



## **Northshore Fire Department**

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

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, May 5, 2015

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Information/Discussion Item**
  - 4.1 1<sup>st</sup> Quarter Financial Report – Chief Torpin
  - 4.2 Station 54 – Chief Torpin
  - 4.3 RFA Discussion —Commissioner Adman
  - 4.4 Commissioner’s Report
- V. Action Items**
- VI. Fire Chief Report**
- VII. Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Special Meeting Minutes of April 14, 2015
  - 7.3 Meeting Minutes of April 21, 2015
- VIII. Executive Session**
- IX. Adjournment**

**Next Regular Meeting: May 19, 2015**



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

BUSINESS (425) 354-1780 FAX (425) 354-1781

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### MINUTES

May 5, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The May 5, 2015, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181<sup>st</sup> Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 1700 hours. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin, Battalion Chief Michael Morris and Legal Counsel Kinnon Williams. Commissioner Kae Peterson arrived at 17:08 hours.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren requested a discussion item regarding the open house be added to the agenda. The request was approved and added as item 4.5 on the agenda..

Commissioner Gehrke moved to approve the agenda as amended. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 0.

#### III. PUBLIC COMMENT

No public comments were made.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 1<sup>st</sup> Quarter Financial Report

Chief Torpin indicated the 2015 1<sup>st</sup> Quarter Financial Report was included with the meeting materials. The Chief reported that there was nothing remarkable to report in regards to either revenue or expenses during the first quarter. The Chief then inquired if the Board had any questions regarding the report, to which there were none.

##### 4.2 Station 54

Chief Torpin provided an update regarding the District's efforts to lease out Station 54 to a private party for indoor storage. The Chief reported he

had formally requested a temporary use permit from the City of Kenmore. The City has scheduled a public hearing on the matter for May 11<sup>th</sup>. The issue has been advertised in the Seattle Times and the Chief has provided an informational letter explaining what was being considered to the neighbors who live adjacent to the station.

Chief Torpin also reported that any rents collected would be subject to a 12.84% lease-hold excise tax. It has also been determined that the roof on the facility was at its end of life and replacement is required. The initial bid received which did not provide a repair option was approximately \$17,000. The Chief stated he was still looking to find a contractor that would be willing to repair rather than replace the roof, as replacement would not be desirable if the building were to be deemed surplus and sold.

A discussion ensued whether the Board should reconsider leasing and take action to declare the property surplus and move to dispose of the property in its current condition. After the discussion, the Board directed the Chief to use his discretion to repair or replace the roof as necessary to complete the lease agreement for one year.

The Board unanimously agreed that a future discussion regarding the long-term necessity to maintain ownership of this facility should take place within the next year.

#### 4.3 RFA Discussion

The Board briefly discussed Woodinville's recent Board Meeting and their discussion of the Northshore memorandum regarding the proposed Regional Fire Authority. The Board also discussed the six year financial projection prepared by the City of Bothell that detailed new capital and operational costs for their fire department. This report will be presented to the Bothell City Council at its meeting later this evening.

#### 4.4 Commissioner's Reports

Commissioner Peterson reported that she had received positive remarks about the District's involvement in the permitting and design approval process for the new aircraft hangar at Kenmore Air. Fire Marshal LaFlam's assistance in the process was specifically mentioned as outstanding and greatly appreciated by the owner of Kenmore Air.

Commissioner Maehren reported he was presenting a history of the Northshore Fire Department 1942-1950 to the Kenmore Heritage Society on May 6<sup>th</sup>.

4.5 Open House

Commissioner Maehren requested information regarding this year's pancake breakfast and open house. Chief Torpin reported the event will be held on June 20<sup>th</sup> and planning is well under way. The Chief stated Fire Marshal LaFlam is the lead on the event and he will follow up with the Board and provide details in the near future.

**V. ACTION ITEMS**

No formal actions were taken.

**VI. FIRE CHIEF'S REPORT**

The Chief stated the report was provided electronically and inquired if there were any questions regarding any of the reported items.

Commissioner Gehrke inquired about the recent meeting with the Cities of Kenmore and Lake Forest Park regarding emergency preparedness planning related to the upcoming termination of Emergency Services Coordinating Agency (ESCA). The Chief reported the meeting went well. However, the Chief indicated differences of opinion regarding the options available to address each City's emergency preparedness needs still exist.

Chief Torpin reported on the status of the draft 2014 Annual Report. The rough drafts for sections of the report are complete with the exception of the Board's message. After a brief discussion, Commissioner Adman agreed to draft a Board message and send it to the Chief.

**VII. CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of April 21, 2015, special meeting minutes of April 14, 2015 General Fund Vouchers totaling \$81,928.31, Reserve Fund Voucher totaling \$2,321.86

**VIII. EXECUTIVE SESSION**

None

**ADJORNMENT**

The meeting was adjourned at 1851 hours.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for May 19, 2015.

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**



**ERIC ADMAN, Chair**



**KAE PETERSON, Member**

**CAROLYN ARMANINI, Member**



**RON GEHRKE, 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 May 19, 2015

# **Fire Chief's Report**

Submitted by Chief Torpin  
May 5, 2015

## **Administration/Financial:**

- Chief Torpin attended the chair briefing/agenda meeting for the upcoming Norcom Governing Board Meeting.
- As Scaggs continued work to assemble the Northshore 2014 annual report. Information for the report has been gathered from Training, Fire Prevention, Finance and other sources. A draft of the report will be available soon.
- FS Andrea McDaniel and BC Jeff Tagart met with FireTrex to receive a demonstration of their attendance and scheduling program.
- FS Andrea McDaniel attended the annual Washington Fire Administrative Support Conference in Wenatchee.
- Chief Torpin and ADC Knight attended a meeting with the City of Kenmore and others to discuss the future of emergency/disaster services following the closure of ESCA. A second meeting is being scheduled for later in May
- Chief Torpin met with Kirkland IT for the regularly scheduled quarterly performance

## **Human Resources:**

- Work has begun to coordinate this year's annual benefits fair for employees. Save the date invites for October's benefits fair have been sent to vendors, including: WCIF (Group Health, Delta Dental, Willamette, and The Standard), Department of Retirement Systems, L&I, DiMartino, Randall & Hurley, and Flex-Plan Services).
- Created a new resource folder/packet of information for supervisors regarding for cause/reasonable suspicion drug testing, including resources after normal business hours; includes a newly developed supervisor FAQ document.
- Education to employees regarding WCIF's LiveWell Wellness program continues. Efforts to promote the onsite biometric screening event also continue, as well as endeavoring to locate other participating employer onsite health screening event options for employees and their spouses to assist interested individuals in completing the health screening requirement. The ability for employees to complete the remaining wellness program requirements online will be available starting May 1st.
- Completed employee Drug-Free Workplace training (make-up training will be scheduled with those that missed it).
- Attended Admin Staff quarterly meeting with Chief Torpin.
- Work continues to update HR policies, including: Promotions, Dress code, and Drug Free Workplace.

## **Operations:**

- ADC Knight worked on updates to the Body Armor, Stage for PD, Scenes of Violence and earthquake policies.
- ADC Knight attended the NORCOM Joint Operations meeting
- ADC Knight met with Brookdale Executive Director to discuss expectations of our agencies during EMS incidents

- Reviewed the Best Practices Cross Reference document and discussed with Chief Torpin

### **Training:**

- Captain Sauer and ADC Knight attended weekly EMTG meetings
- Captain Sauer developed and distributed annual asbestos awareness class and quiz
- Captain Sauer attended the annual FDIC instructor's conference in Indianapolis
- Captain Sauer prepared information for 2014 annual report.
- Training Division continues to develop and produce EMTG/Northshore training videos.
- Captain Sauer and ADC Knight met with Shoreline Fire regarding our Driver/Operator/EVIP program
- Continued work on the active shooter project, assisting and providing information to Mercer Island and EMTG for classes and exercises to be held this summer. ADC Knight attended a round table seminar in Bothell regarding the Marysville High School shooting.
- Finished development of the lesson plan for the use of ballistic vests. The class will be presented following delivery of our new vests (late April or early May)

### **Fire Prevention:**

- FI Booth assisted the Region 4 Fire Investigators group with the practical test component of the WA State Fire Investigator certification exam.
- FM LaFlam participated in the meeting of the International Residential Code Technical Advisory Group (IRC TAG) in Shoreline. The group is reviewing proposed amendments to the WA State adoption of the 2015 IRC.
- FI Booth delivered fire safety presentations to five first grade classes.
- FM LaFlam attended a meeting at Kenmore City Hall to review the upcoming Fourth of July celebration plans and associated public fireworks display.
- FM LaFlam completed a plan review for the first townhomes to be constructed on the 12 Degrees North site (formerly Elks Club).