



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, January 20, 2015

4:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Exit Interview – 2012/2013 Audit**
- IV. **Public Comment**
- V. **Information/Discussion Item**
 - 5.1 Public Safety Emergency Radio Network ILA – Chief Torpin
 - 5.2 Fire Benefit Charge - Formula and Discounts – Chief Torpin
 - 5.3 RFA Planning Committee Reports—Commissioner Maehren
 - 5.4 Commissioner’s Report
- VI. **Action Items**
 - 6.1 Public Safety Emergency Radio Network ILA – Chief Torpin
- VII. **Fire Chief Report**
- VIII. **Consent Calendar**
 - 8.1 Vouchers
 - 8.2 Meeting Minutes of January 6, 2015
- IX. **Executive Session**
 - 9.1 Evaluation of the Performance of a Public Officer
- X. **Adjournment**

Next Regular Meeting: **February 3, 2015**



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 20, 2015

SPECIAL MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The January 20, 2015, special 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 1603 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 and Secretary Andrea McDaniel. Commissioner Peterson was absent.

II. APPROVAL OF THE AGENDA

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

III. EXIT INTERVIEW

Ms. Sherry Chang from the Washington State Auditor's Office presented the Board with the 2012-2013 accountability and financial audit reports. Ms. Chang provided an overview of the accountability audit, financial statement audit, report publications, audit costs, scope of the next audit and customer service survey. A brief discussion ensued followed by Ms. Chang indicating she would update the information and send a final copy of the audit report to the Board. The Board and Chief Torpin thanked Ms. Chang for attending the meeting.

IV. PUBLIC COMMENT

None

V. INFORMATION/DISCUSSION ITEMS

5.1 Public Safety Emergency Radio Network Interlocal Agreement

The final draft of the interlocal agreement was provided to the Board for review prior to the meeting. Chief Torpin inquired if the Board had any questions, with none Chief Torpin recommended Board approval of the

agreement. Following a brief discussion Commissioner Maehren moved to have the Chair Eric Adman sign the Public Safety Emergency Radio Network Interlocal Agreement. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

5.2 Fire Benefit Charge – Formula and Discounts

This item was moved to be discussed after item 5.3 on the agenda.

5.3 RFA Planning Committee Reports

Commissioner Armanini provided a report regarding the Northlake Regional Fire Authority Finance Subcommittee meeting which was held on Thursday January 15th. A discussion ensued regarding the RFA financial modeling, equity issues and the Board's previously adopted guiding principles regarding regionalization.

The next Regional Fire Authority Planning Committee meeting is scheduled for January 22, 2015.

Further information on the RFA including meeting minutes and meeting times and locations can be found at www.northshorefire.com.

5.2 Fire Benefit Charge – Formula and Discounts

Chief Torpin provided an informational PowerPoint presentation on the Benefit Charge. The presentation provided information that was designed to lead a discussion regarding the formula used to apportion the benefit charge between the jurisdiction's tax parcels. The discussion included what other jurisdictions have adopted and an analysis of the effects of several possible changes to the benefit charge formula could have on various parcels.

5.4 Commissioner's Report

Commissioner Maehren reported that the Kenmore Historical Society would be honoring Dr. Dan Church from Bastyr University on February 24th at 7pm.

VI. ACTION ITEMS

6.1 Public Safety Emergency Radio Network Interlocal Agreement

This item was approved under item 5.1 on the agenda.

VII. FIRE CHIEF'S REPORT

Commissioner Adman inquired about the King County EMS meeting for developing strategies for the BLS Core Services Program Reserve and the King County EMS Community Medical Technician workshop that Chief Torpin recently attended. Chief Torpin provided a report on each of the meetings.

VII. CONSENT CALENDAR

8.1 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 January 6, 2015, General Fund Vouchers totaling \$101,352.59 and Reserve Fund Vouchers totaling \$2,642.70.

A brief discussion ensued regarding the Public Safety Emergency Radio Network Interlocal Agreement. Following the discussion, Commissioner Maehren made a friendly amendment to his earlier motion to authorize Chief Torpin to sign the Interlocal Agreement rather than Commission Chair Adman. Commissioner Gehrke seconded the amendment and it passed with a vote of 4 to 0.

VIII. EXECUTIVE SESSION

At 1815 hours, the Board moved into Executive Session to discuss the performance of a public officer pursuant to RCW 42.30.110 (g) until 1825 hours. At 1825 hours, the Board returned to Regular Session.

ADJORNMENT

The meeting was adjourned at 1826 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 3, 2015.

Attachments

Agenda
Fire Chief's Report
Accountability Audit Report
Exit Conference Agenda and Information

BOARD OF COMMISSIONERS

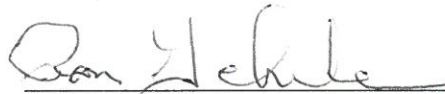


ERIC ADMAN, Chair

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 February 3, 2015

Fire Chief's Report
Submitted by Chief Torpin
January 20, 2015

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board Meeting.
- Chief Torpin continued research into the possibility of setting up an irrevocable trust for LEOFF1 medical expenses. Currently looking for legal assistance familiar with Section 115 Government Trusts. To date, we have not found another agency in Washington State who has done this.
- Chief Torpin attended a meeting held by King County EMS for all basic life support (BLS) providers. The purpose of the meeting was to develop strategies for the BLS Core Services Program Reserve.
- Chief Torpin and Commissioner Armanini attended a Northlake RFA Finance Subcommittee meeting.
- Chief Torpin attended a WANIC Advisory Board Meeting.
- Chief Torpin attended a King County EMS Community Medical Technician (CMT) workshop.

Human Resources:

- HR Administrator Moore is continuing work to update the following HR policies: Return to Work – Training Requirements, (New!) Paramedic Program policy, Supplemental Pay and Dress Code/Grooming policy. Policies are at various stages of review by stakeholders.
- HR Administrator Moore continues work to administer the performance evaluation process for the remaining missing/incomplete evaluations; includes assisting managers as needed.
- Updated dental cards were distributed to employees.
- The FF, LT, and BC job descriptions have been updated with a few minor edits.
- 100% of the District's employees signed the "International First Responder Seat Belt Pledge." Forms have been submitted to the "Everyone Goes Home" program for department recognition on their website.

Training:

- Acting DC Morris is now in charge of the Training/Operations Division.
- EMTG could not find a south end site (BTC is being used for the academy) to host the MCO's. All EMTG RIC MCO's are being held at station 51.
- Training Division continues to develop and produce EMTG/Northshore training videos.
- Work continues on consolidating and organizing data from Mr. Musch.
- EMTG academy started January 5th. Northshore does not have a recruit in the academy.
- EMTG members are holding January's meetings at station 51 due to the MCO's and instructors already being here.

- Acting DC Morris assembled information for the Post Incident Analysis of the January 2nd structure fire. Captain Sauer, BC Kroon and DC Kenworthy are the EMTG members working on this.
- Continued work on the first EMTG Driver Operator Academy that is being taught by Northshore's Firefighters Greg Rudiger and Ken Hofschulte. The class currently has 23 firefighters signed up; one from Northshore, eleven from Bellevue, six from Redmond, two from Kirkland, three from Woodinville and potentially four from Mercer Island. The decision was made to present the five days of classroom instruction at different departments.
- Work continues on the March MCO that Northshore will be in charge of. We convinced EMTG to use one of the MCO to administer a version of our Fundamental Skills Challenge.

Operations:

- Acting Deputy Chief Morris attended a Zone 1 Operations meeting.
- December response statistics:

Incident Responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Time	%≤6Min	Duration	Fire Department	Aid Received	Aid Given			
EMS	51	142	58.02%	0:05:27	65.25%	0:33:51	Bothell	5	25			
	57	55	22.63%	0:05:56	60.00%	0:46:13	Kirkland	2	3			
HazMat	51	2	0.82%	0:06:52	0.00%	0:33:06	Redmond	2	0			
	57	1	0.41%	0:06:06	0.00%	0:26:01	Shoreline	12	40			
Good Intent	51	4	1.65%	0:08:36	0.00%	0:19:10	Woodinville	1	0			
	57	7	2.88%	0:02:14	100.00%	0:04:28	TOTAL	22	68			
Fire	51	3	1.23%	0:06:21	33.33%	1:04:22	Emergency Response Avg Turnout Time					
Public Assistance	51	6	2.47%	0:07:50	33.33%	0:32:12	EMS	1:20				
	57	0	0.00%	0:00:00	0.00%	0:00:00	Fire Suppression	1:34				
False	51	15	6.17%	0:04:22	80.00%	0:21:11	Reaction Time Summary					
	57	6	2.47%	0:04:52	66.67%	0:17:29	Station 51	A-shift	1:19	Station 57	A-shift	1:29
Rupture/Explosion	51	1	0.41%	0:06:48	0.00%	0:23:32		B-shift	1:19		B-shift	1:17
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:25		C-shift	1:33
Weather	51	2	0.82%	0:10:04	0.00%	0:17:19		D-shift	1:27		D-shift	1:28
Grand Total		244	100.00%	0:05:36	61.97%	0:35:27		AVG	1:22		AVG	1:27

December, 2014

Fire Prevention:

- FM LaFlam met with representatives from the fire alarm contractor for the Spencer 68 project. The meeting was to discuss a revision of the phasing plan for the project and a variety of alarm system details.
- FI Booth attended a meeting of the Region 4 fire investigators. The meeting included a presentation by an environmental toxicologist regarding the development of a respiratory safety policy for fire investigators. When completed, the policy will be presented to L & I for review and approval.
- FM LaFlam provided public testimony to the WA State Building Code Council (SBCC) regarding residential fire sprinkler requirements. LaFlam requested that the Council establish a special committee to review the issue and forward a proposal to the Council for consideration.
- FI Booth coordinated with ESCA to present a CERT class at Station 51. The first class was held on January 15, 2015.