



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, June 2, 2015

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- II. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Station 57 Maintenance Items – Chief Torpin
 - 4.2 RFA Discussion
 - A. Select Negotiation Committee Member
 - B. General Discussion
 - 4.3 Commissioner's Report
- V. **Action Items**
 - 5.1 RFA Committee Meeting Minutes Approval
 - A. May 7, 2015
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of May 19, 2015
 - 7.3 Policy 2447 - Update
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting: June 16, 2015



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 2, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The June 2, 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 1702 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Carolyn Armanini, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Jeff Tagart, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of a quarterly Fire Prevention report, the request was approved and moved to item 4.1 on the agenda.

Commissioner Armanini moved to approve the agenda as amended. Commissioner Gehrke seconded the motion and it passed with a vote of 5 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Fire Prevention Quarterly Report

The quarterly Fire Prevention report was provided with the meeting materials. Fire Marshal LaFlam addressed the Board and answered several questions regarding the report.

4.2 Station 57 Maintenance Items

Chief Torpin provided the Board with a verbal report on needed maintenance items required for Station 57. Items include resurfacing the

bay floors and painting of the non-brick exterior surfaces. Chief Torpin reported that the maintenance is needed due to normal wear and tear to the station and provided a brief overview of the different options for the bay floor repairs. Chief Torpin recommended polishing and grinding the floor to add a slight slope for water drainage and the cost estimate for the floor repairs and exterior paint is \$18,000.

Chief Torpin also reported that the finish on the cedar siding and soffits at Station 51 has deteriorated and needs to be reapplied. A single quote for \$8,200 was received with others pending. Chief Torpin inquired if there were any questions or concerns over the proposed station maintenance, with none Chief Torpin indicated he would move forward with the described maintenance items at both stations.

4.3 RFA Discussion

Commissioner Adman provided a brief report on the last Regional Fire Authority Planning Committee (RFAPC) meeting which included forming a negotiations committee to bargain with the City of Bothell on their financial contributions to the RFA. A discussion ensued regarding the RFA equity issues, the appropriateness of bargaining what has been determined to be the fair and equitable contributions by each of the participating agencies and the Board's previously adopted guiding principles for evaluating partnership opportunities.

Following the discussion Commissioner Maehren made the following motion "In accordance with our guiding principles for evaluating partnership options the Board is choosing to not participate in negotiations with the city of Bothell regarding its initial contribution to a potential Regional Fire Authority. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 1, with Commissioner Adman voting nay.

Following further discussion on the topic of other options for regionalization, Commissioner Maehren made the following motion "The Board believes it is in the District's best interest to explore alternatives to a Regional Fire Authority (RFA) in forming a consolidated north end fire department." The motion was seconded by Commissioner Armanini and passed with a vote of 5 to 0.

4.4 Commissioner's Report

Commissioner Peterson requested that the June 16, 2015, regular scheduled meeting start time be moved from 5:00pm to 4:30pm. The request was unanimously approved and Secretary Andrea McDaniel will prepare and post the notice of meeting time change.

Commissioner Maehren reported and provided a brief overview of a meeting he recently attended with several Kenmore City Council members.

V. ACTION ITEMS

5.1 Approval of RFA Committee Meeting Minutes

Commissioner Adman moved adoption of the Regional Fire Authority (RFA) approved minutes of May 7, 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 to the Board in writing. Chief Torpin inquired if there were any questions on the written report.

Commissioner Gehrke inquired about the annual meeting between American Medical Response (AMR) and its contract agencies. Chief Torpin indicated Acting Deputy Chief Knight attended the meeting where AMR meets to discuss operational issues, review past performance and future plans.

Chief Torpin reported on a recent article in the Everett Herald regarding New World and problems they are having in Snohomish County with their dispatching software application. The Chief also provided an update on the status of the relationship between NORCOM and New World.

Chief Torpin briefed the Board about current and upcoming staffing vacancies. An overview of the process and timeline for hiring replacements was provided.

VII CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Peterson, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of May 19, 2015, Policy 2447 update and General Fund Vouchers totaling \$49,130.83.

EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1855 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for June 16, 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 16, 2015

Fire Chief's Report
Submitted by Chief Torpin
June 2, 2015

Administration/Financial:

- Chief Torpin attended the May Norcom Governing Board Meeting.
- The annual financial report was completed and uploaded to the State Auditor's site on May 28th.
- A lease for the use of Station 54 has been executed with Michael Klebeck effective June 1.

Human Resources:

- Chief Torpin and HR Administrator Moore facilitated a labor management meeting.
- Onsite biometric screening event went well. We had 28 individuals participant this year in the event (6 spouses, 22 benefit eligible employees).
- Completed drug free workplace training with those that missed the regularly scheduled times.
- FF Greg Rudiger has announced he will be leaving the District in June; An exit interview has been scheduled.
- HR Administrator Moore organized a presentation from the State's LEOFF 2 Death and Disability Ombudsman Services at Sta. 51 in July; neighboring departments have been invited to join me to learn more.
- Policy 2447 - Drug Free Workplace is ready for the Board's review and approval.

Operations:

- ADC Knight working on updates of the following policies:
 - Earthquake policies: Ongoing, meeting with NORCOM in June
 - Response plans: Ongoing researching and comparing our plans to our neighbors, including our response to MCI incidents
 - Reviewed draft hydrant policy submitted by BC Magnuson
- ADC Knight attended the annual meeting with AMR ambulance
- ADC Knight working with AV contractor about repairs to Station 51's doorbell and TV system
- Received confirmation of Trauma grant funds of \$1,341 to purchase baby manikin, IMS vests and traction splints.

Training:

- Captain Sauer and ADC Knight attended weekly EMTG meetings
- Captain Sauer and ADC Knight continued monthly BC tactical worksheet training
- Captain Sauer and Shannon Moore worked on identifying L&I issues regarding coverage while attending outside classes
- Captain Sauer developed digital combustion scenarios for Officer meeting.

- AA Hodneland continued work on the Training record database/attendance updates; Class registration confirmations; EMTG website;
- AS Scaggs photographed the Inglemoor DUI Drill and Special Ops Low Angle Rescue Drill at St. Edwards Park for the training division.
- AS Scaggs is working with Captain Sauer on developing and organizing Northshore and EMTG's Vimeo page to use as a more efficient video library and resource for training purposes.
- Continued work on the active shooter project, updating our policies, assisting and providing information to EMTG for classes and exercises to be held this summer. Further discussion with police about participation, extended invitation to south Snohomish County police agencies.
- Meeting to discuss the facility use policy/procedures and reimbursement. Worked on the development of an updated training request form, policy and procedure, and identified which classes are reimbursed.

Fire Prevention:

- FI Booth helped with coordination and provided audio/visual assistance for a week long training class in the community meeting room. The class was sponsored and arranged by the Lake Forest Park Police Department.
- FM LaFlam assisted in setting up and tearing down the Washington Fire Sprinkler Coalition booth at the WOW (Washington Operators Workshop) at the Lynnwood Convention Center. The workshop provided training for water and wastewater professionals. The event was an effective venue to provide information about residential fire sprinkler systems to water utility workers.
- FI Booth met with a representative from the Kenmore Elementary PTA to discuss the possibility of partnering with the Northshore Fire Department to provide low cost helmets to children in the area.
- FM LaFlam participated in several meetings of the International Residential Code Technical Advisory Group (IRC TAG) in Shoreline. The group reviewed proposed amendments to the WA State adoption of the 2015 IRC. One of the proposals that was sent forward to the full State Building Code Council (SBCC) for consideration is a requirement to install fire sprinkler systems in all new townhomes.
- FI Booth assisted with a Battalion Chief promotional exam for the Woodinville Fire Department. She served as the dispatcher for the response assessment component of the exam.
- FM LaFlam attended a meeting at Kenmore City Hall to review the upcoming Fourth of July celebration plans and associated public fireworks display.
- FI Booth presented fire safety lesson plans to 18 classes of first grade students. In addition, she assisted operations crews with presentations for 13 sixth grade classes.
- FM LaFlam completed a plan review for the first townhomes to be constructed on the 12 Degrees North site (formerly Elks Club).
- FI Booth together with AA Hodneland coordinated the annual DUI Drill at Inglemoor High School. FS McDaniel assisted Booth and Hodneland with the

mouflage for the drama students participating in the drill. Photos taken by AA Skaggs can be viewed on the Northshore Fire Facebook page.

- 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).
- FI Booth coordinated and assigned business inspections to the operations crews. The crews performed 127 initial inspections. FI Booth performed 76 inspections and assisted the crews with follow-up on their inspections as needed.
- For March through May 2015 FM LaFlam performed plan reviews, issued permits and performed inspections for a variety of projects. These include project reviews for Kenmore and Lake Forest Park: 8 commercial project reviews, 9 residential plat reviews and 2 single-family project reviews. In addition, fire department permits were issued for 38 residential fire sprinkler systems, 13 heating oil tank decommissions, 6 fire alarm systems and 2 commercial sprinkler systems.