



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

July 21, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The July 21, 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 181st Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 1704 hours. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Lieutenants Jim Harvey, Human Resource Administrator Shannon Moore together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Kae Peterson arrived at 1750 hours.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

Kenmore Citizen Matt Martin informed the Board that the Kenmore Heritage Society is hosting a "Fun Photo" contest that will be held on August 8 and provided the Board with flyers for the event. The Board thanked Mr. Martin for the information.

IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

Commissioner Maehren reported that the next Regional Fire Authority (RFA) meeting is scheduled for Thursday August 23 and that representatives from Woodinville and Bothell met to discuss Bothell's desire to negotiate its financial contribution to the RFA. Discussion ensued regarding the potential agenda items for the upcoming RFA meeting.

Commissioner Armanini reported that at the last Woodinville Commissioner meeting the Board voted to not renew or extend the Inter

Local Agreement (ILA) for administrative services with the City of Bothell and that Deputy Chief Ahearn was appointed Interim Fire Chief.

Chief Torpin reported on a discussion he had with the Deputy Chief from the City of Kirkland regarding potential joint staffing of Station 24 on Finn Hill. The Chief indicated there may be renewed interest in joint staffing, however Kirkland indicated that would only be temporary until their plans to build a new station were completed. Chief Torpin advised the Board there was lingering opposition to the concept by the Kirkland labor group, but indicated he believed the two labor groups would meet and discuss the concerns.

4.2 2016 Budget Priorities

Chief Torpin reported that the 2016 budget preparations have begun and inquired if the Board had any specific priorities. A discussion ensued regarding unforeseen impacts to the 2015 budget. Potential impacts to the 2016 budget include hiring and recruit academy costs, reorganization of the administration of the East Metro Training Group (EMTG), joint staffing of Station 24 and the consolidated emergency management program that is being considered. Chief Torpin will continue to update the Board throughout the 2016 budget process.

4.3 Commissioner's Report

Commissioner Maehren reported that he attended the Bothell Fire Department pancake breakfast on July 4 and that he will be out of town for the September 15 meeting.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin provided a brief verbal report on the upcoming painting projects, indicated that the cedar siding on Station 51 will require maintenance every 4 to 5 years, and offered several different options for the staining that may reduce maintenance costs. Chief Torpin provided an update on the current hiring process and is hoping to hire two to four recruit firefighters.

Commissioner Maehren inquired on the status of the research into establishing a LEOFF 1 Trust. Chief Torpin reported that there are currently no other entities in our state who have a LEOFF 1 Trust and there seems to be more cons than pros at this time. Chief Torpin recommend not moving forward at this time with a LEOFF 1 Trust. The Board thanked Chief Torpin for his work on this issue.

Commissioner Maehren inquired on the status of the employee recognition process. Chief Torpin reported that the Board was waiting for a proposal from Commissioner Maehren on the recognition process. Commissioner Maehren indicated he would draft a process to be presented at a future meeting.

Commissioner Armanini inquired if there were any impacts to service with the closure of 522 in Lake Forest Park. Chief Torpin reported that there were significant traffic delays throughout the weekend, but there were no reported delays to emergency responses.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Armanini, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of June 30, 2015, General Fund Vouchers totaling \$34,232.33, Reserve Fund Vouchers totaling \$461.66.

VIII. EXECUTIVE SESSION

At 1800 hours, the Board moved into Executive Session to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4) and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i) until 1815 hours. At 1815 hours, the Board extended the executive session until 1830 hours. At 1830 hours, the Board extended the executive session until 1850 hours. At 1850 hours, the Board returned to regular session.

IX. ADJORNMENT

The meeting was adjourned at 1850 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is August 4, 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 August 4, 2015



Northshore Fire Department

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

Board of Commissioners Special Meeting Agenda

Tuesday, July 21, 2015

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 RFA/Regionalization Discussion
 - 4.2 2016 Budget Priorities – Chief Torpin
 - 4.3 Commissioner’s Report
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of June 30, 2015
- VIII. **Executive Session**
 - 8.1 To discuss potential litigation pursuant to RCW 42.30.110(1)(i)
 - 8.2 To discuss matters related to collective bargaining pursuant to RCW 42.30.110(1)
- IX. **Adjournment**

Next Regular Meeting: August 4, 2015

Fire Chief's Report

Submitted by Chief Torpin
July 21, 2015

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin attended the Zone 1 Fire Chiefs meeting.
- FS McDaniel has prepared and uploaded all documents to the Electronic Municipal Market Access (EMMA) system for the yearly GO Bond compliance reporting.
- FS McDaniel hosted the bi-monthly King County Fire Administrative Professionals meeting, which was held on July 16.
- The bay floor project will begin on July 20th at Station 57. The painting project at Station 57 has been awarded to a Kenmore painting contractor.
- The painting project at Station 51 has not yet been awarded as research continues regarding the best method of treating the cedar surfaces. The method used during initial construction only lasted 4 years and will require \$20-28K to strip, brighten and re-coat. Life expectancy for this type of treatment will be up to five years for surfaces with southern exposures. A solid color stain is an option that would be less expensive (\$9K) to apply and will last twice as long, up to 10 years.

Human Resources:

- Hiring process update: HR Administrator Moore screened applicants on NTN's list and sent applications to selected applicants for round one of this year's hiring process. HR Administrator Moore conducted phone interviews and selected candidates to participate in a panel interview. The top five candidates selected by the panel will move forward to the next steps of the process. HR will begin a second round of applicant screening after July 27th for the potential of additional hiring for a January entry level academy.
- HR Administrator Moore organized and attended a LEOFF 2 Death and Disability Ombudsman services presentation. Attendees included FS McDaniel, Battalion Chief Magnuson, and other participating agencies.
- HR Administrator Moore, FS McDaniel, Battalion Chief Tagart and Chief Torpin met with Dave Monahan to discuss the FireTrex attendance tracking services. Mr. Monahan provided additional details on the structure of his corporation which alleviated concerns associated with a sole-proprietor type operation.
- HR Administrator Moore and Chief Torpin met with representatives of the labor group for a regular labor/management meeting.

Training:

- Chief Torpin attended the East Metro Training Group (EMTG) Board Meeting.
- DC Knight is conducting a post incident analysis of a recent fire in Lake Forest Park.
- Active Shooter multi company operations drills are taking place all month.
- Work continues in preparation of the new hire orientation training.

- Worked with HR to produce an entry level skills assessment that will be administered next week.
- Captain Sauer and DC Knight attended EMTG weekly meetings.

Operations:

- Chief Torpin met with DC Ahrens-Byington from the City of Kirkland to discuss potential joint staffing and other operational issues.
- June response statistics were as follows:

Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	%≤6Min	Dur	Fire Department	Aid Received	Aid Given			
EMS	51	138	53.70%	0:05:05	68.84%	0:34:27	Bothell	3	33			
	57	69	26.85%	0:06:02	60.87%	0:50:02	Kirkland	1	4			
HazMat	51	3	1.17%	0:02:52	100.00%	0:21:50	Shoreline	18	29			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Duvall	0	1			
Good Intent	51	8	3.11%	0:07:40	50.00%	0:24:59	TOTAL	22	67			
	57	6	2.33%	0:07:38	0.00%	0:15:28	Emergency Response Avg Turnout Time					
Fire	51	7	2.72%	0:06:20	57.14%	0:25:42	EMS	1:10				
	57	5	1.95%	0:05:43	60.00%	0:51:11	Fire Suppression	1:29				
Pub Assistance	51	5	1.95%	0:05:05	40.00%	0:21:30	Reaction Time Summary					
False	51	6	2.33%	0:05:15	83.33%	0:23:30	Station 51	A-shift	1:16	Station 57	A-shift	1:24
	57	5	1.95%	0:05:34	80.00%	0:21:43		B-shift	1:10		B-shift	0:49
Rupt/Exp	51	2	0.78%	0:04:00	100.00%	0:22:04		C-shift	1:17		C-shift	1:02
Other		3	1.17%	0:05:12	50.00%	0:53:44		D-shift	1:15		D-shift	1:15
Grand Total		257	100.00%	0:05:26	65.99%	0:37:47		AVG	1:14		AVG	1:06

June 2015

Fire Prevention:

- FI Booth prepared and distributed the 3rd quarter inspections assignments to the operations crews.
- FM LaFlam and FI Booth responded to and investigated 2 firework related incidents that involved explosive devices in mailboxes that resulted in grass fires that threatened structures.
- FM LaFlam performed final approval inspections on 2 Spencer 68 (multi-family) buildings.
- FM LaFlam and FI Booth met with owners of Speedy Reedy to prepare for the final alarm inspection.