



## 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

January 17, 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, Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, and members of the public. Absent was Commissioner Kae Peterson.

#### II. APPROVAL OF THE AGENDA

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

#### III. PUBLIC COMMENT

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

- Reminded the Board about the upcoming Lake Forest Park Map Your Neighborhood event on January 24<sup>th</sup>.
- Mr. Dee thanked the department for support of the upcoming CERT class and CPR class opportunities.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Fire Chief's Performance Review

Chief Torpin presented a recap of 2016 goals that were accomplished or are still being worked on. The Chief presented the following items that were goals or objectives he planned to accomplish in 2017:

- With the administration now fully staffed the completion of a review of job duties and reporting structure can be completed.
- Implementation of the new payroll and accounting system (BIAS) is scheduled for late April. The HR Administrator and the Finance Specialist will both be involved in the implementation and training.
- A new asset tracking database will be implemented in 2017.
- The Collective Bargaining Process is still in progress and Chief Torpin hopes to have the process completed soon.
- The new website development is in process. The reorganization and updating of content has proven complex. Chief Torpin and AS Hansen are working with the web designer to create a site that is comprehensive but also user-friendly.

Commissioner Adman asked Chief Torpin to elaborate about the review of administrative staffing. Chief Torpin clarified that with 2016 staff losses, new hires, and leave of absences this is the first month that the department has had a full staff to properly evaluate current staffing duties, reporting structures and complete cross-training initiatives.

Chief Torpin was asked about the status of the Strategic Planning Project. The Chief stated the draft report was not acceptable to the Board at the time of review. Chief Torpin reminded the Board that a sub-committee comprised of Commissioners Maehren and Adman was to meet with him to review the draft and establish recommendations for the next steps.

#### 4.2 Commissioner Reports

Commissioner Maehren announced that there is a State of the City Luncheon for Kenmore at noon tomorrow, January 18<sup>th</sup>. Commissioner Maehren stated he was interested in hearing the presentation regarding the proposed development of the State Park property.

The Commissioners discussed how changes to the use of the State Park property will affect taxation. Legal Counsel Kinnon Williams was asked to look into the taxation and benefit charge implications the development and leasing of the state property would have on the District tax collections.

### V. ACTION ITEMS

#### 5.1 None

### VI. FIRE CHIEF'S REPORT

In addition to the written report provided in the meeting materials, Chief Torpin presented new department patch design mock-ups for the Commissioners' review.

Commissioner Adman inquired as to why access codes provided for Shoreline Medics are only Station 57, not Station 51 as well. Chief Torpin reported that it has been practice to only allow access to the Station and area to which medics are assigned. The Commissioners discussed current practices and determined to not make any changes to the practice at this time.

Commissioner Armanini asked how the Fire Benefit Charge questions have been going. Chief Torpin reported that there have been more unusual and new questions this year than previous years.

### VII. CONSENT CALENDAR

#### 7.1 Vouchers

- The General Fund Vouchers totaled \$20,224.17 and Reserve Fund Vouchers totaled \$9,037.27

#### 7.2 Meeting Materials

- Regular Board Meeting of January 3, 2017

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

### VIII. EXECUTIVE SESSION

The Board moved into Executive Session at 5:39PM until 6:30PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).

At 6:30PM the board moved to extend the Executive Session until 6:45PM.

At 6:45PM the Board moved to item 8.2 of the agenda for the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(1)(g).

At 6:45PM the board moved to extend the Executive Session until 7:00PM.

At 7:00PM the board moved to extend the Executive Session until 7:05PM. The board moved back to open session at 7:05PM.

**ADJOURNMENT**

The meeting was adjourned at 7:05PM

**NEXT MEETING DATE**

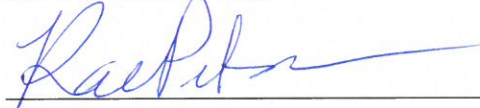
The next regularly scheduled Commissioners meeting is for February 7, 2017.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Chair



**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 February 7, 2017.



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, January 17, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 Fire Chief's Performance Review
  - 4.2 Commissioner Reports
- V. **Action Items**
  - 5.1 None
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Meeting Minutes of January 3, 2016
- VIII. **Executive Session**
  - 8.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). (30-45 minutes)
  - 8.2 To evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g).
- IX. **Adjournment**

Next Regular Meeting: February 7, 2017 at 5:00 PM



**Fire Chief's Report**  
Submitted by Chief Torpin  
January 17, 2017

**Administration/Financial:**

- Chief Torpin attended a Zone 1 Chiefs meeting.
- Chief Torpin and several other members of the Norcom Governing Board met with King County Council Member Kathy Lambert to discuss issues with the implementation of the CPR notification application PulsePoint.
- Chief Torpin attended a Norcom Governing Board Meeting.
- Chief Torpin and FS Killion met with the State Auditor to discuss desired changes to HRA fund reporting. An exit conference has been scheduled for the regular Board meeting at 5:00 PM on February 7<sup>th</sup>, 2017.
- Fire Benefit Charge letters were sent out on Friday January 6<sup>th</sup>. Citizen calls with questions began coming in on Tuesday morning.
- A mediation session was held with the labor group.
- Initial website content has been sent to our web designer for input into the site. Chief Torpin and AS Hansen will review the drafts when they are available.
- AS Hansen sent Banquet invitations, and met with Northshore staff and Inglewood Golf Club staff to determine Banquet program and dinner details.

**Human Resources:**

- No report provided.

**Operations:**

- DC Magnuson met with Ram Air Gear Dryer representative Dave Adams to accept award of free gear dryer for Northshore Fire Department. Gear Dryer should arrive around the end of January.
- DC Magnuson has been trouble-shooting minor issues with implementation of ESO with ESO support staff. Implementation has gone slightly better than expected. All personnel have been very patient with transition and are maintaining a positive attitude towards ESO.
- DC Magnuson attended monthly Zone 1 Operations meeting in Kirkland.
- DC Magnuson facilitated Quality Management access to ESO to Shoreline Paramedics and Administrative staff for run review and Electronic Healthcare Record quality improvement.
- DC Magnuson completed annual reviews for Training Captain Harvey and all four Battalion Chiefs.
- Problems with Opticom at entrance to SR522 from Station 57 have been assigned to the local WA Department of Transportation in Shoreline. There used to be two aerial wire spans that provided advance preemption detection, one for EB SR 522, then other at the currently known location. Some months ago, some trees fell on the west side of the Arco station that destroyed the span for the EB movement. This also damaged the span that provides the cable to the detector that faces the station. That event also damaged cabinet components that drive the preemption detectors. WADOT expects to complete repairs in the next two weeks.

- DC Magnuson provided each shift with December and year end training and inspections reports.
- DC Magnuson is working with ESO and AMR to coordinate a mobile to mobile patient record transfer of information.
- DC Magnuson provided new Shoreline Paramedics station access codes with AA Kate Hanson's assistance. Also removed access for retired Shoreline paramedics.
- DC Magnuson provided crews with CVA benchmark feedback.
- December Operations response Statistics:

Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	%≤6Min	Avg Dur	Fire Department	Aid Received	Aid Given			
Rescue & Emergency Medical Service Incidents	51	127	51.84%	0:05:01	72.22%	0:41:23	Bothell	3	24			
	57	70	28.57%	0:06:05	58.57%	0:42:02	Kirkland	4	2			
Hazardous Condition (No Fire)	51	3	1.22%	0:09:38	33.33%	0:23:49	Shoreline	6	23			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Woodinville	0	4			
Good Intent	51	7	2.86%	0:07:18	0.00%	0:12:00	Redmond	1	0			
	57	5	2.04%	0:08:29	0.00%	0:15:25	Other	0	0			
Fire	51	5	2.04%	0:05:22	60.00%	0:40:54	<b>TOTAL</b>	<b>14</b>	<b>53</b>			
	57		0.00%	0:00:00	0.00%	0:00:00						
Public Assistance	51	4	1.63%	0:08:07	25.00%	1:06:46	<b>Emergency Response Average Turnout Time</b>					
	57	3	1.22%	0:03:25	100.00%	0:22:01	EMS	1:05				
False Alarm or False Call	51	14	5.71%	0:05:32	71.43%	0:14:41	Fire Suppression	1:47				
	57	7	2.86%	0:05:38	66.67%	0:31:53						
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	0:00:00	0.00%	0:00:00	<b>Reaction Time Summary</b>					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:06	Station 57	A-shift	1:05
Severe Weather & Natural Disaster	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:21		B-shift	1:23
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:11		C-shift	1:08
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:03		D-shift	0:50
	57	0	0.00%	0:00:00	0.00%	0:00:00		AVG	1:10		AVG	1:04
<b>Grand Total</b>		245	100.00%	0:05:31	65.81%	0:39:18						

## December 2016

### Training:

- DC Magnuson evaluated recertification training records for 12 EMT's and sent required make-up training to individuals missing classes.
- Captain Harvey and Kate Hansen completed the January 2017 MTA and began work on the February MTA.
- AS Hansen caught up and completed 2016 FireTrex Training entry for all personnel and has moved on to keeping 2017 Training entry up to date.
- Captain Harvey updated a return to work training plan for FF Osgood in anticipation of his return from long term disability.
- Several Training Requests from firefighters were processed.
- Captain Harvey met with Lieutenant Peffer from Bothell Fire in preparation for a firefighter survival drill scheduled for February.
- Captain Harvey conducted ladder rescue training with A Shift.
- DC Magnuson, Capt. Harvey, Lt. Hochstein, and AA Kate Hanson attended EMTG Recruit Academy 5 – South Family Orientation night at Bellevue Training Center.
- Captain Harvey facilitated an EMTG task manual work group meeting on January 11th at Station 51.
- Captain Harvey and Kate Hansen attended the monthly EMTG planning meeting.

- Captain Harvey attended two EMTG post incident analysis presentations about structure fires that Northshore units responded to in Kirkland.
- Captain Harvey and Kate Hansen confirmed dates that the EMTG North Academy will be at Station 51.

#### **Fire Prevention:**

- Chief Torpin, FM LaFlam, FI Booth and EM Lunak met to discuss the future of the CPR and First Aid training programs. A review of current status and planned enhancements were discussed. FI Booth will continue research on various options with the goal of expanding the reach and number of training opportunities provided.
- FI Booth delivered the last of 14 fire safety presentations to kindergarten classes.
- FM LaFlam attended the Zone One fire marshals meeting in Shoreline.
- FI Booth taught a First Aid class to a group of Girl Scouts.
- FI Booth was selected as the Secretary for the Region 4 Fire Investigators.
- FM LaFlam completed a summary of fire investigations for 2016. There were 11 fires reported for the fire marshal that resulted in an estimated \$149,750 in property damage.

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

- The first CERT academy of 2017 has been scheduled for March 6 through April 22. EM Lunak is lining up volunteer helpers and teachers and preparing promotional flyers.
- The first Emergency Operations drill of 2017 will be February 16th. EM Lunak is working on the specific roles and assignments of city staff.
- NEMCo Volunteers will meet on the 18th at Kenmore City Hall to receive training from the WA State Fusion Center. The course is titled "Community Awareness Program on Terrorism and Crime."
- EM Lunak has scheduled 12 monthly safety meetings with NUD and are finalizing a work plan to update their emergency management plan.