



Northshore Fire Department

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

Board of Commissioners Special Meeting Agenda

Tuesday, August 18, 2015

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Information/Discussion Item**
 - 4.1 RFA/Regionalization Discussion
 - 4.2 Joint Purchasing Agreement for new Aidcar
 - 4.3 Commissioner's Report
- V. Action Items**
 - 5.1
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 2430-A11 Training Captain Job Description - New
- VIII. Executive Session**
- IX. Adjournment**

Next Regular Meeting: September 1, 2015

Fire Chief's Report

Submitted by Chief Torpin
August 18, 2015

Administration/Financial:

- Chief Torpin attended the Norcom Governing Board Meeting.
- Chief Torpin attended the Zone 1 Fire Chiefs meeting.
- Chief Torpin and Legal Counsel Williams reviewing the possibility of entering into a joint purchasing agreement with the Houston-Galveston Area Council (H-GAC). H-GAC is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 36 elected officials from the 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide thru HGACBuy.

There are many Washington State jurisdictions, including the City of Kenmore, that have used H-GAC to purchase apparatus, vehicles and equipment. H-GAC takes care of the bidding and advertising requirements allowing for a very streamline purchasing process. The District is considering using H-GAC for the 2016 purchase of a new Aidcar. More information about H-GAC can be found here: <http://hgacbuy.org/home/http://hgacbuy.org/home/>

Human Resources:

- Hiring process update:
 - ✓ Final offer letters were sent to new hires, Chris Hoffman and Kyle Colletti. They will start work on Sept. 1st. A third conditional offer has been sent with tentative plans for him to start Sept. 8th. A family orientation night will be held for the new hires and their families on Monday, August 31st @ 6pm. This time will provide general information and expectations for the new hire's training orientation and an opportunity for them to tour the station and meet our on-duty staff.
 - ✓ Applicants on the National Testing Network list have been screened and top 50+ have been sent an invitation to proceed in our next phase of hiring. They will need to submit an application and additional requested materials by the end of August.
- WCIF wellness program update: As of August 4th, our group is at 28% participation. In order to receive the 4% group premium medical discount in 2016, at least 40% of our covered employees must register and complete all actions on the Live Well at WCIF wellness portal before November 15, 2015. In addition to regular communication blasts to staff, HR will continue to encourage participation at the quarterly Chief staff meetings scheduled over the next few weeks.
- HR Administrator Moore attended WCIF's workshop and Board meeting to review details of the annual renewal of WCIF's benefit plans.
- The Training Captain Job Description has been drafted and is ready for final review and approval.

Training:

- ADC Knight met with Kenmore Square/Spencer 68 contractor to finalize plans for the training in the coffee shop and adjacent buildings – week of August 10th. Prepared goals and guidelines to be accomplished, including a review of fires in fast food restaurants and non-destructive forcible entry through the locks in storefront entrances and distributed to the shifts.
- Discussions and planning continue for the new FF orientation that will begin on September 1st.
- Tactical exercises of Johnson Court, Brierwood and Sheridan Beach Terrace apartments were prepared for the officers meeting.

Operations:

- Lyon Creek Flood Project: Construction between Starbucks and the mall continues. Will continue throughout August.
- Fire in LFP: Presented the PIA during the officers meeting
- Conducted August officers meeting, including a guest speaker from “Friends of Youth”
- ADC Knight met with Lynnwood Fire, ESCA, LFP, and other south Snohomish and north King County agencies to discuss the future of the ESCA CERT and amateur radio volunteers following the dissolution of ESCA.
- July 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	152	42.11%	0:05:42	61.84%	0:38:33	Bothell	2	33			
	57	82	22.71%	0:06:02	51.22%	0:39:36	Kirkland	1	4			
HazMat	51	5	1.39%	0:06:09	40.00%	0:40:37	Shoreline	14	30			
	57	3	0.83%	0:06:16	66.67%	0:41:27	Other	1	2			
Good Int	51	21	5.82%	0:06:11	33.33%	0:25:16	TOTAL	18	69			
	57	25	6.93%	0:08:03	50.00%	0:14:07	Emergency Response Avg Turnout Time					
Fire	51	15	4.16%	0:07:50	53.33%	0:48:33	EMS	1:15				
	57	5	1.39%	0:05:04	40.00%	1:24:24	Fire Suppression	1:47				
Pub Asst	51	11	3.05%	0:06:29	54.55%	0:27:57	Reaction Time Summary					
	57	3	0.83%	0:06:29	33.33%	0:25:54	Station 51	A-shift	1:16	Station 57	A-shift	1:21
False	51	23	6.37%	0:05:20	69.57%	0:20:24		B-shift	1:21		B-shift	0:57
	57	9	2.49%	0:05:54	44.44%	0:13:42		C-shift	1:16		C-shift	1:16
Other	51	7	1.94%	0:01:21	85.71%	0:16:16		D-shift	1:21		D-shift	1:05
Grand Total		361	100.00%	0:05:50	57.76%	0:36:40	AVG	1:18		AVG	1:09	

July 2015

Fire Prevention:

- FI Booth a King County Fire Prevention Association meeting. Topics included: firework related incidents, injuries and property loss and new State amendments regarding Marijuana facilities
- FI Booth taught a CPR class for local citizens
- FM LaFlam attended a Sprinkler Coalition meeting discussing how to prepare for upcoming code hearings

- FI Booth worked at the Lake Forest Park Farmers Market – Family Day and distributed fire safety materials
- FM LaFlam performed a fire alarm test of their new system at Lake Forest Park Elementary



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

August 18, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The August 18, 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 Vice Chair, Carolyn Armanini called the meeting to order at 1705 hours. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke and Kae Peterson. Also present were Fire Chief Jim Torpin, Battalion Chief Eric Magnuson, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioners Dave Maehren and Eric Adman were absent.

II. APPROVAL OF THE AGENDA

Commissioner Peterson moved to approve the agenda as presented. Chief Torpin requested to add a discussion regarding the September meeting dates to the agenda. The request was unanimously approved and moved to item 5.1 on the agenda. Commissioner Peterson accepted the friendly amendment and Commissioner Gehrke seconded the motion and it passed with a vote of 3 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

Further discussion regarding the RFA and other regionalization options is scheduled for the second meeting in September, when the full Board will be present.

4.2 Joint Purchasing Agreement for new Aidcar

Chief Torpin provided an overview of the potential joint purchasing agreement with Houston-Galveston Area Council (H-GAC) for purchasing

the new Aidcar in 2016. A brief discussion ensued regarding the terms of the agreement, other local agencies that have used H-GAC services.

Commissioner Peterson moved to authorize the Chief to enter into the joint purchasing agreement with H-GAC. Commissioner Gehrke seconded the motion and it passed with a vote of 3 to 0.

4.3 Commissioner's Report

None

V. ACTION ITEMS

5.1 September Meeting Dates

Chief Torpin reported that the Board members had all indicated it was beneficial to cancel the regularly scheduled meeting on September 15, 2015 and will have a special meeting at 1700 hours on September 22, 2015. Without objection, Secretary McDaniel was directed to prepare and post a cancellation notice of the regular meeting of September 15, 2015, and a special meeting notice for September 22, 2015.

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin reported that an addition had been made to the Training Captain Job Description that is part of the Consent Calendar. The change is new verbiage that includes an essential function of responding to emergency incidents while on duty. Commissioner Gehrke inquired about CERT program and who will continue the program after ESCA is disbanded. Chief Torpin provided a brief history on the CERT program and ESCA. The Chief indicated he was hopeful a Northshore CERT program could be developed and added the District will continue to offer CERT classes.

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 4, 2015, 2430-A11 Training Captain Job Description, General Fund Vouchers totaling \$27,088.78, Reserve Fund Voucher totaling \$17,254.63.

VIII. EXECUTIVE SESSION

None

IX. ADJORNMENT

The meeting was adjourned at 1715 hours.

NEXT MEETING DATE

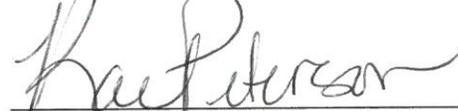
The next regularly scheduled Commissioners meeting is September 1, 2015.

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 September 1, 2015