



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

March 15, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The March 15, 2016, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181st Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 5:00 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Kae Peterson, Don Ellis and Dave Maehren. Also, present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda as presented. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

III. PUBLIC COMMENT

Mike D a citizen introduced himself to the Board and indicated he was interested in the agenda item regarding the joint meeting with Kenmore and Lake Forest Park councils.

IV. EXECUTIVE SESSION

At 5:03 pm the Board moved into executive session to discuss, matters related to collective bargaining pursuant to RCW 42.30.140(4) until 5:23 pm. At 5:23 pm, the Board extended the executive session until 5:33 pm. At 5:33 pm, the Board moved back into regular session.

V. INFORMATION/DISCUSSION ITEMS

5.1 Joint Meeting with Kenmore and Lake Forest Park Councils

Chief Torpin reported that he has received a request from City Manager Rob Karlinsey to get the governing boards of the fire district, City of Kenmore and the City of Lake Forest Park together for a joint meeting.

The purpose of the meeting is to provide a format to discuss the Regional Fire Authority (RFA) process, the newly formed Northshore Emergency Management Coalition (NEMC) and any other items of joint concern. A discussion ensued regarding potential meeting dates and agenda items. Following the discussion the Board suggested April 5 at 6:00 pm for the joint meeting. Chief Torpin indicated he would coordinate with the cities and report back to the Board.

Commissioner Maehren left the meeting at 5:36 pm.

5.2 Staff Vehicle Purchase

Chief Torpin reported that a new staff vehicle will be purchased for use by the Deputy Chief. Chief Torpin indicated this is a planned purchase and funds have been set aside in the reserve fund. Additional bids have been requested in addition to the one from Washington State Department of Enterprise Services that was included with the meeting materials. Once we have received a sufficient number of bids we will move forward with the purchase.

5.3 Commissioner Reports

Commissioner Peterson inquired about the Sunday windstorm and the impacts it had on call volumes. Chief Torpin reported that the District was in "Resource Emergency" during the storm and responded to 39 calls, most of which were non-emergency type calls. A discussion ensued regarding Resource Emergency and how the calls were handled in such situations.

Commissioner Adman reported he met with Commissioner Richard Schrock from Snohomish County Fire District No. 1 to discuss the Regional Fire Authority (RFA) process.

VI. ACTION ITEMS

None

VII. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. Chief Torpin provided a verbal report on the status of the open Administrative Specialist position and indicated that a conditional offer was made and accepted.

Commissioner Peterson congratulated Chief Torpin on finishing his term as Chair of the NORCOM governing Board. Chief Torpin indicated it was a great experience and opportunity to serve as the Chair.

Chief Torpin indicated that the contract for services to conduct a Strategic Planning process has been executed with ESCI. They are currently working on a date for the two-day workshop. The SWAT analysis survey will be sent out to all employees a couple of weeks before the workshop.

VIII. CONSENT CALENDAR

8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Ellis, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the meeting minutes from March 1, 2016, General Fund Vouchers totaling \$88,919.08 and Reserve Fund Voucher totaling \$5,069.26.

ADJORNMENT

The meeting was adjourned at 5:54 pm.

NEXT MEETING DATE

The next regular Commissioners meeting is scheduled for April 5, 2016.

Attachments

Agenda
Fire Chief's Report


BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

KAE PETERSON, Member



CAROLYN ARMANINI, Member



DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners April 5, 2016



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, March 15, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Executive Session**

Executive Session for the purpose of discussing matters related to collective bargaining pursuant to RCW 42.30.140(4).

- V. **Information/Discussion Item**

- 5.1 Joint Meeting with Kenmore and Lake Forest Park Councils – Chief Torpin
- 5.2 Staff Vehicle Purchase – Chief Torpin
- 5.3 Commissioner Reports

- VI. **Action Items**

- VII. **Fire Chief Report**

- VIII. **Consent Calendar**

- 8.1 Vouchers
- 8.2 Meeting Minutes of March 1, 2016

- IX. **Adjournment**

Next Regular Meeting: April 5, 2016

Fire Chief's Report

Submitted by Chief Torpin
March 15, 2016

Administration/Financial:

- Chief Torpin and NORCOM Executive Director Tom Orr met with King County Councilmember Rod Dembowski and his Legislative Aide Garret Holbrook to discuss issues related to the King County E911 Office and the various Public Safety Answering Points (PSAPs). Chief Torpin attended in his capacity as the NORCOM Governing Board Chair.
- Chief Torpin attended the March NORCOM Governing Board meeting. This will be the last meeting the Chief will be serving as chair. The new Chair will be installed at the NORCOM Principals Assembly in April. Commissioners are invited to attend the Principals Assembly.
- Chief Torpin contacted Don Bivins from Emergency Services Consulting International (ESCI) to execute the contract for the Strategic Planning process. A schedule for the process is under development.
- The IT Server project continues, work should be completed in the next few weeks.
- A representative from our insurance carrier, VFIS, visited for the purpose of a risk analysis audit. A review of driving programs, safety programs, management practices, tour of covered facilities and loss history was completed. A letter will be provided with the results and recommendations of this audit in the next few weeks. However, the VFIS representative was very impressed with our operation.
- Chief Torpin submitted a request for an extension of the temporary use permit that allows the former fire station to be used for storage. The request needed to get on the city council's agenda for approval prior to the expiration of the original permit. The request or granting of an extension does not obligate the District to continue the lease if it chooses to terminate the agreement with the lessee.
- Battalion Chief Tagart has requested quotes for a vehicle that will be used by the Deputy Chief. One quote has been received from the Washington State Department of Enterprise Services. This competitive quote was included in your meeting material packet and we anticipate receiving a couple more before a decision is made on a source for this vehicle. The vehicle is a planned capital purchase with funds set aside in the reserve fund.

Human Resources:

- Administrative Specialist hiring update: In-person interviews were completed for top candidates with HR Administrator Moore, DC Magnuson, and Chief Torpin. Plans are to make a conditional offer to the selected individual the week of March 7th.
- HR Administrator Moore has scheduled and begun meeting with each shift to communicate the details of this year's wellness incentive plan.
- HR Administrator Moore attended the Washington County Insurance Fund (WCIF) Spring Board Meeting in Walla Walla.

Operations:

- The database that maintains response data (FireRMS) was successfully migrated from a Kirkland IT server to NORCOM. This move has been in the plans for several years and now all NORCOM FireRMS users are hosted by NORCOM.

- Chief Torpin and DC Magnuson evaluated shift assignments for Lt. Burrow and the new recruit firefighters upon completion of EMTG Academy 3.
- DC Magnuson and Captain Harvey have initiated planning for a post academy orientation process for our newest firefighters. A schedule for the week-long orientation was created.
- DC Magnuson met with Sheri Baker and Police Chief Sether regarding Kenmore Bicycle Criterium race and other public events in Kenmore scheduled for August 2016.
- DC Magnuson attended the Week 8 recruit evaluations. All three recruits are continuing to perform well.
- DC Magnuson evaluated compliance with King County EMS protocols for responding to CVA (Stroke) incidents. Feedback is now being provided to crews on their compliance with established benchmarks for rapid stroke protocol incidents.
- DC Magnuson, HR Administrator Moore, Captain Harvey and FF Ford attended the monthly Safety Committee meeting. Several items discussed will be included in the next MTA.
- DC Magnuson completed a "Pass-down" to BC Sauer regarding A-shift responsibilities.
- February Response Stats:

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	126	54.31%	0:05:28	69.35%	0:38:11	Bothell	2	12			
	57	61	26.29%	0:05:49	63.93%	0:42:42	Kirkland	1	4			
HazMat	51	3	1.29%	0:07:03	33.33%	0:49:31	Shoreline	11	21			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Woodinville	0	0			
Good Intent	51	10	4.31%	0:06:02	25.00%	0:14:09	Redmond	1	1			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Other	1	0			
Fire	51	2	0.86%	0:03:45	100.00%	0:28:23	TOTAL	16	38			
	57	2	0.86%	0:04:12	100.00%	0:21:39						
Public Assistance	51	1	0.43%	0:08:35	0.00%	0:26:27	Emergency Response Avg Turnout Time					
	57	2	0.86%	0:06:07	50.00%	0:16:15	EMS	1:11				
False	51	23	9.91%	0:06:47	56.52%	0:23:12	Fire Suppression	2:01				
	57	2	0.86%	0:05:55	50.00%	0:37:22						
Rupture/Explosion	51	0	0.00%	0:00:00	0.00%	0:00:00	Turnout Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:15	Station 57	A-shift	0:40
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:18		B-shift	1:27
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:17		C-shift	1:10
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:11		D-shift	1:04
	57	0	0.00%	0:00:00	0.00%	0:00:00		AVG	1:15		AVG	1:10
Grand Total		232	100.00%	0:05:43	65.18%	0:37:07						

February 2016

Training:

- The three probationary firefighters hired last September completed section three of their probationary firefighter handbook. All three completed and passed the mid-term practical evaluation. Section four of probationary firefighter handbook was distributed to the firefighters.
- The hose handling section of the Training Manual was updated.
- Planning and facilitation of the spring King County Fire Training Officers Association (KCFTOA) Pump Academy was initiated with FF Hofschulte. Handbooks for the class were purchased.

- DC Magnuson and Captain Harvey attended several EMTG and KCFTOA meetings.
- DC Magnuson and Captain Harvey attended a one day Fire Service Leadership conference at Seattle Joint Training Facility.

Fire Prevention:

- The first CERT class of 2016 was completed last Thursday evening.
- FM LaFlam attended a meeting of the Zone 1 fire marshals. Items on the agenda included: the upcoming fire sprinkler forum, the fire alarm advisory board meeting agenda, training goals for 2016, discussion of the draft fire investigation safety policy and the management of fire protection system test reports. In addition, the fire marshals met to jointly work on an analysis of the 2015 International Fire Code and proposed State and local amendments.
- FI Booth coordinated for and assisted firefighters with the delivery of six fire safety presentations in 6th grade classrooms.
- FM LaFlam attended a planning meeting at Inglemoor High School for the 2016 DUI Drill. The drill will take place on May 20, 2016.
- FI Booth delivered a safety presentation to seniors at Epiphany Lutheran Church.