



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 18, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Commissioner Carolyn Armanini called the meeting to order at 5:01 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Battalion Chief Mitch Sauer, Lieutenant Anders Hansson, Firefighter Jeremy Jamerson, Firefighter Ryan Davis, and members of the public. Absent was Commissioner Eric Adman.

II. APPROVAL OF THE AGENDA

Commissioner Peterson moved to approve the agenda. Commissioner Ellis seconded. The motion passed 4-0.

Per a request from Commissioner Maehren, a discussion about strategic planning will be added to the August 1st agenda.

III. PUBLIC COMMENT

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

- Mr. Dee wished a Happy Birthday and Happy Anniversary to AS Hansen.
- Mr. Dee reminded the Commissioners that there is a NEMCo meeting tomorrow, July 19th at 7:00PM.
- Mr. Dee thanked department staff for the First Aid/CPR training that he received.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Commissioner Payroll Error

Chief Torpin reported that while transitioning to the new payroll program, it was discovered that FICA deductions and contributions had been mistakenly omitted from Commissioner payroll for a number of years. Accountant Tom Broetje has been in communication with the IRS to initiate the appropriate corrective actions. This will entail submitting amended 941 forms and payment of back taxes for 2014, 2015 and 2016. Chief Torpin reported the amount of back taxes for the prior years is approximately \$14,000 which will likely be subject to interest and penalties. Chief Torpin will keep the board informed of any developments once all of the necessary corrective actions have been determined.

4.2 Establish Fiscal Priorities of 2018 Budget

Chief Torpin reviewed potential areas of budget increase. It was noted that the 2017 budget will be impacted by the Collective Bargaining Agreement and CPI values that will drive increases to labor cost. The anticipated increase to labor costs is estimated to be approximately \$170,000-200,000. Increases to medical premiums are still undetermined. Chief Torpin provided the following items that he will be suggesting the Board consider for the 2018 budget:

Chief Torpin reported 52% of department staff will be at or above retirement age in the next five years. Chief Torpin anticipates 8-13 retirements in the coming years, with 5-8 of those being officer positions. As part of an overall succession planning initiative a number of proactive measures should be considered in response to these projected retirements, including:

- Increase officer development training
- Increase supervisor training
- Reinstate bi-annual Lieutenant testing.
- Hire one or two additional firefighters above the established staffing level. This will cost approximately \$200,000, although some of this will be offset by reduced overtime with the ability to maintain minimum staffing levels when injury or illness leaves occur.
- Chief Torpin is considering reestablishing the part-time administrative employee position that was intentionally left vacant for the last 18 months while an analysis of administrative staff duties and functions was conducted. The projected impact to this would be approximately \$16,000.

4.3 Station 57 Remodel Project

Chief Torpin reviewed the scope of work and fee outline put forth by architecture firm TCA. The Chief recommended that the following facility changes be incorporated in the remodel:

- Conversion of shop and storage room into a dedicated bunker gear storage room.
- Remodeling the two existing bathrooms (one single and one shared) into three single use bathrooms.
- Improving the functionality of the HVAC system in the bedrooms areas.
- Upgrading the indoor lighting.
- Address flooring issues throughout the station

TCA has cautioned that the current bidding landscape is very competitive for small projects. It may be advisable to wait to commence the project until the winter months.

A project timeline cannot be completed until the full project scope is determined. Alternative housing arrangements will need to be made during the construction period.

The Commissioners concurred with Chief Torpin's recommendations and directed him to execute a contract with TCA that includes the scope of work outlined in Scope A, plus the addition of a bunker gear room.

V. **BOARD RESOLUTIONS**

5.1 Resolution 17-03: Termination of the Randall Hurley 457 Plan

Commissioner Peterson moved to approve Resolution 17-03. Commissioner Maehren seconded. The motion passed 4-0.

VI. **REPORTS**

6.1 Fire Chief Report

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

- Per Commissioner Maehren's request, Chief Torpin has added a draft budget available date to the Budget Calendar. The draft will be available for review no later than the Thursday before the Public Hearing; however some data from the County and/or other agencies may still be outstanding at that time.
- The gentleman who paid a non-refundable deposit to purchase Northshore Fire's surplus aid car did not complete the purchase by the contracted deadline. Several attempts were made to contact the individual and the time period to complete the transaction was extended by a week. The Aid Car was subsequently sold the City of Bothell for the same price agreed to with the previous buyer. Per the Commissioners direction, Chief Torpin will retain the non-refundable deposit pursuant to the purchase sale agreement that was executed with the previous buyer.
- Commissioner Ellis inquired as to what liability the District has for firework barge inspections that Fire Marshal LaFlam performs. Legal Counsel Williams clarified that FM LaFlam, as the Acting Fire Marshal for the City of Kenmore, is merely inspecting the safety features of the barges. He is immune to any legal ramifications related to pyrotechnical malfunctions. That liability falls to the licensed pyrotechnic companies.
- Commissioner Maehren asked what qualifications the chaplains have for the post incident stress debriefing (PTSD) training they will be providing to crews in the fall. Chief Torpin clarified that both chaplains have extensive training in PTSD care.
- Commissioner Maehren was pleased to see that the department has been given access to St. Edward Park's ATV vehicle as needed.

6.2 Commissioner Reports

Commissioner Peterson stated she recently attended an event with a representative from FEMA. She stated she personally thanked her and FEMA for the recent grant award received for the self-contained breathing apparatus equipment.

VII. CONSENT AGENDA

Prior to the adoption of the Consent Agenda Commissioner Armanini requested a brief description of the amendments made to Policies 2500, 4412 and 2410.

Chief Torpin reported policy 2500 was updated to the new format and to reflect current practices with regard to personnel files; policy 4412 was amended to reflect amendments to the contract with AMR that the Board recently approved; and policy 2410 was amended to reflect a change in the hiring process made to move psychological testing to after conditional offers of employment are made.

7.1 Policy Revisions

- Policy 5301: Access to District Records
- Policy 2500: Employee Information and Files (formally known as Personnel Records)
- Policy 4412: AMR Ambulance Service
- Policy 2410: Recruitment and Selection of Employees

7.2 Vouchers

- The General Fund Vouchers totaled \$257,912.65 and Reserve Fund Vouchers totaled \$3,500.23

7.3 Meeting Materials

- o Regular Board Meeting of June 20, 2017.

Commissioner Ellis moved to approve the consent calendar. Commissioner Peterson seconded. The motion passed 4-0.

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

The meeting was adjourned at 6:10PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for August 1, 2017

Attachments: Agenda and Fire Chief's Report; and Resolution 17-03.

BOARD OF COMMISSIONERS

ABSENT

ERIC ADMAN, Chair

Kae Peterson

KAE PETERSON, Member

Carolyn Armanini

CAROLYN ARMANINI, Member

Don Ellis

DON ELLIS, Member

Dave Maehren

DAVE MAEHREN, Member

ATTEST

Kate Hansen

KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on August 1, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, July 18, 2017

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

- 4.1 Commissioner Payroll Error – Chief Torpin
 - Staff Presentation regarding payroll error
- 4.2 Establish Fiscal Priorities for 2018 Budget – Commissioner Adman
 - Review of 2018 Budget Calendar
 - Staff presentation of areas of potential focus
 - Board Discussion
 - Direction to Staff with no formal action pending
- 4.3 Station 57 Remodel Project – Chief Torpin
 - Staff update on initial project concept
 - Board review of draft scope of work from TCA
 - Board discussion and direction to staff on project scope

V. Board Resolutions

- 5.1 Resolution 17-03 Termination of the Randall Hurley 457 Plan

VI. Reports

- 6.1 Fire Chief's Report
- 6.2 Commissioner Reports

VII. Consent Agenda

- 7.1 Policy Revisions
 - Policy 5301 Access to District Records
 - Policy 2500 Employee Information and Files (Formally known as Personnel Records)
 - Policy 4412 AMR Ambulance Service
 - Policy 2410 Recruitment and Selection of Employees
- 7.2 Approval of Vouchers
- 7.3 Approval of Meeting Minutes of June 20, 2017

VIII. Executive Session

- 8.1 None

IX. Adjournment

Next Regular Meeting: August 1, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
July 18, 2017

Administration/Financial:

- Chief Torpin met with the second of the two candidates who filed for the open Commission seat.
- Chief Torpin completed the 2nd Quarter Shift meetings.
- Chief Torpin attended a Zone 1 Fire Chiefs Meeting.

Human Resources:

- Job postings were created for our internship/temporary part-time administrative position opportunity. Phone interviews were conducted for selected candidates and in-person interviews completed the week of July 10th with HR Administrator Moore, DC Magnuson and AS Hansen.
- All participants enrolled in the Randall Hurley 457 plan have been enrolled in the State's DCP. Letters were sent by the District to former employees to inform them of the change. A FAQ will be shared with participants soon. HR Administrator Moore and FS Killion will work with DRS to complete the balance rollover at the end of August/beginning of September. Randal Hurley has informed us there is a \$500 termination fee. We have requested additional information regarding this fee.
- Created a new company profile for Northshore Fire Department on LinkedIn. Individuals who have us listed in their profile already will need to log-in to their LinkedIn account and re-add us in order to link to our company's page.
- Presentations with each shift have been scheduled with two of our Chaplains in the winter to present information to suppression employees regarding PTSD, how it affects firefighters, and resources available to them. This presentation was set up in response to employee feedback and request to provide this information to our staff.
- Chief Torpin, HR Administrator Moore and DC Magnuson have begun work on a Career Development Guide. Changes to the evaluation process are also under consideration in an effort to enhance supervisor participation in career guidance.

Operations:

- 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 and NORCOM Fire Liaison Josh Baker collaborated on an alarm process for out of service units. This should help dispatchers maintain accurate resource status management in the Computer Aided Dispatch system.
- DC Magnuson communicated with DC Doug Dahl of Snohomish County Fire District #1 regarding move-up units in Northshore Fire Stations and improved response resources for crews.
- First Due Size-up software trial was started by most Zone 1 agencies including Northshore Fire Department.

- Northshore Fire Department augmented staffing from 1700-0800 on July 4th to mitigate any impacts of potential fireworks related incidents. Call volume on the 4th was light with no fireworks related incidents reported within the District.
- DC Magnuson created a report for FM LaFlam for Automatic Fire Alarms at Northpointe Highlands from January 1st, 2015 through June 26, 2017.
- DC Magnuson provided Puget Sound Emergency Radio Network with locations of currently known poor radio reception areas.
- June response statistics:

Incident responses in Fire District 16				Mutual Aid		
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given
Fire	51	2	0.90%	Bothell	4	13
	57	2	0.90%	Kirkland	1	4
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0
	57	0	0.00%	Shoreline	11	10
Rescue & Emergency Medical Service Incidents	51	100	45.05%	Woodinville	0	1
	57	62	27.93%	Other	1	0
Hazardous Condition (No Fire)	51	4	1.80%	TOTAL	19	28
	57	2	0.90%	Emergency Response Average Turnout Time		
Service Call	51	8	3.60%	EMS	1:04	
	57	4	1.80%	Fire Suppression	1:22	
Good Intent	51	13	5.86%	Emergency Response Average Travel Time		
	57	3	1.35%	51	3:38	
False Alarm or False Call	51	18	8.11%	57	3:51	
	57	4	1.80%	Reaction Time Summary		
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:15
	57	0	0.00%		B-shift	1:11
Special Incident Type, other	51	0	0.00%		C-shift	1:14
	57	0	0.00%		D-shift	1:14
Grand Total		222	100.00%	AVG	1:14	AVG 1:09
June 2017						

Training:

- The July MTA was completed by Captain Harvey and AA Kate Hansen.
- Captain Harvey assisted Lt. Loutsis with preparations for a confined space rescue drill scheduled for August.
- Captain Harvey assisted FF Heilman with preparations for operations level water rescue training.
- 17 Firefighters received ATV operation training from St. Edwards State Park Ranger Matt Birkland. Northshore Fire Department and Washington State Parks have collaborated to maintain access to the park's "Gator" ATV for Firefighter utilization during Rescue responses in the Park. Park Rangers are no longer on site 24 hours a day, 7 days a week. This partnership greatly enhances the speed and ease of deployment and retrieval to an injured hiker.
- Captain Harvey completed a training assessment for FF Blake's return to work following a long term absence.
- The annual fundamental skills challenge was conducted for one shift.
- DC Magnuson provided some follow-up information to Washington State Ratings Bureau.
- Captain Harvey, along with the Bellevue and Mercer Island Training Captains, began preparations for live fire training scheduled for November.

Fire Prevention:

- FM LaFlam delivered fire safety inspection training to the last of the four operations crews. The training covered the purpose and goals for inspections together with an overview of the components of a thorough and effective inspection.
- FI Booth is assisting the Zone One fire investigators with the development of an instructional handout that is designed to be given to homeowners following a fire. The handout, to be utilized zone-wide, will provide direction and assistance for those recovering from a structure fire in their home.
- FM LaFlam inspected the loading of a fireworks display barge for use in the Kirkland fireworks show. He also inspected the fireworks display setups at Sheridan Beach Club and at Logboom Park.
- Chief Torpin, HR Administrator Moore and AS Hansen met to discuss the recent Open House. The purpose of the meeting was to review what went well and what could have been better for use in future events.

Northshore Emergency Management Coalition (NEMCo):

- Fire Chief Torpin and DC Magnuson attended 2nd Quarter NEMCo Board meeting.
- EM Lunak and FI Booth taught two First Aid/CPR classes for the City of Kenmore staff using the new "friends and family" curriculum. The class provided an opportunity for FI Booth to observe EM Lunak teaching as required by the American Heart Association. (EM Lunak is certified by the Red Cross & will now can be certified by the American Heart Association).
- NEMCo RACES group held a training at the city of Kenmore to familiarize new amateur radio operators with the equipment at that location. 8 new operators are being trained on NEMCo equipment.
- EM Lunak performed another monthly safety training class for NUD operations personnel on June 28th and then trained all available NUD staff in First Aid/CPR as outlined in the NEMCo agreement.
- As of June 30th, EM Lunak has used slightly less hours than budgeted for NUD but anticipates an increase in hours used as development of the NUD comprehensive emergency management plan intensifies.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

RESOLUTION NO. 17-03

Northshore Fire Department Deferred Compensation Plan Termination Consent of Action of the Commissioners

WHEREAS, it has been reported to the Board of Commissioners of King County Fire Protection District No. 16 that the participation in the Northshore Fire Department Deferred Compensation Plan sponsored by Randal Hurley has been steadily declining; and,

WHEREAS, the membership of IAFF Local 2459 has unanimously voted to move its members to the Washington State Department of Retirement Systems Deferred Compensation Plan (DCP); and

WHEREAS, Fire Chief Jim Torpin recommends King County Fire Protection District No. 16 terminate the Randal Hurley 457 Plan and subsequently transfer all remaining participants and their assets to the Washington Department of Retirement Systems Deferred Compensation Program; and

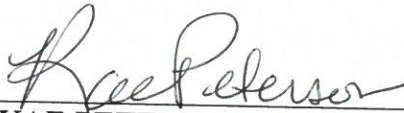
THEREFORE BE IT RESOLVED, by King County Fire Protection District No. 16 Board of Commissioners that the Randall Hurley 457 Plan be terminated effective August 31, 2017, and 100% of the plan's remaining participants and assets be transferred to the Washington Department of Retirement Systems Deferred Compensation Program, with no further contributions to be made under the Plan; and be it further

RESOLVED, that the Fire Chief or designee is authorized and directed to take any and all actions necessary to execute the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

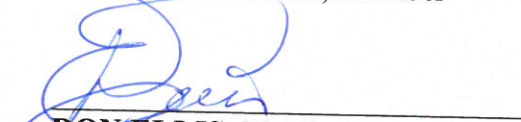
DATED this 18th day of July, 2017.

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

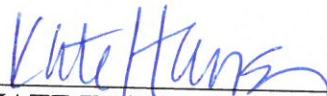

KAE PETERSON, Member


DAVE MAEHREN, Member


DON ELLIS, Member


CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
Fire Protection District No. 16, held on
July 18th, 2017


KATE HANSEN, Secretary
Board of Commissioners