



## 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 20, 2017

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:02 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, and members of the public. Absent were Commissioners Don Ellis and Kae Peterson.

#### II. APPROVAL OF THE AGENDA

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

#### III. PUBLIC COMMENT

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

- Mr. Dee attended the Northshore Fire Open House and enjoyed the event. He thanked the department for the work they do.
- Mr. Dee saw that changes were made to the State law regarding Public Records and that the Commissioners will be talking about the changes.

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

##### 4.1 Policy 5301 Access to District Records

The District's Public Records Policy must change per state law changes that will go into effect July 23, 2017. Chief Torpin reviewed changes that affect current practices:

- Formal tracking of public record requests is now required. The District was doing this previously, but not to the extent that is now required. Process changes have been implemented to comply with the new law.
- Agencies are now able to recoup costs for generating public records, including records provided electronically.

Commissioner Adman asked about the ability to charge for viewing records. Chief Torpin clarified that agencies cannot charge for viewing existing documents, but if redaction of documents are needed prior to viewing, an agency can charge for the creation of redacted records.

Commissioner Maehren expressed concern about implementation of Section 5.3.7 and how staff will determine when fees are to be waived. Legal Counsel Williams clarified that the nature of the new law is to allow fees to be collected at the discretion of the agency.

Chief Torpin indicated he would review section 5.3.7 and propose alternative verbiage for the next meeting.

Commissioner Peterson arrived at 5:15PM.

Commissioner Ellis arrived at 5:21PM.

## **V. BOARD RESOLUTIONS**

None

## **VI. REPORTS**

### **6.1 Fire Chief Report**

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

- The temporary administrative position was posted today.
- It was posted with the National Testing Network that Northshore Fire is assembling a list for a firefighter hiring process.
- The Open House & Pancake Breakfast was very well attended and well received.

### **6.2 Commissioner Reports**

Commissioner Peterson reported that she was able to experience the Open House with a six year old who was extremely enthusiastic. She commented that the firefighters were also very engaging with the kids.

Commissioner Adman will not be in attendance at the July 18<sup>th</sup> meeting.

## **VII. CONSENT CALENDAR**

### **7.1 Vouchers**

- The General Fund Vouchers totaled \$23,058.49 and Reserve Fund Vouchers totaled \$1,123.34

### **7.2 Meeting Minutes and Materials**

- Regular Board Meeting of June 6, 2017

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

## **VIII. EXECUTIVE SESSION**

None

## **IX. ADJOURNMENT**

The meeting was adjourned at 5:40PM

## **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for July 18, 2017. The regularly scheduled board meeting of July 4, 2017 has been cancelled in observation of Independence Day.

Attachments: Agenda and Fire Chief's Report

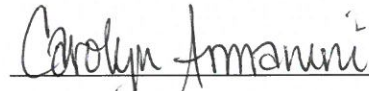
## **BOARD OF COMMISSIONERS**

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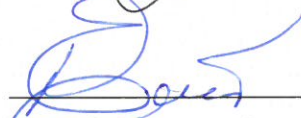
**ERIC ADMAN**, Chair

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**KAE PETERSON**, Member



**CAROLYN ARMANINI**, Member

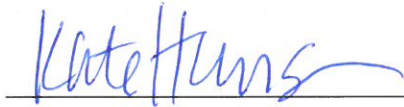


**DON ELLIS**, Member



**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 July 18, 2017



## **Northshore Fire Department**

Headquarters Station, 7220 181st Street, Kenmore, WA

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, June 20, 2017

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Board Discussion and Possible Action Items**

4.1 Policy 5301 Access to District Records – Chief Torpin

- Staff Presentation of proposed amendments to current Policy
- Board review and discussion of approved changes to the Public Records Act

**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 June 6, 2017

**VIII. Executive Session**

8.1 None

**IX. Adjournment**

**Next Regular Meeting: July 18, 2017 at 5:00 PM**

**Reminder - The July 4<sup>th</sup> Meeting was canceled**



# **Fire Chief's Report**

Submitted by Chief Torpin  
June 20, 2017

## **Administration/Financial:**

- Chief Torpin attended an all-day Zone 1 Fire Chief's retreat. Topics addressed included strategic issues such as: the future of EMS, from Advanced Life Support to low acuity programs; regionalization; technical rescue and HAZMAT response; and regional emergency disaster response.
- Chief Torpin met with one of the two candidates who filed for the open Commission seat.
- Chief Torpin attended a NORCOM Governing Board Meeting.

## **Human Resources:**

- Work has begun to transition participants from Randall Hurley's 457 plan to the State Deferred Compensation Plan.
- HR Administrator Moore attended Perkins Coie's 2017 Labor and Employment Law Workshop
- Presentations were provided to the four shifts regarding the benefits of the Medical Expense Reimbursement Plan (MERP).
- HR Administrator Moore and AS Hansen completed open house food preparation planning.

## **Operations:**

- Chief Torpin and DC Magnuson have met with 3 of 4 shifts for quarterly shift meetings.
- DC Magnuson and AA Kate Hansen attended meeting with other EMTG departments to review three Training software presentations/demonstrations.
- DC Magnuson provided BC's with May's operational report including response data, training completion, May training hours per employee, extended turnout time comparison, and company inspection completion progress.
- DC Magnuson worked with Dave Monahan to repair a minor usability problem in the FireTrex staffing program.
- FF Jeremy Jamerson completed his acting Lt. Workbook and achieved Acting Lt. status.
- FF Brian Ford completed surface water rescue training and achieved Surface Water Swim Rescue Technician status.
- DC Magnuson provided draft updates to many policies.
- DC Magnuson provided map files from Lt. McAuliffe to Ed Whitford at NORCOM for GIS/Mapping project.
- DC Magnuson facilitated access to NORCOM RAADAR and FireRMS for Dawn Killion for Public Records Requests.
- DC Magnuson participated in a Zone 1 Operations group retreat.

- DC Magnuson communicated with NORCOM Fire Liaison Josh Baker regarding some issues with Snohomish County Engine 18 moving-up to Station 51.
- DC Magnuson facilitated pre-incident planning and NORCOM dispatch directives to receive a bariatric transport unit for two citizens who require this type of unit.
- DC Magnuson answered a variety of questions from Kirkland IT in regards to ESO FIRE implementation.
- DC Magnuson attended a presentation from NUHSA on "The changing demographics of North King County" at Kenmore City hall.
- DC Magnuson attended a web meeting for the implementation and trial use of "First Due Size Up". This is Software as a Service (SaaS) providing premise and pre-incident information directly to the MDC (Mobile Data Computer).
- DC Magnuson attended a webinar, "Fire Suppression and Firefighter Physiology and Exposure Risks" sponsored by Globe Manufacturing.
- DC Magnuson facilitated the bi-monthly Officer's Meeting and Battalion Chiefs meetings.
- Chief Torpin and DC Magnuson attended North King County Chiefs meeting.

#### **Training:**

- Chief Torpin attended an East Metro Training Group (EMTG) Board Meeting.
- Captain Harvey, DC Magnuson, and BC's Tagart, Knight, and Morris attended a preparation meeting for an active shooter training exercise with Lake Forest Park PD.
- Captain Harvey conducted an Acting Lieutenant Tactical / IMS (Incident Management System) assessment for FF Jamerson.
- Captain Harvey assisted with a Lieutenant promotional process for Woodinville Fire.
- Captain Harvey acquired a section of plastic pipe to be used for the children's activity at the open house.
- Section 1 of the Probationary Firefighter Handbook was reviewed and section 2 was distributed to Probationary FF's Carrasquillo and Seefeld.
- Several Training Requests were processed.
- Post Incident Analysis forms were distributed to crews who responded to a structure fire in Kirkland.
- Captain Harvey assisted Lt. Loutsis with preparations for a confined space rescue drill scheduled for July.
- Captain Harvey researched lessons for ATV operation training (access to St. Edward's gator ATV for emergency response in the Park).
- DC Magnuson coordinated and distributed HIPAA training for Probationary FF's Seefeld and Carrasquillo.
- Captain Harvey, AA Kate Hansen, and DC Magnuson attended the EMTG monthly planning meeting.
- Captain Harvey was assisted by other North End training officers in cleaning the training tower following the May MCO's.

**Fire Prevention:**

- FM LaFlam delivered fire safety inspection training to 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 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).
- FM LaFlam attended a class covering smoke control systems for buildings. The specific focus was elevator shaft and stair shaft pressurization systems that are required in many buildings over four stories tall.

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

- 29 Kenmore and Lake Forest Park citizens attended the annual spring Emergency Preparedness Citizen Workshop. The four hour long workshop covered basic preparedness and fire prevention practices. EM Lunak presented information on emergency supplies and FI Booth covered fire prevention and hands on fire extinguisher training. Additional topics were taught by NEMCo volunteer instructors.
- EM Lunak facilitated a meeting of city staff who fill the Finance and Logistics Section Chief roles in our joint emergency operations center (EOC). The meeting focused on a detailed list of items needed in the EOC to function correctly. A hands on training is scheduled for June 20th to learn King Counties incident management website through which NEMCo can request materials and equipment during disasters.
- Preparation began for a multi-day functional exercise this fall. EM Lunak, the Battalion Chiefs and LFP Police Captain Paul Armbrust meet on June 14th to schedule staff training prior to the October drill. The initial outline of this drill is a multiple casualty incident that requires Police and Fire unified command. City staff will stand up the EOC in support of the on scene response.