



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, October 20, 2015

6:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Information/Discussion Item

- 4.1 RFA/Regionalization Discussion – Commissioner Adman
- 4.2 Hiring Process Update – Chief Torpin
- 4.3 Contract for Legal Services – Chief Torpin/Kinnon Williams
- 4.4 Commissioner’s Report

V. Action Items

VI. Fire Chief Report

VII. Consent Calendar

- 7.1 Vouchers
- 7.2 Meeting Minutes of October 6, 2015

VIII. (7:00 PM) Public Hearing – Budget, Benefit Charge and Other Revenue Sources

- 8.1 Open Public Hearing – Commissioner Adman
- 8.2 Financial Overview of the Fire District – Chief Torpin
- 8.3 Presentation of 2016 Draft Budget – Chief Torpin
- 8.4 Staff Recommendation for 2016 Tax Levy and Benefit Charge Assessment
- 8.5 Public Comment
- 8.6 Conclusion of Public Hearing

IX. Executive Session

- 9.1 None

X. Adjournment

Next Regular Meeting: November 3, 2015



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

October 20, 2015

SPECIAL MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The October 20, 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 6:00 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Acting Battalion Chief Pete Van Duse, Lieutenant John Burrow and Firefighter Brian Ford together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. 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 joint study session between the RFA Planning Committee and the Bothell City Council. Commissioner Adman also reported that the next RFAPC meeting is scheduled for November 5th. A discussion ensued regarding the topics covered in the study session, next steps and alternative options for regionalization.

Commissioner Maehren inquired about the selection of members for the finance and governance subcommittees that will be discussed at the next

RFAPC meeting scheduled for November 5th. Following a brief discussion and since there is currently no agenda for the November 5th meeting the Board unanimously decided to move further discussion to the next regularly scheduled meeting on November 3rd.

4.2 Hiring Process Update

Chief Torpin provided an update on the firefighter hiring process. The Chief indicated he has yet to determine the number of firefighters who will be offered positions as there are a number of variables that will affect that decision. A discussion ensued regarding the number of new hires needed, upcoming Chief interviews and the academy. Following the discussion, the Board unanimously approved the Chief to hire up to three new firefighters.

4.3 Contract for Legal Services

Chief Torpin provided an overview of the changes proposed in the 2016 contract with Inslee/Best for legal services. Changes include the reduction of retainer hours from 20 down to 10 per month and an increase to the hourly rate. A discussion ensued regarding the proposed contract and how legal services are utilized. Following the discussion Commissioner Peterson moved to approve the proposed contract for legal services and Commissioner Adman seconded the motion. Additional discussion ensued with the Board unanimously deciding to move further discussion and approval to the next regularly scheduled meeting on November 3rd.

4.4 Commissioner's Report

Commissioner Maehren reported that he did not volunteer to be on the governance subcommittee for the RFA, which was stated in the October 6, 2015, meeting minutes. A brief discussion ensued regarding the proceedings of that discussion. Following the discussion Commissioner Maehren requested the sentence be removed from the minutes and the request was approved. Secretary McDaniel will remove the sentence from the meeting minutes.

V. ACTION ITEM

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin reported that he would be participating in the "Take Winter by Storm" media event in Lake Forest Park on November 2, 2015 at 10:00 am. Chief Torpin inquired if there were any questions on the written report.

Commissioner Gehrke inquired about the Northshore Cares information presented at the Officer's meeting. Chief Torpin stated Administrative Specialist Scaggs provided an overview of the program to the officers of the department seeking input for the development of the program. The Chief indicated a presentation would be made to the Board once the program details are completed.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of October 6, 2015, General Fund Vouchers totaling \$30,201.13 and Reserve Fund Voucher totaling \$367.00.

VIII. PUBLIC HEARING – BENEFIT CHARGE, PROPERTY TAX LEVY AND OTHER REVENUE SOURCES

At 7:00 pm, The Chair opened the Benefit Charge and Revenue Source Hearing pursuant to RCW 84.52.120 and 52.18.060. Following the opening of the hearing by Commissioner Adman, Fire Chief Torpin provided an overview of the hearing process and updated schedule.

8.1 Financial Overview of the Fire District

Chief Torpin reported on the year-to-date financial activities and the projected revenue and expenses for 2015.

8.2 Presentation of the 2016 Draft Budget

Chief Torpin presented the draft 2016 budget and identified areas of significant change. A brief discussion ensued regarding the increase to the budget.

8.3 Staff Recommendation

Chief Torpin recommended that the Board set the Benefit Charge at an amount not to exceed \$2,800,000.

8.4 Public Comments

Kenmore citizen Matt Martin inquired about the increase to the operational expenses over last 25 years. Commissioner Armanini indicated that there are numerous factors that have influenced the increase to operational expenses most notably a second station and associated staffing. It was also pointed out that the growth in the assessed value and new construction has increased at a greater rate than the operational expenses. Commissioner Armanini also stated that the

Department has always had a conservative approach to expenses. Mr. Martin thanked the Board for the information.

The public comment section of the public hearing was closed at 7:55 pm.

8.5 Conclusion

Commissioner Armanini moved to continue the public hearing to the next regularly scheduled meeting on November 3, 2015. Commissioner Maehren seconded that motion and it passed with a vote of 5 to 0.

IX. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 8:02.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for November 3, 2015.

Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



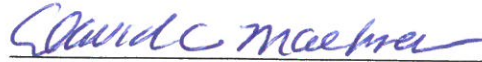
KAE PETERSON, Member



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 November 3, 2015

Fire Chief's Report

Submitted by Chief Torpin
October 20, 2015

Administration/Financial:

- Chief Torpin attended a Zone 1 Fire Chief's meeting.
- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin and AS Scaggs met with Kirkland IT to discuss upcoming server upgrade and replacement.
- The 2016 draft budget preparation was completed.
- Administrative Specialist Scaggs presented an overview of a potential Northshore CARES program to the Officers Meeting. The purpose of the presentation was to seek feedback on what the program may provide.

Human Resources:

- FF Hiring Update: Panel interviews were completed, with the top six candidates selected to move forward to a Chief's Interview at the end of the month.
- The Deputy Chief of Operations and Training position opening was announced both internally and externally (Daily Dispatch, AWC jobnet, Facebook, LinkedIn). Interested individuals are directed to our NFD website for job details and application materials. Application deadline is November 16th; however the position will remain open until filled.
- Wellness program update: The District has reached 54% participation in the WCIF LiveWell wellness program!
- The annual Benefits Fair was successfully held on Oct. 14th, with steady employee turn-out. This year we had benefit representatives from WCIF (for Group Health, Delta Dental, Willamette, and Magellan EAP), DRS, DiMartino (Life Ins, Long-Term Disability, & MERP), Randall & Hurley 457 Retirement Plan, Navia (HRA), LEOFF 2 Death & Disability Ombudsman Services, and L&I attend.
- Completed Flu shots and TB testing for staff. HR Administrator Moore will facilitate an opportunity for makeup TB testing for those that were unable to attend.
- HR Administrator Moore attended Davis Wright Tremaine's annual employment law seminar.
- HR Administrator Moore completed HR meetings with each shift to review 2016 benefit plan information and kick-off open enrollment.
- Chief Torpin, HR Administrator Moore and the labor group met for the monthly Labor/Management meeting.
- HR Administrator Moore attended the October Officer meeting to facilitate a 'round-table' discussion with leadership regarding a mock personnel issue. Started this a few months ago at the officer meeting to help provide continuity of practices between the shifts and provide an opportunity to review policy/procedure/processes, to support our managers and supervisors.

Training:

- Semi-annual maintenance on FireBlast live fire prop was performed.

- Work continued on the 3rd quarter EMTG tactical training development.
- Preparation for the upcoming EMTG Multi-Company Operations (MCO) drill was completed.
- The Bothell-Kenmore Reporter interviewed Capt. Sauer for an article on the Northshore training facility.
- Capt. Sauer participated in a job analysis interview for HR.
- Captain Sauer attended weekly East Metro Training Group (EMTG) meetings.
- D-Shift rebuilt the ventilation props on the training tower.
- Thursday drills were completed weekly with WFLSD.

Operations:

- Acting Deputy Chief (ADC) Morris met with DC Kenworthy to discuss EMTG.
- ADC Morris met with Inglemoor High School Athletic Director (AD), Lance Gatter, to discuss sports related injury preparation and NFD service delivery.
- ADC Morris and Capt. Sauer met with Bastyr Facility Manager to discuss pre-incident planning.
- ADC Morris attended the King County Zone 1 Fire Operations Chiefs meeting.
- With the absence of D Shift Battalion Chief, ADC Morris continued work on facilities issues.
- ADC Morris facilitated an all company officer's meeting.
- September response data:

Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	%<=6Min	Avg Dur	Fire Department	Aid Received	Aid Given			
EMS	51	144	53.73%	0:05:30	67.83%	0:38:24	Bothell	6	17			
	57	55	20.52%	0:05:52	56.36%	0:38:55	Kirkland	5	2			
HazMat	51	3	1.12%	0:07:09	33.33%	0:26:58	Shoreline	15	17			
	57	2	0.75%	0:02:51	100.00%	0:15:15	Woodinville	1	0			
Good Int	51	10	3.73%	0:05:31	50.00%	0:18:08	Redmond	4	0			
	57	7	2.61%	0:08:07	20.00%	0:26:31	Other	1	0			
							TOTAL	32	36			
Fire	51	1	0.37%	0:08:00	0.00%	0:22:20						
	57	2	0.75%	0:04:33	100.00%	0:36:39						
Pub Asst	51	14	5.22%	0:06:56	57.14%	0:28:54	Emergency Response Avg Turnout Time					
	57	2	0.75%	0:04:16	100.00%	0:30:52	EMS	1:14				
False	51	21	7.84%	0:05:48	52.38%	0:19:37	Fire Suppression	1:38				
	57	6	2.24%	0:06:54	50.00%	0:22:56						
Rupt/Exp	51	1	0.37%	0:05:47	100.00%	0:29:00						
	57	0	0.00%	0:00:00	0.00%	0:00:00	Reaction Time Summary					
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:17	Station 57	A-shift	1:30
	57	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:11		B-shift	1:21
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:15		C-shift	1:15
	57	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:11		D-shift	0:55
Grand Total		268	100.00%	0:05:45	62.16%	0:35:07		AVG	1:14		AVG	1:15

September 2015

Fire Prevention:

- FM LaFlam assisted a member of the King County Fire Investigation Unit at a residential structure fire in Kenmore. The fire caused significant damage to the

garage and smoke damage throughout the structure that was under construction. The fire was intentionally set by suspects that have been apprehended and charged with the crime.

- FI Booth taught a CPR class to nine local citizens.
- FM LaFlam met with the other Fire Marshals from Zone 1 to begin the process of evaluating the 2015 edition of the International Fire Code and preparing the necessary documents for adoption of the code by local jurisdictions. One goal of this process is to develop consistent application of the code requirements and commonality of local amendments to the code.
- FM LaFlam testified before the Washington State Building Code Council on a proposal that would require the installation of fire sprinkler in all new townhomes constructed throughout the State.
- An Emergency Preparedness Workshop was held at Northshore Fire Department on Saturday October 10th. The program was sponsored by Lake Forest Park, Kenmore, ESCA, Northshore Utility District and the fire department.