



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

March 7, 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, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, and members of the public. Absent was Commissioner Carolyn Armanini.

II. APPROVAL OF THE AGENDA

Chief Torpin reiterated the addition to the Agenda which was circulated on Monday—proposed Resolution 17-01.

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

III. PUBLIC COMMENT

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

- Asked for clarification on the requirements of Executive Sessions
 - Legal Counsel Kinnon Williams clarified that it depends on the topic of the Executive Session as to who can attend or is required to be present during an Executive Session.
- Mr. Dee is working on a project to utilize surplus government building for homeless individuals. He is also supportive of the homeless shelter that is coming to Kenmore.
- Chief Torpin added that Fire Marshall Jeff LaFlam is involved in the review of the plans for the homeless shelter but no other details of the project are known at this time.

INFORMATION/DISCUSSION ITEMS

3.1 2017 Benefit Charge Appeals

Chief Torpin reported that 12 formal appeals were received this year with 11 of the appeals handled as administrative corrections for sprinkler system discounts that should have been applied. All 11 of the parcels had sprinkler systems installed prior to 2005 when the district started issuing the permits for the systems. The other appeal that was received was withdrawn after an explanation was provided on how the square footage is calculated. The Chief indicated approximately one hundred calls related to the benefit charge were received this year and handled by staff. The majority of calls were inquiries about how the square footage is calculated.

Commissioner Kae Peterson joined the meeting at 5:06PM.

3.2 New Website Demonstration

Administrative Specialist Hansen previewed the new website for the Commissioners. The site will go live tomorrow. The Commissioners will continue to review the site and offer feedback.

3.3 Fire Chief's Performance Review Process

After discussion of the current process, the Commissioners concluded to alter the Fire Chief performance review process for 2017. Commissioner Adman will write a narrative for review by the Commissioners.

3.4 Resolution 17-01

The board reviewed proposed Resolution 17-01 declaring the 2000 Braun E-350 Aid Car surplus.

3.5 Commissioner Reports

Commissioner Maehren announced that the amendment to state law that would allow Annexation Merger bills passed in both the Senate and House.

Commissioner Maehren will attend the Bothell State of the City Luncheon tomorrow.

Commissioner Ellis attended a leadership conference last week.

Commissioner Adman asked if Northshore has smart phones for use on the rigs. Chief Torpin said that the Battalion Chief has a smart phone but the other apparatus do not have them.

IV. ACTION ITEMS

4.1 Resolution 17-01 Declaring Items Surplus

Commissioner Peterson moved to approve Resolution 17-01. Commissioner Ellis seconded. The motion passed 4-0.

V. FIRE CHIEF'S REPORT

In addition to the written report provided in the meeting materials:

- Commissioner Adman inquired about the Saint Edwards Park incident. Deputy Chief Magnuson reported that it was a 50-year old extremely intoxicated male in a remote location at the park that the rangers needed assistance in getting him out.
- Commissioner Maehren inquired what types of incidents Northshore puts press releases out about. Chief Torpin reported that press releases about incidents are normally done for all structure fires, especially when information could be used to advance a fire prevention message. Press releases or information about medical incidents or fatal vehicle accidents are not normally provided out of concern for citizens' privacy rights.

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

VI. CONSENT CALENDAR

6.1 Vouchers

- The General Fund Vouchers totaled \$90,560.68 and Reserve Fund Vouchers totaled \$4,516.61.

6.2 Meeting Materials

- Regular Board Meeting of February 21, 2017

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

VII. EXECUTIVE SESSION

The Board moved into Executive Session at 6:24PM until 6:35PM to evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g). The board extended the Executive Session until 6:55PM. The board moved back to open session at 6:55PM.

ADJOURNMENT

The meeting was adjourned at 6:55PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for March 21, 2017

Attachments: Agenda; Fire Chief's Report; Resolution 17-01

BOARD OF COMMISSIONERS

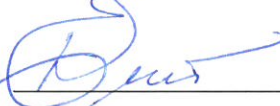


ERIC ADMAN, Chair

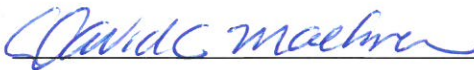
KAE PETERSON, Member

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 21, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, March 7, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 2017 Benefit Charge Appeals – Chief Torpin
 - 4.2 New Website – Administrative Specialist Hansen
 - 4.3 Fire Chief’s Review Process – Commissioner Ellis
 - 4.4 Resolution 17-01 Declaring Items Surplus (Aidcar) – Chief Torpin
 - 4.5 Commissioner Reports
- V. **Action Items**
 - 5.1 Resolution 17-01 Declaring Items Surplus
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of February 21, 2017
- VIII. **Executive Session**
 - 8.1 To evaluate the qualifications of an applicant for public employment or review of the performance of a public employee pursuant to RCW 42.30.110(1)(g).
- IX. **Adjournment**

Next Regular Meeting: March 21, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
March 7, 2017

Administration/Financial:

- Chief Torpin and AS Hansen continue work with the website vendor to get the new website ready to launch. A presentation will be made to the Board at the next meeting on March 7th.
- As Zone 1 Fire Chiefs Chair, Chief Torpin met with NORCOM Governing Board Chair and NORCOM Executive Director regarding the implementation of the PulsePoint application in the Zone 1 service area.
- AS Hansen initiated training FS Killion in the response and tracking of Public Records Requests. FS Killion will be assuming the Records Officer role once training is complete.
- The 2017-2019 Collective Bargaining Agreement between the District and IAFF Local 2459 has been executed.
- FS Killion has initiated work on calculating the retroactive payments that resulted from the ratification of the collective bargaining agreement.

Human Resources:

- HR Administrator Moore scheduled a Department of Retirement Systems (DRS) representative to come onsite in April to provide an opportunity for our staff to meet one-on-one and discuss their PERS, LEOFF, and DCP benefits. An invitation was also shared with Woodinville Fire & Rescue, Shoreline Fire Department, City of Lake Forest Park, and the City of Kenmore staff to participate.
- HR Administrator Moore is working with DiMartino and Associates to begin the change over to the HRA VEBA third party administrator. DiMartino indicated a 60 day lead time would be needed.
- Work continues on the salary range review of the District's non-represented positions.

Operations:

- The new Horton Aidcar was placed into service. The old backup Aidcar has been cleaned and Northshore identification decals removed in preparation for sale.
- DC Magnuson met with C, A, and D shifts to review ESO Electronic Health Reports and NFIRS (National Fire Incident Reporting System) reports for accuracy and quality improvement.
- DC Magnuson provided personnel with comprehensive list of NFIRS (National Fire Incident Reporting System) codes with explanations and most frequent incident types highlighted.
- DC Magnuson provided the Battalion Chiefs with information and contact to resources for hoarding situations.
- DC Magnuson met with Executive Director, Justin Wammock of Brookdale Kenmore senior living to improve relationships and make him aware of lack of staff response at night when the Fire Department is requested by occupants. Also

shared number and nature of recent responses. Fifty percent of responses were for assistance that could have been provided by on-duty staff.

- DC Magnuson emailed St. Edwards State Park Ranger Karl Hinze expressing gratitude for an exemplary response to an incident involving Police, Fire Department, and Park Ranger staff.
- DC Magnuson and BC Sauer attended product demonstration for Tablet Command provided by South King County Fire Training Consortium, hosted by Kirkland Fire Department at Kirkland City Hall. Event was attended by Kirkland Fire, Bellevue Fire, Mercer Island Fire, Redmond Fire, and Northshore Fire.
- DC Magnuson reviewed 2017 ESO Fire incident reports and corrected a number of reports for accuracy regarding mutual aid. This resulted in a training bulletin being issued to all suppression personnel via email.
- DC Magnuson attended ESO webinar on Adhoc reports.
- DC Magnuson attended Recruit Academy Class 5 South bi-weekly comprehensive evaluations.
- February Response Statistics:

February 2017						
Incident responses in Fire District 16				Mutual Aid		
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given
Fire	51	0	0.00%	Bothell	1	15
	57	2	2.70%	Kirkland	0	1
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Shoreline	4	9
	57	1	1.35%	Woodinville	0	1
Rescue & Emergency Medical Service Incidents	51	111	75.51%	Redmond	1	0
	57	58	78.37%	Other	0	0
Hazardous Condition (No Fire)	51	2	1.36%	TOTAL	6	26
	57	0	0.00%	Emergency Response Average Turnout Time		
Service Call	51	15	9.52%	EMS	0:01:03	
	57	5	6.75%	Fire Suppression	0:01:16	
Good Intent	51	10	6.80%	Emergency Response Average Travel Time		
	57	5	6.76%	51	0:04:03	
False Alarm or False Call	51	10	6.80%	57	0:05:23	
	57	3	4.05%	Reaction Time Summary		
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:12
	57	0	0.00%		B-shift	1:08
Special Incident Type, other	51	0	0.00%		C-shift	1:14
	57	0	0.00%		D-shift	1:09
Grand Total		222	100.00%	AVG	1:11	AVG 1:22

Training:

- Captain Harvey and AS Hansen completed and distributed the March Monthly Training Assignment (MTA).
- Captain Harvey assisted with instructing firefighter survival training to north-end departments. A make-up day (due to snow) has been scheduled for March 20.
- Captain Harvey conducted SCBA evaluations with several crews.
- FF Blake replaced a blower on the Fireblast burn prop.
- Captain Harvey responded to several inquiries regarding the KCFTOA (King County Fire Training Officers Association) Spring Pump Academy.

- Captain Harvey attended the EMTG (East Metro Training Group) recruit academy firefighter combat skills challenge at the Bellevue Training Center.
- Captain Harvey assisted Lt. Ingersoll and Lt. Hochstein with registration and travel arrangements for FDIC (Fire Department Instructor's Conference).
- Captain Harvey assisted with preparations for the Zone 1 RS1 (Rescue Systems 1) class scheduled for April.
- DC Magnuson reviewed training completion rates and training hours for all crews. Preparing to disseminate progress reports to Battalion Chiefs.
- Kate Hansen and Captain Harvey attended the EMTG monthly planning meeting and two EMTG Task Manual work sessions.
- Captain Harvey prepared information about training tower rental costs in preparation for an EMTG training tower rental fee sub-committee meeting.

Fire Prevention:

- FM LaFlam attended the Zone 1 Fire Marshal's meeting.
- FI Booth is coordinating with the American Heart Association to establish the Northshore Fire Department as a Training Center. She is also working on a variety of improvements to the Northshore First Aid/CPR program.
- FI Booth performed fire safety inspections at the following schools: Brookside Elementary, Lake Forest Park Elementary, Moorlands Elementary and Kenmore Junior High.

Northshore Emergency Management Coalition (NEMCo):

- NEMCo RACES (radio amateur civil emergency service) volunteers have begun to meet once a month to cover radio topics more in depth than could be covered after our regular all volunteer meetings. On March 1st we held our second RACES meeting. We had 26 members in attendance. EM Lunak presented information about the April 29th state wide communications drill in which NEMCo RACES will be participating.
- The first of two 2017 CERT academies begins March 6 with 24 students. EM Lunak will be overseeing 2 new volunteer CERT teachers that will be teaching a segment of the course for the first time.
- EM Lunak began work on a major update of Northshore Utility Districts' emergency response plan. An outline of the new plan format will be presented to the District on March 21st.
- EM Lunak received training from King County on the use of credentialing software which will allow NEMCo agencies to print identification badges for employees and volunteers at no cost. The format of the credentials has been adopted county wide and is being reviewed at the state level for Washington state-wide adoption.



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RESOLUTION NO. 17-01

RESOLUTION DECLARING ITEMS AS SURPLUS

WHEREAS, the administration of King County Fire Protection District 16 has reported to the Board of Commissioners that the following described vehicle has exceeded its planned service life of 16 years and is now no longer needed or necessary for current District purposes, nor is there a need for it in the foreseeable future:

**2000 Braun E-350 Aid Car – NFD #2600
VIN # 1FDWE35FXYHB42083**

WHEREAS, Fire Chief Jim Torpin recommends a declaration to deem the aforementioned vehicle surplus and provide authorization for its disposal; and

WHEREAS, the Board of Fire Commissioners has determined that the vehicle listed above has in fact reached its planned service life and is no longer needed or necessary for current or future District purposes, and has determined said vehicle be declared surplus; and

WHEREAS, the Board of Fire Commissioners finds that the manner of disposition should best be determined by the Chief of the District; now therefore

BE IT RESOLVED, by King County Fire Protection District No. 16 Board of Commissioners that the vehicle set forth be and is hereby declared surplus to the needs of the District; and it is further

RESOLVED, that said vehicle shall be disposed of in a commercially reasonable manner to be determined by the Chief of the District.

DATED this 7th day of March, 2017.

BOARD OF COMMISSIONERS



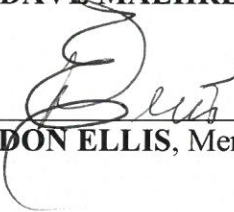
ERIC ADMAN, Chair



KAE PETERSON, Member



DAVE MAEHREN, Member



DON ELLIS, Member

CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
March 7, 2017



KATE HANSEN, Secretary
Board of Commissioners