



## Northshore Fire Department

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

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### Board of Commissioners Regular Meeting Agenda

Tuesday, May 19, 2015

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- II. **Public Comment**
- IV. **Information/Discussion Item**
  - 4.1 2014 Annual Financial Report – Chief Torpin
  - 4.2 Open House Update – Chief Torpin
  - 4.3 Commissioner Message for Annual Report – Commissioner Adman
  - 4.4 Station 54 Update – Chief Torpin
  - 4.2 RFA Discussion —Commissioner Maehren
  - 4.3 Commissioner’s Report
- V. **Action Items**
  - 5.1 RFA Committee Meeting Minutes Approval
    - A. March 19, 2015
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Meeting Minutes of May 5, 2015
  - 7.3 Policy 5301-Access to Public Records-Update
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting:      **June 2, 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

### MINUTES

May 19, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The May 19, 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 Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Carolyn Armanini was absent.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren requested a discussion on the proposed updates to Policy 5301. The request was approved and added as item 4.7 on the agenda.

The Board unanimously approved the agenda as amended.

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 2014 Annual Financial Report

Chief Torpin provided an overview of the 2014 Annual Financial Report, which included a brief report on the changes and updates. All the financial reports have been completed and the notes to the financial statement require a few minor edits and reformatting to comply with the new 2014 format. A brief discussion ensued regarding the notes to the financial statement and what items are to be included and required by the State Auditor's Office. Following the discussion Chief Torpin reported

that Finance Specialist Andrea McDaniel would upload the 2014 Annual Financial Report to the State Auditor's Office no later than May 29.

4.2 Open House Update

Chief Torpin provided a brief update on the Open House, which is scheduled for June 20, from 9:00am to 12:00 PM at the headquarters station.

4.3 Commissioner Message for Annual Report

Commissioner Adman presented the Board with the draft Commissioner Message for the 2014 Annual Report. The Board reviewed the letter in detail and approved the message with a few minor edits. Chief Torpin reported that the draft 2014 Annual Report would be sent to the Board for review prior to the next regularly scheduled meeting on June 2nd.

4.4 Station 54 Update

Chief Torpin reported that a one-year lease effective on June 1st has been signed with Mr. Klebeck for the use of Station 54. Repairs to the roof, gutters, installation of an alarm system and other miscellaneous minor repairs will be completed before the end of June.

4.5 RFA Discussion

Chief Torpin reported that Commissioner Armanini volunteered to obtain additional information regarding the feasibility of the RFA absorbing the Northshore bond debt. Commissioner Armanini researched the possibility of obtaining an opinion from the Attorney General. Following a discussion with District Counsel, the Board agreed an Attorney General Opinion was not necessary.

Chief Torpin reported that the Bothell City Council meeting tonight has an agenda item to discuss and take action regarding Bothell's further involvement in the RFA process. A brief discussion ensued regarding the City of Bothell's agenda item and the Boards next steps regarding the RFA process.

4.6 Commissioner's Reports

Commissioner Peterson reported that citizens are looking forward to the upcoming Open house.

Commissioner Gehrke attended the recent Kenmore Heritage Society meeting where Commissioner Maehren provided a presentation on the history of the fire district. Commissioners Gehrke and Maehren also

thanked Battalion Chief Eric Magnuson for his assistance and leading the station tour.

Commissioner Maehren provided a brief report on the open position for the upcoming election. Commissioner Maehren is running unopposed and Commissioner Gehrke will not be running. It was reported that there were two candidates filed for Commissioner Gehrke's open seat.

4.7 Policy 5301 - Access to Public Records

Chief Torpin provided an overview of the changes and updates made to Policy 5301, and indicated that the policy was out of date and has been updated to match the model procedures provided in the WAC. A discussion ensued regarding the updated policy and ultimately unanimously approved.

**V. ACTION ITEMS**

5.1 Approval of RFA Committee Meeting Minutes

Commissioner Adman moved adoption of the Regional Fire Authority (RFA) approved minutes of March 19, 2015 as the minutes for our Special Meetings on the same date. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

**VI. FIRE CHIEF'S REPORT**

The Chief's report was submitted in writing. Chief Torpin inquired if there were any questions on the written report and there were none. Chief Torpin reminded the Board that he would be out of the office through next week and Acting Deputy Chief Doug Knight would be available if anything was needed.

**VII. CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of May 5, 2015 and General Fund Vouchers totaling \$49,130.83.

**VIII. EXECUTIVE SESSION**

None

**ADJORNMENT**

The meeting was adjourned at 1840 hours.

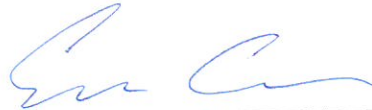
**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for June 2, 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 June 2, 2015

**Fire Chief's Report**  
Submitted by Chief Torpin  
May 19, 2015

**Administration/Financial:**

- Chief Torpin attended the May Norcom Governing Board Meeting.
- Chief Torpin attended the Zone 1 Fire Chiefs meeting.
- Chief Torpin attended the May 11<sup>th</sup> Kenmore City Council meeting and public hearing on the temporary use permit request regarding the change in use for Station 54. There were no citizen comments or concerns provided at the hearing and the City Council approved the temporary use for indoor storage.
- FS McDaniel assembled the 2014 Financial Annual Report which is due to the Auditor's Office on May 30<sup>th</sup>. The report has been reviewed by Chief Torpin and Tom Broetje.
- A review and update to Policy 5301 was performed. The updates followed closely the model rules provided in the WAC 44-14.

**Human Resources:**

- Chief Torpin and HR Administrator Moore attended the Association of Washington Cities Labor Relations Institute conference in Yakima.
- HR Administrator Moore attended phone meeting with Dave Monahan to review his FireTrex staffing demo.
- Chief Torpin facilitated a meeting with admin staff to provide an overview of the District's compensation philosophy: non-represented positions and Policy 2753 - Salary Administration: Non-Represented Employees.
- HR Administrator Moore worked with ADC Knight to review/update the District's infectious disease exposure policy and related documents.

**Operations:**

- Reviewed accident report regarding open door on E51 during a response.
- Policy updates:
  - Stage for PD and Scenes of Violence policies: updated draft policy to reflect language from King County Fire Chief's
  - Earthquake policies: Gathered information from our neighbors and NORCOM regarding their actions following an earthquake.
  - Response plans: Researching and comparing our plans to our neighbors, including our response to MCI incidents
- Discussed IMS board options for the back of B51 with BC Tagart
- ADC Knight attended the monthly NORCOM Joint Operations meeting
- ADC Knight attended Zone 1 Op's Chief's meeting
- ADC Knight attended annual meeting with AMR ambulance
- Reviewed list of study materials for promotional testing.

- April response statistic:

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	116	59.79%	0:05:02	68.97%	0:35:59	Shoreline	6	28			
	57	45	23.20%	0:05:14	66.67%	0:34:12	Bothell	5	27			
HazMat	51	2	1.03%	0:05:58	50.00%	0:29:07	Kirkland	0	1			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Sno Co Medic	1	0			
Good Intent	51	4	2.06%	0:06:30	33.33%	0:16:48	Redmond	2	0			
	57	4	2.06%	0:06:46	50.00%	0:10:41	<b>TOTAL</b>	<b>14</b>	<b>56</b>			
Fire	51	2	1.03%	0:06:26	50.00%	0:42:48	<b>Emergency Response Avg Turnout Time</b>					
	57	0	0.00%	0:00:00	0.00%	0:00:00	EMS	1:12				
Public Assistance	51	5	2.58%	0:08:23	20.00%	0:26:16	Fire Suppression	1:32				
	57	1	0.52%	0:08:07	0.00%	1:09:47	<b>Reaction Time Summary</b>					
False	51	12	6.19%	0:04:39	75.00%	0:17:43	Station 51	A-shift	1:16	Station 57	A-shift	1:21
	57	2	1.03%	0:07:28	0.00%	0:13:56		B-shift	1:13		B-shift	0:54
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:17		C-shift	0:55
	57	1	0.52%	0:00:01	100.00%	0:00:38		D-shift	1:13		D-shift	1:18
Grand Total		194	100.00%	0:05:14	65.45%	0:33:22	AVG	1:14		AVG	1:07	

## April, 2015

### Training:

- Chief Torpin attended the quarterly EMTG Board meeting.
- Captain Sauer and ADC Knight attended weekly EMTG meetings
- Captain Sauer continues to develop and produce EMTG/Northshore training videos.
- Captain Sauer assisted delivery of the low angle rescue MCO class
- Captain Sauer and ADC Knight started monthly BC tactical worksheet training
- AA Hodneland continued work on the Training record database/attendance updates; Class registration confirmations; EMTG website; DUI drill
- Continued work on the active shooter project, updating our policies, assisting and providing information to Mercer Island and EMTG for classes and exercises to be held this summer. Sent information packet to Boise Fire.
- The annual DUI drill at Inglemoor was presented. Job well done by all.

### Fire Prevention:

- FI Booth and FI Booth together with AA Hodneland coordinated the annual DUI Drill at Inglemoor High School. FS McDaniel assisted Booth and Hodneland with the moulage for the drama students participating in the drill. Photos taken by AA Skaggs can be viewed on the Northshore Fire Facebook page.
- 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 helped to coordinate and assisted with an emergency preparedness event. On Saturday May 9th, 30 Kenmore and Lake Forest Park citizens received crucial safety knowledge in the areas of: How to Build an Emergency Preparedness Kits, Emergency Communications, Cribbing and Lifting, Fire Extinguisher / Fire Safety, Generator Safety, Water & Gas Shut Off and Water Purification. This workshop was put on by Northshore Fire Department, Lake

Forest Park Police Department and ESCA (Emergency Services Coordinating Agency).

- Planning and preparations for the Open House/Safety Fair at Station 51 on Saturday June 20, 2015 are well under way. The event will run from 9:00 to 12:00 (with pancakes served from 9:00 to 11:00). Commissioner volunteer pancake flippers are needed for shifts beginning at 8:30. FS McDaniel is coordinating all food and rentals for the event. The exhibitors that have committed to participate in the Safety Fair include: Bastyr, ESCA, City of Kenmore, Northshore Utility District, Puget Sound Energy, State Farm, King County Library, Seattle-King County Health, King County Office of Emergency Management, WA State Fire Marshal and the WA Fire Sprinkler Coalition.