



## Northshore Fire Department

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

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

Tuesday, November 17, 2015

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Information/Discussion Item**

- 4.1 Northshore Cares Program Overview – Chief Torpin/AS Scaggs
- 4.2 3<sup>rd</sup> Quarter Financial Report – Chief Torpin
- 4.3 2016 Aid Car Purchase – Chief Torpin/BC Tagart
- 4.4 RFA/Regionalization Discussion – Commissioner Adman
- 4.5 Commissioner's Report

**V. Action Items**

- 5.1 Resolution 15-06 – NORCOM
- 5.2 RFA Committee Meeting Minutes Approval
  - A. October 1, 2015

**VI. Fire Chief Report**

**VII. Consent Calendar**

- 7.1 Vouchers
- 7.2 Meeting Minutes of November 3, 2015

**VIII. Executive Session**

**IX. Adjournment**

**Next Regular Meeting: December 1, 2015**

# **Fire Chief's Report**

Submitted by Chief Torpin  
November 17, 2015

## **Administration/Financial:**

- Chief Torpin attended a NORCOM Governing Board Meeting.
- Chief Torpin attended a Zone 1 Fire Chiefs Meeting.
- Chief Torpin and Commissioners Adman and Maehren attended an RFAPC meeting on November 5, 2015.
- Chief Torpin attended a NORCOM Chair Briefing Meeting and conducted peer review interviews for the Executive Director's performance review. The review was completed and submitted to the Governing Board.

## **Human Resources:**

- 23 applications for the open Deputy Chief position have been received which includes one internal application. Phone interviews with selected number of candidates will begin next week.
- November 15th is the final day for employees and spouses to complete their WCIF wellness program to earn a deductible credit for their 2016 GHC plan.
- Employment posters at both stations were updated with the new required Job Safety and Health Poster from Washington State Department of Labor and Industries.

## **Training:**

- EMTG Multi-Company Operations (MCO) began on November 2nd with Captain Sauer's daily participation.
- LT Schultz began his return to work process and is on a day schedule.
- Delivered Monthly Training Assignments (MTA) material to Taylor and Katie.
- Probationary book section 2 was provided to three probationary firefighters.
- Captain Sauer attended weekly East Metro Training Group (EMTG) meetings.
- Woodinville Fire and Life Safety Division (WFLSD) continue to utilize the training tower for recruit training and WANIC classes.
- Training hydrants were re-fitted and repaired.
- Redmond Fire Department was scheduled to use burn prop for paramedic live fire training.

## **Operations:**

- Acting Deputy Chief (ADC) Morris attended a Zone 1 Operations Chief's Meeting.
- ADC Morris met with training division for weekly update.
- ADC Morris and Katie Hodneland met with Kirkland Fire Department Captain Bill Hoover to discuss the upcoming academy and Katie's involvement as a shared administrative assistant.

- ADC Morris initiated a conversation with the City of Bothell regarding the possibility of sharing keybox keys for better access when dispatched into each other's jurisdictions.
- October response statistics:

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	141	55.51%	0:05:16	61.15%	0:38:40	Bothell	5	20			
	57	62	24.41%	0:06:09	51.61%	0:43:29	Kirkland	4	1			
HazMat	51	5	1.97%	0:06:54	40.00%	0:35:10	Shoreline	9	26			
	57	3	1.18%	0:05:35	33.33%	0:16:04	Woodinville	0	1			
Good Intent	51	9	3.54%	0:07:48	0.00%	0:16:48	Redmond	0	0			
	57	2	0.79%	0:00:00	0.00%	0:00:00	Other	0	0			
Fire	51	3	1.18%	0:04:41	66.67%	1:57:12	<b>TOTAL</b>	<b>18</b>	<b>48</b>			
	57	2	0.79%	0:03:08	50.00%	0:27:01						
Public Assistance	51	5	1.97%	0:08:10	20.00%	0:33:00	<b>Emergency Response Avg Turnout Time</b>					
	57	4	1.57%	0:05:09	50.00%	0:33:42	EMS	1:14				
False	51	11	4.33%	0:06:10	54.55%	0:22:43	Fire Suppression	2:01				
	57	6	2.36%	0:09:17	16.67%	0:20:35						
Rupture/Explosion	51	1	0.39%	0:04:38	100.00%	0:53:32	<b>Reaction Time Summary</b>					
	57	0	0.00%	0:00:00	0.00%	0:00:00						
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:27	Station 57	A-shift	1:21
	57	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:15		B-shift	1:23
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:15		C-shift	1:12
	57	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:13		D-shift	1:22
Grand Total		254	100.00%	0:05:43	55.37%	0:39:01		AVG	1:18		AVG	1:20

## October 2015

### Fire Prevention:

- FM LaFlam attended a presentation sponsored by the Zone 1 Fire Marshals. The presentations were delivered by two companies that provide services to fire departments to track and manage the required periodic testing of fire protection systems. The goal is to create uniform enforcement of the testing requirements across all Zone 1 departments and thereby maintain safer facilities where these systems have been installed.
- FI Booth assisted the crew from Station 57 in the presentation of the fire safety lesson plans to four third grade classes at Lake Forest Park Elementary School.
- FM LaFlam attended the State Building Code Council meeting in Shoreline. The meeting agenda included the final deliberations for the proposed Washington State amendments to the 2015 International Codes, including a statewide requirement to install fire sprinklers in all new townhome buildings. The Codes will take effect on July 1, 2016 throughout the 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

November 17, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The November 17, 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 Chair, Eric Adman called the meeting to order at 5:05 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Jeff Tagart, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Kae Peterson was absent.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren requested to add a discussion regarding the process and timeline for the Fire Chief's performance review. The Board unanimously approved the request and was added as item 4.6 on the agenda.

Commissioner Adman moved to approve the agenda as amended. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 0.

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEM

##### 4.1 Northshore Cares Program Overview

Chief Torpin provided an overview of the Northshore Cares program, past efforts and challenges, timeline and processes. Administrative Specialist Taylor Scaggs provided a detailed PowerPoint presentation on the goals and objectives for the Northshore Cares program. The Board thanked the Chief and Administrative Specialist Scaggs for their work on the Northshore Cares program.

#### 4.2 3<sup>rd</sup> Quarter Financial Report

Chief Torpin provided an overview of the third quarter financial reports and inquired if there were any questions.

Commissioner Maehren inquired about the energy bills and efficiency of Station 51, a brief discussion ensued regarding the energy consumption.

Commissioner Armanini inquired when the BLS funds would be received. Financial Specialist Andrea McDaniel indicated that the invoice had been sent and the check was expected by the end of the month.

#### 4.3 2016 Aid Car Purchase

Chief Torpin reported that the purchase of a new aid car is scheduled for late 2016 per the equipment replacement schedule. Chief Torpin stated Battalion Chief Jeff Tagart has completed work on the specifications for the purchase of the new aid car. Battalion Chief Tagart then provided a detailed report on the new Aidcar specifications and proposal.

A discussion ensued regarding the cost of the new aid car and power stretcher. Chief Torpin requested authorization to execute the contract with the Houston-Galveston Area Council (HGAC) joint purchasing agency for the new Aidcar. Chief Torpin also requested authorization to submit a request to King County EMS for the BLS Core Services funding to offset some of the costs of the Aidcar and stretcher purchases.

After a brief discussion, the Board authorized the Chief to execute the contract with HGAC for the new Aidcar and submit the request to King County EMS for the BLS Core Services Funds.

#### 4.4 RFA/Regionalization Discussion

Commissioner Adman indicated there was nothing new to report at this time and that the next RFAPC meeting is not scheduled until February of 2016.

Chief Torpin reported that he contacted Bill Cushman regarding his interest in updating the Regional Fire Authority (RFA) financial model as requested by the RFA Planning Committee. Chief Torpin reported the cost was approximately \$1,700 to make the updates. Chief Torpin reported that Woodinville Fire and Rescue voted at their last Commissioner meeting to pay for the financial model updates and then request reimbursement from the other participating agencies. A discussion ensued regarding the need to update the financial model and the additional costs. Following the discussion, the Board did not support the updating of

the financial model or paying any additional funds toward the RFA at this time. Chief Torpin will relay the Board's position to the RFAPC Chair Roger Collins.

4.5 Commissioner's Report

None

4.6 Fire Chief's Performance Review

Commissioner Armanini suggested using the same process and procedure as previous years, which was agreed upon by the Board. Following a brief discussion regarding the timeline the Board decided to start discussions at the next regularly scheduled meeting on December 1st.

**V. ACTION ITEMS**

5.1 Resolution 15-06 – NORCOM

Commissioner Armanini moved to approve Resolution 15-06 as presented. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

5.2 RFA Committee Meeting Minutes Approval

Commissioner Armanini moved adoption of the Regional Fire Authority (RFA) approved minutes of October 1, 2015 as the minutes for our Special Meetings on the same date. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

**VI. FIRE CHIEF'S REPORT**

The Fire Chief's report was submitted to the Board in writing. Chief Torpin provided an update on the NORCOM user fee agreement and the Deputy Chief hiring process.

Commissioner Gehrke inquired about the use of department staff for the upcoming recruit academy. Chief Torpin indicated that Administrative Specialist Katie Hodneland will assist a few hours per week and Lieutenant John Burrow will be temporarily assigned to work days at the academy.

Commissioner Maehren reported that he received an inquiry from a citizen on how to make a donation to the department's Donation Fund. Commissioner Maehren stated there was no information about the Donation Fund on the website. Chief Torpin reported that he would look into this and come back to the Board for further discussion on the topic.

**VII. CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

A brief discussion ensued regarding the language in Policy 4301 Risk Management – Structure Fire, specifically what the term “marginal situation” is referring to and other minor grammatical errors. A few minor edits were made to the policy and the Board unanimously approved the edits.

By a motion of Commissioner Maehren, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of November 3, 2015, General Fund Vouchers totaling \$29,251.48 and Reserve Fund Vouchers totaling \$461.60 and amended Policy 4301 Risk Management – Structure Fire.

Chief Torpin reminded the Board that a special meeting was needed for approval of the last vouchers of the year. The Chief recommended December 29, at 5:00 pm as a potential date and time. The Board unanimously approved the special meeting for December 29th. Secretary McDaniel will prepare and post the special meeting notice.

**IX. EXECUTIVE SESSION**

None

**ADJORNMENT**

The meeting was adjourned at 6:58 pm.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for December 1, 2015

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
ERIC ADMAN, Chair






**KAE PETERSON, Member**

**CAROLYN ARMANINI, Member**

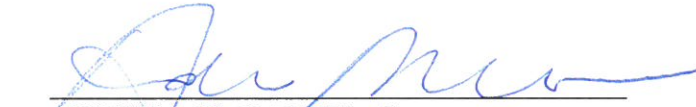


**RON GEHRKE, Member**



**DAVE MAEHREN, Member**

**ATTEST**

  
**ANDREA McDANIEL, Secretary**  
King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners December 1, 2015