



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

February 16, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The February 16, 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 Jeff Tagart, Lieutenant Steve Loutsis, Firefighters Kevin Bracket and Chris Hoffman, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Peterson arrived at 5:05 pm and Commissioner Eric Adman was absent.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda as presented. Commissioner Maehren 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 Maehren provided an overview of the February 4, 2016, Regional Fire Authority Planning Committee (RFAPC) meeting. Upon review of the participating agencies positions toward an RFA, the RFAPC voted to disband the RFAPC.

4.2 2016 Strategic Planning Process

Chief Torpin provided an overview of his desire to conduct a formal strategic planning process. The Chief provided an overview of the desired outcome and value to the organization the process and plan would provide.

Chief Torpin indicated there were numerous vendors that did this kind of consulting work. However, he felt strong consideration should be given to using Emergency Services Consulting International (ESCI) as the consultant on the project due to their familiarity with the District. A discussion ensued regarding the use of ESCI, the desired outcome from a strategic plan, timeline and next steps.

Following the discussion, the Board unanimously agreed to authorize Chief Torpin to work with ESCI to develop a draft scope of work, project timeline and cost estimate for the strategic planning project. Commissioner Peterson stated she would like to see the strategic plan completed before the 2017 budget process is completed. Chief Torpin indicated he would contact ESCI and report back to the Board once a draft scope of work and cost estimate was prepared.

4.3 Commissioner's Report

Commissioner Peterson reported she received a citizen compliment regarding a recent Station 57 pre-school station tour.

Commissioner Maehren reported on items discussed at the February 4th Kenmore Business Alliance meeting that he attended. Commissioner Maehren also reported that former Commissioner Ron Gehrke was presented with the McMaster Award by the Kenmore Heritage Society and reminded the Board that the Northshore Emergency Management Collation volunteer meeting is scheduled for February 17th, at 6:30 pm at Kenmore City Hall.

Commissioner Ellis reported on a device for watering shrubs and trees during times of drought, more information can be found at www.deepdrip.com.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. There were no additions to the report and Commissioner Maehren inquired on what MUM manual was referring to under the training report. Chief Torpin indicated that a MUM manual is referencing the move up module, which is used by NORCOM for different types of incidents.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Peterson, seconded by Commissioner Maehren, the consent calendar was unanimously approved. The consent calendar consisted of the meeting minutes from February 2, 2016, General Fund Vouchers totaling \$28,430.62.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 5:40 pm.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for March 1, 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 March 1, 2016

Fire Chief's Report
Submitted by Chief Torpin
February 16, 2016

Administration/Financial:

- DC Torpin attended a Norcom Governing Board Meeting.
- Admin group met for a quarterly admin meeting.
- Kirkland IT responded to a significant virus that affected a large number of District files. Back-ups were utilized to restore functions to normal.

Human Resources:

- The open full-time Administrative Specialist position has been posted. The posting will remain open until filled. Sites recruiting from include the following: Craigslist, Colors NW Careers (this site also posts out to other sites such as Indeed.com and Simply Hired), College employee job sites: UW, CWU, EWU, Gonzaga University, and WWU, Everett Community College, AWC job net, the WA Fire Chief Admin Group website, WorkSource, LinkedIn and the Northshore Fire Department's Facebook page.
- Chief Torpin, HR Administrator Moore and DC Magnuson conducted interviews for the open Battalion Chief position.
- HR Administrator Moore met with representative from WCIF regarding 2016's Wellness program.

Operations:

- Chief Torpin attended a King County EMS BLS Working Group meeting.
- DC Magnuson coordinated logistics for February and March EMTG recruit academy requirements (hosting at Station 51 in February/March, providing Engine and Operator for March Live fire training, and providing instructor, apparatus, and equipment for Auto Extrication in March).
- DC Magnuson assisted Kirkland IT in testing for future FireRMS migration of database from Kirkland IT to NORCOM.
- DC Magnuson attended February Zone 1 Operations meeting at Kirkland, Station 22. Discussed 800 MHz re-banding project, resource emergency updates, reviewed MUM manual procedures, reviewed technical rescue team training and credentials, discussed KCEMS study regarding ALS services, discussed structure fire tactical benchmarks and radio documentation, and finally potential additional (optional) adjunct days to EMTG recruit academy for KCEMS refresher/update.
- DC Magnuson facilitated and conducted February officers meeting and BC Staff day.

Training:

- Chief Torpin attended an EMTG Policy Board meeting.

- The updating (complete revision) of the Training Manual to include lesson plans has begun.
- Training facilitated EMT recertification's for members.
- Prepared training submittal for the annual report.
- Continued work with the East Metro Training Group on the "Best Practices" document and common training goals.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

Fire Prevention:

- No report provided.



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, February 16, 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 2016 Strategic Planning Process
 - 4.3 Commissioner Reports
- V. Action Items**
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of February 2, 2016, Regular Board Meeting
 - 7.3 Meeting Minutes of November 5, 2015, Regular Board Meeting
- VIII. Executive Session**
- IX. Adjournment**

Next Regular Meeting: March 1, 2016