



# 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

April 18, 2017

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Commissioner Dave Maehren called the meeting to order at 5:00 PM.

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

#### II. APPROVAL OF THE AGENDA

*Commissioner Ellis 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 NEMCo's Flagger training at Station 51 this morning
- Mr. Dee inquired if a notice is sent out when the Agenda is available. Commissioner Maehren clarified that the Agenda is posted online when available, usually the Friday before the meeting.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Policy 1700 Review

Changes to Policy 1700 that were proposed at the previous Commissioner meeting were discussed. A discussion ensued regarding the frequency in which a goal setting process would be conducted. The change in verbiage would allow an in-depth goal setting process as frequently as the Board felt there was a need, but would not require such a process when not needed.

*Commissioner Peterson moved to accept the Policy 1700 changes as presented. Commissioner Armanini seconded. The motion passed 4-0.*

##### 4.2 CBA Impacts to Non-Represented Positions

Chief Torpin reviewed items that need to be determined for non-represented staff:

- What percentage of dependent healthcare premiums should be paid by non-represented staff.
- Will non-represented staff be required to move to the same HRA/VEBA plan as the represented staff.

- Will the sick-leave cap also apply to non-represented staff.

***Commissioner Ellis moved that non-represented employees will pay 5% of their dependent healthcare in 2017 and 7% of dependent healthcare premiums in 2018 and beyond.***

***Commissioner Peterson seconded. The motion passed 4-0.***

***Commissioner Armanini moved that the 5% dependent premium contributions for non-represented staff begin May 1, 2017. Commissioner Ellis seconded. The motion passed 4-0.***

***Commissioner Ellis moved to change the non-represented employees from the Navia HRA to the HRA/VEBA provided through the Northwest Firefighters Trust. Commissioner Armanini seconded. The motion passed 4-0.***

HRA funds for non-represented employees will be transitioned on the same schedule as represented employees.

***Commissioner Armanini moved to adopt a sick-leave accrual cap of 1,664 hours for non-represented employees. Commissioner Ellis seconded. The motion passed 4-0.***

#### 4.3 Fire Chief Contract and Compensation

There are four items for determination related to the Fire Chief's compensation:

- Whether to extend the current Fire Chief contract through 12/31/2021

***Commissioner Maehren moved to extend the Fire Chief contract as requested to 12/31/2021. Commissioner Peterson seconded. The motion passed 4-0.***

- Whether to grant the same sick-leave buy-back to the Fire Chief as was approved for represented staff

***Commissioner Maehren moved to approve the same sick-leave buy back for the Fire Chief as was allotted to represented staff in the 2017 CBA. Commissioner Ellis seconded. The motion passed 4-0.***

- Whether dependent healthcare premiums, sick leave cap, and transition to the same HRA/VEBA plan as all other employees should be incorporated into the Fire Chief's amended contract.

***Commissioner Ellis moved to approve the same provisions for the Fire Chief as were adopted for the other non-represented staff. Commissioner Peterson seconded. The motion passed 4-0.***

- What financial compensation should be included in the revised Fire Chief contract

***Commissioner Armanini moved to increase the Fire Chief's annual salary by 4% effective May 1, 2017. Commissioner Ellis seconded. The motion passed 4-0.***

Actions taken related to the Fire Chief Contract will be memorialized in a new contract to be drafted by Legal Counsel Kinnon Williams.

#### 4.4 Commissioner Reports

None

### V. ACTION ITEMS

None

### VI. FIRE CHIEF'S REPORT

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

- The Recruit Academy Graduation was held last Friday at the Lake Washington High School Performing Arts Building. Chief Torpin provided a Station tour for approximately 20 family members of the two new firefighters.

There were no further additions or questions regarding the written Fire Chief's report.

## VII. CONSENT CALENDAR

### 7.1 Vouchers

- The General Fund Vouchers totaled \$62,233.14 and Reserve Fund Vouchers totaled \$50.21

### 7.2 Meeting Materials

- Regular Board Meeting of April 4, 2017.

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

Commissioner Peterson asked if the format of the meeting agenda should be revisited so that action or potential action by the Board is clearly identified in the agenda. Commissioner Peterson pointed out that the Board frequently takes action on items listed as Information/Discussion. Legal Counsel Williams clarified that Northshore Fire does not, and is not required to, follow Robert's Rules of Order. As such, action can legally be taken on any item at any time. Commissioners agreed that a different format would be desired. Chief Torpin stated he is looking into this issue and will present options to the Board once research is complete.

## VIII. EXECUTIVE SESSION

None

## ADJOURNMENT

The meeting was adjourned at 5:47PM

## NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for May 2, 2017.

Attachments: Agenda and Fire Chief's Report

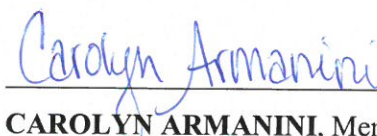
## BOARD OF COMMISSIONERS

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ABSENT

ERIC ADMAN, Chair



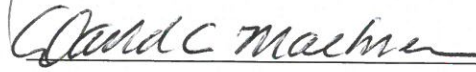
\_\_\_\_\_  
KAE PETERSON, Member



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CAROLYN ARMANINI, Member

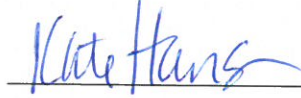


**DON ELLIS**, Member



**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 May 2, 2017





## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, April 18, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 Policy1700 Review – Commissioner Peterson
  - 4.2 CBA Impacts to Non-Represented Positions – Chief Torpin
  - 4.3 Fire Chief Contract and Compensation – Commissioner Armanini
  - 4.4 Commissioner Reports
- V. **Action Items**
  - None
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Meeting Minutes of April 4, 2017
- VIII. **Executive Session**
  - None
- IX. **Adjournment**

**Next Regular Meeting: May 2, 2017 at 5:00 PM**

**Fire Chief's Report**  
Submitted by Chief Torpin  
April 13, 2017

**Administration/Financial:**

- Chief Torpin attended the NOCOM Principals' Assembly and April Governing Board Meeting.
- Chief Torpin attended the April Zone 1 Fire Chiefs meeting.
- The transition to the new Bias financial software has been initiated. FS Killion has received the first of several training sessions. FS Killion reported the training went well and believes the transition will be relatively easy. The first phase of the transition involves financials which will be followed by Payroll in May.

**Human Resources:**

- A representative from BPAS has begun presenting information to each shift regarding the new VEBA/HRA program. Represented employees will be moving to the new plan on May 15<sup>th</sup>, 2017. Termined employees who still have HRA funds will remain with Navia.
- A representative from the Department of Retirement Systems was on site to meet one on one with employees to discuss retirement benefits. Employees from several other neighboring jurisdictions also utilized the opportunity to meet with DRS. Feedback received from staff has been very positive about the opportunity.
- Chief Torpin and HR Administrator Moore are working on the draft 2016 Annual Report.
- Chief Torpin, DC Magnuson and HR Administrator Moore met with representatives from the labor group for a Labor/Management meeting. Elements of the strategic planning process where labor/management follow up is desired were the main topic of discussion.

**Training:**

- Captain Harvey assisted with preparations for the Zone 1 Rescue Systems 1 class.
- Captain Harvey attended "Code" training drills with the shifts. The training was held offsite at Kenmore Lanes. Offsite training offers a great deal of realism to the training. A big thanks to Kenmore Lanes for having us onsite for five days!
- Captain Harvey prepared a schedule for the Probationary Firefighters first week at Station 51.
- DC Magnuson coordinated a guest speaker for the June Officer meeting to provide training on hoarding issues to officers.
- DC Magnuson along with Battalion Chief Sauer and Captain Harvey attended East Metro Training Group sponsored Command Post Training with speaker BC Marty LaFave (Ret.).
- Captain Harvey and Kate Hansen prepared information for the EMTG Task Manual and attended one meeting.
- Captain Harvey and Kate Hansen attended the monthly EMTG Planning Meeting.

- Captain Harvey assisted with preparations for the EMTG Multi-Company Operations drills. The drills are scheduled during the month of May and will be held at Station 51 and the Bellevue Training Center.

**Operations:**

- Firefighters Gunnar Seefeld and Robert Carrasaquillo have completed their fire academy. A graduation ceremony was held on Friday, April 14, 2017.
- Daryl Grinus, from the Washington Surveying and Rating Bureau (WSRB) was on site as part of the rerating process. The WSRB conducts ratings of fire departments every five years. The focus of the rating is on fire department suppression operations, fire service training, apparatus and equipment, water supplies, and the cities' building and fire code adoption and application. WSRB rating is between 1 and 10 with 1 being the best rating. The fire district currently holds a rating of 4 in both Kenmore and Lake Forest Park.
- DC Magnuson along with Captain Harvey and Lieutenant Hochstein attended final comprehensive recruit evaluations at Bellevue Training Center.
- DC Magnuson attended monthly Zone 1 operations meeting.
- DC Magnuson facilitated bi-monthly officer meeting at Station 51. Guest speakers included: Jami Hoppen from NORCOM training division, Carl Lunak from Northshore Emergency Management Coalition, and Kris Overleese, Public Works director for City of Kenmore.
- March response statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	1	0.45%	Bothell	2	12			
	57	1	0.45%	Kirkland	1	2			
Overpressure Rupture, Explosion, Overheat - no fire	51	1	0.45%	Shoreline	6	17			
	57	0	0.00%	Woodinville	0	1			
Rescue & Emergency Medical Service Incidents	51	110	50.00%	Redmond	2	0			
	57	60	27.27%	Other	0	0			
Hazardous Condition (No Fire)	51	4	1.82%	<b>TOTAL</b>	<b>11</b>	<b>32</b>			
	57	1	0.45%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	16	7.27%	EMS	0:01:05				
	57	4	1.82%	Fire Suppression	0:01:17				
Good Intent	51	10	4.55%	<b>Emergency Response Average Travel Time</b>					
	57	4	1.82%	51	0:03:59				
False Alarm or False Call	51	5	2.27%	57	0:04:02				
	57	3	1.36%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:08	Station 57	A-shift	1:14
	57	0	0.00%		B-shift	1:15		B-shift	1:25
Special Incident Type, other	51	0	0.00%		C-shift	1:05		C-shift	1:21
	57	0	0.00%		D-shift	1:08		D-shift	1:03
<b>Grand Total</b>		<b>220</b>	<b>100.00%</b>		<b>AVG</b>	<b>1:10</b>		<b>AVG</b>	<b>1:16</b>

**March 2017**

**Fire Prevention:**

- FM LaFlam and FI Booth assisted the HOA president at Harbour Villa Condos with the inspection of several private garages where the fire-rated separations had been compromised.
- FI Booth distributed the second quarter inspection assignments to the operations crews.

- FI Booth attended a regional fire investigator's meeting and training at the ATF facility in Renton.
- FM LaFlam hosted and facilitated a meeting of the Washington Fire Sprinkler Coalition.
- FI Booth delivered fire safety lessons to four 5th grade classes and three 1st grade classes.

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

- No report provided