



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

March 1, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The March 1, 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 Chair, Eric Adman called the meeting to order at 5:20 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Kae Peterson and Dave Maehren. Also, present were Fire Chief Jim Torpin, Firefighter Kevin Bracket, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Don Ellis was absent.

II. APPROVAL OF THE AGENDA

Commissioner Armanini moved to approve the agenda as presented. Commissioner Maehren requested that item 5.1 be moved to a future meeting, as he is still waiting for additional information. Commissioner Armanini accepted the friendly amendment. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

5.1 Video Taping Board Meetings

This item was moved for discussion at a future meeting.

5.2 Fire Benefit Charge Appeals/Administrative Corrections

Chief Torpin reported on the number and type of inquiries received from citizens subsequent to the mailing of the benefit charge notification letter. The Chief noted that the largest number of questions were related to the low income senior discount. There were no formal appeals submitted for

the 2016 tax year, although there were 17 administrative corrections made based on citizen inquiry. A brief discussion ensued regarding the administrative corrections and needed changes to the Benefit Charge notification letter that specifies that the senior discount is only available to low income seniors.

5.3 Donation Fund Purchase of CO Detectors for Aid Kits

Chief Torpin provided an overview of the proposal to purchase CO detectors for the aid kits with monies from the Donation Fund. A brief discussion ensued regarding the cost and benefits of adding the CO detectors. Following the discussion Commissioner Maehren moved to approve the purchase of the CO Detectors with monies from the Donation Fund. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 0.

5.4 2016 Strategic Planning Process

Chief Torpin reported that he contacted Don Bivins from Emergency Services Consulting International (ESCI) to develop a scope of work for the strategic planning process. A discussion ensued regarding the draft scope of work and a project description that was provided with the meeting materials. Also discussed was the cost for the ESCI services and staff costs for their participation.

5.5 Commissioner Reports

Commissioner Maehren reported that he had met with the Shoreline Fire Chief Matt Cowan and discussed the RFA process and other regionalization options.

V. ACTION ITEMS

6.1 Authorization for Chief Torpin to execute the agreement with Emergency Services Consulting International (ESCI) for a 2016 Strategic Planning Project

Commissioner Armanini moved to authorize Chief Torpin to execute the agreement with ESCI. The motion was seconded by Commissioner Peterson and passed with a vote of 4 to 0.

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. Chief Torpin provided a verbal report on the status of the hiring process for the open Administrative Specialist position. The Chief indicated he hopes to have an offer out by the end of the week.

Commissioner Maehren commented on the January response statistics and the significant improvements, specifically Station 57 A shift with a turn out time of under 1 minute.

Commissioner Adman inquired on the meeting Chief Torpin had with Shoreline's Fire Chief Matt Cowan. Chief Torpin reported that his meeting was similar to the one reported by Commissioner Maehren which included discussion on the RFA process, other regionalization options.

Commissioner Adman inquired about the recent Northshore Emergency Management Coalition (NEMC) meeting the Chief attended. Chief Torpin provided an overview of the meeting between the principals of the four agencies party to the coalition. The purpose of the meeting was to provide the Emergency Manager, Carl Lunak, an opportunity to update the principals on progress made to date on his scope of work. Chief Torpin reported that the group has decided to utilize the fire station's public meeting room as the Emergency Operations Center in the event of a disaster.

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 16, 2016, General Fund Vouchers totaling \$134,253.88 and Reserve Fund Voucher totaling \$2,439.22.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 5:51 pm.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for March 15, 2016.

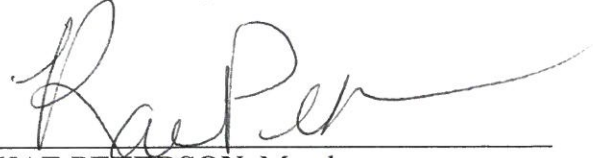
Attachments

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 15, 2016



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, March 1, 2016

5:00PM

- I. **Badge Pinning Ceremony**
Deputy Chief Eric Magnuson, Battalion Chief Mitch Sauer, Captain Jim Harvey
 - II. **Open Meeting**
 - III. **Approval of Agenda**
 - IV. **Public Comment**
 - V. **Information/Discussion Item**
 - 4.1 Video Taping Board Meetings – Commissioner Maehren
 - 4.2 Fire Benefit Charge Appeals/Administrative Corrections – Chief Torpin
 - 4.3 Donation Fund purchase of CO Detectors for aid kits – Chief Torpin
 - 4.4 2015 Strategic Planning Process – Chief Torpin
 - 4.5 Commissioner Reports
 - V. **Action Items**
 - 5.1 Authorization for Chief Torpin to execute the agreement with Emergency Services Consulting International (ESCI) for a 2016 Strategic Planning project.
 - VI. **Fire Chief Report**
 - VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of
 - 7.3
 - VIII. **Executive Session**
 - IX. **Adjournment**
- Next Regular Meeting: **March 15, 2016**

Fire Chief's Report
Submitted by Chief Torpin
March 1, 2016

Administration/Financial:

- Chief Torpin, DC Magnuson, FM LaFlam and FS McDaniel attended the Third Place Commons Annual Breakfast. Chief Torpin spoke with Mayor Johnson, several LFP Councilmembers and King County Councilmember Rod Dembowski.
- Chief Torpin contacted Don Bivins from Emergency Services Consulting International (ESCI) to initiate work on a scope of work for a Strategic Planning Process. A draft scope of work was prepared along with a description of the proposed project.
- The IT Server project continues, work should be completed in the next few weeks.
- Chief Torpin met with Shoreline Fire Chief after he requested a briefing on the status of the Regional Fire Authority process and Northshore's position on other partnership options.

Human Resources:

- Administrative Specialist hiring update: 50 applications for the Administrative Specialist opening were received. Phone interviews have been completed with selected applicants. Top candidates have been identified and in-person interviews have been scheduled and will be completed the week of Feb. 29th.
- WCIF's wellness program will begin March 1st this year. Employees and their spouses remain eligible to receive a \$150 deductible credit (for next plan year). In addition, WCIF has added an additional incentive for a \$25 cash gift card for completion of additional steps. Employers continue to be eligible to receive an approximate 4% reduction in premiums next year if 40% of our employees participate in the program again this year.
- HR Administrator Moore has submitted the request to WCIF for an onsite biometric health screening event for our staff at end of March. This program is provided by WCIF to employer groups to aid in the completion of the annual wellness program requirements.
- Chief Torpin and HR Administrator Moore met with the labor group for a regular labor/management meeting.

Training:

- EMT recertification for members who expire in 2016 was completed.
- The March MTA was developed and distributed.
- Continued development of a lesson plan for EMTG Tactical Worksheet.
- DC Magnuson and Capitan Sauer received initial FireTrex Training Database instruction and training by Dave Monahan.
- Transition planning for the Training Captains was completed. Captain Sauer will move to Battalion Chief on A-Shift and Lieutenant Harvey will assume the Training Captain position on March 1st.

Operations:

- DC Magnuson performed and completed an Interview process for the open Training Captain position. Lieutenant Jim Harvey was selected for promotion to Captain and will be assigned to the Training Division, effective March 1st.
- DC Magnuson assisted Kirkland IT with the migration of the FireRMS database from Kirkland IT to NORCOM.
- DC Magnuson attended weekly EMTG meetings.
- Submitted a draft operations report for the 2015 Annual Report to FM LaFlam.
- DC Magnuson attended the EMTG Academy Week 6 recruit evaluations at Station 26. All three recruits are performing above the previous norm.
- DC Magnuson is evaluating and preparing for a potential NSFD Driver / Operator class for spring/summer 2016.
- Provided Stroke on-scene time benchmark compliance feedback to crews for six recent stroke incidents that met the rapid transport protocol.
- January 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	130	53.50%	0:05:14	68.46%	0:42:48	Bothell	3	21			
	57	71	29.22%	0:06:24	54.93%	0:42:44	Kirkland	2	1			
HazMat	51	1	0.41%	0:05:58	100.00%	1:26:52	Shoreline	19	19			
	57	1	0.41%	0:06:43	0.00%	0:22:45	Woodinville	0	1			
Good Intent	51	6	2.47%	0:06:39	33.33%	0:23:11	Redmond	0	0			
	57	4	1.65%	0:11:33	0.00%	0:18:35	Other	0	0			
Fire	51	0	0.00%	0:00:00	0.00%	0:00:00	TOTAL	24	42			
	57	2	0.82%	0:05:44	100.00%	1:02:42						
Public Assistance	51	5	2.06%	0:05:39	60.00%	0:24:19	Emergency Response Avg Turnout Time					
	57	3	1.23%	0:05:51	33.33%	0:24:38	EMS	1:12				
False	51	14	5.76%	0:06:26	64.29%	0:23:58	Fire Suppression	1:50				
	57	6	2.47%	0:05:35	66.67%	0:13:53						
Rupture/Explosion	51	0	0.00%	0:00:00	0.00%	0:00:00	Turnout Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:10	Station 57	A-shift	0:55
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:21		B-shift	1:26
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:19		C-shift	1:08
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:18		D-shift	1:30
	57	0	0.00%	0:00:00	0.00%	0:00:00		AVG	1:17		AVG	1:14
Grand Total		243	100.00%	0:05:46	62.61%	0:40:08						

January 2016

Fire Prevention:

- FM LaFlam attended a meeting of the steering committee for the Washington Fire Sprinkler Coalition. The committee is planning a fire sprinkler forum at Redmond City Hall on March 15, 2016. The forum attendees will include builders, plumbers, sprinkler contractors, water purveyors and fire service representatives. The purpose of the forum is to elicit input from all stakeholders for the development of a Best Practices Guide for Plan Review, Permitting and Inspections of Residential Fire Sprinkler Systems.
- FI Booth coordinated for and assisted with the upgrade of the latest version of inspection software and installation of the program onto new tablets.

- FM LaFlam, together with FI Booth, FS McDaniel and HRS Moore attended the first planning meeting for the 2016 Station 51 Open House. The event is planned for June 18, 2016.
- FI Booth attended an emergency training planning meeting with representatives of the Northshore Emergency Management Coalition (NEMC).
- Chief Torpin attended a meeting with the principals of the NEMC (Fanny Yee, Al Nelson, Rob Karlinsey, Steve Sutton, Frank Zenk and Carl Lunak). The purpose of the meeting was to check in on progress being made with the approved work plan. Carl Lunak provided a status update on his work on the Comprehensive Emergency Management Plan, CERT Program and Volunteer Coordination and preparation for the upcoming county wide disaster drill. The group agreed to have quarterly meetings of the principals in an effort to track progress and give direction when needed.