



## **Northshore Fire Department**

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

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, April 7, 2015

5:00PM

- I. Open Meeting**
- II. Badge Pinning Ceremony**
- III. Approval of Agenda**
- IV. Public Comment**
- V. Information/Discussion Item**
  - 5.1 Station 54 – Chief Torpin
  - 5.2 Community Medical Technician (CMT) Program Proposal – Chief Torpin
  - 5.3 Agenda development for RFA Special Meeting—Commissioner Adman
  - 5.4 Commissioner’s Report
- VI. Action Items**
- VII. Fire Chief Report**
- VIII. Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Policy 3400 and 3400-A1 Citizen Feedback Process – Update
  - 7.3 Policy 2711 Payroll and Pay Periods – Update
  - 7.4 Policy 2417, 2417 A1, A2 & A3, Return to Work – Update
  - 7.5 Policy 2424 Acting Officer – Update
  - 7.6 Policy 4423 Multiple Casualty Incident – Update
  - 7.7 Meeting Minutes of March 17, 2015
- IX. Executive Session**
  - 8.1 Evaluation of the Performance of a Public Officer
- X. Adjournment**

**Next Special Meeting: April 14, 2015**

**Next Regular Meeting: April 21, 2015**



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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### MINUTES

April 7, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The April 7, 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 181<sup>st</sup> 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 Ron Gehrke, Carolyn Armanini and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Jeff Tagart, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Kae Peterson was absent.

#### II. APPROVAL OF THE AGENDA

Chief Torpin requested to add a Quarterly Operations Report under information items on the agenda. The request was approved and moved to item 4.1 on the agenda.

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

#### III. PUBLIC COMMENT

None

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 Quarterly Operations Report

Battalion Chief Mike Morris thanked the Board and Chief Torpin for the opportunity to act as the Deputy Chief of Operations and Training for the last three months. Battalion Chief Morris provided the Board with his observations regarding the benefits of having the position, projects completed and lessons learned. A few of the accomplishments were completing the repairs to the upstairs flooring, participating in the Lieutenant promotional process and working with outside agencies.

Chief Torpin provided a brief overview of the position and indicated that there have been many benefits in having the position filled.

Chief Torpin noted that Battalion Chief Doug Knight has moved into the Acting Deputy Chief position until June 30, 2015. Chief Torpin and the Board thanked Battalion Chief Morris for serving as the acting Deputy Chief.

4.2      Station 54

Chief Torpin reported the estimate to demolish Station 54 is between \$20,000 to \$25,000 and estimates for repairing the roof, gutters and cleaning up the landscape have been requested. Chief Torpin has received multiple offers and inquires to lease Station 54. A discussion ensued regarding the offers, options for the property, repairs and costs. Following the discussion the Board requested that Chief Torpin obtain further information regarding the City of Lake Forest Park's intended use of the structure. Chief Torpin will request and provide the additional information it to the Board as it becomes available. This item will be added for further discussion on the agenda of the special meeting scheduled for April 14, 2015. Secretary McDaniel will amend the special meeting agenda to include this topic.

4.3      Community Medical Technician (CMT) Program Proposal

The Community Medical Technician (CMT) program proposal and supplemental information was provided to the Board for review. Following a discussion regarding outside funding, additional costs, program proposal, call volumes and the Districts mission, Chief Torpin recommended the Board review the program proposal and supplemental information. Any questions or concerns should be sent to the Chief and this item will be added as a discussed item on the agenda of the next regularly scheduled meeting.

4.4      Agenda Development for RFA Special Meeting

Commissioner Adman provided a brief overview of the proposed agenda for the special meeting scheduled for April 14th and indicated the meeting is for discussion purposes and no decisions or final action will be taken. Following a brief discussion about the agenda items and purpose for the meeting, the Board unanimously agreed on the proposed agenda with the addition of a process discussion. Secretary McDaniel will amend and post the special meeting agenda.

4.5      Commissioner's Report

Commissioner Maehren reported on his attendance at a recent Northshore Scholarship Foundation luncheon.

**V. ACTION ITEMS**

None

**VI. FIRE CHIEFS REPORT**

None

**VII. CONSENT CALENDAR**

**7.1 Approval of Minutes, Vouchers and Resolutions**

By a motion of Commissioner Armanini, seconded by Commissioner Adman, the consent calendar was unanimously approved. The consent calendar consisted of the amended regular meeting minutes of March 17, 2015, updates to policy 2417, 2417 A1, A2 & A3, 2424, 2711, 3400, 3400 A1, 4423 and General Fund Vouchers totaling \$185,874.17, Reserve Fund Voucher totaling \$3,209.03, interfund transfer (General Fund to Reserve Fund) totaling \$140,000, EFT 3/31/15 (457) totaling \$7,697.26, EFT 3/31/15 (payroll) totaling \$306,260.29, EFT 3/31/15 (IRS) totaling \$61,931.34 and EFT 3/31/15 (DRS) totaling \$65,653.25.

**VIII. EXECUTIVE SESSION**

At 1845 hours, the Board moved to Executive Session to discuss the evaluation of the performance of a public officer with legal counsel pursuant to RCW 42.30.110 (g) until 1900 hours. At 1900 hours, the Board returned to regular session.

Following the return to regular session Commissioner Armanini moved to grant Chief Torpin a 2% cost of living increase and a 2% merit increase for a total increase of 4% to his monthly salary effective January 1, 2015. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

**ADJORNMENT**

The meeting was adjourned at 1905 hours.

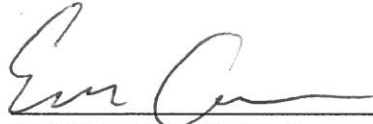
**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for April 21, 2015 and a special meeting is scheduled for April 14, 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 April 21, 2015

# **Fire Chief's Report**

Submitted by Chief Torpin  
April 7, 2015

## **Administration/Financial:**

- Chief Torpin attended a Norcom Governing Board chair briefing meeting.
- Chief Torpin attended the King County Fire Chiefs meeting.
- AS Scaggs attended PIO training presented by the Washington Safety Summit, and FEMA's 2-day Basic PIO Course.
- AS Scaggs created a citizen feedback form for the website to make the process of receiving questions, comments and complaints more streamlined.
- FS McDaniel attended the bi-monthly King County Fire Administrative Professionals meeting on March 26, where a free education session was presented by Kinnon Williams on public meetings, executive sessions, special meeting rules and meeting minutes.
- FS McDaniel, BC Tagart and HR Moore attended a web presentation by NetDuty, a staff scheduling program.

## **Human Resources:**

- Chief Torpin and HR Administrator Moore met with the labor group for a regular Labor/Management meeting.
- Drug-Free Workplace training for all employees begins April 6th.
- HR Administrator Moore met with WCIF Wellness Coordinator for annual wellness training spring service call. WCIF's 2015 wellness calendar, new wellness portal, and general information regarding this year's wellness program was reviewed. WCIF also confirmed the details of the Wellness Program, as follows:
  - ✓ Benefit eligible employees and their covered spouses can complete the steps listed below and receive a \$150 deductible credit (up to \$300 deductible credit) in 2016.
  - ✓ The health screening (biometric screening) can be completed either onsite (our onsite event will be 5/28 @ 7-11AM) or by submitting the biometric screening form (employees can bring this form to their annual FF physical). Information was requested for any other employer groups that would be able to provide the opportunity for our employees to attend their onsite biometric screening date, should they miss ours.
  - ✓ The health risk assessment and tobacco attestation can be completed online like last year (this will be available starting May 1st, however, similar to last year, employees can complete their biometric screening beforehand).
  - ✓ Employees that participated last year will automatically earn one point. Employees that did not participate last year, will need to read a health risk article (similar to last year).
  - ✓ Same as last year, a minimum of 40% employee participation is required for employers to receive approximately a 4% rate reduction for next year.

- We received notice from WCIF that Premera Blue Cross had been the target of a sophisticated cyberattack and the attackers may have gained access to the personal information of WCIF Premera members as well as all employees and spouses covered by a WCIF Group Health plan (via the Live Well Wellness Program through Vivacity).
- Premera and Vivacity have both announced that they will be providing all members with free credit monitoring and identity protection services through Experian. Premera and Vivacity will be directly notifying all of our employees.

At this time, we are told it does not appear that any data was removed and there is no evidence to date that any information has been used inappropriately.

- HR Administrator Moore attended the following:
  - ✓ Magellan Healthcare's webinar: Dealing with Job Performance Issues.
  - ✓ 1st quarter safety committee meeting with Acting DC Morris, Capt. Sauer, FF Rudiger, and AS Scaggs.
  - ✓ Neogov product demo webinar regarding their HR software for streamlining performance evaluations.

### **Operations:**

- King County Department of Information Technology (KCIT) has scheduled a stakeholders meeting to discuss the Public Safety Emergency Radio Network (PSERN) project. The purpose of the meeting is to talk with first responders about the project so they understand the changes that would happen and gives them an opportunity to ask questions. The meeting will be at Station 51 on April 15<sup>th</sup> at 5:30-8:00 PM. Stakeholders from north King County have been invited.
- Chief Torpin, Acting Deputy Chief Knight and Commissioner Adman attended a presentation by Mitch Snyder from the Kent Regional Fire Authority regarding the Community Medical Technician program. John Nankervis from Shoreline Fire Department presented the draft North County proposal.
- Acting Deputy Chief (ADC) Morris attended a NORCOM Operations meeting.
- ADC Morris participated in NORCOM sponsored Battalion Chief training.
- 4000 policy updates continue.
- Premise information (target hazard or important information specific to occupancy) updates continue.
- With the absence of D Shift Battalion Chief, ADC Morris continued work on facilities issues.
- ADC Morris held discussions with probationary Lieutenant's Hansson and Burrow regarding new responsibilities.
- ADC Morris delivered the Operations and Training Report at the April 7 Commissioner Meeting.
- ADC Morris transitioned back to D Shift Battalion Chief.
- Battalion Chief Knight transitioned to the Acting Deputy Chief of Operations and Training.



**Training:**

- Chief Torpin attended an East Metro Training Group (EMTG) quarterly Board meeting.
- Delivered Fundamental Skills Challenge to all shifts.
- Started preliminary work on EMTG Ventilation Manual.
- Updating Acting Lieutenant and Battalion Chief Workbooks.
- Training Division continues to develop and produce EMTG/Northshore training videos.
- Work continues on consolidating and organizing data from Mr. Musch.
- Captain Sauer participated in Forcible Entry Instructor course.
- Captain Sauer and Acting Deputy Chief (ADC) Morris attended weekly East Metro Training Group (EMTG) meeting.
- ADC Morris assisted FF Gilbert with producing Zone 1 Rope Rescue Manual for upcoming class.

**Fire Prevention:**

- FM LaFlam and FI Booth attended a Residential Sprinkler Seminar hosted by Tyco Fire Protection. Topics of discussion were changes and updates to NFPA 13/13R/13D, industry trends and design considerations
- FI Booth continued to present fire safety programs in the first and sixth grade classes throughout the District.
- FM LaFlam assisted in setting up and tearing down at the WOW (Washington Operators Workshop) at the Lynnwood Convention Center. The workshop provided training for water and wastewater professionals.
- FI Booth prepared and distributed the 2nd quarter inspections assignments to the operations crews.
- FI Booth met with a representative from the Kenmore Elementary PTA to discuss the possibility of partnering with the Northshore Fire Department to provide low cost helmets to children in the area.