



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 4, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Commissioner Carolyn Armanini called the meeting to order at 5:00 PM.

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

II. APPROVAL OF THE AGENDA

Commissioner Peterson requested the addition of section 4.6 to discuss marking Northshore Fire's 75 years of service to the community in 2017.

Commissioner Maehren moved to approve the agenda as amended. Commissioner Peterson seconded. Motion passed all in favor.

Legal Counsel Kinnon Williams arrived at 5:03 PM.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee made the following comments:

- The Lake Forest Park Safety Fair was a very nice event. He encourages the Fire Departments and others to maintain involvement.
- Mr. Dee heard about Northshore's Helmet Safety Program through the Shoreline Area News and has obtained a helmet through the program. Additional training may be needed so that more staff members know how to do the fittings.

IV. INFORMATION/DISCUSSION ITEMS

4.1 AMR Contract Amendment/Extension

Chief Torpin informed the regional contract with American Medical Response (AMR) is due for renewal. AMR would like to amend the structure for assessing late fees for the upcoming contract extension. Northshore has seen a drastic improvement in service from AMR. The penalties paid for non-compliance of the 20 minute response time have been below expectation.

Commissioner Armanini noted that another contract amendment provides for an automatic annual renewal. Chief Torpin confirmed that that is true but indicated Northshore is under no obligation to use AMR's services and can opt out at any time.

Commissioner Maehren asked for clarification on the required 90% response time compliance. Chief Torpin explained that the 90% compliance must be met in Northshore to avoid paying the penalties to Northshore. The compliance in other jurisdictions would not affect Northshore. Currently AMR is at approximately 98% within Northshore Fire's district.

Commissioner Maehren moved to adopt the proposed AMR contract. Commissioner Peterson seconded. Motion passed all in favor.

4.2 Fire Prevention Permit Fee Schedule

Chief Torpin clarified that there are three new permits that are now required on Fire Permit Fee Structures – Access Gate Installations, Carbon Dioxide Gasses, and Smoke Control Systems. The only changes made to Northshore's permit fee schedule were to add these new permits.

Commissioner Maehren asked about High Pile Storage regulations and how they are enforced. Chief Torpin said that permitted properties are inspected by Fire Inspector Wendy Booth or Fire Marshall Jeff LaFlam.

For future fee schedule additions or alterations, the schedule will be approved by the Board before adoption.

Commissioner Maehren moved to adopt the updated 2016 fee schedule. Commissioner Armanini seconded. Motion passed all in favor.

4.3 Northshore Emergency Management Coalition (NEMCo)

Chief Torpin provided an overview of the proposal he laid out in his memo to the Board regarding the District's continued participation with NEMCo. The proposal would make the District the employer of record for the emergency manager and assume 25% of the salary and benefits. The remaining salary and benefits would be split between the two cities proportioned by population served and paid to the District. The proposal would require the formation of a governing board and a comprehensive agreement that provides clear expectation on deliverables.

Commissioner Maehren expressed full support of the proposal. Commissioners Peterson and Armanini expressed support of the program and concept but had concern about the governing structure. The Commissioners discussed details of the current proposal, long-term considerations, and potential governing structures for the program.

The Commissioners authorized Chief Torpin to continue discussions with the cities regarding the concept.

4.4 Kirkland IT Contract Extension

Kirkland IT has asked for a 6% fee increase next year and 2% increase the following year. Chief Torpin said he has been very pleased with the service from Kirkland IT and believes their proposal is fiscally reasonable.

Commissioner Maehren moved to extend the contract with Kirkland IT as presented. Commissioner Peterson seconded. Motion passed all in favor.

4.5 Northshore Fire Department's 75th Anniversary

Commissioner Armanini would like to acknowledge Northshore Fire's 75th anniversary in 2017 with the community.

Commissioner Maehren suggested publicity around the 75th anniversary throughout the year with a special event in October. Commissioner Armanini suggested incorporating the celebration with the annual Pancake Breakfast in June.

The Commissioners will further discuss publicity and celebration ideas at upcoming meetings.

4.6 Commissioner Reports

Commissioner Peterson reported that there was a Safety Fair this past weekend at the Lake Forest Park Towne Center. She indicated she was happy to see Northshore Fire had participated with a booth.

Commissioner Maehren reported that Kenmore's 'Let's Beautify This' BBQ had a very large turnout.

Commissioner Armanini reminded all Commissioners and staff to respond to the invite for Lake Forest Park Civic Club's appreciation event this Friday, October 7th.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

There were no additions to the written fire chief's report.

Commissioner Maehren inquired about the Lake Forest Park fire on Perkins. The Chief reported the fire is believed to have been accidental and was quickly contained.

Commissioner Maehren asked about the research being done regarding GIS Mapping. He inquired if we could get the same mapping that is used by Norcom. Chief Torpin clarified that Norcom does not produce maps for external use, which is what Northshore is looking to update.

Commissioner Maehren asked if Galactic Ideas has been hired to do the website redesign. They have not but owner Leif Jensen is preparing a proposal for the work.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$183,288.52 and Reserve Fund Vouchers totaled \$2,793.92.

7.2 Meeting Minutes

- Regular Board Meeting of September 20, 2016.

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

VIII. EXECUTIVE SESSION

The Board moved into executive session at 6:20pm until 6:50pm to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The Board extended the executive session until 7:00pm. The Board extended the executive session until 7:05pm. The board moved back to open session at 7:07pm.

ADJORNMENT

The meeting was adjourned at 7:07 PM.


NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 18, 2016 at 5:00pm to be followed by a Public Hearing at 5:30pm.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

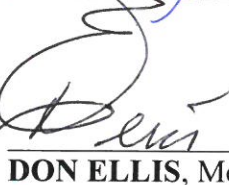
ERIC ADMAN, Chair



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 October 18, 2016



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, October 4, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 AMR Contract Amendment/Extension – Chief Torpin
 - 4.2 Fire Prevention Permit Fee Schedule – Chief Torpin
 - 4.3 Northshore Emergency Management Coalition – Chief Torpin
 - 4.4 Kirkland IT Contract Extension – Chief Torpin
 - 4.5 Commissioner Reports
- V. **Action Items**

None
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of September 20, 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: October 18, 2016 at 5:00 PM

Public Hearing: October 18, 2016 at 5:30 PM

Fire Chief's Report
Submitted by Chief Torpin
October 4, 2016

Administration/Financial:

- AS Hansen posted the October 18th Public Hearing Notice on the website and ran a public notice in the Shoreline Area News and the Bothell/Kenmore Reporter, both of which will be run twice.
- Chief Torpin and members of the administration attended a meeting with web designer, Leif Jensen, from Galactic Ideas to discuss possible upgrades to our website and social media platforms. The meeting was designed to determine basic needs and expectations for the development of a proposal.
- FS Killion and AS Hansen have registered for a public records training workshop on November 10th.
- Chief Torpin, DC Magnuson and FS Killion attended a demonstration of Vision MS financial software. A demonstration with another vendor is scheduled for next week.
- Chief Torpin met with Kirkland IT to discuss an extension of the current service agreement.

Human Resources:

- Names were pulled from National Testing Network (NTN) for the upcoming hiring process. There were a total 495 applicants who tested for the two open positions. Approximately 75 of the top scorers will be invited to apply.
- 2017 Healthcare rates were received from Washington Counties Insurance Fund (WCIF). The 2017 rates will increase healthcare costs by approximately 20%. Quotes from different vendors have been requested, although it appears the quote received may be competitive.
- Group completion of the Wellness Incentive program is still at 35% with 15 days left to complete.

Operations:

- DC Magnuson continues researching transition to geographic information system (GIS) map books, wall maps, and data evaluation. He met with ESRI consultant Bob Sheldon on Thursday, September 29th.
- DC Magnuson continues working on setup and migration to ESO solutions for Fire and Medical Incident reporting. He, along with Kate Hansen, Dawn Killion, and Wendy Booth participated in a three hour online training session with ESO.
- 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.
- Provided crews with Stroke Benchmark feedback.
- DC Magnuson viewed webinar on Fire Data and performance metrics and analysis.

- DC Magnuson attended NORCOM Joint Operations monthly meeting at Bellevue City Hall.
- DC Magnuson provided Wendy Booth and Kate Hansen suggestion to promote Smart911 and CodeRED through social media with links to both.
- DC Magnuson did some preliminary research in updating the Hearing Conservation program.

Training:

- Temporary AA Jeanne Jacobs is finalizing training division records clean-up and reorganization. Project is ahead of schedule (should be complete next week) and appears it will be completed in less time than anticipated.
- Captain Harvey and Kate Hansen completed the October Monthly Training Assignment.
- Captain Harvey assisted Ken Hofschulte with preparations for the Fall King County Fire Training Officer's Association's Pump Academy, primarily scheduling pumping apparatus at the Washington Fire Training Academy.
- Captain Harvey began preparing a Post Incident Analysis for incident # 16-2713, a structure fire in Lake Forest Park.
- FF Holmes updated several policy questions in the Probationary Firefighter Handbook.
- Captain Harvey researched making repairs to the training tower smoke generator.
- Captain Harvey developed skills sheets for the Annual Company Evaluations scheduled for October.
- Captain Harvey and Kate Hansen recruited CBT instructors for the October CBT classes.
- Captain Harvey assisted with several days of the East Metro Training Group (EMTG) Multi-company Operations (MCO) drills being held in Redmond.
- Captain Harvey continued with preparations for the November MCO.

Fire Prevention:

- FM LaFlam staffed a booth at the Lake Forest Park Preparedness and Safety Fair. The event took place at Third Place Commons on Saturday, September 24th. FM LaFlam also arranged for the State Fire Marshal's fire sprinkler demonstration trailer and Engine 57 to be at the event.
- FI Booth coordinated with BC Morris to prepare the 4th quarter inspections for distribution to the operations crews.
- FM LaFlam wrote an article for the monthly training bulletin covering the installation requirements for photovoltaic (solar) panels on single-family homes.
- FI Booth prepared fire safety tips to be posted on the Northshore Fire Department Facebook page during fire prevention week. Fire prevention week is October 9 – 15.

Northshore Emergency Management Coalition (NEMCo)

- Chief Torpin met with representatives from Kenmore, Lake Forest Park and Northshore Utility District for a quarterly NEMCo Principal's meeting on September

28th. The future of the program was discussed in detail with several options to be further evaluated.

- EM Lunak has completed a draft of the Operational Annex of the Comprehensive Emergency Management Plan (CEMP). The draft will be presented to stakeholder throughout October to refine some details. (The Ops Annex is primarily how the EOC will be staffed and set up, levels of activation & the nuts and bolts of how NEMCo would respond to an emergency.)
- The City of Kenmore will receive training on the Code Red program on September 29th and Northshore Fire will host Code Red training on October 18th. Code Red is a community notification system used throughout King County. The system also allows for the sharing of information between first responders and other disaster response entities.
- The second Emergency Preparedness Workshop of the year was held at Northshore Fire Department headquarters on October 1st. 30 local residents were signed up for the event.
- The 2016 Fall Community Emergency Response Team (CERT) academy begins on Thursday October 6th, there are 24 local residents signed up.
- EM Lunak has completed a draft NEMCo calendar for 2017 includes the following events:
 - Two CERT Academies
 - Two Preparedness Workshops
 - Two City Staff Training events
 - Two multi-agency exercises
 - 12 monthly CERT volunteer group meetings
 - 12 monthly Radio Amateur Civil Emergency (RACES) group meetings