



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 2, 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, and Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Battalion Chief Mike Morris, Lieutenant Anders Hansson, Firefighter Brian Ford, 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 thanked Chief Torpin for his work on creating a clearer agenda format
- Mr. Dee expressed concern with the agenda verbiage change from Consent 'Calendar' to 'Agenda' and hopes that items don't get added for action without discussion.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Station 57 Remodel Project

Battalion Chief Mike Morris provided an overview of recent repairs and upgrades performed at Station 57. He also detailed a number of repairs and upgrades that need to be considered. The following are a list of those items along with Battalion Chief Morris' recommendation:

- Crew bathroom upgrade—tiles are delaminating in multiple showers and water has caused enough rust damage that structural repairs are needed, not just cosmetic.
 - Option A: convert the large shared bathroom into two individual full baths
 - Option B: make necessary structural replacements with no layout conversion
- Interior painting—this was a preplanned item that has been put on hold during the evaluation process
- Thermostat system upgrade—remedy the inconsistent temperature control in bedrooms and other living areas

- Lighting—improve lighting in living areas to provide better crew visibility when responding to calls in the middle of the night
- Flooring—remove existing carpet in all areas except bedrooms and replace with polished concrete for increased hygiene and ease of cleaning

Initial estimate for the project, including soft costs and all proposed changes except the heating/cooling: with Option A \$150,000-175,000; with Option B \$85,000.

Commissioner Maehren noted that the energy bills for Station 57 seem high and he would like to see better energy efficiency included in the upgrade. Commissioner Armanini suggested having an energy audit of the facility.

Commissioner Adman asked if crews had been consulted regarding station needs and preferences. BC Morris confirmed that input from crews was solicited throughout the evaluation process.

4.2 2017- 1st Quarter Financial Report

In addition to the written report, Chief Torpin noted that both expenses and revenues are on track.

4.3 Commissioner Agenda Format

Chief Torpin reviewed the proposed new agenda format.

- Chief Torpin advised that he has amended his previous recommendation of moving the Consent Agenda up after discussing the change with several commissioners. All agreed that maintaining the Consent Agenda near the end of the meeting provides the Board with a better opportunity to review the vouchers prior to the approval of the Consent Agenda.
- It was clarified that the change of Consent Calendar to Consent Agenda is a semantic change and the items included in the Consent Agenda will continue to be routine items that do not require discussion. The Board will always maintain the ability to move an item from the Consent Agenda for discussion.

Commissioner Armanini moved to approve the new Agenda format as presented to be implemented starting at the May 16th meeting. Commissioner Maehren seconded. The motion passed 3-0.

4.4 Commissioner Reports

Commissioner Maehren met with Bothell City Manager, Jennifer Phillips. He reported that Bothell Fire will be seeking a new Chief. It will be emphasized in the search process that consolidation is an important topic for the coming years.

V. ACTION ITEMS

5.1 Reschedule July 4th Regular Meeting

Commissioner Armanini moved to cancel the July 4th meeting. Commissioner Maehren seconded. The motion passed 3-0.

VI. FIRE CHIEF'S REPORT

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

- A well-developed draft of the 2016 Annual Report is ready for review. Chief Torpin asked if the Commissioners would like to have a Commissioner Message in the report.
- Chief Torpin reminded the board that he will not be at the May 16th meeting.

- The 2016 Financial Report is under review by Accountant Tom Broetje. The reviewed report will be included with the materials for the meeting on May 16th and will be filed with the State Auditor's Office before the end of May.
- Chief Torpin indicated he will have an agenda item on the May 16th meeting for the Board to discuss its fund policies. The Chief explained changes are needed to reflect the recent change to employee Healthcare Reimbursement Account (HRA) processing and now that all of the Board Designated Reserves have been utilized. A draft resolution with suggested edits will be provided with the meeting materials.
- Commissioner Adman reminded the Commissioners that he will not be in attendance at the May 16th meeting.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$112,882.03 and Reserve Fund Vouchers totaled \$2,661.63

7.2 Meeting Materials

- Regular Board Meeting of April 18, 2017

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

VIII. EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 5:49PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for May 16, 2017.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair

ABSENT

KAE PETERSON, Member



CAROLYN ARMANINI, Member

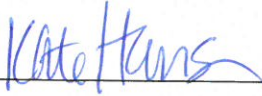
ABSENT

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 May 16, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, May 2, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Station 57 Remodel Project – Battalion Chief Morris
 - Staff Presentation
 - Board Discussion and Direction
 - 4.2 2017-1st Quarter Financial Report – Chief Torpin
 - Board Discussion
 - 4.3 Commissioner Agenda Format – Chief Torpin
 - Staff Presentation
 - Board Discussion and possible action to amend agenda format
 - 4.4 Commissioner Reports
- V. **Action Items**
 - 5.1 Reschedule July 4th Regular Meeting
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Approval of Vouchers
 - 7.2 Approval of Meeting Minutes of April 18, 2017
- VIII. **Executive Session**
 - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: May 16, 2017 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
May 2, 2017

Administration/Financial:

- Station 51 hosted the Northshore Rotary and the Canyon Creek Elementary School Marimba Band (The Savage Crab Walkers). They are an amazing group of talented kids!
- Chief Torpin, HRA Moore, FI Booth, and AS Hansen met to discuss social media integration and outreach.
- Chief Torpin has been working with the Department of Retirement Systems regarding some employee questions involving the Deferred Compensation Program.
- Chief Torpin and FS Killion met with Accountant Tom Broetje to review 1st quarter financial activity and records.
- FS Killion continues training on the Bias Financial Software program.
- FS Killion and Chief Torpin are working to complete the 2016 annual financial report. The report is filed with the State Auditor prior to the end of May.

Human Resources:

- HR Administrator Moore Attended WCIF's Benefit Summit meeting.
- VEBA HRA presentations by BPAS have been completed with all shifts.
- HR Administrator Moore completed HR Orientation with new Firefighters.
- HR Administrator Moore is working on the initial stages of a HIPAA risk assessment.

Training:

- Captain Harvey assisted with preparation for training at four acquired structures in Bothell.
- Captain Harvey and AS Kate Hansen prepared and completed the May MTA (Monthly Training Assignment).
- DC Magnuson and Captain Harvey conducted several Incident Management System (IMS)/tactical evaluations for Battalion Chiefs, Lieutenants, and Acting Lieutenants.
- Captain Harvey and AS Hansen updated and assembled Probationary Firefighter Handbooks for PFF Seefeld and PFF Carrasquillo.
- Captain Harvey facilitated and assisted with training and orientation of PFF Seefeld and PFF Carrasquillo in preparation for them being assigned to shift work on May 1, 2017.
- DC Magnuson and Captain Harvey escorted PFF Seefeld and PFF Carrasquillo on a tour of NORCOM.
- DC Magnuson has contacted King County Sheriff's Deputy, Mark Rorvik to provide training to company officers and Battalion Chiefs on interaction with Marine Unit.

- DC Magnuson is coordinating HIPAA training with King County Health Department for PFF Seefeld and PFF Carrasquillo.
- DC Magnuson facilitated integration of B51-A shift, B51-D shift, E51-D shift, and E57-D shift with Seattle Fire Department's upcoming High Rise training at the Seattle Joint Training Facility.
- DC Magnuson sent a letter of thanks and appreciation to Kenmore Lanes for allowing crews to utilize their space for realistic "Code" drills recently completed by the training division and Shoreline Paramedics.
- Captain Harvey assisted with preparations for the EMTG Multi-Company Operations drills at Station 51 and the Bellevue Training Center. Also, a test run was conducted with on-duty crews at Station 51 and the BTC (Bellevue Training Center).

Operations:

- Chief Torpin and DC Magnuson attended East Metro Training Group Recruit Academy 2017-1 Class 5 Graduation at Lake Washington High School Performing Arts Center.
- DC Magnuson continues to work with Washington State Department of Transportation to facilitate repair of Opticom at 170th and Bothell Way in Lake Forest Park. Also, investigating possible problem with signal at 68th Ave NE and NE 175th St., approaching from the East.
- DC Magnuson, with input from BC Tagart and BC Knight, is working with Washington State Department of Transportation to improve emergency response through the intersection/traffic signal at 73rd Ave NE and NE Bothell Way.
- DC Magnuson provided Battalion Chiefs with March operations, training completion, and inspection completion reports.
- DC Magnuson distributed Seattle Fire Department's recently updated (with PSE input) Natural Gas Emergency Response guidelines to the Battalion Chiefs and solicited input for King County Model Procedures.
- DC Magnuson followed up on complaint about an AMR crew's interaction with a patient.
- DC Magnuson provided Daryl Girus of Washington State Rating Bureau with last few pieces of data required to update Kenmore and Lake Forest Park ratings.
- DC Magnuson attended NORCOM joint operations board meeting.

Fire Prevention:

- FM LaFlam and FI Booth attended a training class in flammable liquids and gases. The class covered a variety of code requirements for the storage and use of these materials. FI Booth also attended a class on combustible storage, including high piled and rack storage.
- FI Booth attended a meeting of the Zone 1 Fire Investigators. The group is working on policies for investigation scene safety and the overall management of a fire investigation scene.
- FM LaFlam assisted the Kenmore Code Compliance officer with an inspection of the Lakewood Mobile Home Park in Kenmore. At the request of the park owner, a full safety review of the park is being performed.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak and FI Booth finished the final drill/simulation for the 3rd NEMCo CERT class on Saturday April 22nd. Upon completion of the drill 18 new CERT students graduated, 2 more have one class to make up in the fall to complete the program.
- Shoreline CERT joined our class for the final drill due to low attendance in Shoreline. (4 Shoreline residents completed the 8 week class, not included in our numbers.)
- EM Lunak continued the series of trainings for city staff specific to the roles they will fill in the joint Emergency Operations Center. The Planning Section Chiefs met to discuss EOC supplies and created a list of action items to work on to assure the success of the joint EOC.
- NEMCo RACES (radio amateur civil emergency service) participated in the State of Washington's communication drill on Saturday April 29th. The goal of the drill is for radio operators to contact as many other agencies as possible. The results from this drill will lay the foundation for our RACES comprehensive plan. (A snapshot of current capabilities, future improvements and planning documents.)
- EM Lunak taught a Traffic Control Flagging class to NUD staff and was able to offer it to volunteers as well. Five NEMCo volunteers completed the 6 hour class and are now certified Flaggers.