



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 21, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Don Ellis, and Dave Maehren. Also present was Fire Chief Jim Torpin, Deputy Chief Eric Magnuson, Legal Counsel Kinnon Williams, Legal Counsel Peter Altman, and Board Secretary Kate Hansen. Absent was Commissioner Carolyn Armanini.

II. APPROVAL OF THE AGENDA

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

III. EXECUTIVE SESSION

The Board moved into Executive Session at 5:01PM until 5:30PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).

Commissioner Kae Peterson arrived at 5:06PM

The board moved back to open session at 5:30PM.

IV. PUBLIC COMMENT

None

V. INFORMATION/DISCUSSION ITEMS

5.1 2016 Fourth Quarter Financial Report

Chief Torpin reviewed Fourth Quarter financial highlights for 2016. Overall it was a financially positive year with funds carried over into 2017.

- Commissioner Maehren asked where L&I and Long Term Disabilities Funds received were shown in the budget. Chief Torpin reported they are coded as a negative expense in the appropriate wage line item rather than recorded as revenues. Chief Torpin stated he would provide Commissioner Maehren with a copy of the report showing the wage reimbursement amounts received.

5.2 2017-2019 Collective Bargaining Agreement

No questions or discussion.

5.3 Commissioner Reports

Commissioner Maehren reported that the bill regarding fire district mergers has moved out of committee and forward in both the State Senate and House of Representatives.

Commissioner Peterson reported that both of the Freedom of Information Acts died in committee.

Commissioners asked about the legislation requiring collective bargaining to occur in open session. Legal Counsel Altman reported that it is moving forward.

Commissioner Peterson reported that she and Chief Torpin attended the Friends of Lake Forest Park breakfast. Two citizens have asked about the Firefighter Foundation and other ways to donate to the department. Commissioner Peterson suggested information about donating to the Fire Department's Donation Fund and the Northshore Fire Foundation could be put in the Annual Report.

Commissioner Peterson received multiple positive comments about the new sign at Station 57.

Commissioner Ellis would like to reassess the Chief's Performance Review process. The topic will be added to the agenda for March 7th.

VI. ACTION ITEMS

6.1 Approval of the revised 2017 Reserve Fund Budget that identifies expense appropriations

Commissioner Maehren moved to approve the 2017 Reserve Fund Budget. Commissioner Ellis seconded. The motion passed 4-0.

6.2 Approval of 2017-2019 Collective Bargaining Agreement

Commissioner Ellis moved to approve the 2017-2019 Collective Bargaining Agreement. Commissioner Maehren seconded. The motion passed 4-0.

Commissioner Ellis moved to approve the MOU for Sick Leave Cash Out. Commissioner Peterson seconded. The motion passed 4-0.

VII. FIRE CHIEF'S REPORT

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- Chief Torpin has received complaints from citizens regarding door to door sales of security systems. The Chief indicated he was assisting two citizens who purchased systems under what they feel were false pretenses.
- Commissioner Maehren asked for clarification on the FFI and FFII retroactive equivalency certifications. DC Magnuson said that the State is offers retroactive certification for firefighters who were hired before April of 1995, provided they meet the training requirements for the newer FFI and FFII certifications. The retro-certification should reduce the number of training hours required by the Washington State Rating Bureau for the upcoming re-rate.

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

VIII. CONSENT CALENDAR

8.1 Vouchers

- The General Fund Vouchers totaled \$38,645.72 and Reserve Fund Vouchers totaled \$343.59

8.2 Meeting Materials

- Regular Board Meeting of February 7, 2017

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

IX. EXECUTIVE SESSION

The Board moved into Executive Session at 6:04PM until 6:20PM to discuss matters related to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). The board extended the Executive Session until 6:45PM. The board moved back to open session at 6:45PM.

ADJOURNMENT

The meeting was adjourned at 6:45PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for March 7, 2017.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



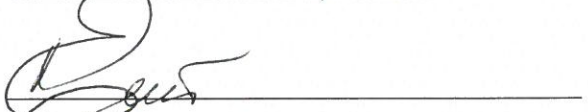
ERIC ADMAN, Chair



KAE PETERSON, Member

ABSENT

CAROLYN ARMANINI, Member




DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on March 7, 2017.



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, February 21, 2017

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Executive Session

- 3.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). (30 Minutes)

Return to Open Session at approximately 5:30

IV. Public Comment

V. Information/Discussion Item

- 5.1 2016 Fourth Quarter Financial Report – Chief Torpin
5.2 2017-2019 Collective Bargaining Agreement – Chief Torpin
5.3 Commissioner Reports

VI. Action Items

- 6.1 Approval of the revised 2017 Reserve Fund Budget that identifies expense appropriations.
6.2 Approval of 2017-2019 Collective Bargaining Agreement

VII. Fire Chief Report

VIII. Consent Calendar

- 8.1 Vouchers
8.2 Meeting Minutes of February 7, 2017

IX. Executive Session

- 9.1 To review the performance of a public employee pursuant to RCW 42.30.110(1)(g).

X. Adjournment

Next Regular Meeting: March 7, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
February 21, 2017

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board Meeting.
- Chief Torpin attended a Zone 1 Fire Chief's Meeting.
- Chief Torpin and Commissioner Peterson attended the Lake Forest Park Rotary Club fundraising auction. The department donated a birthday cake delivery for the event.
- Chief Torpin and Commissioner Peterson attended the Friends of Third Place Commons Breakfast.

Human Resources:

- HR Administrator Moore continued on the salary range review of the District's non-represented positions.
- HR Administrator Moore is working with the Department of Retirement Systems to bring a representative onsite to meet with employees one-on-one, should they desire.
- HR Administrator Moore is working with supervisors to wrap up the 2016 performance evaluation season and get evaluations submitted.

Training:

- Chief Torpin attended the East Metro Training Group Board meeting.
- DC Magnuson collaborated with Dave Monahan of FireTrex Training to prepare and improve reporting for WSRB (Washington State Rating Bureau).
- DC Magnuson prepared and facilitated application for Firefighter I and Firefighter II equivalency for employee's attaining that level of proficiency prior to April 1995.
- Captain Harvey assisted with instructing three days of firefighter survival training. One day was canceled due to snow. Approximately 120 Firefighters from the Northshore, Bothell, Woodinville, and Shoreline Fire Departments have completed this training so far with two more sessions scheduled.
- Captain Harvey conducted Self Contained Breathing Apparatus (SCBA) evaluations with several crews.
- Captain Harvey assisted a Fireblast maintenance technician with bi-annual maintenance on the burn prop. A blower was found to be not functioning properly. A replacement was ordered and Captain Harvey will install it as time permits.
- Captain Harvey assisted Lieutenant Burrow with preparing a proposal to implement a Firefighter Peer Support Program for the Northshore Fire Department.
- Captain Harvey researched options for quarterly hazardous materials operations training.
- Captain Harvey and Kate Hansen and DC Magnuson attended the monthly King County Fire Training Officers Association meeting. A portion of the meeting was devoted to a presentation about fire department training liabilities.

- Kate Hansen and Captain Harvey attended an East Metro Training Group Task Manual Meeting.

Operations:

- DC Magnuson attended Recruit Academy Class 5 South bi-weekly comprehensive evaluations.
- DC Magnuson facilitated bi-monthly officer's meeting and Battalion Chief Staff day.
- DC Magnuson facilitated a meeting with Lake Forest Park Police and AC Nankervis from Shoreline Fire to facilitate nasal naloxone implementation at Lake Forest Park Police.
- DC Magnuson attended monthly Zone 1 Operations board meeting.
- DC Magnuson attended ESO webinar on report analytics.
- DC Magnuson facilitated ESO EHR (Electronic Health Record) quality assurance review with Shoreline Paramedics for each shift.
- DC Magnuson provided each Battalion Chief with January reports on inspection and training completion rates.
- DC Magnuson provided KIRO TV news with brief news release regarding RamAir Gear dryer Northshore Fire Department won in December.
- DC Magnuson collaborated with King County EMS to allow them to audit our Electronic Health Records to improve data entry.

Fire Prevention:

- FM LaFlam attended a 2-day International Fire Code (IFC) plan review class in Woodinville. The class was sponsored by the Zone 1 fire marshals and covered all aspects of building plan reviews associated with the IFC.
- FI Booth attended the Region IV fire investigators meeting. The meeting took place at the federal ATF offices in Renton. ATF agents also presented information of surveillance, polygraphs and explosives.
- FM LaFlam and FI Booth attended a presentation on carbon dioxide systems and associated safety concerns.

Northshore Emergency Management Coalition (NEMCo):

- NEMCo Volunteers continue to meet on the third Wednesday of every month to discuss volunteer opportunities and receive some element of training. EM Lunak gave a presentation on Post Disaster Sanitation to 38 volunteers on February 15th.
- There are 22 people signed up for the first CERT academy of 2017 which begins March 6. EM Lunak will be overseeing 2 new volunteer CERT teachers that will be teaching a segment of the course for the first time.
- On February 16th we had an Emergency Operations Center activation drill for the NEMCo partners. EM Lunak facilitated the training and functional exercise. City staff worked at identifying incident objectives based on a wind and rain storm scenario.
- NEMCo Radio Amateur Civil Emergency Service (RACES) Volunteers began performing monthly radio equipment checks from Kenmore City Hall, Lake Forest Park City Hall and Fire Station 51 in February.

- EM Lunak presented the 2nd of 12 monthly safety meetings at NUD on February 16th.
- EM Lunak gave a presentation to over 100 people on basic preparedness as part of the Indian Americans of Western Washington senior lunch meeting. He was invited to speak by recent CERT graduate and NEMCo volunteer Mohan Khandekar.