



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 18, 2016

REGULAR 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, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Finance Specialist Dawn Killion, and members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda. Commissioner Armanini seconded. The motion passed 4-0.

Commissioner Maehren joined the meeting at 5:01pm

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Board by asking several questions regarding items contained in the fire chief's report.

Lake Forest Park resident Max Beuter addressed the Board to comment on the recent tree removal at Station 57. Mr. Beuter stated he was pleased to hear the trees are to be replaced not just removed. He then recommended native trees should be selected to replace the alders that were removed.

- Chief Torpin clarified that the trees removed were leaning over the station and created a dangerous condition. The replacement trees will be Vine Maples and were selected from a list of native trees as a condition of the tree removal permit issued by the City of Lake Forest Park.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Northshore Emergency Management Coalition (NEMCo) Update

Chief Torpin reported that he recently met with the Cities of Kenmore and Lake Forest Park and the Northshore Utility District regarding the future of the Northshore Emergency Management Coalition. The Chief reported there is still disagreement between the participants on whether a full-time or part-time Emergency Manager position should be established. After a lengthy discussion the Board indicated the District would continue to support the program but did not believe a part-time position would not justify a 25% financial participation by the District.

Commissioner Maehren reported he attended the City of Kenmore Council meeting last night to listen to the Council's discussion on the NEMCo. He reported the following:

- The City is still considering the option available for Emergency Management services offered through King County.
- Concerns are shared by the City of Kenmore Council and Northshore Fire District Commissioners regarding the creation of an effective NEMCo governance model.
- Commissioner Maehren believes a comprehensive NEMCo proposal should be developed that details the benefits of the program and offers a comparison to the other options being considered.

Legal Counsel Kinnon Williams joined the meeting at 5:29pm.

At 5:31pm the board exited the Regular Meeting to hold the Public Hearing regarding the 2017 Benefit Charge and other revenue sources.

At 6:20pm the Board moved to recess and continue the Public Hearing to 5:00pm on November 1, 2016.

A separate report will be prepared for the Public Hearing upon its completion on November 1st.

The Regular Meeting was resumed at 6:22pm.

4.2 Website Update Proposal

Chief Torpin presented a proposal from Galactic Ideas for the development of a new District website. The new site would incorporate both design and functionality improvements related to staff needs and enhanced community outreach.

Commissioner Ellis moved to accept Galactic Ideas' proposal for work to rebuild Northshore's website. Commissioner Peterson seconded. Commissioner Armanini requested a friendly amendment to authorize the work with costs not to exceed \$8,900. Commissioner Ellis accepted the amendment. The motion passed 5-0.

4.3 Commissioner's Reports

Commissioner Maehren reported one of the items on the City of Kenmore's legislative lobby list is requesting property tax abatement for the Lake Point project. The city believes this is necessary to make the development of the property feasible. The Board may need to assess the impact on NFD revenue if the abatement is granted vs. the need for additional resources to service this new development.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

Commissioner Armanini received an inquiry from a community member who asked if citizens could be trained in traffic control via the CERT program. Chief Torpin stated traffic control primarily is a responsibility of local police agencies and they would have to be consulted before such citizen training and utilization was considered.

Commissioner Armanini requested an update on fence installation at Station 54. Chief Torpin reported that tenant is not interested in pursuing that course of action so no fence will be installed.

There were no further additions or questions regarding the written Fire Chief's report.

VII. CONSENT CALENDAR

7.1 Vouchers

- o The General Fund Vouchers totaled \$76,785.09 and Reserve Fund Vouchers totaled \$20,518.24.
- 7.2 Meeting Materials
 - o Regular Board Meeting of October 4, 2016.

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

VIII. EXECUTIVE SESSION

The Board moved into executive session at 6:55pm until 7:25pm to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The Board extended the executive session until 7:40pm. The board moved back to open session at 7:38pm.

ADJOURNMENT

The meeting was adjourned at 7:38PM

NEXT MEETING DATE

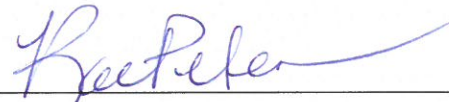
The next regularly scheduled Commissioners meeting is for November 1, 2016.

Attachments: Agenda and Fire Chief's Report

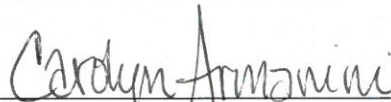
BOARD OF COMMISSIONERS



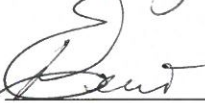
ERIC ADMAN, Chair



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 on November 1, 2016.



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, October 18, 2016

5:00PM

- I. **Open Meeting**
 - II. **Approval of Agenda**
 - III. **Public Comment**
 - IV. **Information/Discussion Item**
 - 4.1 Northshore Emergency Management Coalition Update – Chief Torpin
 - 4.2 Website Update Proposal– Chief Torpin
 - 4.3 Commissioner’s Report
 - V. **Action Items**
 - VI. **Fire Chief Report**
 - VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of October 4, 2016
 - VIII. **(5:30 PM) Public Hearing – Budget, Benefit Charge and Other Revenue Sources**
 - 8.1 Open Public Hearing – Commissioner Adman
 - 8.2 Financial Overview of the Fire District – Chief Torpin
 - 8.3 Presentation of 2017 Draft Budget – Chief Torpin
 - 8.4 Staff Recommendation for 2017 Tax Levy and Benefit Charge Assessment
 - 8.5 Public Comment
 - 8.6 Conclusion of Public Hearing
 - IX. **Executive Session**
 - 9.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).
 - X. **Adjournment**
- Next Regular Meeting: November 1, 2016**

Fire Chief's Report
Submitted by Chief Torpin
October 18, 2016

Administration/Financial:

- Chief Torpin attended a Zone 1 Chiefs meeting.
- Chief Torpin met with Woodinville Fire Chief Ahearn to discuss matters of mutual interest.
- AS Hansen completed her first Open Meetings Act training through the Association of Washington Cities.
- Chief Torpin, DC Magnuson, FS Killion, and HR Administrator Moore attended a demonstration of Bias Financial Software.
- The 2017 Budget proposal was completed.
- Finance Specialist Killion attended Washington Finance Officers Association training - BARS – Cash Basis – in Olympia on October 6th.

Human Resources:

- Firefighter application deadline was October 12th; the next steps will include a review of the applications and a phone screening with HR Administrator Moore.
- HR Administrator Moore, FS Killion and Chief Torpin are working on options for healthcare for 2017. Between excessive rate hikes and significant changes to plans we are likely going to have to change plans. Multiple plans have been examined and options are being narrowed down prior to discussions with the labor group.
- Chief Torpin and labor counsel attended the second mediation session with the labor group.

Training:

- Chief Torpin attended an East Metro Training Group Board meeting.
- AS Hansen worked with Captain Harvey to schedule 2017 Recruit Academy dates, Lake Forest Park Police training drill day, and East Metro Training Group Multi-Company Operations drill days.
- AS Hansen signed up Burn Prop Operators and EMS Instructors for trainings in October and November

Operations:

- DC Magnuson attended a Zone 1 Operations Chiefs meeting.
- Preparations for a severe windstorm were made. Preparations included extra staffing for field units and Resource Emergency procedures at the station. Communication and coordination with Lake Forest Park public works and EM Lunak have taken place.
- September Operations Response data:

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	131	51.78%	0:05:04	68.70%	0:39:08	Bothell	4	17			
	57	74	29.25%	0:06:28	63.51%	0:43:39	Kirkland	1	3			
Hazardous Condition (No Fire)	51	5	1.98%	0:06:47	40.00%	0:40:03	Shoreline	8	21			
	57	2	0.79%	0:07:47	0.00%	0:22:37	Woodinville	0	1			
Good Intent	51	13	5.14%	0:04:56	100.00%	0:28:52	Redmond	1	0			
	57	5	1.98%	0:04:53	75.00%	0:20:50	Other	0	0			
Fire	51	1	0.40%	0:08:07	0.00%	0:27:49	TOTAL	14	42			
	57	1	0.40%	0:06:06	0.00%	4:14:26						
Public Assistance	51	4	1.58%	0:07:05	0.00%	0:15:58	Emergency Response Average Turnout Time					
	57	1	0.40%	0:06:13	0.00%	0:15:39	EMS	1:05				
False Alarm or False Call	51	9	3.56%	0:06:11	33.33%	0:17:04	Fire Suppression	1:22				
	57	6	2.37%	0:04:46	83.33%	0:12:37						
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	0:00:00	0.00%	0:00:00	Reaction Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	0:58	Station 57	A-shift	1:14
Severe Weather & Natural Disaster	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:19		B-shift	1:02
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:10		C-shift	0:59
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:12		D-shift	1:05
	57	1	0.40%	n/a	n/a	n/a						
Grand Total		253	100.00%	0:05:38	63.64%	0:38:48	AVG	1:09		AVG	1:04	

September 2016

Fire Prevention:

- FM LaFlam attended the Zone 1 fire marshal's meeting where two significant items were discussed. The results of recent testing with "mobile repeaters" were presented and discussed. Mobile repeaters would be used to enhance radio communications at emergency scenes. The final draft of the "Recommended Best Practices for Respiratory and Dermal Protection" for fire investigators was reviewed. Both topics will be presented to the Zone 1 Chiefs at an upcoming meeting.
- FI Booth assisted with the Emergency Preparedness Workshop held on Saturday October 1st.
- FM LaFlam and AS Hansen worked with a group of Inglemoor High School students prepared 700 folders for the elementary school fire safety program. The folders will be distributed to kindergarten and third grade students at upcoming fire safety classroom presentations.

Northshore Emergency Management Coalition (NEMCo)

- Chief Torpin met with representatives from Kenmore, Lake Forest Park and Northshore Utility District to discuss the future of the Northshore Emergency Management Coalition.
- Additional information that was provided by EM Lunak is included in Board Meeting Materials.