



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 6, 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, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, and members of the public.

II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of Section 4.3 regarding scheduling a Special Board Meeting to sign end of year vouchers.

Commissioner Armanini moved to approve the agenda as amended. Commissioner Peterson seconded. The motion passed 5-0.

III. PUBLIC COMMENT

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

- Mr. Dee would like to know why Lake Forest Park desires to be the employer of record for the NEMCo Manager.
 - Chief Torpin stated he could not speak for Lake Forest Park, but it's understood that since the primary responsibility for emergency management falls with the cities, Lake Forest Park preferred that one of the cities be the employer of record.
- Lake Forest Park residents will be holding a Map Your Neighborhood event and inviting all Lake Forest Park neighborhoods to participate.
- Mr. Dee would like to know more information about DC Magnuson's authorization of local PD to directly call for AMR response.
 - Chief Torpin clarified that previously, local police departments had to contact the fire department in order to obtain an ambulance for transporting individuals in their custody. The new AMR contract now allows police officers to call for an ambulance directly so they do not have to go through the fire department.
- Mr. Dee would like to see more First Aid/CPR classes held at Northshore Fire. He would also like to see a voucher program for those who may be unable to pay for the classes.
 - Chief Torpin will add this topic as a future agenda item. Multiple models have been tried over the years and the program may need to be re-evaluated.
- Mr. Dee thanked the Department for their share in the funding of the NEMCo program.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Northshore Emergency Management Coalition

Commissioner Armanini expressed concern about the Section 9 language that states the Lead Agency shall appoint the NEMCo manager. Chief Torpin explained that Section 10 clarifies that the Lead Agency will be directed by the Committee, but would seek the change if the Board so desired. The Commissioners would feel more comfortable if the language was removed from Section 9.

Commissioner Maehren moved to make a conditional approval of the NEMCo Agreement with the striking of language in Section 9 that state the Lead Agency may appoint the NEMCO manager. Commissioner Peterson seconded. The motion passed 5-0.

4.2 Special Meeting

The Commissioners consented to schedule a Special Meeting for 3:00pm on December 28th to sign end of year vouchers.

4.3 Commissioner Reports

Commissioner Maehren attended the unveiling of the fallen police officer memorial at the King County Court House. Commissioner Maehren noted Kenmore Mayor David Baker and City Manager Rob Karlinsey were also in attendance.

Commissioner Peterson presented Chief Torpin with an FDNY hat from her visit to the 9/11 Memorial in New York.

V. ACTION ITEMS

5.1 Interlocal Agreement for Regional Emergency Management (NEMCo)

See Section 4.1 for action taken.

VI. FIRE CHIEF'S REPORT

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

- Asked the Commissioners if they would like to become members of the Washington State Fire Commissioners Association again. After a brief discussion the Commissioners concurred that there is not enough benefit to Northshore to warrant joining.
- The bank where Northshore Fire currently has their petty cash account is closing its Kenmore branch so Northshore will be moving the petty cash account to Key Bank which still has a branch in Kenmore.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$106,228.53 and Reserve Fund Vouchers totaled \$36,870.41

7.2 Meeting Materials

- Regular Board Meeting of November 15, 2016.

Commissioner Peterson moved to approve the consent calendar as presented. Commissioner Armanini seconded. The motion passed 5-0.

VIII. EXECUTIVE SESSION

The Board moved into Executive Session at 5:35PM until 6:35PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The board moved back to open session at 5:47PM.

ADJOURNMENT

The meeting was adjourned at 5:47PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for December 20, 2016.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

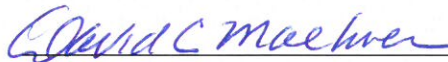
KAE PETERSON, Member



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 December 20, 2016.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, December 6, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Northshore Emergency Management Coalition – Chief Torpin
 - 4.2 Commissioner Reports
- V. **Action Items**
 - 5.1 Interlocal Agreement for Regional Emergency Management (NEMCO)
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of November 15, 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: December 20, 2016 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
December 06, 2016

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin and FS Killion continued work with the State Auditor on the 2014-15 Audit. The Auditor has completed his work at the station and will be completing the final report within a week or two.
- AS Hansen worked with Chief Torpin to obtain 2016 Fire Sprinkler Permit info for FBC filing
- AS Hansen relabeled the Training Archive boxes per new organization and is in the process of confirming that all information in the archive lists is accurate per 2016 CORE retention schedule updates.
- AS Hansen and Chief Torpin met with legal counsel regarding a review of Policy 5301-Access to Public Records. The goal of the review is to ensure current policy is up to date with all statutory requirements.
- AS Hansen, FS Killion and Chief Torpin met with Neil Blindheim for initial training on the benefit charge database. The training provided instruction for navigating the database as is necessary to answer benefit charge related questions.

Human Resources:

- HR Administrator Moore completed background checks on two firefighter applicants, provided conditional offers of employment and arranged for psychological and medical examinations.
- With the hiring process complete, HR Administrator Moore will return to fulltime maternity leave until January 11th.
- FS Killion has initiated a master application for enrollment into the Northwest Firefighter's Trust medical plan.
- FS Killion notified the Washington Counties Insurance Fund that we would be moving our employee medical plans to a different carrier due to the cancelation of the current plan and the high cost for the most similar replacement.
- FS Killion attended two webinars, one sponsored by BIAS Software related to 1099 Form distribution and another related to post issuance bond compliance requirements.

Operations:

- DC Magnuson continues working on setup and migration to ESO solutions for Fire and Medical Incident reporting. NORCOM is working on CAD interface; interface should be in place by 12/5/2016. Staff is practicing with intention to transfer to ESO exclusively by January 1st 2017.
- DC Magnuson collaborated with Dave Monahan to improve FireTrex training and develop online daily check sheets.
- DC Magnuson assembled and provided November response, training, and fire inspection data to Chief Torpin, Fire Prevention division, Training division, and Battalion Chiefs.

- 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.
- DC Magnuson notified King County Sherriff's Office and Lake Forest Park Police regarding improvement allowing police to directly call AMR for involuntary/voluntary commitment transport.
- November 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			
Rescue & Emergency Medical Service Incidents	51	135	52.12%	0:04:58	69.63%	0:35:39	Bothell	2	10			
	57	67	25.87%	0:06:06	50.75%	0:37:40	Kirkland	2	3			
Hazardous Condition (No Fire)	51	3	1.16%	0:05:21	66.67%	0:32:13	Shoreline	8	11			
	57	1	0.39%	0:03:59	100.00%	0:25:45	Woodinville	0	2			
Good Intent	51	11	4.25%	0:06:07	0.00%	0:18:01	Redmond	1	0			
	57	7	2.70%	0:05:38	50.00%	0:14:14	Other	0	0			
Fire	51	1	0.39%	0:06:19	0.00%	0:16:45	TOTAL	13	26			
	57	1	0.39%	0:10:19	0.00%	0:36:04						
Public Assistance	51	4	1.54%	0:08:00	25.00%	0:17:16	Emergency Response Average Turnout Time					
	57	5	1.93%	0:08:15	20.00%	0:19:33	EMS		1:07			
False Alarm or False Call	51	18	6.95%	0:04:44	83.33%	0:26:13	Fire Suppression		1:54			
	57	3	1.16%	0:05:57	66.67%	0:18:02						
Overpressure Rupture, Explosion, Overheat - no fire	51	1	0.39%	0:06:01	0.00%	0:16:05	Reaction Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:02	Station 57	A-shift	0:57
Severe Weather & Natural Disaster	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:13		B-shift	1:14
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:17		C-shift	1:11
Other	51	2	0.77%	0:03:28	100.00%	0:19:00		D-shift	1:07		D-shift	1:03
	57	0	0.00%	0:00:00	0.00%	0:00:00						
Grand Total		259	100.00%	0:05:26	62.45%	0:33:58	AVG	1:10		AVG	1:07	

November 2016

Training:

- Preparations continued for a firefighter survival drill scheduled for the first quarter of 2017.
- Captain Harvey and Kate Hanson assisted Lieutenant Hochstein with registering for a Live Fire Instructor class at the North Bend Fire Training Academy.
- Captain Harvey facilitated supplying post incident analysis worksheets to Kirkland Fire regarding a structure fire that Northshore crews responded to on November 25th.
- Captain Harvey assisted Lieutenant Ingersoll with preparing for annual TRT skills evaluations scheduled for December.
- Captain Harvey and Kate Hansen completed the December MTA.
- DC Magnuson provided Battalion Chiefs with updated crew CBT training report. All EMT's are required to make up any missed classes prior to recertification.
- DC Magnuson provided Battalion Chiefs with crew Training Completion (by hours) reports for all training and mandatory training. Request that mandatory training be made up by end of year was made for all shifts.
- DC Magnuson audited training for 2016 seeking areas of improvement for 2017. Suggestions were made to Capt. Harvey for additional (required) training and HR S. Moore for required HR training.

- DC Magnuson and Captain Harvey conducted annual company evaluations for B-shift and D-shift.
- Captain Harvey conducted twelve multi company operations live fire drills at Station 51.
- Captain Harvey attended a meeting finalizing recommended updates to EMTG Best Practices.
- Captain Harvey provided information to the EMTG Recruit Academy staff regarding scheduling and drill ground layout.

Fire Prevention:

- FM LaFlam performed the inspections needed to provide final approval for the fire sprinkler and fire alarm systems permits for Building E at Spencer 68 Apartments. Final approval for building occupancy is planned for December 14th.
- FI Booth assisted operations crews in the delivery of fire safety lessons in three third grade classrooms. In addition, she delivered presentations to four kindergarten classes.
- FM LaFlam attended the Zone One fire marshals meeting. The agenda items included: mobile radio repeaters, new WA State fire alarm requirements and fire investigations in Zone One.
- FI Booth assisted with the final CERT class. The class participants performed search and rescue tasks, triaged injured patients and completed a final written exam.

Northshore Emergency Management Coalition (NEMCo):

- The Interlocal Agreement establishing the Northshore Emergency Management Coalition has been completed and is being presented to the legislative bodies of the four participating agencies.
- The final class of the fall CERT class was held on December 1st, where 26 students graduated from the class.
- An EOC activation training program has been developed by EM Lunak with assistance from Battalion Chief Knight. The training will be presented next week and is designed for city and fire department personnel who may fill the role of a Section Chief.