



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

June 21, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The June 7, 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 5:00 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Don Ellis, Kae Peterson and Dave Maehren. Also, present was Fire Chief Jim Torpin and Legal Counsel Kinnon Williams.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda as presented. Commissioner Armanini seconded the motion and it passed with a vote of 5 to 0.

III. PUBLIC COMMENT

Lake Forest Park citizen Mike Dee addressed the Board and thanked the Chief for his response to questions he had emailed to him earlier in the day.

Mr. Dee stated he attended the Open House and Pancake Breakfast last Saturday and commented that it looked very well attended. He then asked what the vouchers are that were listed on the consent calendar. The Chief explained that they were essentially our bills for goods and services purchased through the last month.

IV. INFORMATION/DISCUSSION ITEMS

Prior to discussion item 4.1, Commissioner Maehren asked if we could add a discussion regarding the Strategic Planning Process. The Board unanimously agreed to add the discussion in front of Commissioner Reports as Item 4.3.

4.1 Tree Maintenance at Station 57

Chief Torpin reported that a vendor had been secured to remove the hazardous/nuisance alder trees that are in the wetland area adjacent to Station 57. The stated an equal number of native trees will need to be planted to replace those taken out. The Chief indicated a \$200/tree donation could be made to the City's tree fund in lieu of planting, or a

combination of both planting new trees and a donation. After a brief discussion the Board authorized the Chief to move forward with whatever he felt appropriate.

4.2 Sign Replacement at Station 57

Chief Torpin reminded the Board that there has been and will continue to be some repairs and upgrades completed at Station 57. Last year the sign at the station fell down and BC Morris has secured a quote to install a backlit "57" sign similar to what we have here at the headquarters station. After a brief discussion the unanimously gave the Chief direction to move forward with the sign replacement.

4.3 Strategic Planning Process

Commissioner Maehren reminded the Board that a letter will need to be written by the Chief and Commission for inclusion into the plan. Commissioner Armanini stated she would like to see the final draft before any letter is written. Commissioner Maehren stated he was unaware that the draft had not been distributed to all of the Commissioners. Chief Torpin reported that that Emergency Services Consulting International (ESCI) wanted the planning committee members to have an opportunity to submit edits before it was distributed. After a brief discussion the Board agreed to wait until all five members had a chance to review the plan before crafting the requested letter.

Commissioner Adman asked the Chief what he thought of the process. The Chief stated he was pleased with the level of participation by the planning committee members and felt some good things came out of the process. However, he did think that some items worked on may have been concerns raised by a very small percentage of those who submitted SWOT analysis forms. The Chief indicated ESCI was looking to add some reference to indicate the frequency in which any one item was listed in the SWOT forms.

4.4 Commissioner Reports

Commissioner Maehren brought up some issues he was having with the recent change to Office 365. Chief Torpin stated it was a big change and would take some time to get the bugs worked. The Chief reminded the Board they could email Nick Smith if they have any unresolved issues.

Commissioner Ellis reported he recently attended a conference for Fraud Examiners.

Commissioner Peterson commented on how well attended and run the Open House and Pancake Breakfast was. All of the Commissioners expressed appreciation for those who volunteered to work the event.

Commissioner Maehren stated the Kenmore Art Show will open tomorrow and run through Sunday (June 22-26) at Bastyr University. Commissioner Maehren also pointed out that the St Vincent DePaul mural is looking good and now the painting of the old Kenmore Fire Station is complete.

V. ACTION ITEMS

None

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board electronically in the meeting materials. Chief Torpin updated the report by reporting a formal offer of employment was made to and accepted by Dawn Killian for the Finance Specialist position. Chief Torpin reported Ms. Killian has worked for Barrier Motors for quite some time and is a Kenmore resident.

Chief Torpin reported that the search continues for the Administrative Specialist position. He also reported that some job duties would be moving between the two positions most notably is the Board Secretary duties that will be moving to the Administrative Specialist from the Finance Specialist.

The Board had no further questions or comments regarding the Chief's report.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Ellis, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes from May 17, 2016, General Fund Vouchers totaling \$100,885.83 and Reserve Fund Vouchers totaling \$869.44.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 5:55 pm.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for July 12, 2016.

Attachments: Agenda and Fire Chief's Report


BOARD OF COMMISSIONERS



ERIC ADMAN, Chair

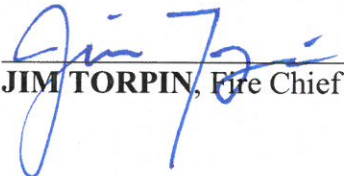

KAE PETERSON, Member


DAVE MAEHREN, Member


DON ELLIS, Member


CAROLYN ARMANINI, Member

ADOPTED at a regular meeting of the
Board of Commissioners of King County
July 12th, 2016


JIM TORPIN, Fire Chief



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, June 21, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Tree maintenance at Station 57– Chief Torpin
 - 4.2 Sign replacement at Station 57– Chief Torpin
 - 4.3 Strategic Planning Process Update– Commissioner Maehren
 - 4.4 Commissioner Reports
- V. **Action Items**
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of June 7, 2016
- VIII. **Executive Session**
 - 8.1 None scheduled
- IX. **Adjournment**

Next Regular Meeting: July 12, 2016

Fire Chief's Report
Submitted by Chief Torpin
June 21, 2016

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin met with Chief Van Horne to discuss areas of mutual concern.
- The Office 365 transition continues. Nick Smith, from Kirkland IT, is the lead on the project. He has completed migration of all user mailboxes and is working on preparing for the move of our SharePoint site.
- E51 from B-Shift participated in the Kenmore Air Harbor 75th Anniversary Celebration.

Human Resources:

- HR Administrator Moore attended WCIF IAC/Board meeting. Agenda included preliminary benefit renewal information.
- Finance Specialist Hiring Update: A conditional offer has been made with an anticipated hire date of June 25th.
- Posted for the full-time Administrative Specialist position. The posting will remain open until filled. Sites recruiting from include the following: Craigslist, Colors NW Careers (this site also posts out to other sites such as Indeed.com and Simply Hired), AWC job net, WorkSource, WA Fire Chief Admin Group, LinkedIn, College employee job sites (UW, CWU, EWU, Gonzaga University, WWU and Everett Community College) as well as our website and Facebook page.
- Wellness program participation update from WCIF: As of June 10th, our group is at 23% participation. In order to receive the approximate 4% group premium medical discount in 2017, at least 40% of our covered employees must register and complete all actions on the Live Well at WCIF wellness portal before October 15, 2016.
- Chief Torpin and HR Administrator Moore along with Counsel Peter Altman met with the labor group for a negotiations session.

Training:

- Captain Harvey Received and sent feedback out to the shifts from MSO Pompeo regarding ALS, CVA responses that Northshore crews were involved in.
- The July Monthly Training Assignment (MTA) was assembled and draft created by Captain Harvey to begin being published by temporary AA Michelle Lovi.
- Captain Harvey Assembled material for Fire and EMS Safety Week scheduled for June 20-24.
- Captain Harvey attended orientation and practice session for panel members for Bellevue's upcoming Lieutenant Promotional assessment.
- Captain Harvey began preparations for a trench rescue drill scheduled for July that Northshore is hosting.
- Captain Harvey Conducted the annual fundamental skills challenge for A shift.

- DC Magnuson provided draft augmentation training program for firefighters in their first five years of service to Battalion Chiefs and Captain Harvey for feedback.
- AA Michelle Lovi continues to consolidate files and records for the training division.
- Captain Harvey attended weekly EMTG meetings.
- Captain Harvey provided information for the recent MCO after action report.

Operations:

- DC Magnuson attended a North King County Fire Chiefs meeting. Administrative Chiefs from Bothell, Shoreline, Woodinville and Northshore attend these quarterly meetings.
- DC Magnuson validated and uploaded Q1 FireRMS incident reports to National Fire Incident Reporting System (NFIRS).
- DC Magnuson updated FireTrex Training Management website and continues to educate himself on the FireTrex Training Management software suite. Q1 and Q2 training are both now functional and data is being captured for analysis.
- DC Magnuson continues to provide benchmark compliance feedback to crews for King County EMS protocols when responding to CVA (Stroke) incidents. This is a regular and ongoing process to improve quality of care and meet King County Emergency Medical Service goals.
- DC Magnuson continues to facilitate coordination of programming for the new radio template with increased talk group banks and channels with inter-operability channels added. All radios except five hand-held portables have been reprogrammed. Phase three (final phase – programming last five portable radios) will be scheduled when Bothell fire has completed their reprogramming.
- DC Magnuson provided year to date reflex times for each station to Battalion Chiefs. Northshore Fire Department stations continue to be in top 15 quickest response stations of Zone 1.
- DC Magnuson made contact with citizen who has had ongoing concerns with smoke pollution in/near her residence in Lake Forest Park. Short investigation was concluded and suggestions to mitigate the problem provided.
- DC Magnuson started a draft proposal to migrate from FireRMS to ESO for Medical and Fire Incident reporting.
- DC Magnuson is facilitating implementation of the three new Microsoft Surface Pro 3 tablet/laptop computers for CodePal and potentially ESO use.

Fire Prevention:

- FM LaFlam attended a meeting at Kenmore City Hall to discuss the Lodge at St. Edwards project. City staff, NUD engineers and members of the development team for Daniels Real Estate were present. The meeting content focused on life safety and water supply for the proposed project.
- FM LaFlam sent out letters to three multi-family occupancies in Lake Forest Park regarding a Fire Code requirement to install a fire alarm system in existing multi-family occupancies meeting specific criteria. LaFlam has been working with LFP officials to inform them of this requirement and to develop a plan for enforcement.
- The annual Northshore Fire Department Open House took place on June 18th. The fire prevention division coordinated the event with assistance from other Northshore employees.

- FI Booth delivered the final school fire safety presentation. During the 2015 – 2016 school year 49 classes were visited and nearly 1,600 students benefitted from this important life safety information.

Emergency Management

BC Knight worked on NEMC material for the EOC class and Cascadia Rising planning meetings. He assisted Carl Lunak with the presentation of the NEMC EOC orientation class and luncheon for both cities and worked on preparations for Cascadia Rising – developed list of fire department incidents typical of those following a major earthquake.

- Chief Torpin, DC Magnuson, BC Knight, FM LaFlam, FI Booth and Captain Harvey attended the Northshore Emergency Management Coalition (NEMCo) Cascade Rising Emergency Operations Exercise at Station 51 with NEMCo Partners. This was facilitated by Emergency Manager Carl Lunak.
- BC Knight continues work on developing a needs list for the public meeting room for use as a joint EOC.