



# 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

September 19, 2017

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:01 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, and Don Ellis. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, FF Nick Lewis, FF Gunnar Seefeld, LT Jeremiah Ingersoll, and members of the public. Absent was Commissioner Dave Maehren.

#### II. APPROVAL OF THE AGENDA

*Commissioner Ellis moved to approve the agenda. Commissioner Armanini seconded. The motion passed 3-0.*

Commissioner Peterson arrived at 5:01PM.

#### III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee is interested to hear tonight's mannequin proposal
- Mr. Dee was pleased to learn that Northshore Fire will help subsidize the cost of vests for NEMCo volunteers.

Fire Commissioner Candidate Rick Verlinda addressed the Commissioners with the following comment:

- Washington State Council of Firefighter's bunker gear donation project continues. To date, seven pallets of bunker gear have been collected for donation to the country of Peru. Collection will continue into next month.

#### IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

##### 4.1 Quality CPR Mannequin Proposal

FF Nick Lewis presented his written proposal for a new Quality CPR Mannequin for Northshore Fire's Training Division. FF Lewis explained that the recent increase in CPR survival in King County has not been due to protocol changes, but rather improved training equipment that can give EMT's feedback data on their individual CPR performance. The goal as EMT's in the community is to send more people back home to their families after cardiac events, and improved training equipment will aid in this pursuit. His proposal is to use \$4,000 from the District's Donation Fund to purchase an advanced Quality CPR Mannequin to augment firefighter CPR training.

***Commissioner Ellis moved to approve the purchase as proposed. Commissioner Peterson seconded. The motion passed 4-0.***

#### 4.2 2018 Budget Process Update

Chief Torpin reported that the budget progress is on track with the timeline. The Chief reviewed the written report highlighting the following items:

The largest increase to expenses will be labor costs, the collective bargaining agreement calls for a 3.5% increase for represented employees and the CPI for non-represented is 3%.

The needs of EMTG have grown and now require a full-time, dedicated leader. This will create a higher cost of operations for all participating agencies and will increase Northshore's annual contribution to \$10,000.

Chief Torpin stated he will be recommending several budget impacting strategies that are components of a succession planning initiative, they include:

- The temporary implementation of an over-staffing model that would increase the number of suppression personnel by two additional firefighters. The Chief indicated there is a need to get out in front a number of pending retirements. Chief Torpin believes the overstaffing model will be beneficial for the next 3-4 years.
  - Commissioner Peterson inquired about the total cost per firefighter including training and equipment. Chief Torpin reported that the additional cost for two recruits would be approximately \$200,000 in wage and benefits, \$40,000 in training, and \$10,000 in equipment and uniforms. The Chief stated there would be a significant savings in overtime although the exact amount could not be determined as it would be dependent on the number of, and duration of any vacancies.
  - Commissioner Adman asked how the additions would affect crew staffing. Chief Torpin responded that the additional staff would provide for more robust back-up staffing on the apparatus.
  - Commissioner Peterson asked about the economy of scale for one versus two new hires. Chief Torpin reported that two were chosen due to the anticipated time of retire for current staff members. However, there would be little to no economy of scale between hiring one or two.
  - Conduct a LT promotional test in 2018 to increase the department's preparedness for upcoming retirements which will lead to inevitable promotions. Estimated cost is \$11,000.
  - The 2018 budget will also include increased funding for outside classes and training, especially those related to personnel development, such as: general leadership classes, officer development programs and the National Fire Academy. Cost to be determined.

Chief Torpin initiated a discussion on the need for a general levy lid lift. The Commissioners discussed the need and the pros and cons of the timing of such a ballot measure. Chief Torpin stated there was no immediate need for a lid lift and any decision could be deferred to next year.

The Board decided to continue the discussion at a future meeting and Chief Torpin will provide any requested information that the Commissioners need to assist in making a decision.

## V. **BOARD RESOLUTIONS**

### 5.1 Resolution 17-05

***Commissioner Ellis moved to approve Resolution 17-05. Commissioner Peterson seconded. The motion passed 4-0.***

**VI. REPORTS**

6.1 Fire Chief Report

There were no additions or questions regarding the written Fire Chief's report.

6.2 Commissioner Reports

- o Commissioner Peterson and Commissioner Ellis will be absent for the October 3<sup>rd</sup> meeting.

**VII. CONSENT AGENDA**

7.1 Vouchers

- o The General Fund Vouchers totaled \$25,087.92 and Reserve Fund Vouchers totaled \$0.00.

7.2 Meeting Materials

- o Regular Board Meeting of September 5, 2017.

*Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Armanini seconded. The motion passed 4-0.*

**VIII. EXECUTIVE SESSION**

8.1 None

**IX. ADJOURNMENT**

The meeting adjourned at 5:47PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for October 3, 2017.

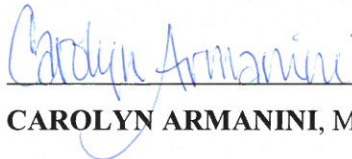
Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**



**ERIC ADMAN**, Chair

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**KAE PETERSON**, Member



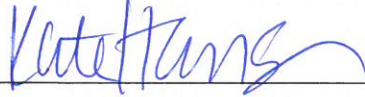
**CAROLYN ARMANINI**, Member

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**DON ELLIS**, Member

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**DAVE MAEHREN**, Member

**ATTEST**



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**KATE HANSEN**, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 3, 2017.



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, September 19, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
  - 4.1 Quality CPR Mannequin Proposal – FF Nick Lewis
    - Presentation of proposal for the purchase of high tech CPR training mannequins with funds from the Donation Fund.
    - Board discussion and action to approve request.
  - 4.2 2018 Budget Process Update – Chief Torpin
    - Staff presentation with no Board action required.
- V. **Board Resolutions**
  - 5.1 Resolution 17-05
- VI. **Reports**
  - 6.1 Fire Chief's Report
  - 6.2 Commissioner Reports
- VII. **Consent Agenda**
  - 7.1 Approval of Vouchers
  - 7.2 Approval of Meeting Minutes of September 5th, 2017
- VIII. **Executive Session**
  - 8.1 None
- IX. **Adjournment**

**Next Regular Meeting:      October 3, 2017 at 5:00 PM**

# **Fire Chief's Report**

Submitted by Chief Torpin  
September 19, 2017

## **Administration/Financial:**

- Approximately a dozen members of the public visited Northshore's 9/11 Memorial for the 16th anniversary of the attack.
- 72% of Northshore's new computers have been deployed. Kirkland IT is working on the remaining devices.

## **Human Resources:**

- HR Administrator Moore has reviewed applications for the potential 2018 firefighter hiring. Phone interviews have been scheduled with selected candidates.
- Review of performance management software products have continued. HR Administrator Moore and DC Magnuson viewed a demo of Tenzinga. HR Administrator Moore has begun vetting Performance Pro, with a demo scheduled soon. Earlier, HR Administrator Moore met with representatives from NUD to view Performance Pro, the software they are rolling out this year.
- HR Administrator Moore, DC Magnuson, LT Hanson, and Capt. Harvey met with a representative from PHS Mobile to discuss their health and wellness program from Firefighter Physicals.

## **Operations:**

- DC Magnuson attended Zone 1 Operations monthly meeting in Kirkland.
- DC Magnuson along with Lt. Hansson and Lt. Ingersoll observed Bellevue's Driver / Operator / Engineer promotional testing practical evaluation at Bellevue Fire Station 6 and the Bellevue Training Center.
- DC Magnuson continues working with ESO Support to troubleshoot and correct keyboard issue related to ESO EHR (Electronic Healthcare Reports). Issue has been escalated to their engineering department.
- DC Magnuson attended webinar on ESO Ad Hoc reporting.
- DC Magnuson has been collaborating with HR Moore to evaluate and improve employee evaluation and assessments.
- DC Magnuson continues working with FireCheckOffs.com to create electronic check sheets and asset management and tracking program.
- DC Magnuson, Shannon Moore, Captain Harvey, Lt. Hansson, and Lt. Ingersoll met with Karen Kleinman of Professional Health Services, Inc. to ask questions about proposal for PHS to provide Firefighter Medical Evaluations.
- DC Magnuson continues to work with NORCOM Fire Liaison, Josh Baker to evaluate and suggest improvement for the Move-up Module.
- DC Magnuson has been checking on the progress of the Map and Map book project being conducted with NORCOM GIS.
- DC Magnuson submitted Fiscal Year 2018 Central Region EMS and Trauma Care Council Training Grant for SAM pelvic splints and associated training and improved vacuum splints with associated training. Total cost is \$2000 split 50/50 between Northshore and Central Region Council.

- DC Magnuson evaluated and made recommendation of updated resource list for Lieutenant Promotional process. Awaiting feedback from Chief, HR, and Training Captain.
- DC Magnuson evaluating improvements proposed to out of Zone responses with Task Force or Strike Teams.
- DC Magnuson evaluating response plans and coordinating with Zone 1 departments to standardize responses across the Zone.
- DC Magnuson evaluating proposed changes to dispatch call type codes and has volunteered to participate in work group to reduce number of call types to improve efficiency.
- DC Magnuson provided Battalion Chiefs, Lieutenants, Training, and administration with Zone 1 response time comparison (year to date) and Station 57 and 51 Turnout time trend reports.
- DC Magnuson working to get implemented interface between AMR's proprietary reporting program and ESO Electronic Health Reports.
- August response data:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	8	2.77%	Bothell	10	17			
	57	3	1.04%	Kirkland	5	4			
Overpressure Rupture, Explosion, Overheat - no fire	51	1	0.35%	Redmond	1	0			
	57	0	0.00%	Shoreline	8	24			
Rescue & Emergency Medical Service Incidents	51	145	50.17%	Woodinville	2	1			
	57	70	24.22%	Other	4	1			
Hazardous Condition (No Fire)	51	5	1.73%	<b>TOTAL</b>	<b>30</b>	<b>47</b>			
	57	2	0.69%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	11	3.81%	EMS	1:00				
	57	8	2.77%	Fire Suppression	1:12				
Good Intent	51	15	5.19%	<b>Emergency Response Average Travel Time</b>					
	57	9	3.11%	51	3:25				
False Alarm or False Call	51	9	3.11%	57	4:16				
	57	3	1.04%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:02	Station 57	A-shift	0:48
	57	0	0.00%		B-shift	1:03		B-shift	1:05
Special Incident Type, other	51	0	0.00%		C-shift	1:06		C-shift	1:14
	57	0	0.00%		D-shift	1:02		D-shift	1:12
<b>Grand Total</b>		289	100.00%		AVG	1:03		AVG	1:05

## August 2017

### Training:

- Chief Torpin attended an East Metro Training Group Board meeting. Chief Torpin was appointed as chair of the group, replacing the retiring Chief Risen from Bellevue Fire Department.
- Captain Harvey completed the post-incident analysis for two recent structure fires.
- Captain Harvey assisted FF Hofschulte with preparations for the upcoming King County Training Officer's Association Pump Academy.
- Captain Harvey reviewed Section 4 of FF Seefeld and Carrasquillo's Probationary Firefighter Handbooks and delivered Section 5.
- Captain Harvey and DC Magnuson facilitated quarterly Incident Management training. Training has been well received by shift members.

- BC's were provided with monthly training completeness reports for August.
- DC Magnuson attended webinar presented by Firehouse Magazine - "A Guide to Fire Department Training Records Compliance".
- DC Magnuson distributed revised King County Multiple Casualty Incident Plan to Battalion Chiefs, and Lieutenants.
- Captain Harvey and Kate Hansen worked on the EMTG Task Manual.
- Captain Harvey continued with preparations for the November Multi-company Operation (MCO) drill and assisted with preparations for the September MCO.
- Captain Harvey and Kate Hanses attended the monthly EMTG planning meeting.

#### **Fire Prevention:**

- FM LaFlam hosted a meeting of the Washington Fire Sprinkler Coalition. The meeting included a presentation on the use of cross-linked polyethylene (PEX) piping in residential sprinkler systems
- FI Booth met with the Public Educator/PIO for Bothell Fire. They discussed a variety of programs and explored opportunities for cooperation and the sharing of resources and information.
- FM LaFlam performed a walk-through inspection, together with the Building Official and Code Compliance Officer for Kenmore, at the Lakewood Mobile Home Park. This was part of an ongoing effort to improve fire safety at the park.
- FM LaFlam met with the principal from Moorlands Elementary School, the Kenmore building official, the police chief and the public works director to discuss temporary modifications to the school's fire drill plan. The park adjacent to the school, where the students gathered during drills, has been closed for construction and cannot be used by the school for the next several months.

#### **Northshore Emergency Management Coalition (NEMCo):**

- The fall CERT academy began on September 11th with 27 students. (Ideal class size target is 24). 15 of the students are from Lake Forest Park, 6 from Kenmore, 2 from Kirkland, 2 from Bothell and one each from Edmonds and Woodinville. EM Lunak kicked off the first class and first time teacher Asa Louis taught week 2.
- EM Lunak continued work on the update of Northshore Utility Districts comprehensive emergency management plan, and drafted a work plan summarizing the Rapid Damage Assessment drill that was completed on August 28th.
- During regular monthly testing of the city of Kenmore's amateur radio equipment NEMCo RACES (Radio Amateur Civil Emergency Service) volunteers discovered that the power supply had failed and will need to be replaced. Kenmore ordered a new one and NEMCo RACES volunteers will install the equipment upon arrival.
- EM Lunak presented the RACES group with a mission statement to help guide the organization. The RACES leadership have approved the mission statement and will begin an election process to fill some leadership positions within the group.





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KENMORE, WA 98028

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**RESOLUTION NO. 17-05**

**RESOLUTION SETTING HEARING DATE AND REVENUE SOURCES, INCLUDING  
BENEFIT CHARGE FOR YEAR 2018**

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**WHEREAS**, a public hearing on revenue sources for the District's current year expense budget is required under RCW 84.55.120; and a public hearing to review and establish the benefit charge for Year 2018 is required pursuant to RCW 52.18.060(2); and

**WHEREAS**, such hearings can be combined, and must be held prior to November 15, 2017; now therefore

**BE IT RESOLVED**, that the public hearing on revenue sources, including the benefit charge, for the calendar year 2018 be held at the regular meeting of the Board of Commissioners on October 17, 2017. The meeting will commence at 5:00 p.m. and the public hearing will begin at approximately 5:15 following the regular business and continue as long as may be required; and it is further

**RESOLVED**, that notice of the combined hearing be published once each week for two consecutive weeks, with the first publication in each case to be not later than 15 days prior to the hearing date.

DATED this 19th day of September, 2017.

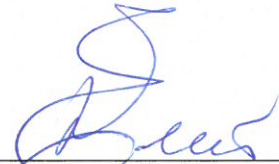
**BOARD OF COMMISSIONERS**

ERIC ADMAN, Chair

KAE PETERSON, Member


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DAVE MAEHREN, Member

  
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**DON ELLIS**, Member

  
\_\_\_\_\_  
**CAROLYN ARMANINI**, Member

**ADOPTED** at a regular meeting of the  
Board of Commissioners of King County  
September 19, 2017

  
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**KATE HANSEN**, Secretary  
Board of Commissioners