



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, March 3, 2015

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- VI. **Information/Discussion Item**
 - 4.1 Fire Prevention Quarterly Report – FM LaFlam
 - 4.2 Station 54 – Chief Torpin
 - 4.3 Annual Report Discussion – Chief Torpin
 - 4.4 Contract Format – Chief Torpin & Counsel Williams
 - 4.5 LEOFF 1 Section 115 Trust – Chief Torpin & Counsel Williams
 - 4.6 Benefit Charge Appeals – Chief Torpin
 - 4.7 RFA Planning Committee Reports—Commissioner Maehren
 - 4.8 Commissioner’s Report
- V. **Action Items**
 - 5.1 Approval of RFA Committee Meeting Minutes
 - a. January 22, 2015
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of February 17, 2015
- VIII. **Executive Session**
 - 8.1 Evaluation of the Performance of a Public Officer
- IX. **Adjournment**

Next Regular Meeting: **March 17, 2015**



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

March 3, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The March 3, 2015, 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 1700 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Carolyn Armanini was absent.

II. APPROVAL OF THE AGENDA

Chief Torpin requested to move item 4.3 to item 4.2 on the agenda. The request was approved and the amendment was made to the agenda.

Chief Torpin requested to add a labor negotiations and potential litigation discussions to the executive session. The request was approved the added to the agenda.

Commissioner Maehren moved to approve the agenda as amended. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Fire Prevention Quarterly Report

Fire Marshal Jeff LaFlam provided the quarterly Fire Prevention report, which included discussion on the following items:

- Permits issued in 2014, fees and 2015 projections

- Upcoming activities and classes
 - DUI Drill
 - CERT
 - Emergency preparedness
- Presentation for the residents of Brookdale Kenmore regarding general fire safety and emergency evacuations will be on March 10.
- Fire flow at Third Place Commons

4.2 Annual Report Discussion

Chief Torpin initiated a discussion about the proposed annual report project staff has been working. The Chief was seeking feedback and direction on the concepts being evaluated. A discussion ensued regarding the purpose, format, distribution, and target audience of the annual report. Chief Torpin indicated he would continue to research and put together a draft annual report.

4.3 Station 54

Chief Torpin reported that the YMCA would be vacating Station 54 by the end of the month. The Chief recently toured the property with a maintenance representative from the YMCA and discovered the building is in need of repair. The areas of concern are the roof, roof support beam, doors and gutters. It was also noticed there were signs of unlawful entry and the Chief recommended that installation of an alarm system. A discussion ensued regarding various options, after which Chief Torpin indicated he would seek quotes for the needed basic repairs and cost of demolishing the structure. The topic will be added to a future agenda once the additional information is obtained.

4.4 Contract Format

The sample contract formats were sent to the Board in the last meeting packet. Chief Torpin and Legal Counsel Kinnon Williams provided an overview of the consultant contract, small works contract and check list items. A discussion ensued regarding the small works contract, consultant contracts, essential components, legal review and policy. Following the discussion Chief Torpin indicated he would create and present the Board with a draft policy including a checklist for items that should be contained in consultant contracts. The policy and practice will continue to have legal counsel review of all contracts and make amendments as needed on a case-by-case basis.

4.5 LEOFF I Section 115 Trust

Chief Torpin and Legal Counsel Kinnon Williams reported that they are still researching the different options regarding a LEOFF I Section 115

trust. Once they have reached a final recommendation they will present it to the Board.

4.6 Benefit Charge Appeals

Chief Torpin indicated this portion of the meeting will serve as the benefit charge appeal hearing pursuant to RCW 52.18. The Board of Commissioners, acting as the benefit charge review board has received by memorandum a list of taxpayers who have requested a reduction or waiver of the 2015 benefit charge. The memorandum outlined the taxpayer's justification for the appeal. The Chief provided a review of each of the appeals received, which are detailed below:

- 1) Ms. Laurie Zaleski requested that her Benefit Charge be waived as she was recently laid off from her employment and had no means of income. Following a brief discussion Commissioner Maehren moved to deny the appeal. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.
- 2) Mr. JD Wallace requested that his Benefit Charge be reduced to \$250.69 as he feels the square footage is incorrect. Chief Torpin indicated staff performed a review of the parcel information and found that the square footage reported by the county appeared correct. Following a brief discussion Commissioner Adman moved to deny the appeal. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.
- 3) Mr. and Mrs. Gandis and Ausra Mazeika requested that their Benefit Charge be reduced to \$253.15 as they feel the square footage is incorrect. Chief Torpin indicated staff performed a review of the parcel information and found that the square footage reported by the county appeared correct. Following a brief discussion Commissioner Peterson moved to deny the appeal. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

Chief Torpin reported there were two appeals received for parcels that should have been receiving the fire sprinkler discounts. The discount was not applied due to the Districts error. A brief discussion ensued, followed by Commissioner Maehren moving to approve a refund for prior years that the two parcels should have received the sprinkler discount. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

Chief Torpin reported review of all sprinkler permits issued by the District was underway. The purpose of the review is to insure that all parcels that the District possesses information confirming the presence of a sprinkler system are receiving the sprinkler discount. The review has found seven additional parcels that should have been receiving the sprinkler discount since 2012.

Following the Chief's report, Commissioner Maehren moved to authorize the Chief to issue refunds for any sprinkler discount errors found through the internal review. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

4.7 RFA Planning Committee Reports

Commissioner Maehren reported that the March 5 meeting has been canceled and the next meeting is scheduled for March 19, 2015, where the final report from the consultants will be delivered. A brief discussion ensued.

Further information on the RFA including meeting minutes and meeting times and locations can be found at www.northshorefire.com.

4.8 Commissioner's Report

Commissioner Maehren reported the Kenmore Business Alliance will hold its next meeting at Kenmore City Hall at 8am on Thursday March 5.

Commissioner Peterson indicated that she would be absent from the March 17, meeting.

V. ACTION ITEMS

5.1 Approval of RFA Committee Meeting Minutes of January 22, 2015

Commissioner Maehren moved adoption of the Regional Fire Authority (RFA) approved minutes of January 22, 2015 as the minutes for our Special Meetings on the same date. Commissioner Adman seconded the motion and it passed with a vote of 4 to 0.

VI. FIRE CHIEFS REPORT

In addition to the written report, Chief Torpin reported that he will be meeting with Kenmore City Manager Rob Karlinsey next week regarding the property at Station 54. Chief Torpin continues to meet with Shoreline and Bothell regarding the proposed Community Medical Technician (CMT) program. They continue to discuss aspects of the program proposal such as staffing and funding.

Chief Torpin reported there will be a presentation about the CMT program benefits at the Shoreline Fire Department headquarters starting at 9 AM on April 2, 2015.

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 amended regular meeting minutes of February 17, 2015 and General Fund Vouchers totaling \$101,847.41, Reserve Fund Vouchers totaling \$33,102.83, EFT 2/28/15 (IRS) totaling \$59,008.80, EFT 2/28/15 (457) totaling \$7,712.79, EFT 2/28/15 (Payroll) totaling \$305,281.89 and EFT 2/28/15 (DRS) totaling \$64,898.08.

VIII. **EXECUTIVE SESSION**

At 1902 hours, the Board moved into Executive Session to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4) and to discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i) until 1920 hours. At 1920 hours, the Board extended the executive session until 1930 hours. At 1930 hours, the Board extended the executive session until 1940 hours. At 1940 hours, the Board returned to regular session.

ADJORNMENT

The meeting was adjourned at 1942 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for March 17, 2015.

Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair

KAE PETERSON, Member



CAROLYN ARMANINI, Member

RON GEHRKE, 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 17, 2015

Fire Chief's Report
Submitted by Chief Torpin
February 17, 2015

Administration/Financial:

- Chief Torpin and Commissioner Maehren attended the City of Kenmore "State of the City" event that was organized by the Bothell/Kenmore Chamber of Commerce. The event was well attended and a great opportunity for the fire department representatives to network with community leaders and involved citizens.
- FS McDaniel prepared, processed and submitted the employer required documents for the 2014 W-2 and 1099 forms.
- Chief Torpin and FS McDaniel attended the retirement celebration for Pat Parkhurst who retired from the City of Bothell.
- Chief Torpin, Commissioners Maehren and Adman attended special event for Snohomish County Fire District 10 Commissioner Jack Van Eaton. Commissioner Van Eaton was awarded the medal of freedom from the government of France for his service in France during World War II.
- Chief Torpin met with the maintenance man from the YMCA at Station 54. The YMCA plans to have everything cleaned out of the building within the next week or two. The building appears to be in rough shape with the roof, a structural beam, entry doors, bay doors and the heating system all needing replacement. There were signs of vandalism and unlawful entry into the building.
- Chief Torpin was contacted by a citizen in the Moorlands area inquiring about the future of the Station 54 site. The citizen stated she and her neighbors would like to see the site turned into a community park. Chief Torpin provided information regarding the current known status of the property and the statutory limitations associated with the district's ability to dispose of the property.
- The District received word that former Kenmore Volunteer Firefighter Chip Davidson passed away last week. There will be a memorial service for Chip on March 21st at the Bothell Methodist Church.
- Chief Torpin and Commissioners Armanini, Adman and Maehren completed reviews of the draft ESCI report on the proposed Regional Fire Authority. The final version is scheduled to be released on March 19th. The draft version has been uploaded to the Commissioner Corner in the Commissioner Documents tab and in the ESCI Report and Regionalization Information folder.
- Chief Torpin assisted a disabled Kenmore citizen with a billing issue related to an AMR transport. The issue has been resolved.

Human Resources:

- Chief Torpin and HR Administrator Moore attended unemployment appeal hearing.
- Final HRA utilization reports have been received from our HRA administrator. Copies of the 2013 and 2014 reports have been sent to the Union and work has begun to review actual impacts.

- The District's onsite biometric screening event for WCIF's wellness program has been scheduled for May 28th. Employees can begin signing up now.
- HR Administrator Moore attended a Disability Management Employer Coalition (DMEC) meeting. Topic was "Empowering Leaders to Have Difficult Conversations Around Disability Management."

Training:

- The strategic planning process for EMTG. Chief Torpin, ADC Morris and a number of other department members met with the consultant, ESCI, as part of stakeholders interviews.
- Replaced battery backup in FireBlast Central Processing Unit.
- Battalion Chief scenario training was delivered during Staff Day.
- Training Division continues to develop and produce EMTG/Northshore training videos.
- Work continues on consolidating and organizing data from Mr. Musch.
- Delivered Monthly Training Assignments (MTA) material to Taylor and Katie.
- Work with HR on return to work policies continues.
- Oversaw installation of Pressure Reducing Valve (PRV) on drill ground hydrant. This will provide realistic scenarios of reduced hydrant pressure for advanced pump operator training.
- Updated the SCBA training manual to include accurate 500 psi and Consumption Test scenarios.
- Captain Sauer and Acting Deputy Chief (ADC) Morris attended a meeting with Kirkland IT for training website modifications and updates.
- Moved Digital Combustion software onto newer laptop for improved functionality to be utilized for training scenario development.
- Captain Sauer and ADC Morris attended weekly East Metro Training Group (EMTG) meeting.
- Captain Sauer is scheduled to meet with ESCI to discuss EMTG strategy and planning on March 5th.
- Annual company officer assessment was completed for Acting Lieutenant Davis.
- Captain Sauer attended the Washington State Training Conference.

Operations:

- Acting Deputy Chief (ADC) Morris attended a NORCOM Operations meeting.
- 4000 policy review is underway.
- ADC Morris attended an ESCI sponsored EMTG strategy and planning meeting.
- Premise information (target hazard or important information specific to an occupancy) review is underway.

- The first round of pre-plan and premise information updates was uploaded to NORCOM. All pre-plan drawings now have premise information attached so they will be accessible by outside agencies through MDC's.
- FF Burrow and ADC Morris are working on improved tactical drawings of target hazard occupancies.
- ADC Morris attended the King County Fire Operations Chiefs meeting.

Fire Prevention: 1st Quarter Report

- FI Booth, assisted by FM LaFlam, completed a variety of tasks associated with the school fire safety program. Among the tasks were: Scheduling the classroom visits for the first and sixth grades; coordinating the printing of the student handouts; scheduling and coordinating a work event for Inglemoor High School Key Club members to assemble 800 student folders; delivery of the student folders, pre- and post-tests and teacher letters to the schools.
- FM LaFlam attended several meetings of the State Building Code Council's International residential Code Technical Advisory Group (IRC TAG). LaFlam is the fire service representative on this committee.
- FI Booth and AA Hodneland met with staff from Inglemoor High School to begin the planning for the DUI Drill scheduled for May 7, 2015.
- FI Booth provided support and assistance for the CERT class hosted at Northshore Fire and sponsored by ESCA.
- FM LaFlam performed the final inspections and granted approval for the new Kenmore Air hangar.
- FI Booth coordinated and assigned 81 inspections to the operations crews. The crews performed 74 initial inspections. FI Booth performed 31 initial inspections and assisted the crews with follow-up on their inspections as needed.
- For 2014 FM LaFlam performed plan reviews and issued permits for a variety of projects. These include project reviews for Kenmore and Lake Forest Park: 40 commercial project reviews, 36 residential plat reviews and 21 single-family project reviews. In addition, fire department permits were issued for 73 residential fire sprinkler systems, 65 heating oil tank decommissions, 11 fire alarm systems, 9 commercial sprinkler permits and 9 special events.
- FM LaFlam has issued the following permits in the first two months of 2015: 19 residential sprinkler permits; 8 heating oil tank decommissions and 6 fire alarm systems.
- FM LaFlam together with McDaniel coordinated the 2014 Northshore Fire Department awards banquet.
- FI Booth attended and hosted 2 meetings of the Zone 1 Fire Investigators group.
- FI Booth helped to coordinate a CERT academy at Station 51 presented by ESCA. FI Booth, together with FF Hodneland, taught the fire suppression section of the class.

- FM LaFlam attended the initial meeting for the new permit tracking software purchased by the City of Kenmore. FM LaFlam will work closely with Kenmore on the development of the program. The system configuration, staff training and initial implementation is schedule to be completed by November 2015.
- The date for the Station 51 Open House has set for June 20, 2015.
- The new water supply connection to the hydrants at Lake Forest Park Towne Center has been completed and is active. The water supply for firefighting at the mall now meets the required fire flow calculations.