



**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**

**August 16, 2016**

**REGULAR MEETING BOARD OF COMMISSIONERS**

**I.        OPENING OF MEETING**

Commissioner Don Ellis called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Don Ellis and Dave Maehren, with Commissioner Carolyn Armanini by phone. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Lt. Anders Hansson, Board Secretary Kate Hansen, Emergency Manager Carl Lunak, and members of the public. Absent were Commissioners Eric Adman and Kae Peterson.

**II.       APPROVAL OF THE AGENDA**

Chief Torpin requested the addition of Discussion Item 4.4 and Action Item 5.1 regarding the 2017 contract for fire services with Interface Systems.

*Commissioner Maehren moved to approve the agenda as amended. Commissioner Armanini seconded. Motion passed unanimously.*

**III.      PUBLIC COMMENT**

Mike Dee of Lake Forest Park

- Mr. Dee suggested emergency preparedness meeting and training be available on a day other than Thursday.
- Mr. Dee missed the last CPR class and would like to be in the next one. He also encourages the Board to support funding NEMCo for another year, and expressed concerns regarding the safety of smart meters that are being implemented by Seattle City Light.

**IV.      INFORMATION/DISCUSSION ITEMS**

4.1       Northshore Emergency Management Coalition (NEMCo) Update:

Emergency Manager Carl Lunak presented an overview of progress made to date with regard to the scope of work developed upon the formation of NEMCo.

Progress made so far includes:

- Update of the comprehensive emergency plans for Kenmore and Lake Forest Park has been completed and approved by the state. This will allow FEMA reimbursement and applying for grants.
- Kenmore and Lake Forest Park comprehensive plans are two separate documents with minor differences to reflect each city's structure.
- Work continues on the Operational Annex. A draft is anticipated to be complete by the end of the month. The Operational Annex will provide structure/protocols during an emergency.
- Mr. Lunak commented that Battalion Chief Doug Knight has also done a lot of work to set up the Northshore Station 51 facility as an Emergency Operation Center.
- Emergency Volunteer Coordination (CERT): Two academies have taken place and a third is scheduled for October. The program has been time consuming but hugely successful thus far.
- An emergency preparedness workshop is scheduled for October 1<sup>st</sup>. These workshops provide an opportunity to those who cannot commit to the full CERT academy to receive basic emergency preparedness training.
- Cascadia Rising: joint exercises and training with staff of the two cities, fire and utility districts, amateur radio operators, and law enforcement.
- Another exercise is planned for the first week in November will include a simulated transition between two operational periods.
- A long-range calendar of exercises and training events (one emergency management event per quarter) is in the works.
- September will be full of community preparedness workshops and events.

Commissioner Armanini suggested reaching out to previous participants in Northshore Fire Department's CERT program who may like to be a part of the NEMCo CERT Program.

Chief Torpin reported that the NEMCo participating agencies met last week to discuss the future of the program. The agencies do not yet agree on how to continue, but all agree that the program should continue. A draft RFP will be sent out by the City of Kenmore to seek interested consultants to manage NEMCo. The City of Lake Forest Park is analyzing what it would cost for a full time emergency manager position. The Commissioners discussed potential structures for the program and expressed support for a full time NEMCo manager as well as continued momentum on the program.

The Board will discuss the matter further at the next meeting.

#### 4.2 2017 Firefighter Hiring Process:

Chief Torpin advised the Board that a firefighter hiring process will be initiated. The Chief reminded the Board that Last year the Board authorized over hiring two firefighters in anticipation that openings would occur during the year. The projection was correct and all of those firefighters are now filling needed positions. Chief Torpin

foresees the potential of additional vacancies in the next year or two and will move forward with the hiring process.

4.3 Commissioner Reports

- Commissioner Maehren attended the City of Kenmore's "Play Day." He reported that Engine 51 was present and was very well received by the public.

V. **ACTION ITEMS**

5.1 Interface Systems Contract:

- Chief Torpin reported he has received the 2017 contract from Interface Systems for Benefit Charge data management. Chief Torpin has reviewed the new contract and found it to be identical to previous years except for a slight increase in postage charges. Kinnon Williams has also reviewed and approved the document for form.

*Commissioner Maehren moved to authorize Chief Torpin to sign the presented contract with Interface Systems. Commissioner Armanini seconded. Motion passed unanimously.*

VI. **FIRE CHIEF'S REPORT**

Chief Torpin had no additions to his written report.

VII. **CONSENT CALENDAR**

7.1 Vouchers

- General Fund Vouchers totaled \$29,792.69. No Reserve Fund Vouchers.

7.2 Meeting Minutes

- Regular Board Meeting of August 16, 2016.

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

VIII. **EXECUTIVE SESSION**

None

**ADJORNMENT**

The meeting was adjourned at 5:46 PM.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for September 6, 2016.

Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

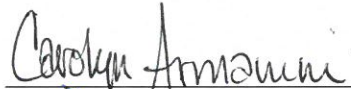
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**ERIC ADMAN, Chair**



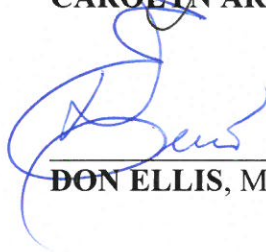
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**KAE PETERSON, Member**



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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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**KATE HANSEN, Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners September 6, 2016



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, August 16, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 NEMCo Update – Chief Torpin/Carl Lunak
  - 4.2 2017 Firefighter Hiring Process – Chief Torpin
  - 4.3 Commissioner Reports
- V. **Action Items**
  - None
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Meeting Minutes of August 2, 2016
- VIII. **Executive Session**
  - None
- IX. **Adjournment**

Next Regular Meeting: September 6, 2016

# Fire Chief's Report

Submitted by Chief Torpin  
August 16, 2016

## Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chief's meeting.
- Admin Specialist Hansen completed the required HIPAA training
- Finance Specialist Killion started issuing the Fire Prevention invoices on 8/4 in accordance with the new process that was discussed on 7/26
- Finance Specialist Killion continues to work with Andrea McDaniel for transition training.
- Finance Specialist Killion has scheduled demonstrations of new finance software programs. The demonstrations will include Bios Software and Visions VS, both of which are designed for fire district/municipal applications. The demonstrations will take place in late September.
- A meeting with representatives of the State Auditor's Office has been scheduled for August 24<sup>th</sup>. Chief Torpin invited the team to come out to meet the new staff and give an overview of the services provided. A review of our internal controls, invoicing and receipting process was also requested. This will be a great opportunity for new staff to meet the auditors to ask questions and gain a better understanding of what is expected during the bi-annual audits.
- The 2017 budget process has been initiated. Program managers and division head will submit budget information to the Chief by the end of August. The 2017 budget calendar is included with the meeting materials.

## Human Resources:

- HR Administrator Moore has initiated her maternity leave.
- Chief Torpin attended the WCIF Board Meeting and associated workshop serving as an alternate to Board Member HR Administrator Moore. 2017 rate and plan information release was the main topic of the meeting.

## Operations:

- Fire hose was ordered to replace the attack hose on two of the engines. This was a planned purchase from the equipment replacement subaccount of the reserve fund. The new hose will replace hose that is 10-17 years old.
- DC Magnuson attended NORCOM joint operations meeting in Bellevue.
- DC Magnuson finalized proposal to migrate from FireRMS to ESO for Medical and Fire Incident reporting and presented to Board of Commissioners for approval.
- DC Magnuson initiated setup and migration to ESO solutions for Fire and Medical Incident reporting.
- DC Magnuson continues as point of contact for Kirkland IT, facilitating purchasing and implementation of new Microsoft Surface Pro 3 and 4 tablet/laptop computers for CodePal and ESO use.
- DC Magnuson attended graduation and badge pinning ceremony for new Shoreline Paramedics, specifically to represent Northshore Fire Department for Paramedic Lyle Haugsven.

- DC Magnuson facilitated interviews with crew members and the ATF who worked the Bothell downtown fire.
- Radio reprogramming required a second “correction” to the last five radios, this is now complete.
- DC Magnuson collaborated with Finance Specialist Killion to correct some budget line item invoicing errors and update/correct the overtime accounting form.
- DC Magnuson updated Injury/Illness reporting form 4005 A-1 to add “Exposure” to occupational injury or illness.
- DC Magnuson provided NORCOM and other Zone 1 departments with a brief description and operational capabilities of Rescue 51.
- DC Magnuson facilitated implementation of King County fall prevention program for citizens 50 and older.
- DC Magnuson researched TB testing requirements for Fire Department personnel.
- DC Magnuson supplied Chief Torpin with a draft 2015 Annual Operations Report and response data.
- DC Magnuson attended monthly Zone 1 operations meeting in Kirkland.
- July 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	142	51.27%	0:05:12	68.79%	0:42:50	Bothell	3	26			
	57	82	29.45%	0:05:57	58.02%	0:34:41	Kirkland	0	3			
Hazardous Condition	51	1	0.36%	0:04:18	100.00%	0:17:54	Shoreline	13	33			
	57	4	1.45%	0:05:05	100.00%	0:38:39	Woodinville	0	2			
Good Intent	51	9	3.27%	0:05:21	100.00%	0:15:49	Redmond	0	1			
	57	6	2.18%	0:05:58	50.00%	0:14:36	Other	0	0			
Fire	51	2	0.73%	0:04:41	100.00%	0:50:01	<b>TOTAL</b>	<b>16</b>	<b>65</b>			
	57	1	0.36%	0:08:57	0.00%	0:20:30						
Public Assistance	51	6	2.18%	0:06:52	50.00%	0:15:08	<b>Emergency Response Average Turnout Time</b>					
	57	3	1.09%	0:06:49	33.33%	0:12:10	EMS	1:13				
False	51	12	4.36%	0:05:05	66.67%	0:17:06	Fire Suppression	1:40				
	57	5	1.82%	0:06:29	40.00%	0:12:48						
Rupture/Explosion	51	0	0.00%	0:00:00	0.00%	0:00:00	<b>Reaction Time Summary</b>					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:04	Station 57	A-shift	1:17
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:27		B-shift	1:01
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:17		C-shift	0:56
Other	51	1	0.36%	0:04:35	100.00%	1:10:04		D-shift	1:25		D-shift	1:20
	57	1	0.36%	0:00:00	0.00%	0:00:00		AVG	1:20		AVG	1:09
<b>Grand Total</b>		<b>275</b>	<b>100.00%</b>	<b>0:05:32</b>	<b>64.12%</b>	<b>0:37:26</b>						

## July 2016

### Training:

- Chief Torpin attended an EMTG Board Meeting.
- Captain Harvey distributed and collected PIA forms for two fires in Bothell.
- DC Magnuson provided Battalion Chiefs and Company Officers with initial and updated training completion reports (current reports attached).
- DC Magnuson collaborated with Dave Monahan to improve FireTrex-Training software functionality. A joint training session with Dave Monahan involving AS Hansen, FS Killion and DC Magnuson was also conducted.

- DC Magnuson and Captain Harvey evaluated Final Practical skills assessment for Probationary Firefighters Chris Hoffman and Jerry Lopez.
- Captain Harvey prepared end of probation recommendations for PFF Colletti and PFF Hoffman.
- Captain Harvey prepared a proposal to create an EMTG task manual as requested by DC Kenworthy.

### **Emergency Management**

- Chief Torpin attended a NEMCo multi-agency coordination meeting with Fanny Yee of Northshore Utility, Rob Karlinsey of Kenmore, Pete Rose of Lake Forest Park. The future of NEMCo beyond this first year was the main topic of discussion.
- A verbal update on progress being made with NEMCo will be provided at the August 16<sup>th</sup> Board Meeting.

### **Fire Prevention:**

- FI Booth attended the Region 4 Fire Investigators meeting. Topics of discussion were upcoming training events and respiratory protection policy coming from the Zone 1 Fire Investigator's group.
- FM LaFlam met with Administration Specialist Hansen to train her on the sprinkler and fire alarm permit intake process.
- FI Booth hosted a free CPR class for 9 students.
- FI Booth and HR Administrator Moore met with Administration Specialist Hansen to add her to the Northshore Fire Department Facebook as a contributor. FI Booth and Administration Specialist Hansen will continue to update weekly.