



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 6, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The May 6, 2014, 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 1700 hours. Persons in attendance, in addition to the Vice Chair, were Commissioners Kae Peterson, Ron Gehrke, and Dave Maehren. Also present were Fire Chief Jim Torpin and Legal Counsel Kinnon Williams. Commissioner Eric Adman was absent.

II. APPROVAL OF THE AGENDA

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

III. PUBLIC COMMENT

None.

IV. INFORMATION/DISCUSSION ITEMS

4.1 2014 First Quarter Financial Report

Chief Torpin provided an overview of the 1st Quarter Financial Report. The Chief reported revenues and expenses were within the budgeted expectation.

4.2 2013 Annual Financial Report

Chief Torpin provided an overview of the 2013 Annual Financial Report that must be submitted to the Washington State Auditor's Office no later

than May 31st. After a brief discussion, the Chief indicated he would submit the report to the Auditor's Office.

4.3 RFA Planning Committee

Commissioner Maehren provided a brief report on the topics discussed at the last Regional Fire Authority Planning Committee meeting. Topics included a recap by ESCI Consultant Don Bivins of the stakeholder interviews that were conducted in April. Commissioner Maehren also reported the May 15, 2014, Regional Fire Authority Planning Committee Meeting was canceled and a meeting on May 27th was scheduled. The purpose of May 27th meeting will be to introduce data and information to the planning committee that was developed for the upcoming citizen focus group meetings. The focus group meetings will be conducted June 2-5th at each agency involved in the planning process.

Chief Torpin reported 37 invitations for the District's June 3rd focus group meeting were sent out to various citizens of the District. He indicated approximately 10 RSVPs have been received from those who are able to attend. Commissioner Maehren indicated his desire to have as close to the 30 recommended attendees as possible.

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

4.3 Commissioners Report

Commissioner Maehren reported that he had attended a training conference provided by the Washington State Auditor's Office. The conference was hosted by the City of Kenmore and was titled "Introduction to Performance Management." Commissioner Maehren provided Chief Torpin with a copy of the program's notes and asked that electronic copies be provided to the Board members.

Assignment: Chief Torpin will send copies of the program notes to the Board.

V. ACTION ITEMS

5.1 Former Headquarters Fire station

Chief Torpin reported that the final closing of the sale of the former fire station is scheduled to be complete no later than May 15, 2014. Counsel Williams indicated he is in the process of reviewing the final documents which should be complete within a few days. After a brief discussion the

Board moved to authorize Chief Torpin to sign the closing documents upon completion of legal review and approval by Mr. Williams.

5.2 Approval of Special Meeting Minutes

Commissioner Armanini moved adoption of the approved minutes from the April 3, 2014, Regional Fire Authority Planning Committee meeting as the minutes for the Special Meeting of the Board of the same date. Commissioner Maehren seconded the motion and it passed with a vote of 2 to 0. Commissioners Gehrke and Peterson abstained from the vote, as they did not attend the meeting.

VI. FIRE CHIEF'S REPORT

6.1 Questions/Additions

Chief Torpin reported the receipt of \$1,473 in grants funds from the Department of Health EMS Trauma Fund. The grant funds were requested by the Training Division and will be used to purchase a number of items such as a video camera and scanner to assist in the delivery of training programs.

Chief Torpin reported HR Administrator Moore and he will be attending the Washington Association of Cities Annual Labor Relations Conference in Yakima on May 7-9th.

Commissioner Maehren inquired about King County EMS's efforts to acquire a regional records management system. Chief Torpin provided an overview of the status of this county initiative.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

Commissioner Maehren by motion requested the consent calendar be continued until after the Executive Session, item VIII. The motion was seconded by Commissioner Peterson, and passed by a vote of 4 to 0.

VIII. EXECUTIVE SESSION

At 1750 hours, the Board moved into Executive Session to discuss labor negotiations pursuant to RCW 42.30.140 (4) until 1800 hours. At 1800 hours, the Board returned to Regular Session.

CONSENT CALENDAR-continued

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Armanini, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of April 15, 2014, Special Meeting Minutes from March 31, 2014, and Special Meeting Minutes from April 8, 2014, General Fund Vouchers totaling \$88,973.32 and Reserve Fund Voucher totaling \$3,222.72.

ADJORNMENT

The meeting was adjourned at 1805 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for May 20, 2014.

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 May 20, 2014



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, May 6, 2014

5:00PM

- I. **Open Meeting**

- II. **Public Comment**

- III. **Information/Discussion Item**
 1. 1st Quarter Financial Report—Chief Torpin
 2. 2013 Annual Financial Report—Chief Torpin
 3. RFA Planning Committee—Commissioner Maehren
 4. Commissioner's Report

- IV. **Action Items**
 1. Old Station Info & Closing Authorization—Chief Torpin
 2. Approval of Regional Fire Authority Special Meeting Minutes
 - i. April 3, 2014

- V. **Fire Chief's Report**

- VI. **Consent Calendar**
 1. Special Meeting Minutes from March 31, 2014
 2. Special Meeting Minutes from April 8, 2014
 3. Meeting Minutes from April 15, 2014
 4. Vouchers

- VII. **Executive Session**
 1. Labor Negotiations

- VIII. **Adjournment**

Next Regular Meeting: May 20, 2014

Fire Chief's Report

Submitted by Chief Torpin
May 6, 2014

Administration/Financial:

- Chief Torpin attended an agenda meeting for the Norcom Governing Board May meeting.
- Department personnel and commissioners completed the stakeholder interviews with the consultants for Regional Fire Authority planning process.
- 37 invites for the June 3rd focus group meeting have been sent out with a request for a RSVP by May15th. Additional invites will be sent out if the target group size of 20-30 cannot be achieved.

Human Resources:

- Kent MacLachlan presented a financial educational series to employees "How to Protect your Principle" focused on retirement planning for individuals planning to retire in the next five years.
- First of four Anti-Harassment training for employees was conducted.
- HR Administrator Moore and FS McDaniel met with WCIF representatives for our annual spring service call regarding overall benefits and wellness program roll-out & information.
- HR Administrator Moore and FS McDaniel met with a representative from OfficeTeam for a service call.
- WCIF wellness program & incentive update:
 1. HR Administrator Moore met in-person with all shifts regarding the WCIF Live Well Wellness program and incentive.
 2. Employees selected June 16th for an on-site biometric screening and HR Administrator Moore has been working closely with WCIF/Vivacity/Summit Health to ensure scheduling of appointments goes smoothly.
 3. Information has been shared with employees regarding the on-site biometric screening on June 16th, 2014. Employees have begun signing up for their preferred time slot.
 4. The online wellness portal is expected to be available May 1st to employees to complete other steps of the wellness incentive program.
- HR Administrator Moore submitted a wellness grant application to WCIF and was awarded \$1,220 in support of grant proposal. The grant proposal targets biometric awareness and encourages physical activity and sustained healthy living.

Operations:

- Chief Torpin attended a meeting hosted by King County EMS regarding the development of a regional records management system (RMS). The county has interest in having a single RMS for use by all providers.
- Chief Torpin attended a meeting with East Metro Training Group training officers and Deputy Chiefs. The discussion included potential amendments to the best practices.

Training:

- Training is working on several projects outside of our typical training arena:
 - Active Shooter event in cooperation with Lake Forest Park Police, Shoreline Schools, the City of Lake Forest Park, and ESCA. Planning is underway for an exercise in late summer.
 - House burn in Kenmore
 - A simulated marina fire event in cooperation with the City of Kenmore, Kenmore PD, and NUD.
 - Combined simulated fire incident and evacuation procedures at the request of the Sequoia House.
- Training completed their portion of the annual report.
- SCBA fit tests were completed for all but a few stragglers.
- Hose Load Standardization Committee has begun working toward common hose loads.
- Northshore is charged with the development and implementation of May's multi-company training on Best Practices for Offensive Fire Attack moving into a mayday event with two to three downed firefighters.
- Attended weekly East Metro Training meetings.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

Fire Prevention:

- FM LaFlam and FI Booth participated in the interview process with ESCI for the RFA study.
- FM LaFlam performed the building plan review for Phase 1 of the Spencer 68 project in Kenmore. Phase 1 of this project consists of four residential buildings with a total of 139 living units. Spencer 68 will be located on the site of the current skate park across from City Hall.
- FI Booth, with significant assistance from AA Hodneland, coordinated the DUI Drill at Inglemoor High School. The drill took place on May 2nd and was once again a very dramatic and impactful demonstration.