



Northshore Fire Department

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

Board of Commissioners Special Meeting Agenda

Tuesday, June 30, 2015

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Information/Discussion Item**
 - 4.1 RFA/Regionalization Discussion
 - 4.2 Staffing Levels/Hiring Process – Chief Torpin
 - 4.3 Attendance Software – Chief Torpin
 - 4.4 Commissioner’s Report
- V. Action Items**
 - 5.1
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Policy 5201 Update
 - 7.3 Meeting Minutes of June 16, 2015
- VIII. Executive Session**
 - 8.1 Potential Litigation
- IX. Adjournment**

Next Regular Meeting: July 21, 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 30, 2015

SPECIAL MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The June 30, 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 1700 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 and Board Secretary Andrea McDaniel.

II. APPROVAL OF THE AGENDA

Commissioner Armanini moved to approve the agenda as presented. Chief Torpin requested a friendly amendment, to move item 4.2 to 4.1 on the agenda and to remove the executive session, as legal counsel will not be present. Commissioner Armanini accepted the friendly amendment. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

This item was moved to be discussed after item 4.2

4.2 Staffing Levels/Hiring Process

Chief Torpin provided an overview of the current and upcoming staffing issues caused by one voluntary termination, two long term disabilities injuries, one firefighter leaving for medic school and the likely retirement of one Lieutenant. Chief Torpin reported that the Administrative Staff is working on a hiring process to fill a few of the vacancies from a list of candidates that have attended a qualifying recruit academy. A discussion

ensued regarding options available to address the staffing shortage. Chief Torpin indicated he would keep the Board updated as they move forward with the hiring process.

4.1 RFA/Regionalization Discussion

Commissioner Adman opened a discussion on the response by the City of Bothell regarding the letter sent by the District's to the Regional Fire Authority (RFA) Committee containing the two motions approved a previous meeting. A discussion ensued in regard to sending a letter to clarify misconceptions concerning the Board's positions and standing with the RFA Planning Committee. A discussion ensued after which it was agreed to discuss the matter again at the next regular meeting scheduled for July 21, 2015.

Chief Torpin reported that he has continued to have general discussions with the City of Kirkland regarding the District's continued interest in potential joint staffing and other partnership options.

4.3 Attendance Software

Chief Torpin reported that staff has researched and is recommending a move to a new attendance software program called FireTrex. A discussion ensued regarding the reasons for switching programs and the associated costs. Following the discussion the Board indicated that they supported the recommendation by staff.

4.4 Commissioner's Report

Commissioner Maehren reported that the Arts of Kenmore event was a success and that he attended multiple events in the area.

V. ACTION ITEMS

None

VI FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin reminded the Board that the Administrative offices would be closed on Friday, July 3rd in observance of Independence Day. Chief Torpin reported on a surface water rescue call R51 responded to in Duvall. Firefighter Nick Lewis who was recently trained as a rescue swimmer, recovered the victim from the Snoqualmie River. Chief Torpin inquired if there were any questions to the written report.

Commissioner Maehren inquired about the E911 audits that were recently presented to the King County Council. Chief Torpin provided an overview of the recent

developments regarding the County's E911 program. Chief Torpin indicated the audits support positions taken by Norcom regarding the implementation of new technologies. The audits recommend the formation of a new governance to provide improved oversight and dispatch center input and requires a comprehensive plan for any new technologies. Chief Torpin advised the Board that a great deal of assistance was provided by the King County Council on this issue, especially Councilmembers Rod Dembowski, Jane Hague and Kathy Lambert. Following the discussion the Board directed Chief Torpin to draft a "Thank You" letter for the King County Council Members.

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 June 16, 2015, updates to Policy 5201, General Fund Vouchers totaling \$98,142.78, Reserve Fund Voucher totaling \$559.70, EFT 6/30/15 (DRS) totaling \$69,820.55, EFT 6/30/15 (IRS) totaling \$66,980.88, EFT 6/30/15 (457) totaling \$8,475.22 and EFT 6/30/15 (payroll) totaling \$318,793.41.

VIII. EXECUTIVE SESSION

None

IX. ADJORNMENT

The meeting was adjourned at 1907 hours.


NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for July 21, 2015

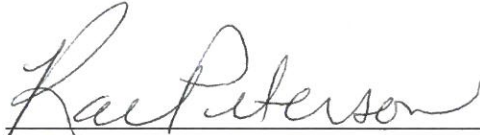
Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



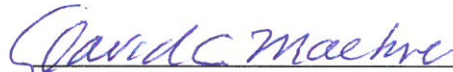
KAE PETERSON, Member



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 July 21, 2015

Fire Chief's Report
Submitted by Chief Torpin
June 30, 2015

Administration/Financial:

- Chief Torpin attended several King County Council sub-committee meetings where the results of technology and financial audits of the E911 Division were delivered. The audits validated concerns raised by the county's 12 Public Safety Answering Point (PSAP) call centers regarding the implementation of Next Generation 911 technologies. The King County Auditor made several recommendations that the PSAPs were seeking. 1) pause the implementation of new technology until a comprehensive plan is developed 2) for a new governance to ensure all stakeholder have a voice with matters that affect the quality of the 911 system.
- Chief Torpin attended a King County Fire Chiefs Meeting.
- Chief Torpin and AS Scaggs have been working with the cities of Kenmore and Lake Forest Park to coordinate public service announcements regarding the current fire danger and to enhance awareness of the legal impacts of violating the fireworks ban in the two cities.

Human Resources:

- HR Administrator Moore attended Perkins Coie's 2015 Labor & Employment Law Workshop.
- HR Administrator Moore facilitated the quarterly safety committee meeting.
- Chief Torpin and HR Administrator Moore met with the labor group for a regular scheduled Labor / Management meeting.
- HR Administrator Moore has begun the initial steps of a potential hiring process. The District's website and NTN profile has been updated to reflect this.
- The Training Captain job description has been completed and ready for finalization with the Union.

Training:

- Chief Torpin, ADC Knight and Captain Sauer attended a EMTG Board meeting. The purpose of the meeting was to receive the recently completed strategic plan that was completed by ESCI.
- Captain Sauer and ADC Knight attended weekly EMTG meetings
- AA Hodneland continued work on the Training record database/attendance updates; Class registration confirmations; EMTG website;
- Continued work on the active shooter project with EMTG. Delivered active shooter and ballistic vest training to all shifts. Posted lesson plans on training site for those who may have missed the classes.
- Assisted FF's with annual mask fit tests
- Working with Kenmore Square/Spencer 68 contractor to schedule training in the coffee shop scheduled for demolition – late July or early August.
- Lt Burrow attended class to become an IFSAC evaluator

- Woodinville conducted recruit training, including live fire, at the training tower. Costs for the use of the facility were billed back to Woodinville.

Operations:

- Worked with NORCOM to make some slight alterations to our closest unit responses in Lake Forest Park necessary to ensure the quickest unit is dispatched.
- Discussed latest CMT information presented by Shoreline at the North King County Chief's meeting.
- Lyon Creek Flood Project: Working on a plan to deal with the 522 road closure. Discussed impact of road closures and other access issues with BC's and 57 Lt's. Contacted engineers regarding more details about the traffic impacts – they claim traffic will be 1/3 the normal weekend volume because of public notification, signage, etc. Developed calendar of the construction schedule for each station.
- Meeting with Fire Prevention and the apartment manager regarding the fire alarm drill at Heron Landing apartments.
- Discussed plans for augmenting staffing on the 4th of July to enable a third fire engine can be cross staffed with A51. Northshore fire units will make a presence in the community looking to provide public information regarding fireworks ban if violations are witnessed.
- Significant event:

Crews responded to a residential structure fire near the 17000 block of Brookside Blvd NE at 7:07pm Friday evening. First arriving units found a fully involved garage fire extending to the living area and attic spaces. The fire was under control in approximately 23 minutes and extinguished shortly thereafter. Northshore Fire was assisted by units from Shoreline Fire, Bothell Fire & EMS, and Kirkland Fire. The structure sustained substantial damage and three classic Volvo sports cars undergoing refurbishment were lost to the fire. The suspected cause of the fire is thought to have been sparks from a grinder that was used in the garage just prior to the fire being discovered.

Fire Prevention:

- FI Booth completed the school fire safety program for the 2014 – 2015 school years.
- FM LaFlam performed plan reviews for Phase II of the Spencer 68 apartments and the site plan for Spencer Square (Kenmore Village).
- FI Booth helped to coordinate and assisted with a fire drill at Heron Landing apartments. DC Knight coordinated operations crews for the drill that involved the evacuation of occupants and the deployment of hose and equipment by the responding crew.
- The Open House/Safety Fair at Station 51 on Saturday June 20 was a very popular community event. An estimated 800 to 900 community members came out to enjoy some food, a wide variety of safety information and watch the firefighters perform demonstrations of several emergency operations.