



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

April 19, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The April 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 Carolyn Armanini, Kae Peterson, Don Ellis and Dave Maehren. Also, present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of an executive session to discuss collective bargaining pursuant to RCW 42.30.140(4), the request was approved and added to the agenda. Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

III. PUBLIC COMMENT

Lake Forest Park citizen Mike Dee indicated he emailed questions to the Chief, which were; Monday was the busiest day in 2014, what was the busiest day in 2015? Do we provide firefighter coins? Why did Northshore Units respond to a recent fire on Aurora Avenue in Shoreline? Northshore provides one free CPR class per quarter, is there a free first aid course offered? Chief Torpin indicated he had replied to the email and provided further information regarding the firefighter coins, structure fire on Aurora Avenue and fees for CPR and first aid classes.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Strategic Planning Process Update

Chief Torpin provided an update on the strategic planning process, reminded the Board that the SWOT analysis was due today. Don Bivins from Emergency Services Consulting International will be assembling the planning team for the two-day workshop for May 11 and 12.

4.2 Joint Meeting with Kenmore and Lake Forest Park Agenda

Chief Torpin inquired if the Board had any additional agenda items for the joint meeting with the cities of Kenmore and Lake Forest Park. A brief discussion ensued regarding agenda items. Following the discussion the Board did not have any additional agenda items. Commissioner Maehren suggested we mention the purchase of the new aid car and the upcoming Open House in June.

4.3 Commissioner Report

Commissioner Maehren reported that he has scheduled a meeting with Representative Jessyn Farrell to discuss the adjacency issues between Fire Districts.

Commissioner Maehren reported that he met with Woodinville Commissioner Coughlin regarding taxes and port districts. A discussion ensued regarding the benefit charge, levies, taxes and port districts.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. Chief Torpin inquired if there were any questions on the written report. Commissioner Armanini inquired on the status of the new Administrative Assistant. Chief Torpin reported that AS Jiemenez started on April 4th.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

Chief Torpin provided a brief overview of the changes to Policy 2733 Optional Time Off.

By a motion of Commissioner Ellis, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes from April 5, 2016, update to Policy 2733 – Optional Time Off, General Fund Vouchers totaling \$28,873.85, Donation Fund Voucher totaling \$1,191.00 and Reserve Fund Voucher totaling \$241.50.

VIII. EXECUTIVE SESSION

At 5:40 pm the Board moved into executive session to discuss, matters related to collective bargaining pursuant to RCW 42.30.140(4) until 5:50 pm. At 5:50 pm, the Board extended the executive session until 6:00 pm. At 6:00 pm, the Board extended the executive session until 6:10 pm. At 6:10 pm, the Board extended the executive session until 6:15 pm. At 6:15 pm, the Board moved back into regular session.

ADJORNMENT

The meeting was adjourned at 6:16 pm.

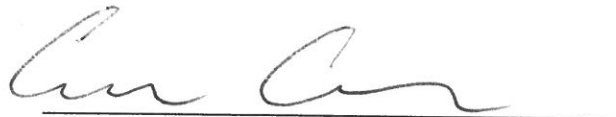
NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for May 3, 2016.

Attachments

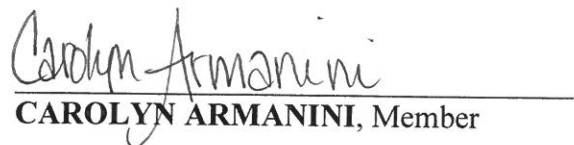
Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair

KAE PETERSON, Member



CAROLYN ARMANINI, Member

DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16
Adopted at a Regular Meeting of the Board of Commissioners May 3, 2016



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, April 19, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Strategic Planning Process Update
 - 4.2 Joint Meeting with Kenmore and Lake Forest Agenda
 - 4.3 Commissioner Reports
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of April 5, 2016, Regular Board Meeting
 - 7.3 Updates – Policy 2733 Optional Time Off
- VIII. **Executive Session**
 - None scheduled
- IX. **Adjournment**

Next Regular Meeting: May 3, 2016

Fire Chief's Report
Submitted by Chief Torpin
April 19, 2016

Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- Chief Torpin and FS McDaniel met with accountant Broetje to initiate work on the Annual Financial report that will be submitted to the State Auditor's Office in May.
- FS McDaniel attended the annual Fire Administrative Support Conference.
- BC Morris submitted a permit application to Lake Forest Park to remove several hazardous trees in the wetlands next to the building. The trees are hanging over the building and would cause significant damage if the fell.
- BC Tagart completed research regarding the feasibility of performing pump testing of our engines at Station 51. It was concluded that there was sufficient water in the large retention vault to perform the testing. Testing is currently done off site in Bellevue by NUD mechanics. The new procedure can be done with in house personnel and will not use any water from the domestic source, saving a great deal of time and money.
- The SWOT analysis surveys were sent out to the department members in preparation of the strategic planning process.
- Chief Torpin submitted a request to receive Northshore's CORE BLS funding to offset costs associated with the purchase of the new aid car and power lift stretcher system. The total request is for \$35,189, which is approximately 15% of the cost of the vehicle and stretcher.

Human Resources:

- Administrative Specialist Anne Jimenez
- HR Administrator Moore and Chief Torpin met with the labor group for a monthly Labor Management meeting.
- The WCIF onsite health screening event went well. There were 19 employees and 6 spouses who participated in the event.
- HR Orientation was completed with our new Administrative Specialist.

Training:

- Chief Torpin and DC Magnuson attended the EMTG Policy Board meeting.
- Chief Torpin met with Chief Risen from Bellevue Fire to discuss matters related to EMTG.
- Captain Harvey assisted with preparations and delivery of the Zone 1 Rescue Systems I class in Shoreline last week.
- Captain Harvey prepared Engine Company expectations/overview document for the upcoming, May Multi-Company Operations "Commercial Structure Fire" training in Redmond at the abandoned Post Office.
- Captain Harvey recruited Lieutenant Burrow to be an assessor for a Kirkland Lieutenant upcoming promotional test in May.

- Captain Harvey scheduled EMS “Code” (Cardiac Arrest) training for each shift with Paramedic Michael Coolidge.
- Ordered and received OSB sheeting for the roof prop on the training tower.
- Captain Harvey cleaned the second and third floor of the training tower while Station 51 crews drilled with new members.
- Obtained mask fit test equipment from Shoreline (equipment shared between Shoreline, Northshore, and Bothell Fire Departments) for annual mask fit testing upcoming in late April, early May.
- Researched Hazardous Materials Awareness and Operations quarterly training requirements and possible partnerships with nearby agencies to provide this training to Northshore Fire Department personnel.
- Captain Harvey assembled preliminary information for the May Monthly Training Assignment and forwarded to Administrative Assistant, Anne Jimenez for publication.
- Captain Harvey facilitated one week of orientation training for our three new firefighters.
- Researched and facilitated transfer of National Registry EMT certification to Washington State EMT for new FF Travis Ross.

Operations:

- Doug Knight attended a Northshore Emergency Management Coalition planning meeting to discuss emergency operations.
- CO detectors purchased from the donation fund were placed in service on the aid kits.
- DC Magnuson continues to provide compliance feedback to crews for King County EMS protocols when responding to CVA (Stroke) incidents.
- DC Magnuson finalized a new radio template for implementing local, regional, and national inter-operability channels to be programmed during radio re-banding process.
- DC Magnuson attended the April Zone 1 Operations meeting.
- March 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			
EMS	51	127	46.18%	0:05:32	63.78%	0:42:25	Bothell	5	25			
	57	71	25.82%	0:05:21	69.01%	0:43:10	Kirkland	1	3			
Hazardous Condition	51	5	1.82%	0:18:04	60.00%	0:24:59	Shoreline	12	31			
	57	6	2.18%	0:08:42	16.67%	0:20:13	Woodinville	0	3			
Good Intent	51	17	6.18%	0:05:26	75.00%	0:12:11	Redmond	0	0			
	57	4	1.45%	0:06:20	0.00%	0:10:39	Other	0	1			
Fire	51	0	0.00%	0:00:00	0.00%	0:00:00	TOTAL	18	63			
	57	3	1.09%	0:06:08	33.33%	0:20:43						
Public Assistance	51	7	2.55%	0:06:52	33.33%	0:18:27	Emergency Response Avg Turnout Time					
	57	2	0.73%	0:09:20	50.00%	0:30:06	EMS	1:10				
False	51	24	8.73%	0:06:08	50.00%	0:22:06	Fire Suppression	1:51				
	57	4	1.45%	0:05:46	50.00%	0:13:13						
Rupture/Explosion	51	2	0.73%	0:07:03	50.00%	0:25:18	Turnout Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00						
Weather	51	1	0.36%	0:03:15	100.00%	0:03:19	Station 51	A-shift	1:07	Station 57	A-shift	0:55
	57	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:23		B-shift	1:36
Other	51	2	0.73%	0:05:16	50.00%	0:30:21		C-shift	1:10		C-shift	1:00
	57	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:10		D-shift	1:11
Grand Total		275	100.00%	0:05:56	61.24%	0:37:33		AVG	1:12		AVG	1:08

March 2016

Fire Prevention:

- FM LaFlam attended a Zone 1 Fire Marshal's meeting. The meeting agenda included: proposed residential sprinkler adoptions in Zone 1; Fire Alarm Advisory Board meeting; upcoming Zone 1 training; Zone 1 fire investigators draft safety policy and mobile radio repeaters.
- FI Booth delivered fire safety presentations to six first grade classes.
- FI Booth taught a CPR class to a group of local citizens.