



KING COUNTY FIRE PROTECTION DISTRICT NO.16

**7220 NE 181st Street
KENMORE, WA 98028**

BUSINESS: 425-354-1780 FAX: 425-354-1781

No meeting was called to order on October 2nd, 2018
due to lack of a quorum.

Carolyn Armanini
18948 Forest Park Drive NE
Lake Forest Park, Washington

Northshore Fire Department
7220 NE 181st Street
Kenmore, WA 98028

October 2, 2018

It is with great sadness that I am informing the Board that, given the increasing hostility on the board and other related issues, I am no longer willing to serve on the Board of Commissioners of the Northshore Fire Department at this time.

It has been my honor to serve the District for over 20 years and I have been proud to do so.

This note serves as my resignation, effective immediately.



Carolyn Armanini

Kae Peterson
16744 32nd Ave NE, Lake Forest Park
WA 98155

Date: October 2, 2018
Attention: Sectary of Board for King County Fire District 16
Legal Counsel for King County Fire District 16

It is with extreme sadness that after serving on the Board for nearly 17 years I am informing the Board that, given the personal attacks over the last nine months, the bullying by other members of the Board and the increasing hostility directed toward me, under these circumstances I am no longer able to continue to serve out my term in position #4 on the Board of Commissioners of King County Fire District 16.

A handwritten signature in cursive script that reads "Kae Peterson". The signature is written in black ink and is positioned above the printed name and title.

Kae Peterson
Fire Commissioner Position #4
King County Fire District 16

Attach the above to the public record dated on October 2, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, October 2, 2018

5:00 PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Board Discussion and Possible Action Items**
 - 4.1 Budget Process Update – Chief Torpin
 - Staff update on the status of the 2019 Budget Process
 - 4.2 Fire Chief Review Process – Commissioner Armanini
 - Board discussion and possible action regarding the process for the Fire Chief's performance review.
 - HR Manager Moore will be available to answer questions regarding the evaluation program used for regular employees.
 - 4.3 CPR Program Proposal – Commissioner Maehren
 - Presentation by Commissioner Maehren for enhancements to the CPR training program.
 - 4.4 Benefit Charge Election Voters Pamphlet – Commissioner Armanini
 - Board discussion on the voter's pamphlet process and possible action to set a date for posting a public notice seeking interested parties for pro and con committees.
 - 4.5 Mission, Vision and Values Statement – Commissioner Maehren
 - Board discussion on how the board utilizes the District's Mission, Vision and Values Statements with regard to Board interactions.
 - 4.6 Legal Questions Raised at September 4th Regular Meeting – Legal Counsel
 - a) Handwritten comments added to minutes already formally adopted by the Board
 - b) Possible violation of the OPMA by group emails regarding items to be placed on the September 4th meeting agenda.
 - c) Commissioner Verlinda's request to have copies of his Declarations regarding records requests added to the meeting record
 - d) Legality of denying 3 of Commissioner Verlinda's compensation claims
 - 4.7 Commissioner Compensation Claims
 - Review and approval of September commissioner compensation claims.

Fire Chief's Report
Submitted by Chief Torpin
October 2, 2018

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin met with Donna Gaw of Kirkland IT to discuss 2019 contract extension and other budget related items.
- Chief Torpin assisted prospective Chaplain Andy Koss with registration requirements for acceptance to attend the Tacoma Pierce County Chaplaincy Academy. Chief Torpin worked with LT John Burrow to secure funding from the Northshore Fire Foundation for the academy tuition.
- FS Killion attended Washington Finance Officers Association 2018 Annual Conference in Vancouver, Washington.
- FS Killion attended a webinar from MRSC titled 'Top 10 Public Records Tips.'

Human Resources:

- Chief Torpin and DC Magnuson attended a King County Fire Chiefs Association conference on diversity, cultural competency, and social justice and equity.
- HR Manager Moore conducted new hire orientation with Firefighter recruits.
- HR Manager Moore attended Associated Industries' webinar: Performance Management.
- HR Manager Moore and AC Kunkel have been working on finalizing Performance Pro system set-up with Performance Pro and will be conducting employee trainings this month.
- HR Manager Moore attended a Disability Management Employer Coalition (DMEC) webinar: The Building Blocks of Absence Management – Keys to Developing a Successful Return to Work Program.
- HR Manager Moore attended DMEC meeting/training: FMLA COMPLIANCE ISSUES & HOW TO CREATE TRAINING PROGRAMS TO MINIMIZE EMPLOYER LIABILITY.
- HR Manager Moore is working with multiple divisions to put together light duty assignments and corresponding job profiles to use when an employee is released to work with light duty restrictions.
- Employee trainings regarding the new performance management software and appraisal system continue.
- DiMartino reported a 7.9% increase in the District's medical plan for 2019. No significant changes to the plan next year. Delta Dental plan is a rate pass and Willamette Dental plan offering is increasing approximately 7.9% in 2019. EAP carrier will be changing from Magellan to First Choice Health EAP.

Training:

- Chief Torpin attended and facilitated an East Metro Training Group (EMTG) Policy Board Meeting.
- DC Magnuson and Captain Harvey attended a Zone 1 "Task Manual" meeting. Objective is to complete a universal Training Manual for response tasks for all

Zone 1 Fire Departments. Previous Task Manual work was provided to the group electronically.

- New Firefighter Recruits, Jayden Petro and Hans Hurn started employment with department orientation, HR, Finance, and SCBA initial user training Tuesday, September, 11th. They reported to Academy Wednesday, September 12, at 11:00am at Station 26.
- New Scott SCBA's – Captain Harvey completed mask fit testing. Initial user training was provided to Northshore and Shoreline recruits. FF Carrasquillo and FF Hoffman attended a train the trainer class at Bothell Station 42.
- 9/11 was a busy training day at Station 51 with several training sessions taking place at the same time. Carl Lunak delivered EOC training, duty crews attended CBT, and Northshore and Shoreline recruits received SCBA user training. Additionally, Lake Forest Park and Bothell Police were practicing their techniques in the training tower.
- Probationary FF Langbehn completed a practical assessment as part of his Probationary Firefighter Workbook.
- Captain Harvey assisted with preparations for the King County Fire Training Officers Association Pump Academy. FF Hofschulte is the lead instructor and FF Colletti is assisting.
- Captain Harvey attended an EMTG Training Officer meeting.
- Captain Harvey instructed at several MCO session at the Sears building in Shoreline.
- Captain Harvey, Captain Woods, and Lieutenant Pepper prepared fourth quarter training and scheduled North End training days.

Operations:

- Fire Chief Torpin and DC Magnuson attended the North King County Fire Chiefs and Medic One Advisory board quarterly meetings.
- DC Magnuson facilitated initial EMT credentialing for new Firefighter Hans Hurn.
- DC Magnuson attended August Zone 1 Operations meeting.
- DC Magnuson provided Station Tour and department background information as well as facilitated two shift visits and ride-along for Chaplain Andy Koss.
- DC Magnuson facilitated EMT recertification for new Firefighter Jayden Petro.
- DC Magnuson worked with NORCOM and BC Knight to modify responses south of the Sammamish River during gas line work on the West Sammamish Bridge (reduced speed between 17000 and 17500 on 68th Ave NE, possibly affecting "closest unit").
- DC Magnuson posted special notice 18-02 regarding 2019 shift assignments and work schedule.
- August Response Statistics:

Incident responses in Fire District 16				Mutual Aid		
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given
Fire	51	4	1.61%	Bothell	3	16
	57	2	0.80%	Kirkland	2	3
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0
	57	0	0.00%	Shoreline	1	17
Rescue & Emergency Medical Service Incidents	51	120	48.19%	Woodinville	0	1
	57	57	22.89%	Other	1	2
Hazardous Condition (No Fire)	51	2	0.80%	TOTAL	9	39
	57	1	0.40%	Emergency Response Average Turnout Time		
Service Call	51	14	5.62%	EMS	1:01	
	57	10	4.02%	Fire Suppression	1:13	
Good Intent	51	10	4.02%	Emergency Response Average Travel Time		
	57	7	2.81%	51	3:17	
False Alarm or False Call	51	10	4.02%	57	3:55	
	57	12	4.82%	Reaction Time Summary		
Severe Weather & Natural Disaster	51	0	0.00%	Station 51 A-shift	1:07	Station 57 A-shift 0:54
	57	0	0.00%	B-shift	1:02	B-shift 1:14
Special Incident Type, other	51	0	0.00%	C-shift	1:06	C-shift 0:59
	57	0	0.00%	D-shift	1:04	D-shift 1:11
Grand Total		249	100.00%	AVG	1:05	AVG 1:04

August 2018

Fire Prevention:

- FI Booth assisted EM Lunak with the presentation of an Emergency Preparedness Workshop. There were 24 community members that attended the workshop.
- FM LaFlam attended a class on fire-resistive construction and firestopping (firestopping is the code directed process for protecting openings and/or penetrations in fire-rated walls) plan review and inspections.
- FI Booth attended a fire service evaluator's class. The evaluator certification was needed for her to assist with the evaluation of applicants at the practical testing for fire investigators.
- FI Booth attended the NEMCo EOC meeting.
- FI Booth and FM LaFlam have assembled materials and have been coordinating with the schools for the upcoming school fire safety presentations. Students in kindergarten and third grade will receive the lessons and folders of safety materials this fall.
- FM LaFlam and FF Holmes participated in the first meeting of the Northshore School District Safe Schools Advisory Committee. The committee is charged with preparing proposals for the Superintendent regarding a wide range of school safety issues.
- FI Booth taught a private First Aid/CPR class for 16 students at Lake Forest Park Presbyterian Church. A second regularly scheduled Adult CPR class was provided to two citizens.
- FM LaFlam attended a pre-application meeting for a proposed 66-unit townhome development to be constructed west of 68th Ave. at NE 190th Street.

Northshore Emergency Management Coalition (NEMCo):

- Chief Torpin and EM Lunak met with other NEMCo principals for the 3rd Quarter Board Meeting.

- A NEMCo sponsored four-hour Citizen Emergency Preparedness Workshop was held on September 8th at the Northshore Headquarters Station. EM Lunak covered basic preparedness topics and FI Booth covered fire prevention and fire extinguisher use. 27 students attended the workshop.
- EM Lunak led city employees through an Emergency Communication and Coordination Center activation exercise.
- NEMCo amateur radio operators along with EM Lunak set up the new radio repeater at Station 51 for temporary testing.
- EM Lunak attended 16 hours of training to recertify as an instructor with the American Red Cross.
- EM Lunak participated in a functional exercise with Northshore Utility District staff. The all-day event was designed to test the state wide mutual aid agreement and was run by the Department of Health and Environmental Protection Agency.
- 17 NEMCo RACES volunteers operated all 4 NEMCo partner agency radios as part of the State of Washington's communication exercise on September 29th. NEMCo RACES will have a detailed report about the event completed by mid-October.
- EM Lunak presented a safety class for 7 new Northshore Utility District employees on Powered Industrial Trucks (forklifts), including some hands on training and skill assessment.
- EM Lunak gave a presentation on Community Emergency Response Teams at the Moorlands Elementary PTA meeting on Monday Sept. 24th. The presentation featured the development of a Northshore School District wide effort by NEMCo to host a Teen CERT in 2019 with high school aged participants.