



Northshore Fire Department

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

Board of Commissioners Special Meeting Agenda

Tuesday, August 4, 2015

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 RFA/Regionalization Discussion
 - 4.2 2nd Quarter Financial Report – Chief Torpin
 - 4.3 Hiring Process Update – Chief Torpin
 - 4.4 Commissioner’s Report
- V. **Action Items**
 - 5.1 Approval of 2016 contract for services – Interface Systems
 - 5.2 RFA Committee Meeting Minutes Approval
 - A. May 21, 2015
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Policy 2452 – Dress Code - Update
 - 7.3 Meeting Minutes of July 21, 2015
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting: August 18, 2015



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 4, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The August 4, 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 181st Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 1703 hours. Persons in attendance, in addition to the Chair, were Commissioners Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Acting Deputy Chief Doug Knight, Battalion Chief Mike Morris, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioners Kae Peterson and Carolyn Armanini were absent.

II. APPROVAL OF THE AGENDA

Commissioner Maehren requested the addition of a discussion on the potential of altering the meeting dates in September. The request was approved and moved to item 4.5 on the agenda. The agenda as amended was unanimously approved by the Board.

III. PUBLIC COMMENT

Kenmore Citizen Matt Martin reported that he had attended the recent Regional Fire Authority (RFA) Committee meeting. Mr. Martin thanked the Board and the RFA Committee members for the professional manner in which the interests of Kenmore citizens were represented on this committee.

IV. INFORMATION/DISCUSSION ITEMS

4.1 RFA/Regionalization Discussion

Commissioner Adman provided a brief overview of the last RFA Committee meeting and reported that the next meeting is scheduled for October 1, 2015. A discussion ensued regarding the next steps in the regionalization process.

Commissioner Maehren suggested that the second meeting in September be moved to the 22nd or 23rd of September, so that all Board members could be present to discuss the next steps with the RFA. Commissioner Adman indicated he would send out an email to the Board inquiring about availability to change the second meeting date in September. If all Board members are available to attend on the 22nd or 23rd Commissioner Adman will report the date change to Secretary McDaniel, who will prepare and post the special meeting notice.

4.2 2nd Quarter Financial Report

Chief Torpin provided a brief overview of the second quarter financial report, which was distributed to the Board via email. A discussion ensued regarding the increase to the overtime costs caused several disabilities and vacancies that have been sustained over the last year. Commissioner Maehren requested the Revenue Report to be changed to include the revenue projections that were adopted through the budget approval process.

4.3 Hiring Process Update

Chief Torpin reported that the first round of interviews was completed and that two conditional offers have been made, with the possibility of a third if some prerequisites were completed. The new hires will begin on September 1st and will participate in a three to four week orientation. A second hiring process has been initiated where an additional one to three firefighters will be hired in time for an early January Fire Academy.

4.4 Commissioner's Report

None

4.5 September Meeting Schedule

This item was previously discussed under item 4.1 on the agenda.

V. ACTION ITEMS

5.1 Approval of 2016 Contract for Services – Interface Systems

Chief Torpin reported there are no changes to the Interface Systems 2016 contract for managing the parcel data for the benefit charge collection process. The Chief recommended that the Board approve the contract with Interface Systems. A brief discussion ensued regarding how often Interface Systems receives parcel data updates from the King County Assessor's Office. Following the discussion Commissioner Adman moved

to approve the 2016 contract for services with Interface Systems. Commissioner Maehren seconded the motion and it passed with a vote of 3 to 0.

5.2 RFA Committee Meeting Minute Approval

Commissioner Maehren moved adoption of the Regional Fire Authority (RFA) approved minutes of May 21, 2015 as the minutes for our Special Meetings on the same date. Commissioner Adman seconded the motion and it passed with a vote of 3 to 0.

VI. FIRE CHIEF'S REPORT

The Fire Chief's report was submitted to the Board in writing. Chief Torpin inquired if there were any questions on the written report. Commissioner Maehren requested additional information regarding the emergency preparedness meeting Chief Torpin recently attended. Chief Torpin provided a brief overview of the meeting with the Cities of Lake Forest Park and Kenmore and Northshore Utility District (NUD) regarding moving towards a joint Emergency Management program between the Cities of Kenmore and Lake Forest Park. Carl Lunak from the Northshore Utility District is performing a study to outline options for moving forward.

VII. CONSENT CALENDAR

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Gehrke, seconded by Commissioner Maehren, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of July 21, 2015, Policy 2452 update, General Fund Vouchers totaling \$84,437.69, Reserve Fund Vouchers totaling \$2,321.86, EFT 7/31/15 (Payroll) totaling \$322,084.37, EFT 7/31/15 (IRS) totaling \$55,462.45, EFT 7/31/15 (457) totaling \$8,475.22 and EFT 7/31/15 (DRS) totaling \$71,425.77.

VIII. EXECUTIVE SESSION

None

IX. ADJORNMENT

The meeting was adjourned at 1825 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is August 18, 2015.

Attachments:

Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

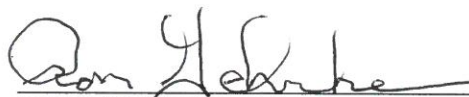
ERIC ADMAN, Chair



KAE PETERSON, Member



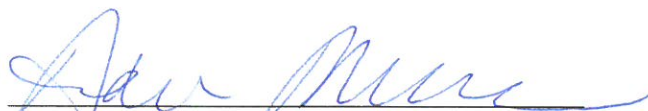
CAROLYN ARMANINI, Member



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 August 18, 2015

Fire Chief's Report

Submitted by Chief Torpin
August 4, 2015

Administration/Financial:

- Chief Torpin met with the representatives from Kenmore, Lake Forest Park and Northshore Utility District (NUD) to discuss a proposal made by NUD to loan one of its employees (Carl Lunak) to work on developing an emergency preparedness plan that would bring the two cities together for emergency preparedness planning, training and potentially operations in the event of major emergencies. The group authorized 20 hours for Carl to perform a study to gather information and develop recommendations for moving forward.

Chief Torpin and Deputy Chief Knight met with Carl Lunak from the NUD to discuss fire department's perspective and expectations for a joint emergency preparedness program in the Northshore area.

- Chief Torpin and AS Scaggs met with representatives from the City of Kirkland IT department for a regularly scheduled quarterly meeting.

Human Resources:

- Hiring process update: The top candidates were moved to the final steps of our first round hiring process, including a Fire Chief interview. Conditional offers have been made to two candidates with plans for new hires to start at the beginning of September. The plan is to conduct a 3-4 week orientation before they are assigned to shift work.
- Screening will begin for second round of our hiring process. By the second week in August, application invitations will be sent to selected applicants to continue in our recruitment process.
- Policy 2442 – Dress Code is ready for Board review and approval. Note: Update of the policy's procedural document (2442-A1) regarding additional protective clothing and uniform guidelines is in process and will be updated at a later date.
- As of July 20th WCIF is reporting we have only achieved 23% participation in the wellness program.

Training:

- Work continued on the active shooter project with EMTG. Delivered multiple active shooter training classes to members of EMTG.
- Continued working with Kenmore Square/Spencer 68 contractor to schedule training in the coffee shop that is scheduled for demolition. Crews will be allowed to train at the building during week of August 10th.
- Training is preparing plans and schedules for the new FF orientation scheduled for September 1st.
- ADC Knight attended a Post Incident Analysis (PIA) for a residential fire in Kirkland and a 2 alarm apartment fire in Bothell
- Developed concept for November Commercial Fire MCO at 51

Operations:

- Lyon Creek Flood Project: Finalized the plan to deal with the 522 road closure. Traffic was congested during the closure weekend but no response delays were noted. Notified mutual aid departments of the limited access to the LFP Towne Center near Starbucks during late July and early August.
- Distributed information to crews regarding the road closure of NE 178th and detour near Brookside Elementary.
- Continued work with the A/V contractor about repairs to Station 51's alerting and AV system in the public meeting room. DVD's are now operational, still working on the televisions.
- Fire in Lake Forest Park: Completed the PIA and discussed with Lt Burrow and BC Magnuson.
- ADC Knight discussed problems with the Opticom system at Station 57 with WSDOT, trees that were blocking view of the receiver near the SE corner of the property were trimmed. Receivers at Bothell Way were found to be operating correctly. WSDOT will provide alternative activation options that may improve the signal control at Bothell Way. The WSDOT technician was also contacted regarding the Opticom system and signals at NE 181st and Bothell Way.

Fire Prevention:

- FI Booth performed an inspection of the new fire alarm system at Speedy Reedy, a new retailer in the Kenmore Shopping Center.
- FM LaFlam completed a review of the engineering plans for Spencer Square (Kenmore Village). Spencer Square construction will include: a five-story mixed-use building with parking under the building; a 20,000 square foot commercial building; a City of Kenmore Pavilion building with Town Green and a new restaurant building.
- FI Booth performed 12 residential fire sprinkler system inspections.
- FM LaFlam performed an inspection of the new fire alarm system at Lake Forest Park Elementary School.