



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st ST.
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

July 29, 2014

SPECIAL MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The July 29, 2014, 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 1703 hours. Persons in attendance in addition to the Chair were Commissioners Kae Peterson, Ron Gehrke and Dave Machren. Also present were Fire Chief Jim Torpin and Secretary Andrea McDaniel. Commissioner Carolyn Armanini was absent.

II. PUBLIC COMMENT

None

III. APPROVAL OF THE AGENDA

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

IV. INFORMATION/DISCUSSION ITEMS

4.1 2014 2nd Quarter Financial Report

Chief Torpin reported that the 2014 2nd quarter financial report was sent out to the Board and inquired if there were any questions on the reports. A brief discussion ensued regarding the 2014 General Fund Budget Detail report.

4.2 2015 Budget Priorities

Chief Torpin provided an overview of the 2015 budget priorities process and timeline. A brief discussion ensued regarding the priorities which include maintaining status quo, continue participation with the RFA planning process and additional community safety training and education.

4.3 Staff Car Defibrillation Unit Purchase Proposal

Chief Torpin presented the Board with a proposal to purchase defibrillation units for the staff cars. The proposal provided details regarding cost, funding source and which staff cars would be equipped. Following a brief discussion Commissioner Maehren moved to approve the staff car defibrillation unit purchase as proposed by Chief Torpin. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

4.4 Interlocal Joint Purchasing Agreement

Chief Torpin requested guidance from the Board regarding entering into interlocal joint purchasing agreements. A general discussion ensued regarding the purchasing processes utilized by the District. Following the discussion the Board unanimously agreed that Chief Torpin has the authority to enter into interlocal joint purchasing agreements on behalf of the District.

4.5 RFA Planning Committee

Commissioner Maehren provided an overview of the last Regional Fire Authority Planning Committee (RFAPC) meeting. The main focus of the meeting was the formation of subcommittees and whether the subcommittee meetings would be subject to the requirements of the Open Public Meetings Act (OPMA). The RFAPC decided to comply with the requirements of the OPMA for all subcommittee meetings.

Further information on the RFA including meeting minutes and meeting times and locations can be found at www.northshorefire.com.

4.6 Commissioner's Report

None

V. ACTION ITEMS

5.1 Approval RFA Planning Committee Meeting Minutes

Commissioner Maehren moved adoption of the approved meeting minutes from the June 19, 2014, Regional Fire Authority Planning Committee meeting as the minutes for the Special Meeting of the Board of the same dates. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

5.2 Approve Joint Purchase Agreement with Eastside Fire & Rescue

Commissioner Maehren moved to approve the joint purchasing agreement with Eastside Fire & Rescue as presented by Chief Torpin. Commissioner Adman seconded the motion and passed with a vote of 4 to 0.

VI. FIRE CHIEF'S REPORT

Commissioner Adman inquired about the Community Medical Technician (CMT) pilot project and EMTG driver-training program. Chief Torpin provided an overview of both the CMT project and EMTG driver-training program.

Commissioner Maehren inquired about the upcoming Care Day and where it will be located. Chief Torpin provided a brief overview of the Care Day and indicated it would be held at Bothell High School as part of a collaborative effort with a number of other local agencies.

Chief Torpin reported that the District has received a guidebook from Susan Musselman regarding post-Issuance compliance requirements of the voter approved general obligation bonds. Chief Torpin provided a brief overview of the guidebook and the status of our current compliance activities.

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 July 8, 2014, Policy 2409-Employment of Relatives, General Fund Vouchers totaling \$169,999.75, Reserve Fund Voucher totaling \$2,611.74, EFT 7/31/14 (Payroll) totaling \$302,182.70, EFT 7/31/14 (IRS) totaling \$60,660.38, EFT 7/31/14 (DRS) totaling \$62,227.69 and EFT 7/31/14 (457) totaling \$7,467.79.

VIII. EXECUTIVE SESSION

At 1805 hours the Board moved into Executive Session to discuss labor negotiations pursuant to RCW 42.30.110 (g) until 1810 hours. At 1810 hours the Board extended the executive session until 1815 hours. At 1815 hours the Board returned to Regular Session.

ADJORNMENT

The meeting was adjourned at 1808 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for August 5, 2014.

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 August 5, 2014



Northshore Fire Department

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

Board of Commissioners Special Meeting Agenda

Tuesday, July 29, 2014

5:00PM

- I. **Open Meeting**
- II. **Public Comment**
- III. **Approval of Agenda**
- IV. **Information/Discussion Item**
 - 4.1 2nd Quarter Financial Report – Chief Torpin
 - 4.2 2015 Budget Priorities—Chief Torpin
 - 4.3 Staff Car Defib Purchase Proposal – Chief Torpin
 - 4.4 Interlocal Joint Purchasing Agreements – Chief Torpin
 - 4.5 RFA Planning Committee—Commissioner Maehren
 - 4.6 Commissioner's Report
- V. **Action Items**
 - 5.1 Approve RFA Planning Committee meeting minutes
 - A. June 19, 2014
 - 5.2 Approve Joint Purchase Agreement with Eastside Fire & Rescue
- VI. **Fire Chief's Report**
- VII. **Consent Calendar**
 - 7.1 Meeting Minutes from July 8, 2014
 - 7.2 Vouchers
 - 7.3 Policy 2409 – Employment of Relatives
- VIII. **Executive Session**
 - 8.1 Labor Negotiations
- IX. **Adjournment**

Next Regular Meeting: August 5, 2014

Fire Chief's Report
Submitted by Chief Torpin
July 29, 2014

Administration/Financial:

- Chief Torpin initiated a joint purchasing agreement with Eastside Fire and Rescue that would allow the purchase of new defibrillators from a bid process conducted by Eastside.
- Chief Torpin has requested bids for the installation of fiber board base molding in the lobby.
- Administrative Specialist Scaggs attended the Secretary of State's "Records Management 101" and "Electronic Records Management 1.0," courses in Ellensburg.
- FS McDaniel attended the Open & Transparent Government Best Practices class offered by the State Auditor's Office.
- FS McDaniel attended the King County Administrative Professionals meeting which was held at Woodinville Fire and Rescue.
- FS McDaniel and FI Booth attended the Kenmore Concert Series on July 10th, where they fitted and sold 12 bike helmets.
- Administrative Specialist Scaggs performed various website maintenance tasks including:
 - ✓ Addition of a "Feedback Request Link" and combining of the "Upcoming Meeting Agenda and Recent Meeting Minutes," buttons on the home page.
 - ✓ Renaming and restructuring of "Meeting Resolutions" and "Meeting Minutes" sections.
 - ✓ Addition of "Interlocal Agreements" section (under "Information")

Human Resources:

- HR Administrator Moore finished Anti-Harassment training with the few employees that missed the regularly scheduled events.
- New hire orientation was conducted.
- HR Administrator Moore met with Trip Rumberger from WA Fire Chiefs Long-Term Care (LTC) program to hear his pitch of their program available for employees and retirees, including LEOFF 1.
- Provisions of the MOU regarding 2014 Healthcare and HRA funds were implemented.
- The wellness program participation update has been received; our group is at 39% participation rate as of July 15, 2014.

Operations:

- Chief Torpin attended a meeting with representatives from King County EMS and other Zone 1 Fire Chiefs to discuss a county initiative to install Community Medical Technician (CMT) units in the north part of King County. There has been a pilot program and subsequent evaluation which resulted in the decision to move forward. The program has received resistance from organized labor and some

jurisdictions. The purpose of the meeting was an attempt to find solutions to the identified problems or concerns. A copy of the program overview is included in the Board meeting materials.

- Chief Torpin attended a Norcom Joint Operations meeting.
- Received a quest for a Type 1 Engine and "Red Card" certified firefighters for deployment to Eastern Washington. The request was denied due to a lack of certified firefighters and agreement with labor regarding compensation schedule provided by the State.

Training:

- Chief Torpin and TD Musch attended the quarterly EMTG Deputy Chief meeting.
- Twenty-five sessions of Trench Rescue training were completed by EMTG. Operations-level and technicians worked together in a car into a trench with a trapped worker scenario.
- Fundamental Skills Challenge 2014 is underway. This year's theme is "Know Your Equipment."
- Captain Sauer continues to produce training videos that explain hose loads and deployments for the Hose Standardization project through EMTG. He will be expanding his video library with fundamental skill demonstrations.
- Approval by the EMTG deputy chiefs has given the go-ahead for Northshore's Ken Hofschulte and Greg Rudiger to present their driver/operator program as the EMTG standard for driver training.
- We are receiving positive feedback on the "Training Thursdays" program. Each Thursday morning, two or more companies from neighboring agencies get together for company-level training.
- Attended weekly East Metro Training meetings.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

Fire Prevention:

- FI Booth together with FI McDaniel setup a booth at a Kenmore Concert Series event and distributed fire safety information and sold bike helmets.
- FM LaFlam and FI Booth have been working with the organizers of an upcoming community event called a Care Day in Northshore. Northshore Fire will participate in the 8/15/14 event and distribute free bike helmets to children that need them. The helmets will be pre-purchased with donations from several groups including the Northshore Fire Foundation and the Northshore Kiwanis.
- FI Booth earned two online certificates in: NIMS-Public Information Systems and Fire Investigation-Ventilation Effects on Fires in Structures.
- FM LaFlam has been working with the Washington Fire Sprinkler Coalition to plan several events including a Residential Sprinkler Summit on 9/18/14 in Vancouver and sprinkler information booths at the Kitsap County Fair and the Evergreen State Fair in Monroe.