



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

September 6, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Commissioner Carolyn Armanini called the meeting to order at 5:02 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, and Dave Maehren. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, and members of the public. Absent was Commissioners Eric Adman.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda. Commissioner Maehren seconded. Motion passed unanimously.

Commissioner Kae Peterson joined the meeting at 5:05 PM.

III. PUBLIC COMMENT

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

- o As the anniversary of 9/11 approaches, what building code and firefighting tactic changes have occurred in the years since the attack?
- o How does FEMA's online emergency preparedness training programs compare to NEMCo's CERT program?
- o Mr. Dee Thanked Chief Torpin for excellent responses to his previous financial questions.

Chief Torpin responded to Mr. Dee's questions stating that impact to the World Trade Center towers was well beyond anything anticipated by design engineers. The Chief stated he was not aware of building standards that have been altered because of the event.

Chief Torpin clarified that FEMA's online training is related to the National Incident Management System (NIMS) where they have several courses available.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Commissioner Reports

Commissioner Maehren thanked Engine 51 and staff for attending the ribbon cutting of the Kenmore Mural Project. About 150 community members were present.

Commissioner Maehren reported that the cement silos at the Cal-Portland site have been selected as the winner of Kenmore's "Let's Beautify This" campaign. A launch BBQ will be held on September 24th.

Commissioner Maehren asked if the lobby could be opened for anyone who would like to view the 9/11 Memorial on September 11th.

Commissioner Maehren discussed continuation of the NEMCo program with Kenmore City Council Member Allen Van Ness. Commissioner Maehren stated Mr. Van Ness is supportive of the program.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

In the written fire chief's report, Commissioner Maehren requested future clarification of acronyms used in the report for the public's ease of reading.

Chief Torpin reported that a temp has been hired to complete the Training Division file organization project. Once complete the responsibility will be handed over to Administrative Specialist Hansen to maintain.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$176,942.63 and Reserve Fund Vouchers totaled \$2,967.80.

7.2 Meeting Minutes

- Regular Board Meeting of August 16, 2016

Commissioner Peterson moved to approve the consent calendar as presented. Commissioner Ellis seconded. Motion passed unanimously.

VIII. EXECUTIVE SESSION

The Board moved into executive session at 5:23 PM until 5:33 PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The Board moved back to open session at 5:34 PM.

ADJORNMENT

The meeting was adjourned at 5:34 PM.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 20, 2016.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

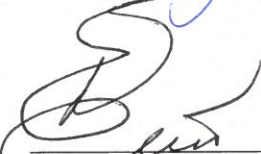
ERIC ADMAN, Chair



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 September 20, 2016



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, September 6, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Commissioner Reports
- V. **Action Items**
 - None
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of August 16, 2016
- VIII. **Executive Session**
 - 8.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).
- IX. **Adjournment**

Next Regular Meeting: September 20, 2016

Fire Chief's Report

Submitted by Chief Torpin
September 6, 2016

Administration/Financial:

- Chief Torpin, Finance Specialist Killion and Administrative Specialist Hansen met representatives from the State Auditor's Office. The purpose of the meeting was to give the new staff an introduction to the function of, and services provided by the Auditor's Office. This three hour meeting was very informative and interactive.
- Finance Specialist Killion received her notary license from the Washington State DOL.
- Finance Specialist Killion has discontinued training days with Andrea McDaniel.
- Finance Specialist Killion has scheduled 2 demos for new financial software, one on 9/20 with BIAS and the other on 9/26 with Vision MS. She has also been in contact with two other vendors and received quotes to offer comparisons. Demos have not yet been scheduled with these two other vendors.
- Chief Torpin and Attorney Altman met with the labor group for a negotiations meeting.

Human Resources:

- HR Administrator Moore has initiated limited work from home on several time sensitive issues, they include:
 - 2017 Hiring process - National Testing Network profile was updated, hiring process timeline was created and appointment slots for medical and psychological testing were secured.
 - 2017 Health Plans - Analysis of initial information from WCIF regarding plan changes and rates for 2017. Unfortunately it looks like we will be subject to significant increases to healthcare plan costs (20-30%). HR Administrator Moore has requested quotes from other providers, but as we already knew other providers' rates were already significantly higher than our current plan.
 - 2016 Non-Represented Salary Survey – Initial gathering of data has been initiated.
- Firefighters Kyle Colletti and Chris Hoffman successfully completed their probation period.

Operations:

- Chief Torpin, DC Magnuson, BC Knight, Capt. Harvey, LT Burrow and LT Hochstein met to discuss potential improvements in Rookie Book criteria and initial year onboarding practices. The discussion centered on the recent failure of one of the recruits failing to complete probation. Several potential changes will be examined; however, all agreed much was done in this recent instance to support success.
- DC Magnuson continues working setup and migration to ESO solutions for Fire and Medical Incident reporting, including:
- DC Magnuson evaluated extended response turnout times in excess of two minutes. Collaborated with Kevin Bryson of East Side Fire and Rescue to implement an alert to the DC for responses with turnout times exceeding two

minutes. Goal is to reduce turnout times in excess of two minutes, currently at 8% of all responses.

- DC Magnuson facilitated bi-monthly officer meeting and BC Staff day.
- DC Magnuson investigating feasibility to transition the ArcGIS for mapping, map books, and response evaluation.
- DC Magnuson collaborated with Josh Baker of NORCOM to implement new procedures to verify out of service or misplaced apparatus by NORCOM. New procedure was implemented Zone 1 wide.
- DC Magnuson collaborated with NORCOM to repair FireRMS data error subsequent to NORCOM GIS update.
- DC Magnuson researched Safety Data Sheet requirements. Assigned BC Sauer to implement a revised/improved SDS program.
- DC Magnuson viewed two webinars on Fire Data, one on NFIRS reporting and another on department performance metrics.
- August 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	144	49.48%	0:05:01	67.36%	0:42:23	Bothell	2	11	
	57	80	27.49%	0:06:06	56.25%	0:47:20	Kirkland	1	5	
Hazardous Condition (No Fire)	51	1	0.34%	0:07:26	0.00%	0:23:19	Shoreline	13	34	
	57	1	0.34%	0:04:13	100.00%	0:13:35	Woodinville	0	1	
Good Intent	51	14	4.81%	0:05:10	71.43%	0:13:23	Redmond	0	0	
	57	5	1.72%	0:06:34	0.00%	0:12:37	Other	0	0	
Fire	51	8	2.75%	0:06:27	50.00%	0:26:55	TOTAL	16	51	
	57	2	0.69%	0:05:01	50.00%	0:37:53				
Public Assistance	51	13	4.47%	0:06:36	38.46%	0:20:35	Emergency Response Average Turnout Time			
	57	3	1.03%	0:06:24	33.33%	0:21:42	EMS	1:09		
False Alarm or False Call	51	13	4.47%	0:06:14	46.15%	2:17:22	Fire Suppression	1:39		
	57	5	1.72%	0:04:23	100.00%	0:16:09				
Overpressure Rupture, Explosion, Overheat - no fire	51	2	0.69%	0:03:52	100.00%	0:32:16	Reaction Time Summary			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51 A-shift	0:59	Station 57 A-shift	1:03
Severe Weather & Natural Disaster	51	0	0.00%	0:00:00	0.00%	0:00:00	B-shift	1:11	B-shift	1:07
	57	0	0.00%	0:00:00	0.00%	0:00:00	C-shift	1:11	C-shift	1:00
Other	51	0	0.00%	0:00:00	0.00%	0:00:00	D-shift	1:05	D-shift	1:04
	57	0	0.00%	0:00:00	0.00%	0:00:00	AVG	1:06	AVG	1:04
Grand Total		291	100.00%	0:05:31	61.21%	0:44:50				

August 2016

Training:

- Temporary Admin Assistant Jeanne Jacobs started the training division records clean-up and reorganization project.
- DC Magnuson assisted Forest Hooker from TCA with tour of the training tower and burn prop for Central Pierce Fire.
- Captain Harvey completed training budget proposal for 2017.
- Kate Hansen and Captain Harvey completed the September MTA.
- Captain Harvey assisted FF Brackett with evaluating a different method of loading hose on the engines and made a recommendation to Operations to make the change.
- Captain Harvey made preparations for the fall KCFTOA Pump Academy.
- Captain Harvey updated the training tower usage fee schedule with the assistance of Dawn Killion.
- Captain Harvey attended two EMTG work group meetings.

- Captain Harvey assisted with preparations for the upcoming Multi-Company Operations (MCO) drill which is scheduled to begin on September 1.
- Captain Harvey supplied study information to the Company Officers in preparation for the upcoming MCO's in September.
- Captain Harvey prepared a proposal to create an EMTG task manual as requested by DC Kenworthy.

Emergency Management

- The City of Kenmore has posted an RFP for part time or contracted services for the Emergency Manager position. The RFP is posted on the City's website here: [RFP #16-C1602 Emergency Management Coordination Services](#) The RFP will also be posted on the National Emergency Management Association (NEMA) Career Center and the Washington State Emergency Management Association (WSEMA) website as well.

Fire Prevention:

- FM LaFlam and FI Booth worked on the preparation of the 2017 budget for the fire prevention division.
- FI Booth attended the Zone 1 fire investigators meeting. The meeting included a training session from a technician from the Washington State Crime Lab. The training focused on evidence collection and handling.
- FM LaFlam and FI Booth worked on preparations for the 2016 – 2017 school fire safety programs. The lesson plans were reviewed and all printed materials for distribution to the students were ordered.
- E51 crews participated in "Kenmore Play Day" activities at Rhododendron Park.
- A51/E51 crews participated in the Community Service Day at Kenmore, Moorlands and Arrowhead Elementary Schools.
- A51/E51 crews participated in the Kenmore Mural project ribbon cutting ceremony.