



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, January 19, 2016

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Information/Discussion Item

4.1 RFA/Regionalization Discussion—Commissioner Adman

4.2 Commissioner's Report

V. Action Items

5.1 King County Authorized Signature Form – Secretary McDaniel

VI. Fire Chief Report

VII. Consent Calendar

7.1 Vouchers

7.2 Meeting Minutes of December 15, 2015

7.3 Special Meeting Minutes of December 29, 2015

7.4 Meeting Minutes of January 5, 2016

VIII. Executive Session

IX. Adjournment

Next Regular Meeting: February 2, 2016



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

January 19, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The January 19, 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 181st Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 5:00 pm. Persons in attendance, in addition to the Chair, were Commissioners Don Ellis, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin and Secretary Andrea McDaniel.

II. APPROVAL OF THE AGENDA

Commissioner Armanini move to approve the agenda as presented. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

Commissioner Peterson arrived at 5:05 pm.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

Commissioner Adman indicated that the Board's response to the letter received from the RFAPC Chair Roger Collins needs to be completed before the end of January. A discussion ensued regarding the letter, each of the four questions, the Board's guiding principles regarding regionalization and previously stated concerns regarding the RFA that were detailed in an April 24, 2015, memorandum. Following the discussion, the Board reached consensus on the four questions regarding the RFA and regionalization as follows:

1) *Does your agency remain interested in pursuing a Regional Fire Authority?*

Answer: Not at this time

2) *Is your agency interested in pursuing only a Regional Fire Authority?*

Answer: No

3) *Is your agency interested in pursuing a contract for services model, as either the service provider or the recipient of services?*

Answer: Possibly

4) *Is your agency interested in pursuing an annexation or merger?*

Answer: Yes

4.2 Commissioner's Report

Commissioner Maehren reported that he contacted and discussed the suggested changes to RCW 52.01.010 and RCW 52.01.061 with various lobbyists and legislators.

Commissioner Maehren reported that he would be attending the King County Fire Commissioner Installation Banquet for new commissioners and officers on January 20, 2015.

V. ACTION ITEMS

5.1 King County Authorized Signature Form

Secretary McDaniel reported the commissioners will need to sign new signature forms as required by King County Finance with the election of a new Commissioner. Secretary McDaniel provided the form to the Board for signature and will forward it to King County.

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. There were no additions or questions on the report.

VII. CONSENT CALENDAR

8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the meeting minutes from December 15, 2015, January 5, 2016, special meeting minutes from December 29, 2015, General Fund Vouchers totaling \$93,303.79 and Reserve Fund Vouchers totaling \$2,263.70.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 6:05pm.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 2, 2016.

Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

KAE PETERSON, Member



CAROLYN ARMANINI, Member

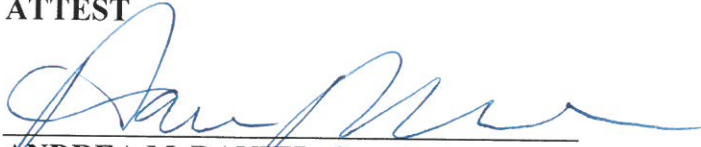


DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST

A handwritten signature in blue ink, appearing to read "Andrea McDaniels", written over a horizontal line.

ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners February 2, 2016

Fire Chief's Report

Submitted by Chief Torpin
January 19, 2015

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board Chair briefing.
- Chief Torpin attended a Norcom Governing Board Meeting.
- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- Transition from TeleStaff to the FireTrex attendance software was completed. The new program has been well received by the end users and those with administrative responsibilities.
- Benefit Service Charge notification letters were sent out last Monday. Calls from taxpayers began on Wednesday with most inquires related to the Senior Discount and the typical square footage calculations that we regularly receive.

Human Resources:

- Three new firefighters started work with the District on January 4th. The first three day were used for a brief orientation. HR Administrator Moore completed an HR Orientation, including Anti-Harassment and Drug Free Workplace training with new hires. The recruits were then assigned to EMTG Fire Academy Class 3 on January 7th. Lieutenant John Burrow has been assigned to the academy as one of four instructors.
- Effective Jan. 1st, Group Health started using Optum Rx to provide their out of network pharmacy coverage for Rxs. There was an issue with everyone getting uploaded into the Rx system. HR Administrator Moore worked closely with the benefit representatives at WCIF to assist our affected employees. This has now been resolved.
- Personnel update: Part-time Admin Specialist, Katie Hodneland resigned from her position. She supported the Training Division and had been an employee of the District for since April 2006.

Training:

- Completed a forcible entry class to shift personnel.
- Hosted the three new recruits for Week 0 of the academy, completed various HR related items, mask fit test each candidate and provided a short orientation.
- Training related administrative responsibilities were transferred to AS Scaggs.
- Cleaned the training tower in preparation for the EMTG academy
- Training was contacted by the Redmond Fire Department to help host EMTG MCO in May.

Operations:

- Crews responded to a small structure fire in Lake Forest Park. The fire was started by improperly handled finishing rags that had been used with an oil based finish.
- Northshore is partnering with Shoreline, Bothell and Woodinville Fire Departments for the purchase of SCBA Equipment. This includes a station compressor that will

need to be replaced with the new equipment operating at higher pressures than our compressor is capable of delivering. The total grant request for Northshore will be \$336,641 with a 25% or \$84,160 share. The grant request will be submitted for the 2016 FEMA Assistance to Firefighters grant program. Our equipment is obsolete, but still serviceable until 2018.

Fire Prevention:

- FM LaFlam attended a Zone 1 Fire Marshal's 2015 International Fire Code (IFC) adoption meeting. During the meetings the new edition of the IFC is reviewed together with proposed State amendments. The goal is to develop a consistent code throughout the Zone 1 jurisdictions.
- FI Booth delivered fire safety presentations to six kindergarten classes.
- FM LaFlam investigated a house fire in Lake Forest Park. The fire, which was discovered and extinguished by the homeowner, was caused by the spontaneous ignition of rags that were soaked in wood sealant. The fire caused approximately \$5,000.00 in property damage.
- FI Booth prepared and distributed the first quarter inspection assignments for the operations crews.