



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

July 26, 2016

SPECIAL 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, and Deputy Chief Eric Magnuson. Absent was Commissioner Dave Maehren.

II. APPROVAL OF THE AGENDA

Chief Torpin requested an additional Executive Session item to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).

Commissioner Armanini requested to move up the Action Items to follow the Approval of the Agenda.

Commissioner Ellis moved to approve the agenda as amended. Commissioner Armanini seconded. Motion passed, all in favor.

III. ACTION ITEMS

3.1 Resolution 16-04 – Appointment of Board Secretary

- Commissioner Adman read the appointment of Kate Hansen as Secretary of the Board.

Commissioner Armanini moved to appoint Kate Hansen as Secretary of the Board. Commissioner Ellis seconded. Motion passed, all in favor.

3.2 Board Secretary Oath of Office

- Kate Hansen took the oath of office for Board Secretary.

IV. PUBLIC COMMENT

Lake Forest Park citizen Mike Dee addressed the Board with the following questions:

- Does the fire district have programs for the fall prevention of senior and children within the district?

- Does the fire district or City of Kenmore have any safety precautions for swimming hazards in place along the Sammamish Slough?
- Is the fire district involved in the approval process related to new construction, specifically safety related features?
- He also requested an update on the Lake Forest Park fire station tree project.

Chief Torpin stated he would respond to the earlier email questions received from Mike Dee and will include the Board with his response. However, the Chief did provide the following:

- The fire district's Fire Marshal is involved in the permitting process for new construction projects in both Kenmore and Lake Forest Park. The Fire Marshal's involvement is limited to fire department access and fire suppression and detection system requirements.
- The trees at the Lake Forest Park fire station were scheduled to come out today. Chief Torpin received approval from the city to hold off on replacing the trees until October. The Chief indicated a \$300 per tree donation would be made to the city's tree fund for any trees not replaced.

V. INFORMATION/DISCUSSION ITEMS

5.1 2017 Budget Priorities:

Chief Torpin opened a discussion on the priorities for the 2017 budget process, including:

- The Budget process is traditionally initiated with an opportunity for the Board to give input on its priorities. The Chief indicated the ongoing collective bargaining process will have a significant impact the 2017 revenue requirements.
- The outcome of the strategic planning process may have some impacts as well, specifically the Community Outreach Initiative.
- Commissioner Adman stated he would like to review the strategic planning initiatives that might have additional costs associated with them. Chief Torpin noted that the expansion of community outreach and education programs would require additional staff in fire prevention.
- The board discussed staffing requirements for adding additional fire prevention services and outreach.
- Commissioner Armanini suggested we consider a change of venue for the annual awards and retirement event.
- The Chief closed by indicating he would prepare a draft budget based on current service levels and any new services could be added.

5.2 ESO Solutions Proposal:

Deputy Chief Magnuson presented a proposal to the Board to move forward with the implementation of the ESO Solutions electronic records system for EMS and Fire records. Highlights of the proposal include:

- ESO has been adopted by most agencies in King County allowing each entity to benchmark their care and services. Northshore Fire feels that the platform has reached a more reliable and smooth functioning state and would like to move towards full implementation beginning January 2017.
- The proposed combined FIRE/EMS interface would allow for integrated reporting in a single system with software and hardware costs amounting to a budget adjustment of approximately \$24,000 for 2016.
- The board discussed pros and cons of the system and how the program has worked for Shoreline EMS.

Commissioner Armanini moved to approve implementing the ESO proposal in an amount not to exceed \$25,000. Commissioner Ellis seconded. Motion passed, all in favor.

5.3 Commissioner Reports

- Commissioner Ellis suggested that a complete a recap of the recent massive fire in downtown Bothell be provided to the Board. Chief Torpin noted that a post-incident analysis will be completed by the Bothell Fire Department with our input and when available will be shared with the Board.

VI. FIRE CHIEF'S REPORT

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

- The 68th Ave NE southbound bridge is slated for replacement. Construction will begin in approximately two years. The old bridge will remain intact during construction so emergency response should not be impacted.
- There were no further additions or questions regarding the written fire chief's report.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$89,968.48 and Reserve Fund Vouchers totaled \$2,439.22.

7.2 Meeting Minutes

- Special Board Meeting of July 12, 2016.

Commissioner Ellis moved to approve the consent calendar as presented. Seconded by Commissioner Peterson. Motion passed, all in favor.

VIII. EXECUTIVE SESSION

The Board moved into executive session at 5:50pm until 6:05pm to discuss matters related to litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i), and matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The Board moved back to open session at 6:06pm.

ADJORNMENT

The meeting was adjourned at 6:07 PM.

NEXT MEETING DATE

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

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

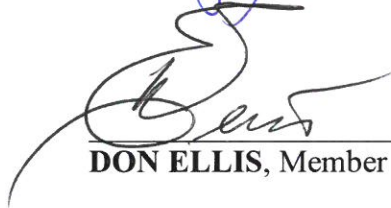
ERIC ADMAN, Chair



KAE PETERSON, Member



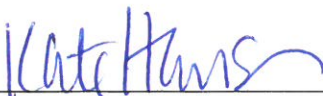
CAROLYN ARMANINI, Member



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 August 2, 2016



Northshore Fire Department

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

Board of Commissioners Special Meeting Agenda

Tuesday, July 26, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 2017 Budget Priorities – Chief Torpin
 - 4.2 ESO Solutions Proposal – DC Magnuson
 - 4.3 Commissioner Reports
- V. **Action Items**
 - 5.1 Resolution 16-04 – Appointment of Board Secretary
 - 5.2 Board Secretary – Oath of Office
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of July 12, 2016
- VIII. **Executive Session**
 - 8.1 To discuss litigation or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i).
 - 8.2 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).
- IX. **Adjournment**

Next Regular Meeting: August 2, 2016

Fire Chief's Report

Submitted by Chief Torpin
July 26, 2016

Administration/Financial:

- Chief Torpin met with Gordon MacIvennie to receive the 2017 VFIS insurance renewal.
- Chief Torpin met with Donna Gaw and Nick Smith from Kirkland IT for a regular quarterly meeting.
- Chief Torpin met with Don Bivins to discuss the draft Strategic Plan. Mr. Bivins stated he would assist in getting needed changes incorporated into the plan to ensure the end product is accurate and useful.
- Andrea McDaniel continued training with Finance Specialist Killion.
- Finance Specialist Killion met with Tom Broetje to discuss his role in the financial management of the District and to perform the 2nd quarter reconciliation of financials.
- Finance Specialist Killion initiated steps in becoming a notary.

Human Resources:

- HR Administrator Moore and Chief Torpin attended a Labor/Management meeting with the labor group.
- Temporary administrative assistant, Michelle Lovi, will complete her assignment with us on Friday, July 29th. She has kindly agreed to stay on until the end of the month to help with the transition of her training project and other administrative work duties during Kate Hansen's first week of orientation.
- HR Administrator Moore has begun creating a work plan for the completion of job tasks while out on leave.

Operations:

- DC Magnuson continued to refine a draft proposal to migrate from FireRMS to ESO Solutions for Medical and Fire Incident reporting.
- DC Magnuson continues as point of contact for Kirkland IT, facilitating implementation of the three new Microsoft Surface Pro 3 tablet/laptop computers for CodePal and ESO use.
- DC Magnuson facilitated premise information and improved response plan for a child with severe seizure condition in Kenmore.
- DC Magnuson updated Station Move-up kits and made it Zone 1 standard compliant.
- DC Magnuson created login credentials for Dawn Killion and Kate Hansen for FireRMS and FireTrex training.
- DC Magnuson collaborated with Josh Baker (NORCOM Fire Liaison) to develop a NORCOM Standard Operating Procedure for confirmed structure fires. Dispatchers will now automatically request Police, Utility Package, Investigator, and make staff/administration notification on all confirmed structure fires without needing to be directed by the incident commander.

- DC Magnuson made some suggestions for year-end evaluation improvement to HR Administrator Shannon Moore.
- DC Magnuson facilitated moving responsibility of Technical Rescue Program from BC Morris (D-shift) to BC Sauer (A-shift).
- DC Magnuson provided Battalion Chief's first and second quarter station turnout times and station 51 and 57 turnout trend report.

Training:

- Feedback regarding CVA, cardiac arrest, and major trauma incidents that Northshore crews were involved in was received from MSO Pompeo and sent out to the shifts.
- The August MTA was completed by Captain Harvey and Michelle Lovi and awaits distribution.
- Captain Harvey assisted John Burrow with preparations for a north end Technical Rescue trench refresher drill.
- Captain Harvey continued providing and evaluating annual fundamental skills challenge.
- Software was installed on the training computer to read and print reports from the mask fit test machine.
- Captain Harvey began research for the 2017 budget.
- DC Magnuson and Captain Harvey attended EMTG Command Post training with guest speaker Chief Ed Hadfield.
- DC Magnuson facilitated HIPAA training for new hires Dawn Killion and Kate Hansen.
- DC Magnuson and Captain Harvey evaluated Final Practical skills assessment for Probationary Firefighter Kyle Colletti.
- Captain Harvey attended weekly EMTG meetings.
- Captain Harvey provided information for the after action report for the recent MCO.
- EMTG command post training was hosted at Station 51 which was attended by approximately 80 EMTG firefighters, officers, and chiefs.

Emergency Management

- A new power supply for the City of LFP's Ham Radio was purchased and installed. The problem was discovered during the recent Cascadia Rising training.
- NEMCo had 40 volunteers show up to the July emergency volunteer meeting hosted at LFP. The purpose of the meeting was to discuss upcoming events and some brief training on Crowd Psychology.
- NEMCo finalized the plan and flyer for the Northshore Preparedness & Safety Fair to be held at Lake Forest Park Town Center, September 24, 2016 from 10:00 – 2:00
- EM Lunak submitted a recommendation to the NEMCo leadership to hire a full time Emergency Manager beginning in 2017.

Fire Prevention:

- No report provided.



**BOARD OF FIRE COMMISSIONERS
KING COUNTY FIRE PROTECTION DISTRICT NO.16**

OATH OF OFFICE

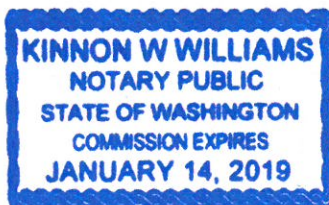
SECRETARY TO THE BOARD OF COMMISSIONERS

I, Kate Hansen, having been duly appointed Secretary to the Board of Fire Commissioners of King County Fire Protection District No. 16, by the Commissioners of said Fire Protection District, on July 26th, 2016, do solemnly swear that I will faithfully and impartially perform the duties of Secretary of said Fire Protection District No. 16, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States of America.

Kate Hansen

Signature

SUBSCRIBED AND SWORN to before me this 27th day of July, 2016.



Kinnon W. Williams

Kinnon W. Williams

NOTARY PUBLIC, in and for the State of

Washington, residing at: Kenmore

My commission expires: 1-14-2019