



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780 FAX (425) 354-1781

MINUTES

February 2, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The February 2, 2016, regular 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 Vice Chair, Carolyn Armanini called the meeting to order at 5:00 pm. Persons in attendance, in addition to the Vice Chair, were Commissioners Don Ellis and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Eric Magnuson and Legal Counsel Kinnon Williams. Commissioners Eric Adman and Kae Peterson were absent.

II. APPROVAL OF THE AGENDA

Chief Torpin requested an executive session to discuss with legal counsel matters related to ongoing litigation pursuant to RCW 42.30.110(1)(i).

Commissioner Maehren moved to approve the agenda as amended. Commissioner Ellis seconded the motion and it passed with a vote of 3 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

Commissioner Armanini reminded the Board of the upcoming Regional Fire Authority Planning Committee (RFAPC) meeting on Thursday February 4, 2016. The main topic on the agenda for this meeting was to review the four questions each agency had recently answered regarding their level of interest in continuing in the regionalization process.

Commissioner Armanini suggested that Northshore had no further purpose in continuing with the RFAPC since it had been determined that Northshore was no longer interested in an RFA. Commissioner Maehren disagreed and felt Northshore should continue with the RFAPC as it provided a format to continue discussions of other regionalization options. Commissioner Armanini responded that discussions related to other regionalization options would more appropriately take place between the agencies pursuing them.

It was agreed to wait until the RFAPC meeting and let those discussions take place before a final decision is made with regard to continuing with the RFAPC.

4.2 Fourth Quarter Financial Report

Chief Torpin indicated the fourth quarter report was provided with the meeting materials which were also updated on Monday February 1, 2016. Chief Torpin provided some additional detail regarding the 2015 Variance Report.

4.3 Deputy Chief Hiring Process

Chief Torpin reported that he had reached a tentative agreement with Battalion Chief Eric Magnuson with regard to filling the Deputy Chief Position. Chief Torpin expressed his happiness and excitement in filling the open position with an internal candidate who possesses all of the attributes that Chief Magnuson brings to the position.

Chief Torpin asked the Board to approve the Memorandum of Understanding (MOU) with the labor group regarding the position. The MOU would provide a onetime opportunity for Chief Magnuson to return to his previous position and a two year right to return if the position was eliminated by the District.

Commissioner Maehren moved to authorize Chief Torpin to execute the MOU with the labor group, seconded by Commissioner Ellis. The motion passed with a vote of 3 to 0.

4.4 Commissioner's Report

Commissioner Maehren reported that former Commissioner Ron Gehrke would be presented with the McMaster Heritage Award by the Kenmore Heritage Society on Wednesday evening.

V. ACTION ITEMS

5.1 Memorandum of Understanding with Local 2459

The Fire Chief was authorized to execute the Memorandum of Understanding under section 4.3 of the agenda.

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. There were no additions or questions on the report.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Ellis, the consent calendar was unanimously approved. The consent calendar consisted of the meeting minutes from January 19, 2016, General Fund Vouchers totaling \$85,936.42 and Reserve Fund Vouchers totaling \$10,795.72.

VIII. EXECUTIVE SESSION

At 5:40 pm, the Board moved into Executive Session to discuss with legal counsel matters related to ongoing litigation pursuant to RCW 42.30.110(1)(i) until 5:45 pm. At 5:45 pm, the Board returned to regular session.

ADJORNMENT

The meeting was adjourned at 5:45pm.

NEXT MEETING DATE

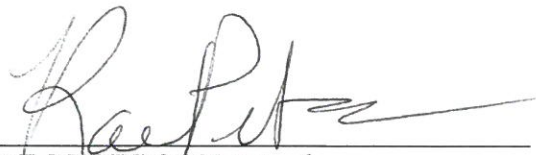
The next regularly scheduled Commissioners meeting is for February 16, 2016.

Attachments

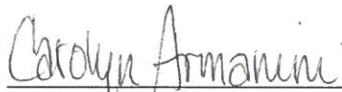
Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair



KAE PETERSON, Member



CAROLYN ARMANINI, Member

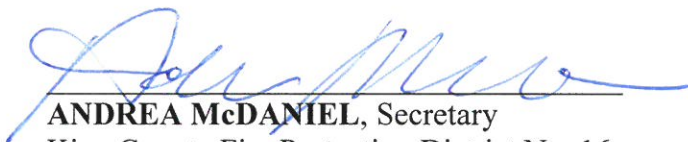


DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners February 16, 2016



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, February 2, 2016

5:00PM

- I. **Open Meeting**
 - II. **Approval of Agenda**
 - III. **Public Comment**
 - IV. **Information/Discussion Item**
 - 4.1 RFA/Regionalization Discussion - Commissioner Adman
 - 4.2 Fourth Quarter Financial Report – Chief Torpin
 - 4.3 Deputy Chief Hiring Process – Chief Torpin
 - 4.4 Commissioner Reports
 - V. **Action Items**
 - 5.1 Memorandum of Understanding with the Local 2459
 - VI. **Fire Chief Report**
 - VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of January 19, 2016
 - 7.3 Policy 4601-Keyboxes Updates
 - VIII. **Executive Session**
 - IX. **Adjournment**
- Next Regular Meeting: February 16, 2016

Fire Chief's Report
Submitted by Chief Torpin
February 2, 2016

Administration/Financial:

- Chief Torpin and Carl Lunak provided the Northshore Rotary Club a presentation detailing the newly formed Northshore Emergency Management Coalition.
- The final Levy Limit Worksheet was received from the King County Assessor. The increase to the AV from new construction was reduced by nearly \$11,000,000 from what was reported in the last preliminary worksheet we received. I inquired with the Assessor's Office as the reason for the drop in AV as it was extremely unusual. The decrease was due to a Multifamily Tax Exemption (MFTE) Program that the City of Kenmore provided to the Spenser 68 and other residential projects going in the old Kenmore Village parcels. The value of the residential portion of these properties was removed from the levy process. I am anticipating this is approximately half of the total AV that will receive the exemption when all construction is complete. The exemption will be in effect for 12 years. According to the Assessor, the benefit charge will not be affected as the city does not have the jurisdiction to waive the benefit charge.
- FS McDaniel attended the 8th Annual King County Investment Pool Meeting.

Human Resources:

- Administrative Specialist Taylor Scaggs' last day with the District will be February 5th. A temporary administrative assistant will be brought in to offset some of the administrative tasks in February. AS Scaggs will train the incoming temp prior to his final day on the 5th.
- HR Administrator Moore has conducted an exit interview with AS Scaggs and work has begun to review both of the open administrative position's job duties and functions. Neither position will be permanently filled until a full analysis is complete.
- HR Administrator Moore is working with supervisors to finish the 2015 performance evaluations.
- Posted OSHA's Form 300A summary of work-related injuries and illnesses at Stations 51 and 57.
- HR Administrator Moore and Chief Torpin attended Labor/Management meeting with the labor group. Labor has new leadership with Lieutenant Anders Hansson taking over as President and Firefighter Brian Ford Vice President.
- Work has begun on collecting comparable data for the upcoming negotiations. Legal Peter Altman will be attending a Board meeting in March for the purpose of getting the Board's perspective and objectives for the upcoming session.
- The quarterly Administrative lunch/meeting was held.

Training:

- The Training Manual and associated lesson plans are under review and updating.
- Working on EMT recertification's for members.
- February's MTA was completed.

- Updated Section 4 of our Probationary Handbook.
- Prepared Mid-Term test for probationary firefighters.
- Prepared Mid-Term manipulative test for probationary firefighters.
- Hosted EMTG recruit academy during the week of January 18th.

Operations:

- Chief Torpin attended the bi-weekly evaluation for the three Northshore Recruit Firefighters who attending the EMTG Academy. All have posted strong academic scores that are above the class average. Additionally, they have scored average or above average in the fitness assessment. All appeared to be doing very well.
- December Response Stats:

Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	%<=6Min	Avg Dur	Fire Department	Aid Received	Aid Given			
EMS	51	119	54.34%	0:05:44	58.82%	0:41:46	Bothell	3	20			
	57	55	25.11%	0:06:24	54.55%	0:41:09	Kirkland	0	5			
HazMat	51	6	2.74%	0:08:54	0.00%	0:24:23	Shoreline	13	19			
	57	4	1.83%	0:08:30	75.00%	0:30:56	Woodinville	0	1			
Good Intent	51	9	4.11%	0:05:00	33.33%	0:10:41	Redmond	3	0			
	57	4	1.83%	0:00:00	0.00%	0:00:00	Other	0	0			
Fire	51	1	0.46%	0:04:54	100.00%	0:41:13	TOTAL	19	45			
	57	1	0.46%	0:04:42	100.00%	0:33:58						
Public Assistance	51	4	1.83%	0:07:51	50.00%	0:42:36	Emergency Response Avg Turnout Time					
	57	2	0.91%	0:06:36	0.00%	0:21:12	EMS	1:15				
False	51	6	2.74%	0:05:16	83.33%	0:16:41	Fire Suppression	1:52				
	57	5	2.28%	0:05:44	80.00%	0:21:30						
Rupture/Explosion	51	1	0.46%	0:02:48	100.00%	0:47:23	Reaction Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:21	Station 57	A-shift	1:25
Weather	51	1	0.46%	0:00:26	100.00%	0:03:39		B-shift	1:19		B-shift	1:32
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:30		C-shift	1:13
Other	51	1	0.46%	0:05:34	100.00%	0:14:25		D-shift	1:29		D-shift	1:01
	57	0	0.00%	0:00:00	0.00%	0:00:00		AVG	1:21		AVG	1:18
Grand Total		219	100.00%	0:06:01	57.42%	0:38:45						

December 2015

Fire Prevention:

- FM LaFlam was recognized by the NFPA for his efforts in advocating residential sprinklers.
- FM LaFlam attended meetings for several projects in Kenmore, including: City of Kenmore Pavilion building, Capps Club (formerly Mia Roma) and Beachwood Homes, a 9-unit townhome project.
- FI Booth delivered fire safety presentations to four kindergarten classes.
- FI Booth and FM LaFlam worked with Key Club volunteers from Inglemoor High School to prepare more than 700 student folders for the upcoming first and sixth grade fire safety presentations.
- FI Booth assisted with the coordination and planning for the current CERT class that began January 2, 2016.