



# KING COUNTY FIRE PROTECTION DISTRICT NO. 16

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

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## MINUTES

July 8, 2014

### SPECIAL MEETING BOARD OF COMMISSIONERS

#### **I. OPENING OF MEETING**

The July 8, 2014, special 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, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin, Battalion Chief Mike Morris, Lieutenant Jeremiah Ingersoll and Firefighter Anders Hansson, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Kae Peterson was absent.

#### **II. PUBLIC COMMENT**

None

#### **III. APPROVAL OF THE AGENDA**

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

#### **IV. INFORMATION/DISCUSSION ITEMS**

##### 4.1 Training Division Quarterly Report

Captain Mitch Sauer provided the Board with the quarterly training report, which included updates and discussion on:

- RIT (Rapid Intervention Team) Mayday training
- Marina fire training
- Firefighter safety week
- Zone wide hose standardization

- MSDS (Material Safety Data Sheets) changing to GHS (Globally Harmonized System)
- Upcoming Sequoias House drill

#### 4.2 2015 Budget Priorities

Chief Torpin reminded the Board that budget discussions and planning are beginning and the Board should be prepared to discuss the 2015 budget priorities at the July 29, meeting.

#### 4.3 Bothell Annexation

Chief Torpin provided the Board with a memo detailing his recommendation and calculations for transferring funds to the City of Bothell for the taxes collected for the annexation area. Following the discussion Commissioner Armanini moved to approve the voucher with the amount outlined in the Fire Chief's memo. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

#### 4.4 RFA Planning Committee

Commissioner Maehren reported on the June 19, Regional Fire Authority Planning Committee (RFAPC) meeting where the focus of discussion was primarily related to legal representation, subcommittees and other forms of consolidation that may be considered. Following the discussion, the Board directed Legal Counsel Kinnon Williams to contact Don Bivins from ESCi to discuss his views on the legal representation for the RFAPC.

##### A. Subcommittee Appointments

Commissioner Adman provided an overview of the subcommittees and following a brief discussion, the following appointments were assigned:

- a. Finance – Commissioner Armanini
- b. Organization / Labor – Commissioner Adman
- c. Level of Service / Facilities & Equipment - Commissioner Maehren

##### B. Subcommittee Meetings

Chief Torpin provided a brief report on the Open Public Meetings Act (OPMA) and how it applies to the subcommittee meetings. Discussion ensued regarding the three options that could be taken for the meetings, which were:

1. All meetings would be open to the public and subject to the requirements of OPMA.
2. None of the meetings open to the public and the committee limits its work as necessary to avoid violation of the OPMA.
3. Meetings are not open to the public unless there is a need to conduct business that would trigger OPMA standards, i.e. taking public comment or testimony. In those cases a meeting would be scheduled, posted and recorded as required by OPMA.

Following the discussion on subcommittees, the Board unanimously agreed that its members of the RFAPC would propose the subcommittee meetings be open to the public and all the requirements of the OPMA be met.

Further information on the RFA including meeting minutes and meeting times and locations can be found at [www.northshorefire.com](http://www.northshorefire.com).

#### 4.5 Commissioners Report

Commissioner Maehren reported that the 11<sup>th</sup> Annual Kenmore Non-Profit picnic is tomorrow Wednesday July 9, at the Kenmore Community Club starting at 6:30pm.

### V. ACTION ITEMS

#### 5.1 Approve RFA Planning Committee Meeting Minutes

Commissioner Armanini moved adoption of the approved meeting minutes from the May 27, 2014, and June 5, 2014, Regional Fire Authority Planning Committee meeting as the minutes for the Special Meeting of the Board of the same dates. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

### VI. FIRE CHIEF'S REPORT

Chief Torpin reported on a structure fire incident that occurred on July 5th, in the City of Kenmore. The cause of the incident was still being investigated, however all indications are the fire was caused by neighbors discharging illegal fireworks. Chief Torpin will be meeting with the City of Kenmore to discuss the fireworks ordinance and ways to enforce and educate citizens on the ordinance.

Chief Torpin reported that the new Administrative Specialist, Taylor Scaggs, starts tomorrow.

**VII. CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of June 17, 2014, General Fund Vouchers totaling \$149,898.44 and \$72,420.10 and Reserve Fund Vouchers totaling \$9,488.56.

**VIII. EXECUTIVE SESSION**

At 1815 hours, the Board moved into Executive Session to discuss labor negotiations pursuant to RCW 42.30.110 (g) until 1825 hours. At 1825 hours, the Board extended the executive session until 1830 hours. At 1830 hours, the Board returned to Regular Session.

Following the return to regular session Commissioner Maehren moved to authorize Chief Torpin to sign the Memorandum of Understanding (MOU) with the labor group regarding the 2014 healthcare and HRA contributions. Commissioner Gehrke seconded the motion and it passed with a vote of 4 to 0.

**ADJORNMENT**

The meeting was adjourned at 1835 hours.

**NEXT MEETING DATE**

The next meeting is a special meeting that will be held on July 29, 2014 and the next regularly scheduled meeting is on August 5, 2014.

Attachments

Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**



ERIC ADMAN, Chair

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KAE PETERSON, Member

**CAROLYN ARMANINI, Member**

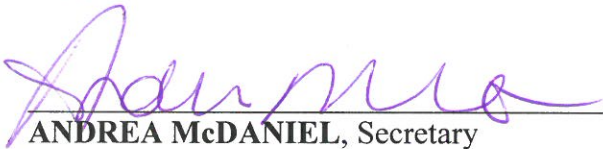


**RON GEHRKE, Member**



**DAVE MAEHREN, Member**

**ATTEST**



**ANDREA McDANIEL, Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners July 29, 2014



## Northshore Fire Department

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

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### **Board of Commissioners Special Meeting Agenda**

Tuesday, July 8, 2014

5:00PM

**I. Open Meeting**

**II. Public Comment**

**III. Approval of Agenda**

**IV. Information/Discussion Item**

- 4.1 Training Division Quarterly Report—Captain Sauer
- 4.2 2015 Budget Priorities—Chief Torpin
- 4.3 Bothell Annexation—Levy Fund Transfer—Chief Torpin
- 4.4 RFA Planning Committee—Commissioner Maehren
  - A. Subcommittee Appointments
    - Finance
    - Organization/Labor
    - Level of Service/Facilities & Equipment
  - B. Subcommittee Meetings
- 4.5 Commissioner's Report

**V. Action Items**

- 5.1 Approve RFA Planning Committee meeting minutes
  - A. May 27, 2014
  - B. June 5, 2014

**VI. Fire Chief's Report**

**VII. Consent Calendar**

- 7.1 Meeting Minutes from June 17, 2014
- 7.2 Amendment of Policies
  - A. 2440 - Code of Conduct/Conflict of Interest
  - B. 2410 - Recruitment and Selection of Employees
- 7.3 Vouchers

**VIII. Executive Session**

- 8.1 Labor Negotiations
- 8.2 Litigation

**IX. Adjournment**

**Fire Chief's Report**  
Submitted by Chief Torpin  
July 8, 2014

**Administration/Financial:**

- Chief Torpin met with Chief Cowen and Chief Van Horne to discuss issues related to student costs for entry into the Harborview Paramedic training program. Bothell has a student entering the program this year; Northshore will likely have an employee offered a position next year.
- Chief Torpin attended a NORCOM Governing Board agenda meeting.
- Received notification from the King County Treasurer that they will have the District transfer levy funds collected from the annexation area to the City of Bothell. The reason for this is the complexity of business agreements that are developed between agencies when the ILA method is utilized.
- Chief Torpin researched issue related to sub-committees of the RFA Planning Committee and the Open Public Meeting Act. Results of the research were discussed with Legal Counsel and the Chair of the planning committee.

**Human Resources:**

- Coordinated the onsite biometric screening for the wellness initiative. There were 31 participants at the event (9 spouses, 22 benefit eligible employees).
- HR Administrator Moore and FS McDaniel attended a DRS workshop.
- HR Administrator Moore provided the last Anti-Harassment training. Follow up with the few employees that missed the scheduled trainings will occur in July.
- A conditional offer of employment has been made to fill the vacant Administrative Specialist position. The offer is contingent on background checks and pre-employment drug screen results. The anticipated start date is set for July 9th.
- HR Administrator Moore has updated several HR related policies. A new policy (2409) has also been developed and is under review by the labor group.
  - 2440 - Code of Conduct/Conflict of Interest
  - 2410 – Recruitment and Selection of Employees
  - NEW! 2409 – Employment of Relatives (Nepotism)

**Operations:**

- Chief Torpin attended a Norcom Joint Operations meeting.
- Crews responded to a multi-family complex in Kenmore for a reported structure fire. Upon arrival crews found a unit charged with smoke from a small fire that had been extinguished by the sprinkler system. The cause of the fire is under investigation by the King County Fire Investigation Unit. The likely cause is from sunlight refracted by a crystal ball sitting on a window sill pinpointed onto combustible materials.

**Training:**

- Completed the July Training Bulletin.
- Attended weekly East Metro Training meetings.

- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.
- Assisted with firefighting evolutions for open house.
- Finished Globalized Harmonization System PowerPoint for mandatory training next month.
- Continue to work on developing videos of EMTG/Zone One Hose Loads
- Used U-Stream of live class in Woodinville for National Fire Fighter Safety Stand-down week. Instructor gave class and it was broadcast over the internet to EMTG stations to watch live.
- Met with Sequoia House for July drill involving their facility and residents.
- Attended a meeting with other EMTG agencies to develop MVA Best Practices.
- Provided the City of Kenmore a presentation regarding the hazards of marina fires. Discussion with the city also included steps we have taken to improve facility safety and training performed in preparation of a marina fire. Training staff also met with the KCSO Marine Patrol to discuss joint training opportunities.

**Fire Prevention:**

- FI Booth presented the final school fire safety lessons of the 2013 -2014 school year. Preparation for next year has already begun.
- FM LaFlam attended fire sprinkler training classes that covered underground sprinkler supply piping, hanging and bracing of pipe and changes in the latest edition of NFPA 13 (Standard for Fire Sprinkler Installations).
- FI Booth prepared and distributed the 3rd quarter inspections assignments to the operations crews.
- FM LaFlam and FI Booth together with HRS Moore and FS McDaniel served on the interview panel for the candidates for the Administrative Assistant position.