turnout gear from L.N. Curtis and Sons per the discounted terms detailed in quotation #65681.

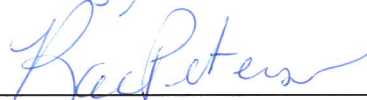
DATED this 5th day of September, 2017.
BOARD OF COMMISSIONERS

ABSENT

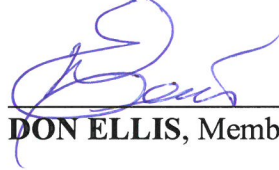
ERIC ADMAN, Chair



CAROLYN ARMANINI, Member



KAE PETERSON, Member

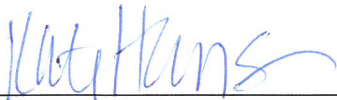


DON ELLIS, Member

ABSENT

DAVE MAEHREN, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on September 5th, 2017



KATE HANSEN, Secretary
Board of Commissioners