



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, October 6, 2015

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Information/Discussion Item

- 4.1 RFA/Regionalization Discussion
- 4.2 Video Recording of Meetings – Commissioner Maehren
- 4.3 Commissioner’s Report

V. Action Items

VI. Fire Chief Report

VII. Consent Calendar

- 7.1 Vouchers
- 7.2 Meeting Minutes of September 22, 2015

VIII. Executive Session

- 8.1 Collective Bargaining

IX. Adjournment

Next Regular Meeting: October 20, 2015



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 6, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The October 6, 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 5:00 pm. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke, Dave Maehren, Carolyn Armanini and Kae Peterson. Also present were Fire Chief Jim Torpin, Battalion Chief Doug Knight, Lieutenants Jim Harvey and Anders Hansson, Firefighters Ryan Davis and Jeremy Jamerson and Human Resource Specialist Shannon Moore, together with Secretary Andrea McDaniel. There was one visitor in the audience.

II. APPROVAL OF THE AGENDA

Commissioner Armanini moved to approve the agenda as presented. Commissioner Peterson 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

Commissioner Adman provided an overview of the last RFA meeting, which was held at Woodinville Fire and Rescue on October 1, 2015. Commissioner Adman highlighted the issues discussed at the meeting which included: the ongoing equity issues, options other than an RFA for regionalization, the establishment of subcommittees for finance and governance, and an invitation from Bothell City Council to attend an upcoming study session. The Board indicated they would attend the Bothell City Council study session on October 13th or November 10th. Further discussion ensued regarding the appointment of members to the

Further discussion ensued regarding the appointment of members to the RFA subcommittees that were established.

4.2 Video Recording of Meetings

Commissioner Maehren requested that the Board consider video recording the Commissioner meetings. A discussion ensued regarding costs, methods and the reasons for recording the meetings. Following the discussion Commissioner Maehren indicated he would research the different options and costs and will present his findings at a meeting in November.

4.3 Commissioner's Report

Commissioner Maehren indicated that the fire hydrant located in front of Station 51 has been painted by artist Staci Adman along with three other hydrants near city hall that were all painted as part of an Arts of Kenmore project.

Commissioner Maehren reported that the dedication for the new skate park in Kenmore will be on Saturday October 10th at 11 am.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin indicated there was missing information in the report regarding the Northshore Emergency Management Collation (NEMC). Chief Torpin provided the missing information and overview of the last NEMC meeting.

Commissioner Adman inquired about the decision by the Board to not participate in the Community Medical Technician (CMT) program, as he was absent from the meeting in which this was decided. A brief recap of the previous discussion and debate was provided with the main reason for the decision being the lack of evidence of tangible benefits to the Northshore by participating in the CMT program.

Commissioner Gehrke inquired about the request from Metro regarding a potential bus stop on 181st in front of Station 51. Chief Torpin provided a brief overview of the request and potential location of the bus stop. Chief Torpin will provide more information as it becomes available.

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 September 22, 2015, General Fund Vouchers totaling \$174,147.70, Donation Fund Voucher totaling \$536.53 and Reserve Fund Voucher totaling \$2,321.86.

VIII. EXECUTIVE SESSION

At 6:25 pm, the Board moved into Executive Session to discuss collective bargaining pursuant to RCW 42.30.140 (4)(b) until 6:55 pm. At 6:55 pm, the Board extended the executive session until 7:05 pm. At 7:05 pm, the Board returned to regular session.

IX. ADJORNMENT

The meeting was adjourned at 7:05 pm.

NEXT MEETING DATE

The next regularly scheduled meeting is October 20, 2015.

Attachments:

Agenda
Fire Chief's Report

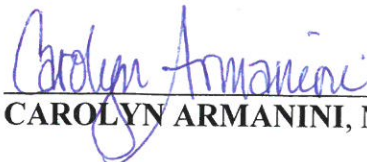
BOARD OF COMMISSIONERS



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 October 20, 2015

Fire Chief's Report

Submitted by Chief Torpin
October 6, 2015

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board Chair briefing meeting.
- Administrative Specialist Scaggs has been working on developing the framework for a "Northshore Cares" type of program. In doing so he has:
 - Met with the Bellevue C.A.R.E.S (Citizen Advocates for Referral and Education Services) Program Manager, Natasha Grossman, to discuss and observe their program components and to get ideas for establishing a Northshore's program. Mrs. Grossman is a Lake Forest Park resident and is eager to assist AS Scaggs in his research.
 - Along with DC Knight and BC Magnuson, met with the King County Mobile Crisis Team to discuss a recent "high utilizer" of the 911 system in the community, and the course of action that was happening to ensure they received further assistance. This meeting also served as a chance for us to speak with the Crisis Team about how we can communicate with them better, and how their operation functions.
 - AS Scaggs will be presenting information to the Board regarding his research at an upcoming meeting.
- FS McDaniel continues work with FireTrex vendor Dave Monahan on the set up and data entry for the new attendance tracking program.

Human Resources:

- Firefighter hiring update: Phone interviews were completed with selected candidates. Top candidates have been moved forward to the panel interview stage, which is scheduled for the week of Oct. 12th.
- HR Administrator Moore completed exit interview with LT Mike Loutsis who will be retiring in October.
- Shanon Tysland from Experience Momentum was brought in to present his multisport clinic to the department. Subject of the clinic was "How to ensure you remain injury free." Local departments were invited to join us. Feedback received from staff has been very positive!
- Flu shots (and TB testing) is scheduled for the week of Oct. 5th.
- Planning has begun with Chief Torpin regarding the hiring process details for the Deputy Chief opening.

Training:

- No report provided

Operations:

- ADC Knight and other Zone 1 Operations Chiefs met with NORCOM to discuss ways to improve the regions planning and responses during high volume events such as the recent windstorm. The group developed changes to the structure of the dispatch levels and response plans. NORCOM staff will evaluate the impact to

the proposed changes. The proposals will be presented to the Op's Chiefs at their next meeting.

- Chief Torpin and ADC Knight attended a meeting with Kenmore, Lake Forest Park and Northshore Utility District to discuss the transition plans and assign responsibilities for the proposed
- Chief Torpin has reviewed and provided comment back on an initial draft of an Inter-Local Agreement between the fire district, Northshore Utility District, the City of Kenmore and the City of Lake Forest Park which would establish the Northshore Emergency Management Coalition. Additional work is needed to address some city specific issues. It is hopeful a completed draft can be presented to the various governing boards in the near future.
- ADC Knight met with Brett Schock (Kenmore traffic engineer) regarding METROs desire to relocate the bus stop on 73rd NE to in front of Station 51. He will contact Chief Torpin for further feedback.

Fire Prevention:

- FM LaFlam and FS McDaniel staffed a booth at the Lake Forest Park Safety Fair in Third Place Commons. It was a valuable event where information and assistance was provided to many citizens throughout the day.
- FI Booth attended a fire investigation class at the National Fire Academy. The two-week class covers a wide variety of fire investigation related topics including; origin and cause determination, interviews, report writing and legal considerations.
- FM LaFlam met with the principal from Kenmore Elementary to review concerns related to the high student population and the use of the gym for student assemblies. FM LaFlam discussed the issue with the Kenmore Building Official and then sent a proposal to the principal that would allow an occupant load increase for assemblies under specific conditions.