



## 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 4, 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, Don Ellis, and Kae Peterson. 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 Dave Maehren.

#### II. APPROVAL OF THE AGENDA

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

#### III. PUBLIC COMMENT

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

- Noticed Lynnwood is now in the process of trying to complete an RFA.
- In response to the Response Time Compliance report included with the meeting materials, Mr. Dee asked what all was looked at to capture the response time.

Chief Torpin clarified that the response time compliance report only reported on turnout time and travel time. The total response time is the time from when units are first notified from dispatch until the apparatus arrives on scene. Many other times throughout a call are also captured by the dispatch center, such as arrival at the patients' side, patient transport to a hospital and when crews return to service. Chief Torpin pointed out that King County EMS uses some of these other data points for their patient care analysis and reporting, but they were not the focus of the Northshore Compliance Report.

- Mr. Dee remains supportive of the campaign to save Cedarbrook Elementary School.
- Mr. Dee will attend the Lake Forest Park PD training that is being held at at Station 51 this week.
- Northshore's website announcement was posted in the latest Lake Forest Park Council news blast.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Non-Represented Salary Ranges

The board determined that additional discussion of the Non-Represented Salary Ranges data was not needed

*Commissioner Ellis moved to approve the new Non-Represented Salary Ranges as presented by HR Administrator Moore. Commissioner Adman seconded. The motion passed 4-0.*

#### 4.2 Fire Chief Contract and Compensation

Commissioner Armanini brought up the following topics as areas for discussion and potential adjustment

- Length of Contract: Commissioner Armanini asked Chief Torpin what his desired length of extension for the contract. Chief Torpin stated he would like to have an additional three years added to the current contract. The Chief also stated he would like to have this determined before the end of 2017.
- Salary Range: HR Administrator Moore previously provided the Board with salary survey data for informative purposes to show where Northshore falls in comparison to other departments. The current contract specifies a flat salary amount, but allows for salary increases by an amount determined by the Board.

Commissioner Armanini will send a follow up memo with compensation figures for consideration.

- Sick Leave Buy Back: The board discussed providing the same sick-leave buy back for the Chief that was negotiated for represented employees in the 2017 Collective Bargaining Agreement (CBA).

#### 4.3 Policy 1700 Review

Commissioner Peterson suggested several changes to Policy 1700 that would maintain the current process but reduce the required frequency of review. A formal draft of the proposed policy changes will be created and distributed to the Commissioners.

#### 4.4 Commissioner Reports

Commissioner Peterson reported that the Public Meeting Room worked very well for the Lake Forest Park Rotary meeting.

Commissioner Peterson will need to be excused from the May 2<sup>nd</sup> meeting.

Commissioner Adman will need to be excused from the May 16<sup>th</sup> meeting.

### **V. ACTION ITEMS**

#### 5.1 Non-Represented Salary Ranges

See Section 4.1 for action taken.

### **VI. FIRE CHIEF'S REPORT**

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

- The District's two Recruit Firefighters are in the second to last week of their Academy. Chief Torpin stated they are performing well in all areas. Invitations to the Academy Graduation on April 14<sup>th</sup> were provided to the Commissioners.
- Commissioner Ellis asked for clarification of the employee HRA account changes. Chief Torpin noted that the topic will be discussed in depth at the next meeting and clarified that the HRA of represented employees is being moved to an HRA/VEBA per the new Collective Bargaining Agreement. The board will have to decide if non-represented employees will move to this program as well.

### **VII. CONSENT CALENDAR**

7.1 Vouchers

- o The General Fund Vouchers totaled \$225,257.87 and Reserve Fund Vouchers totaled \$5,932.00

7.2 Meeting Materials

- o Regular Board Meeting of March 21, 2017

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

**VIII. EXECUTIVE SESSION**

None

**ADJOURNMENT**

The meeting was adjourned at 5:35PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for April 18, 2017.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

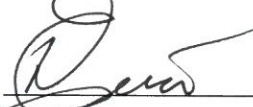
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**ERIC ADMAN**, Chair



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**KAE PETERSON**, Member



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**CAROLYN ARMANINI**, Member

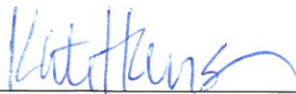


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**DON ELLIS**, Member

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Absent

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**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 April 18, 2017



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, April 4, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 Non-Represented Salary Ranges
  - 4.2 Fire Chief Contract and Compensation - Commissioner Armanini
  - 4.3 Policy 1700 Review – Commissioner Armanini
  - 4.4 Commissioner Reports
- V. **Action Items**
  - 5.1 Non-Represented Salary Ranges
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Meeting Minutes of March 21, 2017
- VIII. **Executive Session**
  - None
- IX. **Adjournment**

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

**Fire Chief's Report**  
Submitted by Chief Torpin  
March 21, 2017

**Administration/Financial:**

- Chief Torpin participated in the Northshore Rotary Scholarship Interviews that were held at Station 51.
- Chief Torpin and AS Hansen have arranged website launch announcements via social media, the City of Kenmore, and the City of Lake Forest Park.
- AS Hansen met with website designer Leif Jensen and has taken over maintenance of the new website. She will continue to work with Leif as needed per his retainer contract.
- AS Hansen met with Nick Smith of Kirkland IT to discuss ways to streamline department use of SharePoint and reduce duplications. Nick is determining which features are available and AS Hansen will report to Chief Torpin and Chief Magnuson with any viable improvement suggestions.

**Human Resources:**

- HR Administrator Moore and Finance Specialist Killion met with a representative from Washington Counties Insurance Fund (WCIF) who we have dental and retiree medical insurance plans through. Agenda items included a review of updates, compliance items, and other administrative items.
- Scheduled a representative from the VEBA HRA third party administrator, BPAS, to present information to employees about the new plan. Meetings will take place in April.
- HR Administrator Moore and Chief Torpin attended a phone meeting with Randall Hurley (457 retirement plan) to discuss plan maintenance, improvements, and changes. Follow up meeting with the remaining ten participants was also conducted.

**Training:**

- The April MTA was completed.
- Captain Harvey assisted with instructing firefighter survival training to the north-end departments. This training was delivered to an estimated 240 Firefighters.
- Captain Harvey and DC Magnuson conducted tactics/IMS evaluations with several crews.
- Captain Harvey responded to several inquiries regarding the King County Training Officer's Association Spring Pump Academy and assisted FF Hofschulte with preparations for the class.
- Captain Harvey developed the annual Fundamental Skills Challenge training event scheduled for the second quarter. Driver/Operator skills are the focus of this year's challenge.
- Captain Harvey and Kate Hansen facilitated scheduling of a forcible entry class to be held at Station 51 in June.
- DC Magnuson met with Captain Harvey and AA Hansen to establish goals, areas of emphasis, and expectations for 2017.

- Captain Harvey hosted an EMTG facility Use Fee sub-committee meeting.

### **Operations:**

- Chief Torpin and DC Magnuson attended Quarterly North King County Chiefs meeting.
- DC Magnuson collaborated with EM Carl Lunak of NEMCo to develop a presentation that will detail the capabilities and potential utilization of the CERT volunteers. The presentation will also cover methods for initiating contact with EM Lunak for CERT deployment and Emergency Operations Center activation. The presentation will be provided to Northshore Fire Officers at the April 12th Officers meeting.
- DC Magnuson attended Recruit Academy Class 5 South bi-weekly comprehensive evaluations.
- DC Magnuson started compiled operations and training information for WSRB (Washington State Rating Bureau) upcoming rating visit. Coordinated information gathering with BC's Tagart and Sauer.
- Chief Torpin and DC Magnuson attended first quarter NEMCo meeting at Lake Forest Park City Hall.
- DC Magnuson attended NORCOM joint operations meeting.
- DC Magnuson notified ZOLL of decision to cancel FireRMS reporting and support as we've moved to ESO for incident reporting.
- DC Magnuson assembled and provided Chief Torpin the draft 2016 response time compliance report.
- DC Magnuson implemented some minor improvements to ESO electronic healthcare record system for stroke patients mandated by King County EMS.
- DC Magnuson contacted City of Kenmore director of Public Works, Kris Overleese to facilitate improved communication with the city regarding upcoming street projects or other construction that could impact Fire Department responses.

### **Fire Prevention:**

- FM LaFlam attended the Fire Alarm Advisory Board Meeting.
- FI Booth kicked off 1st Grade Fire Safety visits with Nancy Pipinich with State Farm.
- FI Booth investigated the cause and origin of a car fire that occurred in Lake Forest Park.
- FM LaFlam met with City of Kenmore to discuss code requirements for a homeless shelter proposal made by the non-profit "Mary's Place." The proposal has the shelter placed into the old King County Sheriff's building on 73rd Ave NE.

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

- EM Lunak and FI Booth completed the second fire safety training for Northshore Utility District staff on March 23rd. 14 NUD employees attended the training.
- EM Lunak continued the series of trainings for city staff specific to the roles they will fill in the joint Emergency Operations Center. There are two more groups that will complete the training over the next two weeks in time for a scheduled drill on May 3rd.

- We are in week 5 of 8 in our CERT academy. Two students have dropped the class due to scheduling conflicts leaving us with 22 students.
- NEMCo RACES (radio amateur civil emergency service) are 6 weeks into an 8 week class teaching citizen volunteers the basics of amateur radio. This technician level class will prepare the 12 students to take the exam and be licensed by the FCC as radio operators.
- King County has established the NEMCo structure within the communication tool Code Red and distributed new log in and passwords to the designated city staff.
- EM Lunak assisted two neighborhood groups with the Map Your Neighborhood preparedness curriculum. The citizen driven program continues to slowly spread out across NEMCo service area. This class brings the total to 6 neighborhood meeting in 2017.