



## **Northshore Fire Department**

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

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, September 1, 2015

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Information/Discussion Item**

- 4.1 Deputy Chief Hiring/Promotional Process – Chief Torpin
- 4.2 Community Medical Technician (CMT) Program – Chief Torpin
- 4.3 Set Benefit Charge and Revenue Source Public Hearing Date and Time – Chief Torpin
- 4.4 Joint Board Meeting with Kenmore and Northshore Utility – Commissioner Maehren
- 4.5 Adopt a Fire Hydrant Program – Commissioner Maehren
- 4.6 District Recognition Program – Commissioner Maehren
- 4.7 Donation Fund Request – Chief Torpin
- 4.8 Commissioner's Report

**V. Action Items**

- 5.1 Resolution 15-01 - Setting of Public Hearing to review Budget and Revenue Sources, Including Benefit Charge for 2016.

**VI. Fire Chief Report**

**VII. Consent Calendar**

- 7.1 Vouchers
- 7.2 Meeting Minutes of August 18, 2015

**VIII. Executive Session**

- 8.1 Potential Litigation

**IX. Adjournment**

**Next Special Meeting:        September 22, 2015**

# **Fire Chief's Report**

Submitted by Chief Torpin  
September 1, 2015

## **Administration/Financial:**

- Chief Torpin attended the Norcom Governing Board Meeting.
- Budget preparation continues. A budget process update will be provided to the Board at the second meeting in September.
- Chief Torpin has met several times with Kirkland IT to review next generation software updates and server replacement schedules. Moving some of the District's programs to Microsoft Cloud services is being considered.

## **Human Resources:**

- Hiring process update:
- Fire Chief Torpin conducted quarterly meetings with each shift and the admin group.
- Chief Torpin and HR Administrator Moore met with the labor group for Labor/Management meeting.
- Chief Torpin and HR Administrator Moore held a phone conference with ESCI regarding executive search information and their recruitment services in consideration for the Deputy Chief process.
- 3rd quarter safety committee meeting was conducted.
- A representative from DRS was scheduled to come onsite Oct. 7th to provide an opportunity for our staff to meet 1:1 and discuss their PERS, LEOFF, and DCP benefits. An invitation was also shared with Woodinville Fire's staff to participate.
- We continue to steadily receive application materials from selected applicants for our open firefighter positions. Screening for the next phase of our process will begin after August 31st.

## **Training:**

- Finished Spencer Square training and salvaged 2 storefront doors for training prop.
- Investigated possible training house at 80th & 203rd. Looks useable. Contacted owner and told her to call back when closer to demolition time.
- Contacted by Redmond regarding the use of 51's tower for 3 days as part of their recruit academy in late September. Sent affirmative response with copies of our facility use agreement and fee schedule. Waiting for confirmation.
- Continued planning for the new FF orientation classes in September: Developed schedule, coordinated instructors, prepared manuals, coordinated assignments for uniforms, passwords, fit test equipment, etc.
- Evaluated the possibility of hosting the EMTG recruit academy at Station 51 in January 2016. The Bellevue training center is unavailable because they are conducting their own internal academy. The EMTG partners considered using North Bend but the overwhelming consensus is to do something local. Working with the other EMTG agencies to develop solutions to the logistical problems we may encounter.

- Developed and submitted the proposed 2016 Training budget
- Attended High Rise Command Post training presented by Bellevue
- 2015 Fireblast (live fire burn prop) maintenance contract prepared. Working with the technician to schedule the service in October.

### **Operations:**

- Contacted Bulletproof Vest Partnership inquiring about the status of our grant reimbursement that was submitted in June. Advised to allow 6-8 months to process.
- Review and gather information related to Passport Accountability and Two-in/Two-out for EMTG Op's meeting. Attended EMTG Op's meeting at Mercer Island to start the development of the Operations Board within EMTG.
- Reviewed and sent comments to NORCOM regarding the development of their Emergency Operations Plans
- Attend and evaluate the multi-agency Mercer Island active shooter exercise
- Review the Northshore Emergency Management Coalition scope of work from Carl Lunak

### **Fire Prevention:**

- FM LaFlam delivered a fire safety presentation to the Northshore Kiwanis. The presentation focused on home fire safety.
- FI Booth and FM LaFlam met with fire prevention staff from Shoreline Fire to review and evaluate a new inspection software program that is in use in Shoreline. The purpose was to compare and contrast the Shoreline program with the inspection software currently used by Northshore Fire.
- FM LaFlam, as chair of the Washington Fire Sprinkler Coalition, is coordinating with the WA State Association of Fire Marshals and the WA Fire Chief on a fire sprinkler proposal currently being evaluated by the WA State Building Code Council. The proposal would require residential fire sprinklers to be installed in all new townhomes constructed in Washington State.



## 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

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### MINUTES

September 1, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The September 1, 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 Vice Chair, Carolyn Armanini called the meeting to order at 1705 hours. Persons in attendance, in addition to the Vice Chair, were Commissioners Ron Gehrke, Dave Maehren and Kae Peterson. Also present were Fire Chief Jim Torpin and Battalion Chief Eric Magnuson, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. There was one visitor in the audience and Commissioner Eric Adman was absent.

#### II. APPROVAL OF THE AGENDA

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

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Deputy Chief Hiring/Promotional Process

Chief Torpin indicated he would like direction from the Board on whether to move forward with a process to fill the vacant Deputy Chief position. Chief Torpin indicated preparations have begun for an internal / external process. Following a discussion on the timeline and process elements the Board unanimously approved the Chief to begin the planning for permanently filling the Deputy Chief position.

##### 4.2 Community Medical Technician (CMT) Program

Chief Torpin provided an update on the proposed Community Medical Technician (CMT) program, which included information on the staffing, projected costs, and funding that is currently available. Following a discussion Commissioner Maehren moved that the District not participate in the Community Medical Technician (CMT) program. Commissioner Peterson seconded the motion. Further discussion ensued regarding the lack of identifiable benefits and alternative uses of the King County EMS Core Services BLS funding. Chief Torpin indicated there would be adverse impacts on the proposed CMT program if the District decided not to participate. The Vice Chair called for a vote on the motion and the motion passed with a vote of 4 to 0.

4.3 Establish Benefit Charge and Revenue Source Public Hearing Date and Time

Commissioner Maehren moved to approve Resolution 15-01 Setting of a Public Hearing to Review the Budget and Revenue Sources, including Benefit Charges for 2016 on Tuesday, October 20, starting at 1900 hours. Commissioner Peterson seconded the motion. Chief Torpin provided a brief overview of the process and timeline for the hearing. Following the brief discussion the Vice-Chair called for a vote on the motion and it passed with a vote of 4 to 0. Secretary McDaniel will prepare and post the required public hearing notices.

4.4 Joint Board Meeting with Kenmore and Northshore Utility

Commissioner Maehren inquired about having a joint meeting with the Kenmore City Council and Northshore Utility District to discuss options once the Emergency Services Coordinating Agency (ESCA) disbands, provide an RFA update, and other issues of mutual concern. Vice Chair Armanini reminded the Board that staff from all of the affected agencies were working on alternatives to replace services currently provided by ESCA, but that work is not yet complete and ready for discussion. Following the discussion, it was decided to revisit this topic after the first of the year.

4.5 Adopt a Fire Hydrant Program

Commissioner Maehren reported on an "Adopt a fire hydrant program" which is sponsored by the Arts of Kenmore and promoted by the Kenmore Mayor. A discussion ensued regarding the program. Following the discussion Commissioner Maehren moved to sponsor the hydrant outside of Station 51 for \$150. The motion died for a lack of a second and no further action was taken.

4.6 District Recognition Program

Commissioner Maehren provided an overview of the draft recognition program for the District, which was previously emailed to the Board. A discussion ensued regarding the elements of program and needed input from staff.

Commissioner Maehren left the meeting at 6:15pm.

Chief Torpin provided an overview of the collaboration he has had with Commissioner Maehren on developing a list of current practices and new proposals for recognizing former employees. Chief Torpin indicated once the elements of a recognition program were agreed upon by the Board a formal policy/procedure could be developed. Further discussion was moved to the first meeting in October.

4.7 Donation Fund Request

Chief Torpin reported that a request was received from the Training Division to purchase a GoPro camera, iPad and iPad case to assist in creating training videos. A discussion ensued regarding the use and purpose of the camera and iPad.

Following the discussion Commissioner Peterson moved to approve the request to purchase a GoPro camera, iPad and iPad case with funds from the Donation Fund. Commissioner Armanini seconded the motion. Further discussion ensued regarding the use of the equipment. Following the discussion the Vice-Chair called for a vote on the motion and it passed with a vote of 3 to 0.

4.8 Commissioner's Report

Commissioner Peterson thanked the on duty crew and the Fire Chief for the assistance in removing downed trees that blocked access to the Hillside area in Lake Forest Park.

**V. ACTION ITEMS**

5.1 Resolution 15-01 – Setting of Public Hearing to Review Budget and Revenue Sources, Including Benefit Charge for 2016

This item was approved under item 4.3 on the agenda.

**VI. FIRE CHIEF'S REPORT**

The Fire Chief's report was submitted to the Board in writing. Chief Torpin provided an overview of the August 29th windstorm, which included discussion on the non-emergency calls, calls of significance, road closures and the resource emergency process taken.

Chief Torpin reported that a family orientation was held on Monday August 31<sup>st</sup> for the new firefighters who started employment on September 1<sup>st</sup>. The new firefighters will participate in a three-week orientation before being assigned to a 24 hour shift.

Commissioner Gehrke inquired on how the Department acquires houses or buildings to use for training. Chief Torpin indicated that they work with the cities' building departments, who notify the Department when buildings will be demolished.

Commissioner Gehrke inquired about the review and evaluation Fire Prevention did on Shoreline Fire Department's new inspection software program. Chief Torpin indicated that the new software that Shoreline Fire is using is comparable to the current program we are using.

## **VII. CONSENT CALENDAR**

### **7.1 Approval of Minutes, Vouchers and Resolutions**

By a motion of Commissioner Peterson, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of August 18, 2015, General Fund Vouchers totaling \$179,505.05, Reserve Fund Voucher totaling \$13,996.05, EFT 8/31/15 (DRS) totaling \$70,809.41, EFT 8/31/15 (457) totaling \$8,475.22, EFT 8/31/15 (payroll) totaling \$318,797.88 and EFT 8/31/15 (IRS) totaling \$67,252.50.

## **VIII. EXECUTIVE SESSION**

At 1845 hours, the Board moved into Executive Session to discuss litigation with legal counsel pursuant to RCW 42.30.110 (g) until 1850 hours. At 1850 hours, the Board returned to Regular Session.

## **IX. ADJORNMENT**

The meeting was adjourned at 1850 hours.

### **NEXT MEETING DATE**

The next special meeting is scheduled for September 22, 2015 and the next regularly scheduled meeting is October 6, 2015.

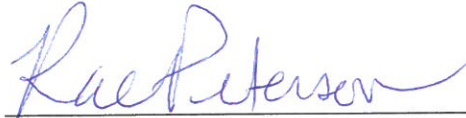
Attachments:

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Chair



**KAE PETERSON**, Member



**CAROLYN ARMANINI**, Member

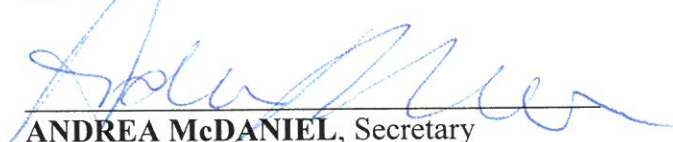


**RON GEHRKE**, Member



**DAVE MAEHREN**, Member

**ATTEST**



**ANDREA McDANIEL**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners September 22, 2015