



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, February 17, 2015

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- VI. **Information/Discussion Item**
 - 4.1 Annual Report Discussion – Chief Torpin
 - 4.2 Contract Format – Chief Torpin & Counsel Williams
 - 4.3 LEOFF 1 Section 115 Trust – Chief Torpin & Counsel Williams
 - 4.4 RFA Planning Committee Reports—Commissioner Maehren
 - 4.5 Commissioner’s Report
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of February 3, 2015
 - 7.3 Policy Update 2747 – Supplemental Pay
 - 7.4 Policy Adoption 2763 – Paramedic Program
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting: March 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

February 17, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The February 17, 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 Vice Chair, Carolyn Armanini called the meeting to order at 1700 hours. Persons in attendance, in addition to the Vice Chair, were Commissioners Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Lieutenant Jeremiah Ingersoll, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioners Eric Adman and Kae Peterson were absent.

II. APPROVAL OF THE AGENDA

Commissioner Armanini requested to move items 4.1, 4.2 and 4.3 to the agenda of the next regularly scheduled meeting, since the items are not time sensitive and two Commissioners are absent. The request was approved.

Chief Torpin requested to add a discussion regarding the proposed Public Safety Emergency Radio Network (PSERN) upgrade to the agenda. The request was approved and moved to items 4.6 on the agenda.

Commissioner Armanini moved to approve the agenda as amended. Commissioner Gehrke seconded the motion and it passed with a vote of 3 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Annual Report Discussion

This item was moved to the agenda of the next regularly scheduled meeting on March 3, 2015.

4.2 Contract Format

This item was moved to the agenda of the next regularly scheduled meeting on March 3, 2015.

4.3 LEOFF I Section 115 Trust

This item was moved to the agenda of the next regularly scheduled meeting on March 3

4.4 RFA Planning Committee Reports

Commissioner Maehren indicated that the draft ESCI report would be presented at the next RFA meeting on February 19, and will be discussed in detail at the following RFA meeting on March 5. It is expected the final version of the report will be delivered on March 19.

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

4.5 Commissioner's Reports

Commissioner Maehren reported he attended a recent Kenmore Business Alliance meeting and provided an overview of the meeting.

4.6 Public Safety Emergency Radio Network (PSERN) Support Letter

Chief Torpin reported that he received a request from the King County Fire Chiefs Association to sign a letter of support on behalf of the District for the proposed PSERN upgrade and associated excess levy. A discussion ensued regarding the language in the support letter and the Inter-Local Agreement (ILA) that the District has already executed with King County.

Following the discussion Commissioner Maehren moved to direct Chief Torpin to sign the support letter for the PSERN upgrades, but remove the word "fully" from the letter. Following further discussion, the motion died for a lack of a second.

V. ACTION ITEMS

None

VI. FIRE CHIEFS REPORT

None

VII. **CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

Commissioner Gehrke indicated that in the January 20, 2015, meeting minutes under item 5.2 it shows a 5 to 0 vote, but he voted nay. Secretary McDaniel corrected the minutes for item 5.2 to read as, passed with a 4 to 1 vote with Commissioner Gehrke voting nay.

By a motion of Commissioner Armanini, seconded by Commissioner Maehren, the consent calendar was unanimously approved. The consent calendar consisted of the amended regular meeting minutes of January 20, 2015 and General Fund Vouchers totaling \$53,446.46.

VIII. **EXECUTIVE SESSION**

None

ADJORNMENT

The meeting was adjourned at 1723 hours.

NEXT MEETING DATE

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

Attachments

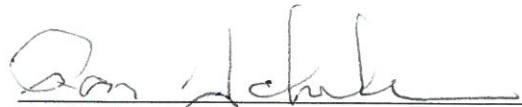
Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

KAE PETERSON, Member

CAROLYN ARMANINI, Member

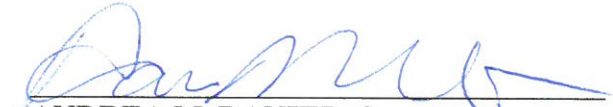


RON GEHRKE, Member



DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16
Adopted at a Regular Meeting of the Board of Commissioners March 3, 2015

Fire Chief's Report
Submitted by Chief Torpin
February 17, 2015

Administration/Financial:

- Chief Torpin attended a King County EMS Basic Life Support (BLS) Core Services Program Reserves meeting. The purpose of the meeting was to continue development of a distribution plan for the additional BLS resources made available in the last levy.
- Chief Torpin, DC Morris, FM LaFlam, AS Scaggs and FI Booth met to discuss the assembly of Northshore's 2015 Annual Report.
- 2014 Annual Awards and Retirement Ceremony was held on February 6th. Years of service awards were given to Bjorn Hodneland, Gene Piana, and Todd McInturff for 20 years of service and Pete Van Dusen for 30 years of service.
- Chief Torpin attended a Community Medical Technician workshop meeting with King County EMS and other EMS agencies.
- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- Chief Torpin attended a Norcom Governing Board Chair briefing and Governing Board meetings.
- Chief Torpin assisted Kenmore and Lake Forest Park with their Comprehensive Plan Amendments by updating the information related to the fire district.
- Chief Torpin continued research on the possibility of creating an compliant IRS Section 115 Trust for the LEOFF 1 medical liability.

Human Resources:

- Chief Torpin and HR Administrator Moore met with the labor group to discuss a dispute over the interpretation of Policy 2733, section 5.2.
- FS McDaniel and HRA Moore attended the annual ACE training meeting with Washington Counties Insurance Fund (WCIF) regarding updates or any changes to the medical, dental, vision and EAP plans for employees and LEOFF I members.
- HR Administrator Moore updated Policy 2747 - Supplemental Pay and developed Policy 2763 - Paramedic Training Program.
- HR Administrator Moore attended Wellspring EAP's HR Forum: Eldercare Rising - Impacts on the Workplace.
- HR Administrator Moore is working on putting together "Drug Free Workplace" training for employees scheduled for this Spring. WCIF has approved my request for 5 hours of training with Magellan Healthcare (our EAP provider) at no cost.
- HR Administrator Moore presented return to work training assessment content at this month's officer meeting.

Training:

- The EMTG has initiated a strategic planning process. ESCI was selected as the consultant and Don Bivins is the lead for the project.
- Capt. Sauer attended weekly EMTG meetings.
- CSR technical rescue training was completed and taught by FF Burrow and LT Harvey at Station 51.
- Annual Technical Rescue Team (TRT) skills assessments were completed.
- East Metro Training Group (EMTG) Multi-Company Operations (MCO) were completed, now compiling survey monkey results.
- Training Division continues to develop and produce EMTG/Northshore training videos.
- Working with HR on return to work policy and forms.
- Attended King County Training Officers Association (KCTOA) meeting with ADC Morris. Northshore employees deliver the Pump Academy for both King County and EMTG, so it was decided that Capt. Sauer chair that committee.
- Sent the Fundamental Skill Challenge to EMTG and our people to be scheduled for March delivery.
- Weekly in-house training meetings were attended by Acting Deputy Chief (ADC) Morris, Capt. Sauer, and AS Hodneland.
- Training Division met with Kirkland IT to re-design the Training website.

Operations:

- Acting Deputy Chief (ADC) Morris attended a Zone 1 Operations meeting.
- ADC Morris participated in a FireWatch software webinar to discuss response time improvements with other Norcom user groups.
- 4000 Series Policy review was initiated with rolling three year update plan.
- ADC Morris and Capt. Sauer met with DC Kenworthy from Mercer Island Fire Department to discuss NFD needs and his position as EMTG liaison to the Zone 1 Fire Chiefs.
- ADC Morris facilitated an all company officer's meeting.
- Fire Ground Best Practices through EMTG have been adopted by the EMTG Operations Chief's and sent to the Fire Chief's for final adoption.
- Chief Torpin and ADC Morris met with Kirkland IT to discuss annual budget, service delivery agreement.
- ADC Morris attended a Pre-plan and premise information kickoff meeting hosted by Norcom to discuss project objectives and timeline.
- January 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 | 125 | 49.02% | 0:04:58 | 71.20% | 0:41:39 | Shoreline | 9 | 43 | | | |
| | 57 | 76 | 29.80% | 0:05:28 | 66.67% | 0:47:55 | Woodnville | 0 | 2 | | | |
| HazMat | 51 | 3 | 1.18% | 0:06:20 | 33.33% | 0:37:14 | Bothell | 2 | 24 | | | |
| | 57 | 3 | 1.18% | 0:08:23 | 66.67% | 0:17:50 | Kirkland | 2 | 3 | | | |
| Good Intent | 51 | 10 | 3.92% | 0:03:20 | 50.00% | 0:35:15 | Redmond | 1 | 0 | | | |
| | 57 | 7 | 2.75% | 0:06:28 | 25.00% | 0:22:13 | TOTAL | 14 | 72 | | | |
| Fire | 51 | 1 | 0.39% | 0:07:31 | 0.00% | 4:28:44 | Emergency Response Avg Turnout Time | | | | | |
| | 57 | 0 | 0.00% | 0:00:00 | 0.00% | 0:00:00 | EMS | | 1:12 | | | |
| Pub Assistance | 51 | 2 | 0.78% | 0:08:15 | 0.00% | 0:15:21 | Fire Suppression | | 1:52 | | | |
| | 57 | 1 | 0.39% | 0:06:52 | 0.00% | 0:41:48 | Reaction Time Summary | | | | | |
| False | 51 | 13 | 5.10% | 0:06:44 | 38.46% | 0:23:15 | Station 51 | A-shift | 1:14 | Station 57 | A-shift | 1:22 |
| | 57 | 9 | 3.53% | 0:04:59 | 77.78% | 0:19:10 | | B-shift | 1:23 | | B-shift | 1:10 |
| Weather | 51 | 2 | 0.78% | 0:11:21 | 0.00% | 0:24:02 | | C-shift | 1:22 | | C-shift | 1:24 |
| | 57 | 2 | 0.78% | 0:07:34 | 50.00% | 0:23:37 | | D-shift | 1:12 | | D-shift | 1:05 |
| Other | 51 | 0 | 0.00% | 0:00:00 | 0.00% | 0:00:00 | | AVG | 1:18 | | AVG | 1:15 |
| | 57 | 1 | 0.39% | 0:00:00 | 100.00% | 0:06:47 | | | | | | |
| Grand Total | | 255 | 100.00% | 0:05:23 | 65.02% | 0:41:21 | | | | | | |

January, 2015

Fire Prevention:

- AS Scaggs and FI Booth attended the first King County Region Public Information Officer meeting, the topic was “Mass Fatality Incident Public Communication”.
- FI Booth began the delivery of the fire safety presentations to sixth grade classrooms in the elementary schools.
- FM LaFlam attended a pre-application meeting at Kenmore City Hall for the planned building demolition and new construction at Kenmore Village (68th and NE 181st). The project by Main Street Properties will include a 20,000 square foot fitness building and a 4 – 5 story mixed-use building at the northeast corner of the site.
- FI Booth attended a King County Fire and Life Safety Association meeting. The American Red Cross made a presentation at the meeting to describe and promote their new “Home Fire Prevention Campaign”.
- FM LaFlam served as an evaluator for the Shoreline Fire Department assessment center. The assessment was for the promotion of a new inspector in the fire prevention division.