



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 20, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Commissioner Carolyn Armanini called the meeting to order at 5:20 PM.

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

II. APPROVAL OF THE AGENDA

Commissioner Maehren moved to approve the agenda. Commissioner Ellis seconded. The motion passed 3-0.

III. PUBLIC COMMENT

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

- Mr. Dee passed out Third Place Books Community Calendars marking the upcoming Map Your Neighborhood Event on January 24th. The event will be focused on Lake Forest Park but is open to all interested parties.
- The new Station 57 signage looks very nice.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Inslee Best Agreement for Legal Services

Chief Torpin presented the proposed 2017 Inslee/Best contract for legal services. The Chief reported the terms are identical to the 2016 contract.

Commissioner Ellis asked Chief Torpin's opinion on the current use of legal counsel. Chief Torpin stated the use of legal counsel has evolved over the years and he feels the current access to Legal Counsel Williams is excellent and the usage is appropriate for the department's needs.

4.2 Schedule Date for State Audit Exit Conference

Chief Torpin reported the Washington State Auditor's Office has essentially completed the 2014-15 Audit. The Auditor is continuing to look at how we reported the HRA monies in the HRA agency fund that the auditor asked us to create during the 2012-13 audit. It was discovered during our audit that there was a wide variety of methods used amongst state agencies with regard to reporting these custodial funds. Upon completion of the Auditor's review, they will provide clear direction on how they would like these monies reported on the 2016 Annual Report.

The Commissioners agreed to hold the State Audit Exit Conference at the February 7th meeting.

4.3 Fire Chief's Performance Review

Commissioner Armanini proposed that the Fire Chief's Performance Review be postponed until HR Administrator Shannon Moore is back from maternity leave. The Review was rescheduled for the January 17th meeting.

4.4 Commissioner Reports

In response to the recent officer shooting in Mt. Vernon, Commissioner Maehren asked what Northshore's multi-agency response protocol is for active shooter and other imminent incidents. Chief Torpin reported that such responses were discussed at the recent Zone 1 Fire Chiefs meeting. The Chief stated the fire department response is predetermined, but expandable based on the scene conditions and needs. The current Zone 1 protocol is for only those units who are dispatched to respond. The police agencies operate a little differently than the fire service in this regard. However, it is practiced and expected that a unified command and incident management system would be utilized for these types of incidents.

V. ACTION ITEMS

5.1 Approval of Inslee Best Agreement for Legal Services

Commissioner Ellis moved to approve the Inslee Best Agreement as presented. Commissioner Maehren seconded. The motion passed 3-0.

VI. FIRE CHIEF'S REPORT

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

- The new aid car will be arriving this week. Inspections will be completed upon arrival to confirm all ordered equipment is present.
- Chief Torpin presented new patch samples to the Commissioners. Feedback from the firefighters about the possible return to a Maltese style patch has been positive.
- The records request for payroll that was reported in the Fire Chief's report was retracted and replaced with a less voluminous request. Communications are in process regarding the new request.
- Chief Torpin reported that there is a simpler CPR curriculum for citizens that do not want a CPR card but would like training. Exploration of the program and feasibility of implementation at Northshore is under review.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$35,310.94 and Reserve Fund Vouchers totaled \$206,371.80

7.2 Meeting Materials

- Regular Board Meeting of December 6, 2016

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Maehren seconded. The motion passed 3-0.

VIII. EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 5:58PM

NEXT MEETING DATE

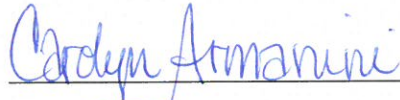
The next regularly scheduled Commissioners meeting is for January 3, 2017.

Attachments: Agenda and Fire Chief's Report

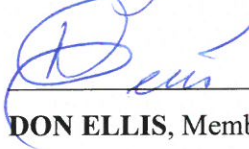
BOARD OF COMMISSIONERS

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 January 3, 2017.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, December 20, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Contract with Legal Counsel, Kinnon Williams – Chief Torpin
 - 4.2 Schedule date for State Audit Exit Conference – Chief Torpin
 - 4.3 Fire Chief’s Performance Review – Commissioner Adman
 - 4.4 Commissioner Reports
- V. **Action Items**
 - 5.1 Approval of Inslee Best Agreement
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of December 6, 2016
- VIII. **Executive Session**
 - None
- IX. **Adjournment**

Next Regular Meeting: January 3, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
December 20, 2016

Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chiefs Meeting.
- AS Hansen has secured the venue for the Annual Banquet (Inglewood Golf Club) and is coordinating with others in the department on additional event plans
- AS Hansen is working with Galactic Designs on the website design, content will be solidified over the next month.
- A records request for payroll and attendance records for September through November 2016 has been received.
- The Benefit Charge database has been updated for 2017 by our consultant Neil Blindheim.

Human Resources:

- Formal offers of employment have been provided to the two new fire recruits. They will begin work on January 17, 2017. The first day of their academy will be on January 19th.
- Representatives from DiMartino and Associates have met with each crew to present the 2017 healthcare plan.

Operations:

- DC Magnuson continues researching transition to geographic information system (GIS) map books, wall maps, and data evaluation. Probable solution will be to partner with NORCOM, utilizing their GIS staff and existing data.
- DC Magnuson continues working on setup and migration to ESO solutions for Fire and Medical Incident reporting. CAD interface is now functional. Staff is practicing with intention to transfer to ESO exclusively by January 1st 2017. Testing of ESO system is positive; all fields normally generated by CAD interface are coming across. DC Magnuson identified a few areas for improvement that NORCOM and King County EMS are seeking to employ.
- DC Magnuson continues to monitor and evaluate extended response turnout times in excess of two minutes. First Watch alert emails go directly to all Battalion Chiefs in addition to DC Magnuson.
- DC Magnuson provided crews with CVA Benchmark feedback.
- DC Magnuson continued evaluation of Automatic Aid responses by Shoreline Fire Department responding as first due to Kidney Center. Anomalies appear to be rectified by NORCOM's removal of modified speed limits along NE 145th St in CAD.
- DC Magnuson has been collaborating with Lt. Hochstein, Capt. Harvey, BC Sauer, and FF Schwartz to facilitate equipment needs of new recruits for Academy 2017-1 EMTG Class 5-South.
- Battalion Chief Knight attended 2017 EMT CBT and Run Review instructors meeting in place of DC Magnuson.
- DC Magnuson participated in national NFPA Fire Data Survey.

- DC Magnuson attended monthly Zone One Operations meeting in Kirkland.
- DC Magnuson facilitated bi-monthly officer's meeting and BC Staff day.
- DC Magnuson and Chief Torpin attended quarterly North King County Chiefs meeting at Station 51.
- DC Magnuson collaborated with Kirkland IT to resolve FireRMS error codes.
- DC Magnuson assisted citizen with medically fragile child to improve medical service delivery to child.

Training:

- DC Magnuson and Captain Harvey continued evaluating crews during annual evaluation evolutions.
- Captain Harvey and DC Magnuson evaluated Probationary Firefighters Ross, Kuykendall, and Gustafson for their end of probation practical skill evaluation.
- The MCO props in the training tower were broken down and the tower was cleaned.
- Captain Harvey compiled items for the January 2017 MTA.
- Captain Harvey prepared a return to work training plan for FF Osgood in anticipation of his return from long term disability.
- Propane to replenish the supply for the burn prop in the training tower was ordered and received.
- Captain Harvey prepared an orientation schedule for the new hires.
- Captain Harvey and BC Sauer conducted an Acting BC tactical assessment for Lt. Ingersoll.
- DC Magnuson and Captain Harvey attended quarterly EMTG Operations meeting in Redmond.
- Captain Harvey facilitated a task manual work group meeting on December 7th at Station 51.

Fire Prevention:

- FI Booth delivered 7 Kindergarten Fire Safety presentations and finished up the 3rd grade class visits at five elementary schools.
- FI Booth hosted a private First Aid/CPR class for 8 students.
- FI Booth organized and worked with Inglemoor High School Key Club members to stuff over 1100 folders for the 1st & 6th grade visits in the Winter/Spring of 2017.
- FM LaFlam attended the Zone One fire marshals meeting as well as a fire alarm advisory board meeting in Redmond.
- FM LaFlam met with Kenmore permit tech to discuss Northlake Lutheran's application to become a temporary shelter for local homeless folks on cold nights.
- FM LaFlam assisted in the Woodinville Fire interview process for an Inspector/Plans Examiner position.
- AS Hansen and FM LaFlam are working to streamline Northshore's Sprinkler Permit processing system

Northshore Emergency Management Coalition (NEMCo):

- The Interlocal Agreement establishing the Northshore Emergency Management Coalition has been executed by all participating agencies' legislative bodies. The amendment requested by the Board was made to the final version.
- Emergency Manager Carl Lunak will officially begin work on January 3, 2017. He will be