



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

September 20, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Commissioner Carolyn Armanini called the meeting to order at 5:05 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Lieutenant Anders Hansson, and members of the public. Absent was Commissioner Eric Adman.

II. APPROVAL OF THE AGENDA

Chief Torpin requested to add Station 54 trespassing issues to the Information/Discussion Items.

Commissioner Maehren moved to approve the agenda as amended. Commissioner Ellis seconded. Motion passed all in favor.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee addressed the Commissioners with the following items:

- Mr. Dee thanked Chief Torpin and the CPR instructor, Firefighter Nick Lewis, for a great CPR class last Saturday. He requested the option for a class that includes child/infant CPR with adult CPR, and noted that some of the equipment used in the training could be upgraded.
- Mr. Dee thanked the Commissioners for keeping the recent active shooter drill discrete.
- Since the recent video showing a plastic house fire was an example of an inadequate response, Mr. Dee asked what an example of a model response would be.
 - Chief Torpin responded that the video was shared to emphasize the importance of quick response times in mitigating damage to fire.
- Mr. Dee inquired as to why Northshore Fire does not have ladder truck.
 - Chief Torpin explained that all surrounding jurisdictions have ladder trucks and Northshore has automatic aid agreements for ladder truck response. Northshore reciprocates with other types of responses. The risks associated with our community being primarily single family

residential and fire suppression systems help offset the need for a ladder truck.

IV. INFORMATION/DISCUSSION ITEMS

4.1 Station 54 Trespassing

Recently, garbage, large furniture pieces, and graffiti have been found behind the old Station 54 building despite posted “no trespassing” signs. The tenant has asked if a fence could be installed to help mitigate the problem.

The Commissioners would like to have a dedicated discussion about the future of the property. Until then, Chief Torpin will research fence costs and report back to the board.

4.2 2017 Budget Process Update

Chief Torpin noted that this is the most unique budget process in his six years of preparing them due to the uncertainty of several large areas of the budget.

Much of the information needed to complete the budget is not yet available. Some large changes are an approximate 30-35% increase in Health Care premiums. Commissioner Maehren expressed disappointment that the threshold has not been reached for participation in the Wellness Program which would reduce premium costs by 4%. Suppression wages for the 2017-2019 collective bargaining agreement have yet to be settled. Wage increases and associated bargaining costs could be significant.

NEMCo is in the process of determining a staffing structure for next year. As their office space is currently housed at Station 51, the board will need to consider what level of involvement and support Northshore Fire will have with the NEMCo program going forward.

A search is underway for new financial software as the current program will no longer be supported by the developer. The cost estimate for new software is \$30,000-50,000.

Station 57 bathrooms are in dire need of remodel. The cost estimate is \$60,000 for all three bathrooms. Commissioner Maehren asked if there is a detailed replacement schedule for large facility related items as there is with apparatus and equipment. Chief Torpin stated there is \$200,000 maintained in the Reserve Fund for unanticipated facility repairs not a detailed itemized timeline for repairs. Commissioner Peterson stated it seems current practice is working and may be sufficient.

With likely the increase in health care premiums, quotes have been sought from multiple providers and a decision will be made on healthcare once all quotes are received.

The preliminary 2017 Levy Limit Worksheet was received this morning. The Assessed Value for the jurisdiction increased by 5.3%. New construction value added is currently at \$27,000,000.

The 2017 Allowable Levy will increase by .93 percent which adds an additional \$46,000. New construction will add \$22,000 for a total increase of \$68,000.

It is estimated that the Fire Benefit Charge will need to be increased somewhere between \$200,000-300,000.

The draft 2017 budget will be presented at a public hearing on October 18th. Materials will be made available to the public ahead of the hearing via Northshore Fire's website.

4.3 Commissioner Reports

Commissioner Armanini announced that the Lake Forest Park Civic Club will be hosting a First Responders Appreciation Party on October 7th and all department personnel are invited.

V. ACTION ITEMS

5.1 Resolution 16-05 – Setting the public hearing on the 2017 Budget, Benefit Charge and other Revenue Sources

Commissioner Ellis moved to begin the regular meeting of October 18th at 5:00pm, and adopt Resolution 16-05 with the amendment that the Public Hearing on Revenue Sources and Fire Benefit Charge will begin at 5:30pm. Commissioner Peterson seconded. Motion passed with Commissioner Maehren opposed.

VI. FIRE CHIEF'S REPORT

The following questions were asked about the Fire Chief Report:

- In response to the updated Fire Permit fees, Commissioner Armanini asked if the Fire Permit fees are set by the International Fire Code. Chief Torpin explained that there were new permits required by the latest version of the Fire Code that was adopted by the Cities of Lake Forest Park and Kenmore.
- Commissioner Armanini asked if the fee schedule can be changed by staff or must be approved by the board. Chief Torpin stated fees charged by the Northshore Fire Department were significantly lower than any other fire department and the update added some new permits without changing the basic fee structure. Chief Torpin stated he would forward the revised fee schedule to the Board for review.

VII. CONSENT CALENDAR

7.1 Vouchers

- The General Fund Vouchers totaled \$38,090.19 and Reserve Fund Vouchers totaled \$1,006.14.

7.2 Meeting Minutes

- Regular Board Meeting of September 6, 2016

Commissioner Ellis moved to approve the consent calendar as presented. Commissioner Peterson seconded. Motion passed all in favor.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 6:25 PM.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 4, 2016.

Attachments: Agenda and Fire Chief's Report

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 October 4, 2016



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, September 20, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 2017 Budget Process Update – Chief Torpin
 - 4.2 Commissioner Reports
- V. **Action Items**
 - 5.1 Resolution 16-05 – Setting the public hearing on the 2017 Budget, Benefit Charge and other Revenue Sources
- VI. **Fire Chief Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of September 6, 2016
- VIII. **Executive Session**
 - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: **October 4, 2016**

Fire Chief's Report

Submitted by Chief Torpin
September 20, 2016

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin was on vacation the week of September 12th-16th.
- Mediation with the labor group has been scheduled for October 1, 2016, with a mediator from the Washington State Public Employer Relations Commission (PERC).
- AS Hansen created and uploaded a bio to the website for Commissioner Ellis.
- AS Hansen attended the King County EMS Symposium with DC Magnuson and FF Tim Osgood on September 14th. The symposium provided a better understanding of the KC EMS structure. The presentation on Vulnerable Adult Abuse and Neglect provided some useful resources and a good starting point for compiling resources that Northshore can share with patients and the community.

Human Resources:

- HR Administrator Moore has initiated a Firefighter hiring process and applicants are encouraged to apply via National Testing Network.
- HR Administrator Moore continues to research options for 2017 healthcare plans.
- Wellness program update: Our group is at 33% participation in the Live Well program as of September 1, 2016. Employees have until Oct. 15th to participate.
- Flu shots have tentatively been scheduled for September 30 and October 4th.

Operations:

- DC Magnuson continues researching transition to geographic information system (GIS) map books, wall maps, and data evaluation.
- DC Magnuson continues working on setup and migration to ESO Solutions for Fire and Medical Incident reporting.
- DC Magnuson continues to evaluate extended response turnout times in excess of two minutes. Goal is to reduce instances of turnout times in excess of two minutes, currently at about 8% of all responses.
- Provided crews with CVA Benchmark feedback.
- DC Magnuson viewed webinars on Fire Data and performance metrics.
- DC Magnuson attended Post Incident Analysis of the Downtown Bothell Fire with 51/D, 57/D, Lt. Burrow, and Capt. Harvey.
- DC Magnuson attended King County EMS stakeholder meeting with The Paramedic Foundation (consultants) to give Northshore's perspective on ALS providers.
- DC Magnuson attended Zone 1 Operations monthly meeting in Kirkland.
- DC Magnuson attended North King County Chiefs and Medic One advisory board meeting.
- DC Magnuson received six month job performance review from Chief Torpin.

Training:

- Temporary AA Jeanne Jacobs continued training division records clean-up and reorganization. Project is ahead of schedule and appears it will be completed in less time than anticipated.
- Captain Harvey began work on the October Monthly Training Assignment.
- Captain Harvey prepared a return to duty work plan for FF Schwartz and assisted him with completing it successfully.
- Captain Harvey made preparations for the Fall King County Fire Training Officer Association Pump Academy.
- Captain Harvey administered the Probationary Firefighter mid-term exam and Mid-term practical evaluation to the three probationary firefighters. Practical evaluation and observation by DC Magnuson and each probationary firefighter's Battalion Chief.
- DC Magnuson, AA Kate Hansen, and FF Tim Osgood attended the King County EMS symposium.
- DC Magnuson assisted AA Kate Hansen inputting Monthly Training Assignments into FireTrex. Last month AA Hansen observed while DC Magnuson created and implemented assignments, this month DC Magnuson oversaw AA Hansen, next month AA Hansen will create and implement training autonomously.
- DC Magnuson reviewed Captain Harvey's 2017 Training Division Budget Request and submitted to Chief Torpin.
- Captain Harvey attended the East Metro Training Group (EMTG) planning meeting.
- Captain Harvey assisted with several days of the EMTG Multi-Company Operations drills being held in Redmond.
- Captain Harvey met with BC Thomas from Bellevue Fire to begin preparations for the November Multi-Company Operation (MCO) drill. The MCO for the North departments will take place at Station 51 and the MCO for the south departments will take place at the Bellevue Training Center.
- Captain Harvey provided information to the Northshore Battalion Chiefs regarding commercial fire tactical training.
- Captain Harvey requested a login and password to the EMTG SharePoint for Kate Hansen.

Emergency Management

- The City of Kenmore has received one response to the RFP for part time or contracted services for the Emergency Manager position. The response was submitted by Tetra Tech who is based in Oakland, CA. The response laid out Tetra Tech's understanding of the project and the firm and proposed team's qualifications. The response will be discussed at the upcoming NEMCo Principal's meeting on September 28th.

Fire Prevention:

- FM LaFlam participated in a pre-application meeting at Kenmore City Hall discussing a proposal to enlarge the First Romanian Pentecostal Church building. The proposal is to construct a third story on the building.
- FM LaFlam updated the permit fee schedule to reflect the changes in the 2015 International Fire Code. The updated fee schedule was posted on the Northshore Fire website.
- FI Booth ordered materials, reviewed curriculum and coordinated a date with the Inglemoor High Key Club to collate and insert materials into the folders for the elementary school fire safety program.
- FM LaFlam revised and updated the NFD Fire Sprinkler Standard to reflect changes to the national sprinkler codes and the outcomes of discussions amongst the Zone 1 fire marshals.