



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street

KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

MINUTES

July 12, 2016

SPECIAL MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The July 12, 2016, special 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 Maehren 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 expressed appreciation of Albertson's recent gift to the Northshore Fire Foundation. Mr. Dee also commented on the upcoming discussion regarding the District's strategic planning process and the Lake Forest Park tree permitting process.

Following his comments, Mr. Dee asked how occupant loads in buildings are determined, if the methodology for determining occupant loads was the same from city to city. He also asked if the reported low incidence of fireworks related incidents was related to the bans that are in place.

Chief Torpin responded to Mr. Dee's questions with the following:

Occupant loads are required to be posted in places of assembly where occupant loads are greater than 50. The International Fire Code (IFC) which has been adopted by the State of Washington provides the methodology for determining occupant load. The main factors used for determining occupant load are the type of use and the square footage of the space.

The low incidence of fireworks related incidents was primarily due to the recent weather. However, the fireworks ban in Lake Forest Park and Kenmore has been very effective in reducing fireworks related incidents. The difference in fireworks activity

between Kenmore and Bothell is significant due to the fact Bothell has not banned the discharge of fireworks.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Strategic Planning Report

Commissioner Adman reopened the discussion of the draft Strategic Plan now that all members of the Board have had a chance to review the draft document. Commissioner Peterson stated that a strategic plan must answer several basic questions: (1) Does it meet the needs of the organization? (2) Does it move the organization forward in the desired direction? (3) Do we have the resources (staff and financial) to carry out the plan? Commissioner Peterson expressed concern that the plan seems to be based on the thoughts and feelings of a few and may not address actual needs. Commissioner Armanini added that it should also address the question of whether it meets the needs of the community, not just the organization. Commissioner Armanini also raised concerns about elements of the vision and value statements, stating she preferred to see more succinct statements. After a lengthy discussion the Board reached a consensus to clearly label the document a draft for now and suggested Commissioner Adman and Maehren meet with the Chief to discuss the Board's concerns.

4.2 Albertson's Donation to the Northshore Fire Foundation

Chief Torpin reported to the Board that Albertson's had recently made a generous donation of \$500 in the form of food cards to the Northshore Fire Foundation. The Foundation plans to use the cards to support their holiday meal program for community members who may be in need. The Board expressed appreciation for Albertson's gift.

4.3 Commissioner Reports

Commissioner Maehren reported that the next King County Fire Commissioner's Association meeting will be on August 16th. He further reported that he would not be able to attend and encouraged other Board members to attend.

Commissioner Maehren reported there will be a "Fun Photo Contest" sponsored by Kenmore Camera and the Kenmore Heritage Society. The event will be held on August 6th.

Commissioner Maehren reported that he will miss the August 16th Board meeting.

Commissioner Adman reported he will miss the August 2nd and 16th Board meeting and may also miss meetings in September and October.

Commissioner Armanini motioned to excuse Commissioner Adman's August absences. The motion was seconded by Don Ellis and it passed by a vote of 5 to 0.

V. ACTION ITEMS

Chief Torpin provided the Board with a brief overview of the three resolutions before the Board for approval.

Commissioner Ellis moved that the Board adopt Resolution 16-01 - Resolution Establishing a Custodian and Signatories to the Petty Cash Account, Resolution 16-02 - Resolution Establishing US Bank Authorized Contacts, and Resolution 16-03 - Resolution Declaring Items as Surplus. Commissioner Peterson seconded the motion which was approved by a vote of 5 to 0.

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 Fire Fighter Scot Beahan will retire due to a work related disability effective July 31st. Firefighter Beahan has served the community as both a volunteer and career firefighter for nearly 25 years, most of which in Lake Forest Park. Chief Torpin commented that he attended the fire academy with Firefighter Beahan and will miss his presence.

Chief Torpin also provided updated information regarding the signage project at Station 57.

Commissioner Maehren inquired about the records requests noted in the Chief's report. Chief Torpin indicated he had received a number of requests recently regarding Engine 57's location and non-emergency activities. The requester is troubled by the use of the apparatus for personal visits to the grocery store. Chief Torpin indicated he understood that not all appreciate the store visits by the fire crews, but stated the where and tear on apparatus and fuel costs associated are negligible.

The Board had no further questions or comments.

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 June 21, 2016, General Fund Vouchers totaling \$154,145.92 and Reserve Fund Vouchers totaling \$3,657.61.

VIII. EXECUTIVE SESSION

At 6:50 PM the Board moved into executive session for 20 minutes to discuss matters related to collective bargaining pursuant to RCW 42.30.110(1). At 7:09 PM the Board moved back to open session.

ADJORNMENT

The meeting was adjourned at 7:10 PM.

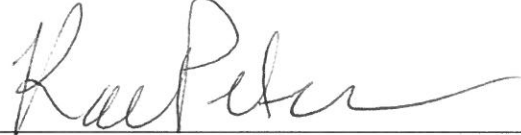
NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for July 26, 2016.

BOARD OF COMMISSIONERS



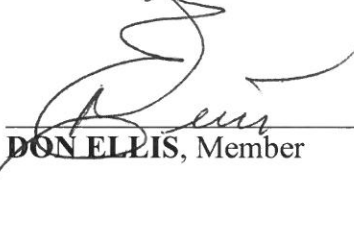
ERIC ADMAN, Chair



KAE PETERSON, Member



CAROLYN ARMANINI, Member



DON ELLIS, Member

DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners July 26, 2016



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, July 12, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Strategic Planning Report – Commissioner Maehren/Adman
 - 4.2 Albertson’s Donation – Chief Torpin
 - 4.3 Commissioner Reports
- V. **Action Items**
 - 5.1 Resolution 16-01 - Resolution Establishing a Custodian and Signatories to the Petty Cash Account
 - 5.2 Resolution 16-02 - Resolution Establishing US Bank Authorized Contacts
 - 5.3 Resolution 16-03 - Resolution Declaring Items as Surplus
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of June 21, 2016
- VIII. **Executive Session**
 - 8.1 Executive session pursuant to RCW 42.30.110(1) to discuss matters related to collective bargaining.
- IX. **Adjournment**

Next Regular Meeting: July 26, 2016

Fire Chief's Report

Submitted by Chief Torpin
July 12, 2016

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin has responded to a large number of records requests related to E57's location and activities. The requester is concerned that the apparatus is being used inappropriately.
- Initial training and set up of new Finance Specialist has been initiated. Andrea McDaniel has committed to come in twice a week after hours and provide training. She will also assist with the July payroll.

Human Resources:

- HR Administrator Moore and Chief Torpin attended a negotiations meeting with the labor group.
- Hiring Update: Dawn Killion started her position with the District as Finance Specialist on June 25th. Kate Hansen has been hired to fill the full-time Administrative Specialist and Board Secretary position, she will start on July 25th.
- Wellness program participation update from WCIF: As of June 24th, our group is at 25% 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.

Operations:

- Call volume for the Northshore Fire Department between July 1st and July 5th was lower than our annual daily average. During this time we responded to only 2 fire responses, both for brush or bark fires that were caused by fireworks (one in Kenmore and one in Lake Forest Park). The fire in Kenmore was caused by sparklers and the fire in Lake Forest Park appeared to be caused by an explosive type firework. Those responsible for the fireworks were not at the scene upon our arrival at either incident. Out of jurisdiction responses were very light on the 4th as well. Obviously the weather conditions and moisture content of the vegetation had a significant impact in keeping our fire response numbers down as compared to last year.
- DC Magnuson met with Nick Smith of Kirkland IT and Chief Torpin to discuss implementation of new SharePoint website.
- DC Magnuson met with Lake Forest Park citizen interested in transitioning careers from Pastor to the fire service. A brief tour was provided and feedback on interview questions and answers.
- DC Magnuson attended NORCOM joint operations meeting for June.
- DC Magnuson worked with NORCOM and Active911 to improve incident location on the Active911 app. BC Tagart made final changes to Northshore's Active911 account.
- DC Magnuson participated with Chief Torpin meeting with each shift and providing a quarterly update.

- 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 finalized completion programming the new radio template with increased talk group banks and channels with inter-operability channels added. Phase three (final phase – programming last five portable radios) was completed Tuesday, June 28th. All radios in North King County and South Snohomish County have been updated.
- DC Magnuson facilitated bi-monthly BC Staff Day.
- DC Magnuson continued to refine a draft proposal to migrate from FireRMS to ESO for Medical and Fire Incident reporting.
- DC Magnuson assisted Chief Torpin reviewing PulsePoint department registration and terms of service agreement. PulsePoint has been put on hold due to unacceptable terms of service agreement.
- June Response data:

Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	% ≤ 6Min	Avg Dur	Fire Department	Aid Received	Aid Given			
EMS	51	126	51.64%	0:05:20	64.29%	0:41:00	Bothell	2	15			
	57	60	24.59%	0:05:42	61.67%	0:40:34	Kirkland	2	2			
Hazardous Condition	51	5	2.05%	0:05:59	80.00%	0:30:37	Shoreline	14	29			
	57	3	1.23%	0:06:46	33.33%	0:25:53	Woodinville	0	2			
Good Intent	51	8	3.28%	0:06:58	50.00%	0:26:29	Redmond	2	1			
	57	4	1.64%	*	*	*	Other	0	0			
Fire	51	1	0.41%	0:07:02	0.00%	0:53:25	TOTAL	20	49			
	57	1	0.41%	0:02:18	100.00%	0:43:53						
Public Assistance	51	8	3.28%	0:06:53	37.50%	0:16:37	Emergency Response Average Turnout Time					
	57	2	0.82%	0:08:05	50.00%	0:24:05	EMS	1:08				
False	51	17	6.97%	0:06:06	58.82%	0:17:27	Fire Suppression	1:44				
	57	9	3.69%	0:07:12	33.33%	0:15:25						
Rupture/Explosion	51	0	0.00%	0:00:00	0.00%	0:00:00	Reaction Time Summary					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:18	Station 57	A-shift	0:52
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:13		B-shift	1:06
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:21		C-shift	1:10
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:16		D-shift	1:04
	57	0	0.00%	0:00:00	0.00%	0:00:00		AVG	1:17		AVG	1:04
Grand Total		244	100.00%	0:05:40	60.68%	0:36:45						
June 2016												

Training:

- The July MTA was completed and distributed.
- Information regarding an upcoming trench rescue drill that Northshore is hosting was compiled and distributed to Northshore TRT members and neighboring departments.
- The annual fundamental skills challenge was conducted for firefighters.
- Captain Harvey assisted Bellevue Fire with a Lieutenant promotional assessment center.
- Captain Harvey assisted Shoreline Fire with EVIP rodeo course at Station 51.

- Arrangements were made to host Jeff Smith at the June Officer meeting to speak about firefighter cancer awareness.
- DC Magnuson and Captain Harvey met with Blake Harrison of King County EMS to discuss and understand EMT recertification process and CBT instructor requirements.
- DC Magnuson attended a Webinar from Fire Engineering titled "Developing the Next Generation of Fire Service Leaders."
- Chief Torpin attended the quarterly planning meeting with the other EMTG Fire Chiefs.

Fire Prevention:

- FM LaFlam attended the Kenmore City Council meeting on June 27th to assist the Kenmore Building Official with the presentation of the ordinance to adopt the 2015 editions of the Fire and Building Codes. The Council approved the adoption with a unanimous vote.
- FI Booth participated in the practical test for a fire investigation certificate. She passed the test and will be receiving a certificate as a fire investigator issued by the International Fire Service Accreditation Council (IFSAC).
- FI Booth presented a fire extinguisher training class to the staff of the Kenmore Library.

Emergency Management

- The local Radio Amateur Civil Emergency Service (RACES) group members tested the HAM radio communications between NORCOM and Station 51's radio room. They were able to communicate well with NORCOM in Bellevue.
- FI Booth and EM Carl Lunak attended a planning meeting for the Northshore Prepare and Safety Fair hosted at Third Place Books on Sept. 24th. The meeting also discussed the coordination with an October 1st Emergency Preparedness Workshop hosted at Fire Station 51 and the CERT class beginning on October 6th.
- NEMCo completed 21 background checks as part of the volunteer credentialing process and submitted another dozen to Kenmore for screening.
- The State of Washington has approved Lake Forest Park and Kenmore's Comprehensive Emergency Management Plans which will allow for Emergency Management Program Grant funding of \$19,672 based on the combined population of 34,310 residents.
- EM Lunak is working on a "six month" update of progress on the original Scope of Work to be presented at the July 13th Multi Agency Coordinating System (MACS) meeting.