



## 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

May 17, 2016

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The May 17, 2016, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181<sup>st</sup> Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 5:03 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini and Dave Maehren. Also, present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Peterson was absent.

#### II. APPROVAL OF THE AGENDA

Commissioner Armanini moved to approve the agenda as presented. Commissioner Maehren seconded the motion and it passed with a vote of 3 to 0.

Commissioner Don Ellis arrived at 5.07 pm.

#### III. PUBLIC COMMENT

Lake Forest Park citizen Mike Dee addressed the Board and inquired about its position on smart meters that are used to send meter readings from water, electric and gas service connection. The Board indicated it did not have a position on smart meter use. Mr. Dee indicated he was concerned about reported cases of fires caused by malfunctioning meters, health impacts from radio wave exposure and privacy issues.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Recognition of Andrea McDaniel's service to the Board and District

The Board and Chief thanked Board Secretary/Financial Specialist Andrea McDaniel for her 10 years of service to the District and Board. The Board went into a brief recess from 5:10 pm to 5:20 pm.

##### 4.2 2015 Annual Financial Report

Chief Torpin provided an overview of the draft 2015 Annual Financial Report that will be submitted to the State Auditor.

4.3 Joint Meeting Recap

Commissioner Maehren provided an overview of the topics discussed at the recent joint meeting. A discussion ensued regarding the progress being made with the Northshore Emergency Management Coalition (NEMC). The Board briefly discussed the other joint meeting topics of traffic volumes on SR522, the renaming of Bothell Way, and the Chief's report on the Regional Fire Authority process.

4.4 Update of Policy 6470 – Cash or Check Receipt Management

Chief Torpin provided an overview of updates made to Policy 6470. The Chief indicated that the policy changes were necessary to memorialize the current practices used with regard to cash and check receipting.

Commissioner Maehren moved to approve the updates to Policy 6470. The motion was seconded by Commissioner Ellis and passed with a vote of 4 to 0.

4.5 Commissioner Reports

Commissioner Maehren reported that the mural painting project on 73<sup>rd</sup> Avenue has started, would like to add a future discussion on the Donation fund and thanked the employees who participated in the strategic planning meetings.

**V. ACTION ITEMS**

None

**VI. FIRE CHIEF'S REPORT**

The Fire Chief's report was submitted to the Board electronically. Chief Torpin reported on a cardiac arrest that occurred in the lobby at Station 51. The incident involved a citizen who came to the fire station after experiencing chest pain. The Chief reported the on-duty crew and Shoreline Paramedics did a fantastic job of resuscitating the citizen who was reportedly doing very well.

Chief Torpin happily reported to the Board that Lieutenant McAuliffe has returned to full active duty after long term injury leave. Lieutenant McAuliffe will be assigned to day for 1-2 weeks for focused training before assignment back to shift.

Chief Torpin inquired if there were any questions regarding the written report that was provided in the meeting materials. The Board had no further questions or comments.

**VII. CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes from May 3, 2016, General Fund Vouchers totaling \$14,783.50 and Reserve Fund Vouchers totaling \$41,159.78.

**VIII. EXECUTIVE SESSION**

At 5:53 pm the Board moved into executive session to discuss, matters related to collective bargaining pursuant to RCW 42.30.140(4) and litigation pursuant to RCW 42.30.110(i) with legal counsel until 6:15 pm. At 6:15 pm, the Board moved back into regular session.

**ADJORNMENT**

The meeting was adjourned at 6:15 pm.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for June 21, 2016.

Attachments

Agenda  
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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**DAVE MAEHREN, Member**

**ATTEST**

  
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**JIM TORPIN, Fire Chief**  
King County Fire Protection District No. 16  
Adopted at a Regular Meeting of the Board of Commissioners June 7, 2016



## Northshore Fire Department

Headquarters Station, 7220 NE 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, May 17, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 Recognition of Andrea McDaniel's service to the Board and District.
  - 4.2 2015 Annual Financial Report
  - 4.3 Joint Meeting Recap
  - 4.4 Commissioner Reports
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Update of Policy 6470 – Cash or Check Receipt Management
  - 7.3 Meeting Minutes of May 3, 2016
- VIII. **Executive Session**
  - 8.1 To discuss matters related to litigation pursuant to RCW 42.30.110(i).
  - 8.2 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4).
- IX. **Adjournment**

**Next Regular Meeting: June 7, 2016**

# **Fire Chief's Report**

Submitted by Chief Torpin  
May 17, 2016

## **Administration/Financial:**

- The Strategic Planning Workshop was held on May 11<sup>th</sup> and 12<sup>th</sup>. The workshop was facilitated by Don Bivins and was attended by 2 Commissioners, 4 Administrative Staff and 6 Suppression Staff. The draft plan should be returned to the District within two weeks for review and assignment of key task groups. I was very pleased with the openness of the conversations and the contributions made by all.

## **Human Resources:**

- HR Administrator Moore attended the Association of Washington Cities (AWC) annual Labor Relations conference.
- The open Finance Specialist position was posted to various sites. The posting will remain open until filled. Sites recruiting from include the following:
  - ✓ Craigslist
  - ✓ Colors NW Careers (this site also posts out to other sites such as Indeed.com and Simply Hired)
  - ✓ College employee job sites: UW, CWU, EWU, Gonzaga University, and WWU.
  - ✓ Everett Community College
  - ✓ AWC job net
  - ✓ The WA Fire Chief Admin Group website
  - ✓ WorkSource
  - ✓ LinkedIn
  - ✓ Northshore Fire Department's Facebook page
  - ✓ Governmentjobs.com

## **Training:**

- Captain Harvey researched a new vertical ventilation prop to take the place of the OSB sheets currently being used. This prop is durable, and uses ¼ of the OSB per use resulting in much easier clean-up and less waste material. The prop also more accurately simulates an actual roof with roofing material installed requiring good technique and training to properly perform ventilation. The training division will be seeking budget approval for a 2017 purchase.
- The Training Division received data on several cardiac arrest and major trauma incidents from MSO Pompeo that the crews responded. This quality control feedback was forwarded on to the crews involved.
- Captain Harvey made arrangements for Jeff Smith to speak during Fire and EMS safety week.
- Captain Harvey compiled information needed to complete a Post Incident Analysis (PIA) for incident #16-1113. This was a structure fire in an abandoned single family residence on NE 182<sup>nd</sup> Ave fought by C-shift.
- Captain Harvey attended the monthly KCFTOA meeting in Bothell.
- AA Anne Jimenez attended training for the FireTrex training data base at Bothell Fire Station 42 on Thursday, May 12<sup>th</sup> for approximately 3 hours.

- DC Magnuson facilitated initial HIPAA training for nine most recently hired employees.
- Captain Harvey attended weekly EMTG meetings. AA Anne Jimenez also accompanied him to the May 4<sup>th</sup> meeting.
- Captain Harvey has assisted at several MCO sessions in Redmond and will continue to assist as he is able.
- The ICS worksheet lesson developed by BC Sauer was uploaded to the EMTG share point site and distributed to partner agencies for consumption.

### **Operations:**

- LT Rob McAuliffe was cleared for return to duty by District's Physician. Captain Harvey coordinated with DC Magnuson and prepared a return to work plan for LT McAuliffe. LT McAuliffe is scheduled to return to duty on days to make up missed training starting Monday 5/16.
- DC Magnuson attended a lunch meeting with Chief Torpin and Woodinville Fire Chief Ahern and DC Davis to discuss areas of operations, administration, and fire prevention that we could partner to achieve a mutually beneficial relationship.
- DC Magnuson attended monthly Zone 1 Operations meeting with other Deputy Chiefs and NORCOM representatives.
- DC Magnuson continues to provide compliance feedback to crews for King County EMS protocols when responding to CVA (Stroke) incidents. This is a regular and ongoing process to improve quality of care and meet King County Emergency Medical Services goals.
- DC Magnuson coordinated programming for new radio template of inter-operability channels. Phase one (programming of portable radios) of three completed Friday 5/13. Phase two (programming of mobile and station radios) scheduled for Tuesday 5/17 or Wednesday 5/18. Phase three (final phase – programming last four portable radios) will be scheduled when neighboring agencies have completed their programming.
- DC Magnuson provided King County EMS data completeness reports to shift members with report anomalies for correction.
- DC Magnuson facilitated a future change to Zoll FireRMS data reports to better reflect EMT response to CPR events. The issue was brought to attention during the EMS data completeness feedback and highlighted by FF Bjorn Hodneland.

### **Fire Prevention:**

- FI Booth attended the Region 4 Fire Investigators Conference. She participated in a class that studied fires initiated by a variety of electrical causes.
- FM LaFlam prepared an adoption ordinance for the 2015 edition of the International Fire Code. The draft ordinance was delivered to the City of Kenmore. Lake Forest Park is planning to go through the code adoption process in September.
- FI Booth together with Carl Lunak presented an Emergency Preparedness workshop to a group of community residents.