



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

April 5, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The April 5, 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, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioners Eric Adman and Kae Peterson were 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

Citizen Mike Dee addressed the Board inquiring about the date for the joint meeting with the Cities of Lake Forest Park and Kenmore and to inform the Board about a HAM radio outage that occurred during the last storm. Mike Dee reported that the HAM radio operators lost power and were unable to operate during the last storm and wanted to get the information to the Northshore Emergency Management Coalition (NEMC), fire department and cities.

Chief Torpin indicated that the joint meeting with the Cities of Lake Forest Park and Kenmore is scheduled for May 16, at the Kenmore City Hall. Chief Torpin reported that the district uses 800 MHz radios and did not experience any issues with the 800 MHz radios during the last storm. Chief Torpin will pass the information regarding the HAM radio issues onto the NEMC.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Commissioner Reports

Commissioner Maehren reported that the cities of Kenmore and Lake Forest Park are hosting an end of state legislative session event tonight at 6:00 pm at the Kenmore City Hall.

Commissioner Maehren provided a brief report on the items discussed at the recent King County Fire Commissioners meeting he attended.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically. Chief Torpin provided a verbal report that the joint meeting with the cities of Kenmore and Lake Forest Park is scheduled for May 16, with social time at 6:15 pm and the meeting will start at 7:00 pm, the three new recruits graduated from the academy last Friday and Anne Jimenez the new Administrative Assistant started on April 4.

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 regular meeting minutes from March 15, 2016, special meeting minutes from February 4, 2016, updates to Policy 2452 – Dress Code and 4317 – Request for Police Assistance, new Policy 4405 – Decontamination, General Fund Vouchers totaling \$145,861.19 and Reserve Fund Voucher totaling \$5,620.17.

VIII. EXECUTIVE SESSION

At 5:15 pm 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 matters related to District litigation pursuant to RCW 42.301.10(1)(i) until 5:30 pm. At 5:30 pm, the Board moved back into regular session.

ADJORNMENT

The meeting was adjourned at 5:31 pm.

NEXT MEETING DATE

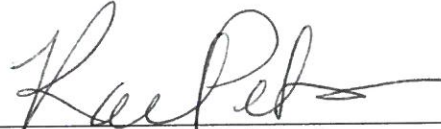
The next regularly scheduled Commissioners meeting is for April 19, 2016.

Attachments

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair



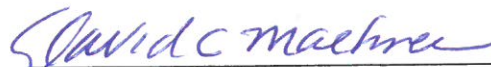
KAE PETERSON, Member



CAROLYN ARMANINI, Member

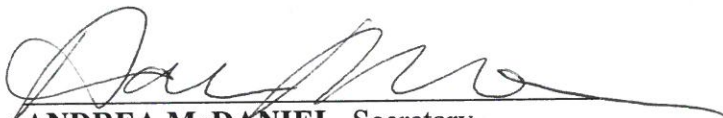


DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST



ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners April 19, 2016



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, April 5, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Commissioner Reports
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of March 15, 2016, Regular Board Meeting
 - 7.3 Meeting Minutes of February 4, 2016, Special Board Meeting
 - 7.4 Updates - Policy 2452- Dress Code and 4317 – Requests for Police Assistance
 - 7.5 New – Policy 4405 - Decontamination
- VIII. **Executive Session**
 - 8.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4).
 - 8.2 To discuss with legal counsel matters related to District litigation pursuant to RCW 42.30110(1)(i).
- IX. **Adjournment**

Next Regular Meeting: April 19, 2016

Fire Chief's Report

Submitted by Chief Torpin
April 5, 2016

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board Chair Briefing (last one!).
- Chief Torpin assisted Woodinville Fire and Rescue with their Deputy Chief interview process. Five candidates were interviewed and two finalists emerged. I expect to hear Chief Ahearn's decision soon.
- FS McDaniel attended a demonstration on Vision Software which is a potential replacement for our soon to be defunct BARs accounting and payroll software program.
- Chief Torpin and Commissioner Maehren attended the 2nd Annual Kenmore State of the City Luncheon.
- FS McDaniel attended the bi-monthly King County Fire Admin meeting. The key speaker for the meeting was Washington State Animal Response Team (WASART), which provides assistance in animal rescues, hoarding cases, apartment or multifamily fires or any instance where animals are displaced from their home or need help.
- After an investigation into the cause of an error to a parcel not receiving a sprinkler system discount it was determined that the builder/developer had used the address of the first home of four he built when submitting the permit application. This first home did not have a sprinkler system as it was built prior to the Kenmore Sprinkler Ordinance. The use of the improper address denied the discount for one parcel and provided the discount for one that should not have received it. The corrections to both parcels have been made with the assessor's office.
- May 11th and 12th were selected for the two-day workshop of the strategic planning process. The SWOT analysis surveys will be sent out sometime during the week of April 4th with a due back day of April 18th. This schedule, although a bit delayed, will provide sufficient time to complete the report sometime in June.

Human Resources:

- Administrative Specialist Anne Jimenez has cleared background screening and will start work with the District on Monday, April 4th.
- HR Administrator Moore and Chief Torpin met with the labor group for a monthly Labor Management meeting.
- HR Administrator Moore completed meetings with each shift to communicate and promote this year's wellness program with WCIF.
- FS McDaniel and HR Administrator Moore met with our WCIF representative for our spring meeting regarding our benefit plans and any applicable updates.
- An application was submitted for a wellness grant through WCIF again this year. The grant was approved for \$1900 in support of our wellness activities this year.
- HR Administrator Moore organized our annual onsite health screening event on March 31st for employees and eligible spouses to participate as part of WCIF's wellness program.

- The three recruit firefighters, Travis Ross, Brandon Kuykendall, and Lauren Gustafson, completed their recruit academy on April 1st. Graduation ceremony was held that evening at the Kirkland Performing Arts Center.

Operations:

- The recent windstorm / resource emergency event was analyzed and evaluated for effectiveness. Areas for improvement include better communication between local cities, public works, and police departments.
- DC Magnuson attended the Week 10 recruit Challenge course and evaluations. All three recruits are continuing to perform very well. Graduation: Friday, April 1 at the Kirkland Performing Center 18:00-20:00.
- DC Magnuson continues to provide compliance feedback to crews for King County EMS protocols when responding to CVA (Stroke) incidents.
- DC Magnuson and FPS/PIO Booth attended a four hour executive level media training & crisis communication training for information officers at NORCOM titled "How to stay cool on the "Hot Seat"" by news anchor Candace BelAir.
- DC Magnuson collaborated with Battalion Chief's to help develop Zone 1 tactical benchmarks for suppression operations.
- DC Magnuson facilitated Northshore Fire Department affiliation with National Registry EMT organization.
- DC Magnuson attended NORCOM joint Operations Board meeting March 24th.
- Chief Torpin and DC Magnuson attended initial meeting to discuss potential ALS unit relocation.
- Draft Decontamination Policy finalized and submitted to Chief Torpin for implementation.
- DC Magnuson collaborated with Shoreline Fire, NORCOM, and BC Knight to develop revised radio template for implementing local, regional, and national interoperation channels during radio re-banding process.
- DC Magnuson collaborated with Shoreline AC Nankervis and NORCOM fire liaison Josh Baker to improve compliance reporting for Stroke-Rapid Transport Protocol utilizing ambulance arrival, transport, and destination times.
- Provided NORCOM with Administrative access to fire reporting (FireRMS) software for error repair.
- DC Magnuson facilitating initial HIPAA compliancy training for new personnel and ongoing refresher training for all personnel.
- DC Magnuson updated NORCOM "Wiki" page for Northshore Fire Department. The "Wiki" page is additional contact and operational information available to dispatchers for large scale events or special circumstances.

Training:

- Captain Harvey assisted Firefighter Hofschulte (lead instructor) with preparation of the King County Fire Training Officers Association (KCFTOA) Pump Academy.
- Firefighter Hofschulte initiated Northshore Fire Department specific Pump Academy for four NSFD firefighters desiring to become Driver/Operator qualified.
- Captain Harvey attended EMTG meetings.
- The April Monthly Training Assignment (MTA) was prepared by Captain Harvey and published with the assistance of temporary AS Michelle Lovi.

- Captain Harvey developed and distributed the schedule and checklist for new Firefighter indoctrination to shift work. New Firefighters will be assigned to day shift for one week to be provided Northshore Fire Department specific training to function in the role of nozzle firefighter (schedule attached).
- Facilitated access to FireTrex training and King County EMS online for new Firefighters.
- Researched Emergency Vehicle Incident Prevention (EVIP) instructor requirements and developed plan to implement EVIP classroom refresher training to all members.
- Captain Harvey assisted with preparation and logistics for upcoming Zone 1, Rescue Systems I class.
- DC Magnuson and Captain Harvey collaborated on revising three year training plan for new Firefighters. Draft proposal will be sent to Chief Torpin in early April.
- Station 51 hosted Recruit Academy for Firefighter 1 and Firefighter 2 testing.

Fire Prevention:

- FM LaFlam attended a Zone 1 Fire Marshal's 2015 International Fire Code (IFC) adoption meeting. During the meetings the new edition of the IFC is reviewed together with proposed State amendments. The goal is to develop a consistent fire code throughout the Zone 1 jurisdictions.
- FI Booth prepared and distributed the second quarter inspection assignments for the operations crews.
- FM LaFlam attended a quarterly meeting of the Fire Alarm Advisory Board of Puget Sound. Agenda topics included: communicating local code changes to fire alarm contractors; signal transmission; confidence test reporting and stair shaft pressurization.