



## **Northshore Fire Department**

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

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### **Board of Commissioners Special Meeting Agenda**

Tuesday, September 22, 2015

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Information/Discussion Item**

- 4.1 RFA/Regionalization Discussion
- 4.2 2016 Budget Update – Chief Torpin
- 4.3 Commissioner’s Report

**V. Action Items**

**VI. Fire Chief Report**

**VII. Consent Calendar**

- 7.1 Vouchers
- 7.2 Meeting Minutes of September 1, 2015

**VIII. Executive Session**

- 8.1 Litigation

**IX. Adjournment**

**Next Regular Meeting:     October 6, 2015**



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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### MINUTES

September 22, 2015

### SPECIAL MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The September 22, 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 181<sup>st</sup> 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, Acting Deputy Chief Doug Knight and Battalion Chief Jeff Tagart, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

#### II. APPROVAL OF THE AGENDA

Chief Torpin requested to add a discussion regarding the Deputy Chief hiring process to the agenda. The request was approved and moved to item 4.2 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

Kenmore Citizen Matt Martin addressed the Board regarding a recent bicycle accident and his concerns for the need of additional public safety. Commissioner Maehren indicated that the City of Kenmore was holding a meeting tonight at 1830 hours to discuss public safety in Kenmore and suggested that would be a forum for Mr. Martin to address his questions and concerns regarding the bicycle safety and public safety in Kenmore. The Board thanked Mr. Martin for his comments and concerns.

#### IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

Commissioner Adman reported that at the last City of Bothell Council meeting they voted to continue to participate in the RFA process. A discussion ensued regarding the Bothell City Council's motion to continue participation in the RFA process, the guiding principles established by the Board, alternative options for regionalization and the upcoming RFA meeting scheduled for October 1st. Following the discussion, the Board reaffirmed its positions regarding the RFA as stated in their April 24, 2015, memorandum titled: RFA Feasibility Study – Comments, Questions and Concerns.

#### 4.2 Deputy Chief Hiring Process

Chief Torpin requested the Board's approval to move forward with the Deputy Chief hiring process. Following a brief discussion, the Board unanimously approved the Fire Chief's request to move forward with the hiring of a Deputy Chief.

Chief Torpin provided an overview of the next steps for the hiring process and indicated that by the end of the week he would finalize the plan for the Deputy Chief position through the rest of the year.

#### 4.3 2016 Budget Update

Chief Torpin provided the Board with a memorandum outlining the 2016 budget preparation process which included explanation of areas of the budget where an increase is anticipated. In addition to the memorandum, Chief Torpin provided a copy of the preliminary levy limit worksheet that was received from the King County Assessor's Office earlier in the day. The worksheet indicated a 9% increase to the District's Assessed Value and 71% increase to new construction. A discussion ensued regarding the potential need for a levy lid lift which the Chief recommended was not necessary in 2016.

Commissioner Maehren requested that the Reserve Fund policies be sent to the Board with the draft 2016 budget workbook. Chief Torpin indicated he would send both documents to the Board on or before October 15th.

Chief Torpin reminded the Board that the Public Hearing that is scheduled for 7:00 PM on October 20th. A brief discussion ensued regarding the start time for the regularly scheduled meeting on October 20th. Following the discussion, the Board unanimously agreed to change the start time of the regularly scheduled meeting from 5:00 PM to 6:00 PM. Secretary McDaniel will prepare and post a notice for the meeting time change.

#### 4.4 Commissioner's Report

Commissioner Armanini reported that she had received a compliment regarding the crew at station 57 for the outstanding service they provided during a recent call.

Commissioner Maehren inquired about website and email access outside of the US. Chief Torpin asked Commissioner Maehren to email the details of the problem and he would pass it on to Kirkland IT.

**V. ACTION ITEMS**

None

**VI. FIRE CHIEF'S REPORT**

The Fire Chief's report was submitted to the Board in writing. Chief Torpin indicated that a draft Inter-local Agreement that would establish the Northshore Emergency Management Coalition (NEMC) was currently being reviewed by staff from the participating agencies.

Commissioner Maehren inquired about the location for the next fire academy. Chief Torpin reported that the upcoming academy would be based out of Kirkland, although significant time would be spent here at the training facility.

Commissioner Armanini inquired about the August turnout time listed for B-Shift at Station 51, as it was higher than all other shifts. Chief Torpin indicated he would review the information and report back to the Board.

Commissioner Adman inquired about the backup procedures used when the I-Net services are down. Chief Torpin reported that a smart phone was used to receive the non-emergency calls from NORCOM during the most recent windstorm. Other backup options include the use of landlines or the 800-megahertz and ham radios.

**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 1, 2015, General Fund Vouchers totaling \$46,504.18, Donation Fund Voucher totaling \$437.99.

**VIII. EXECUTIVE SESSION**

At 6:50 PM, the Board moved into Executive Session to discuss litigation with legal counsel pursuant to RCW 42.30.110 (g) 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 6, 2015.

Attachments:

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**



**ERIC ADMAN, Chair**



**KAE PETERSON, Member**



**CAROLYN ARMANINI, Member**

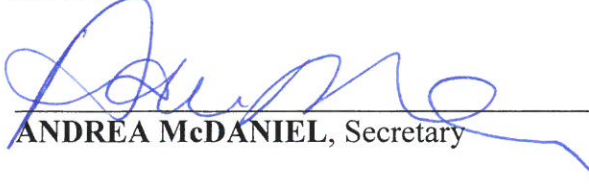


**RON GEHRKE, Member**



**DAVE MAEHREN, Member**

**ATTEST**



**ANDREA McDANIEL, Secretary**

King County Fire Protection District No. 16  
Adopted at a Regular Meeting of the Board of Commissioners October 6, 2015

# **Fire Chief's Report**

Submitted by Chief Torpin  
September 22, 2015

## **Administration/Financial:**

- Chief Torpin was on vacation the week of September 14.
- Chief Torpin attended the September Norcom Governing Board meeting.
- Chief Torpin met with Gordon McIlveanie to receive 2016 policy. attended
- Chief Torpin met with Donna Gaw from Kirkland IT to discuss server replacement and software upgrades.
- Budget preparation continues.

## **Human Resources:**

- Hiring process update: Application materials were reviewed and phone interviews have been scheduled with the selected candidates.
- Conducted new hire orientation with our three new firefighters.
- Personnel updates: FF Haugsven will be starting in the Paramedic program with Shoreline Fire Dept. at the end of September; an exit interview with FF Haugsven has been completed. LT Mike Loutsis has announced his official retirement date and will be retiring from the organization in October.
- Our internal 10 week Activity Challenge ended with a total of 6,594,727 combined steps calculated! Congrats to our top two winners with the most steps: Andrea McDaniel and Jeff LaFlam.
- HR Administrator Moore attended the Lane Powell 33rd Annual Labor and Employment "Best Practices For Best Employers™" Seminar.
- HR Administrator Moore attended the WCIF IAC/ACE Meeting to review our annual benefit plans renewal. Shift meetings have been scheduled in October to review open enrollment information.
- Scheduled this year's flu shots with AMR for Oct. 5th and Oct. 9th at 7am-8:30am. Family members (age 18 or older) can also receive a flu vaccination at this time and do not need to be covered under an employee's current healthcare plan to participate.
- AMR no longer offers TB testing services, therefore TB testing will be on Oct. 6th and Oct. 8th for employees.
- Wellness program update: I'm happy to announce that the District has reached 45% participation in the 2015 Live Well at WCIF wellness program. This confirms that our group will receive up to 4% medical premium savings in 2016!

## **Training:**

- Captain Sauer worked with the new FF's for the orientation process. All three have been released to shift work effective September 21<sup>st</sup>.
- Hosted a meeting with Kirkland, Northshore, Bothell and Shoreline to discuss the feasibility of hosting a local EMTG recruit academy starting in January 2016.

Presentation by Captain Hoover (Kirkland Fire Department) resulted in a consensus that the local academy will occur, probably based at Kirkland Station 26 with field classes held at several sites throughout the area, including Station 51.

- Prepared a grant request for Central Region EMS and Trauma Care Council (advanced auto extrication)
- ADC Knight attended the EMTG Board Meeting followed by Op's meeting at the Bellevue Training Center.

### **Operations:**

- The Northshore area was hit by a significant windstorm on August 26. The following provide a summary of operational activities:
  - Resource emergency operations were initiated due to high non-emergency call volume (four times larger than normal).
  - The INET system failed early in the storm due to fallen trees in Lake Forest Park. The automatic re-route feature was not working and has since been corrected by Kirkland IT. Loss of the INET connection prevented the normal station alerting process from working (pagers were working normally) and proper RE operations via internet access to NORCOM.
  - Working to develop alternative access to the internet if there is another INET failure. Investigating the purchase of a portable hotspot device that can connect a laptop and printer to our cell phone data plan.
  - Referred a number of false Automatic Fire Alarms (AFAs) to fire prevention for follow up to determine the cause of the AFA and ensure follow up service if necessary.
  - Post windstorm meeting with representatives of NUD and LFP Public works to discuss ways to improve communication and collaboration during such events.
- Attended a number of meetings regarding the disbanding of Emergency Services Coordinating Agency (ESCA) and the proposed Northshore Emergency Management Coalition (NEMC), including:
  - Meeting in LFP with CERT and radio volunteers
  - Kenmore/LFP/ESCA volunteer reception center meeting. Discussed plans for a class and exercise in September and October for members of the public who want to volunteer and assist the cities during a disaster.
  - NEMC meeting in LFP to discuss the program and plans for Carl Lunak. Another meeting scheduled for 9/23 @ 0830 in LFP
- ADC Knight attended the Zone 1 Op's Chief's meeting.
- ADC Knight attended a meeting with Brett Schock (Kenmore traffic engineer) regarding the realignment project on NE 182<sup>nd</sup>.
- August response data:



Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	%≤6Min	Dur	Fire Department	Aid Received	Aid Given			
EMS	51	141	42.99%	0:04:54	73.76%	5:12:27	Bothell	8	32			
	57	74	22.56%	0:06:20	52.70%	2:36:43	Kirkland	4	10			
HazMat	51	9	2.74%	0:23:04	22.22%	0:39:26	Shoreline	11	26			
	57	2	0.61%	0:02:39	100.00%	2:05:33	Woodinville	0	1			
Good Int	51	20	6.10%	0:09:28	28.57%	0:32:32	Redmond	0	0			
	57	11	3.35%	0:06:13	25.00%	0:43:19	Other	2	0			
Fire	51	5	1.52%	0:05:43	60.00%	10:04:08	<b>TOTAL</b>	<b>25</b>	<b>69</b>			
	57	0	0.00%	0:00:00	0.00%	0:00:00						
Pub Asst	51	7	2.13%	0:08:50	14.29%	0:15:35	<b>Emergency Response Avg Turnout Time</b>					
	57	1	0.30%	0:00:00	100.00%	1:01:30	EMS		1:12			
False	51	40	12.20%	0:05:28	67.50%	8:08:46	Fire Suppression		1:39			
	57	12	3.66%	0:05:00	66.67%	0:15:32						
Rupt/Exp	51	1	0.30%	0:07:19	0.00%	0:26:04	<b>Reaction Time Summary</b>					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:15	Station 57	A-shift	1:18
Weather	51	1	0.30%	0:03:37	100.00%	0:33:20		B-shift	2:11		B-shift	1:00
	57	3	0.91%	0:12:24	0.00%	0:34:42		C-shift	1:24		C-shift	1:30
Other	51	1	0.30%	0:11:12	0.00%	0:15:36		D-shift	1:16		D-shift	0:51
	57	0	0.00%	0:00:00	0.00%	0:00:00						
Grand Total		328	100.00%	0:06:08	62.01%	33:25:13	AVG	1:32		AVG	1:11	
<b>August 2015</b>												

**Fire Prevention:**

- No report provided.