



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, October 7, 2014

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Information/Discussion Item**
 - 4.1 Training Division Report – Captain Mitch Sauer
 - 4.2 October 21st Meeting Time – Commissioner Armanini
 - 4.3 RFA Planning Process Reports—Commissioner Maehren
 - 4.4 Commissioner’s Report
- V. **Action Items**
 - 5.1 Authorization to Proceed with Bond Redemption Process – Chief Torpin
 - 5.2 Approve RFA Planning Committee Meeting Minutes
 - A. September 4, 2014
- VI. **Fire Chief’s Report**
- VII. **Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of September 16, 2014
- VIII. **Executive Session**
- IX. **Adjournment**

Next Regular Meeting: October 21, 2014

Fire Chief's Report
Submitted by Chief Torpin
October 7, 2014

Administration/Financial:

- Chief Torpin attended the memorial service for Redmond Firefighter/Paramedic Les Putnum. Les served the Northshore area as a paramedic at Evergreen Hospital prior to the program's transfer to the Redmond Fire Department. He served the eastside area as a paramedic for nearly 40 years and was slated to retire before the end of 2014. Les had an exceptionally caring and calming presence with the patients he treated.
- Chief Torpin attended a Norcom Governing Board Chair briefing meeting with Kurt Triplett and Tom Orr.
- Chief Torpin has attended several RFA sub-committee meetings and has been assisting ESCI on several projects related to the RFA planning process.
- Chief Torpin attended a Washington Network of Innovative Careers (WaNIC) Advisory Board Meeting.
- Finance Specialist McDaniel attended the Administrators Committee for Excellence and 2015 benefit renewal meeting for Washington Counties Insurance Fund (WCIF), where they discussed the medical, vision, dental, and life insurance plan changes/updates.
- Finance Specialist McDaniel has completed the Auditor's initial request for documentation related to the upcoming 2012-2013 audit that is scheduled to begin on October 7.
- Finance Specialist McDaniel and Administrative Specialist Scaggs attended the MRSC Rosters Overview webinar, where they explained upcoming changes to the website and additional features.

Human Resources:

- HR Administrator Moore and Chief Torpin and representatives from the labor group met for a regularly scheduled Labor/Management meeting.
- Meetings have been scheduled with employees over the first two weeks in October to review 2015 benefit plans, updates, and open enrollment details.
- Work continues on the Fire Chief salary survey project as information requests continue to be collected from departments.
- Department of Retirement Systems visit was rescheduled to October 15th. Interested employees have an opportunity to sign up for a 1:1 appointment with a representative from DRS to discuss their PERS/LEOFF/Deferred Comp Program questions.
- HR Administrator Moore completed the required annual HRA Nondiscrimination Testing with Flex-Plan Services.
- As of September 19th, 50% of our benefit eligible workforce has participated in WCIF's wellness program. Those who participated will receive a \$150 reduction to their out of pocket deductible in 2015.

Operations:

- Northshore units participated with the Lake Forest Park Police to host an "Active Shooter" exercise at LFP Elementary School. Battalion Chief Knight was co-lead for the planning of this large drill that had participating agencies from King and Snohomish Counties. From all accounts the drill was a huge success!
- September response data:

| Incident responses in fire District 16 | | | | | | | Mutual Aid | | | | | |
|--|---------|------------|----------------|----------------|---------------|----------------|--|--------------|-------------|------------|------------|-------------|
| Incident Type Group | Station | # | % | Avg Resp Time | %≤6Min | Duration | Fire Department | Aid Received | Aid Given | | | |
| False | 57 | 5 | 2.37% | 0:06:30 | 60.00% | 0:16:39 | Shoreline | 8 | 19 | | | |
| | 51 | 9 | 4.27% | 0:05:08 | 66.67% | 0:17:16 | Woodinville | 0 | 2 | | | |
| EMS | 57 | 55 | 26.07% | 0:05:26 | 69.09% | 0:38:43 | Bothell | 4 | 15 | | | |
| | 51 | 109 | 51.66% | 0:05:20 | 63.30% | 0:43:38 | Kirkland | 4 | 3 | | | |
| Fire | 57 | 1 | 0.47% | 0:10:45 | 0.00% | 0:23:01 | Redmond | 1 | 0 | | | |
| | 51 | 2 | 0.95% | 0:08:37 | 0.00% | 0:53:12 | Mount Lake Terrace | 0 | 1 | | | |
| Good Intent | 57 | 5 | 2.37% | 0:06:17 | 33.33% | 0:21:56 | TOTAL | 17 | 40 | | | |
| | 51 | 12 | 5.69% | 0:06:51 | 0.00% | 0:13:49 | Emergency Response Avg Turnout Time | | | | | |
| Public Assistance | 57 | 2 | 0.95% | 0:08:03 | 0.00% | 0:18:49 | EMS | 1:15 | | | | |
| | 51 | 3 | 1.42% | 0:06:44 | 33.33% | 0:14:42 | Fire Suppression | 1:57 | | | | |
| HazMat | 57 | 3 | 1.42% | 0:08:17 | 0.00% | 0:41:18 | Reaction Time Summary | | | | | |
| | 51 | 3 | 1.42% | 0:08:01 | 33.33% | 0:20:10 | Station 51 | A-shift | 1:04 | Station 57 | A-shift | 1:18 |
| Rupture/Explosion | 51 | 1 | 0.47% | 0:09:09 | 0.00% | 0:31:14 | | B-shift | 1:20 | | B-shift | 1:09 |
| | Other | 51 | 1 | 0.47% | 0:03:39 | 100.00% | 1:06:49 | | C-shift | 1:10 | | C-shift |
| | | | | | | | | D-shift | 1:17 | | D-shift | 1:13 |
| Grand Total | | 211 | 100.00% | 0:05:37 | 60.00% | 0:38:38 | | AVG | 1:13 | | AVG | 1:17 |
| September, 2014 | | | | | | | | | | | | |

Training:

- Fundamental Skills Challenge 2014 continues. Waiting on a few stragglers.
- Training Thursdays with Bothell and Woodinville continue with good feedback.
- Training is analyzing the cost associated with the use of the training tower and live fire prop.
- Hosted Woodinville for live fire.
- Attended the north-end training 2015 planning meeting. Dates are set for CBT, Tech rescue, BC training and run reviews.
- Started the live fire lesson plan for November's MCO.
- Continued work on EMTG 3 year calendar.
- Participated in EMTG MCO heavy rescue drills in Woodinville. This will be ongoing for the remainder of September.
- Attended weekly East Metro Training meetings.
- Continued Training Division work on records management, documentation, and updating of training manuals and other guides.

Fire Prevention:

- FI Booth, together with BC Knight, assisted with the preparation and participated in an "Active Shooter" emergency response drill at LFP Elementary School.
- FM LaFlam attended and made a presentation at the Residential Fire Sprinkler Summit in Vancouver, Washington. The Summit was a joint effort of the Washington and Oregon Fire Sprinkler Coalitions. The one-day event drew more than 100 attendees to listen to national and regional experts talk about the

importance of residential fire sprinklers in protecting the lives of the people that we serve.

- FI Booth taught two sections (back to back weeks) of the current CERT class being held at Northshore Fire.
- FM LaFlam and FI Booth coordinated the preparation of fire safety folders for the upcoming classroom presentations. Inglemoor High School Key Club members provided invaluable assistance with this project.



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

October 7, 2014

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The October 7, 2014, 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 Vice Chair, Carolyn Armanini called the meeting to order at 1705 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Eric Magnuson, together with Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioner Eric Adman was absent.

Chief Torpin and the Board recognized the passing of Retired Fire Chief Les Eaton. A brief discussion ensued regarding the many contributions made by Chief Eaton to the District and the greater Kenmore community.

II. APPROVAL OF THE AGENDA

Commissioner Gehrke moved to approve the agenda as presented. Commissioner Maehren made a friendly amendment to add a discussion item regarding future agenda items. Commissioner Gehrke accepted the friendly amendment. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Training Division Report

Captain Mitch Sauer provided the quarterly Training Division report, which included discussion of the following items:

- Multi Company Drills – Heavy Rescue
- Company Evaluations
- Overview of the Active Shooter Drill
- Live Fire Drill in November

Commissioner Gehrke inquired about the replacement of the current bulletproof vests. Chief Torpin reported the old bulletproof vests were destroyed and that BC Knight has applied for and received a grant to cover approximately 50% of the cost for new vests which will be purchased early next year.

Commissioner Maehren inquired if Captain Sauer had completed the cost sharing estimates for the use of the training tower. Captain Sauer indicated he is still working on the cost sharing and will have it completed shortly.

4.2 October 21st Meeting Time

Commissioner Armanini inquired about changing the start time for the regularly scheduled meeting on October 21, as the public hearing is scheduled to begin at 1900 hours. A discussion ensued regarding potential agenda items and alternative start time.

Following the discussion Commissioner Peterson moved to change the October 21, 2014, regularly meeting to begin at 1800 hours. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 0.

Secretary McDaniel will prepare and post the notice of meeting time change.

4.3 RFA Planning Process Reports

The members of the Regional Fire Authority Planning Committee provided a report on their designated subcommittee meetings, which are:

Commissioner Maehren-Level of Service/Facilities
Chief Torpin-Labor and Organization and Finance

The next Regional Fire Authority Planning Committee meeting is scheduled for October 9.

Further information on the RFA including meeting minutes and meeting times and locations can be found at www.northshorefire.com.

4.4 Commissioners Report

Commissioner Maehren inquired about the call of interest regarding the recent car vs. bicycle accident. A brief discussion ensued regarding the accident and bicycle safety.

Commissioner Maehren reported that he had received information regarding FirstNet, which is a first responder network. A brief discussion ensued regarding the network.

4.5 Future Agenda Meeting Items

Commissioner Maehren requested the following items be added for discussion at future meetings:

- Reserve Fund Goals
- Retirement/Death memorial and recognition
- Levy Lid Lift
- Donation Fund

Commissioner Armanini requested the following items be added for discussion at further meetings:

- Fire Benefit Charge Sprinkler Discount
- Station 54

Discussion ensued regarding when to discuss and add the above items to future agendas. Following the discussion it was determined that Secretary McDaniel will keep the list and add them to future agendas when time allows.

V. ACTION ITEMS

5.1 Authorization to Proceed with Bond Redemption Process

Chief Torpin provided an overview of the bond redemption process which included a discussion on the costs, amount of bonds to be redeemed and timeline for redemption. Chief Torpin also reported that consultant services would be between \$1,500 and \$2,000.

Following the discussion, Commissioner Armanini moved to call all the bonds scheduled for redemption in 2028 and to use reserved funds to cover any cost over the amount currently maintained in the Capital Fund. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

Chief Torpin indicated that the upstairs bathroom floors still need to be repaired which will cost approximately \$30,000. A brief discussion ensued regarding the options for repairing the floors.

Following the discussion Commissioner Maehren moved to authorize the Chief to proceed with the bond redemption process. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

5.2 Approve RFA Planning Committee Meeting Minutes

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

VI. FIRE CHIEF'S REPORT

Chief Torpin reported that the auditor started today and that an exit conference will be scheduled to coincide with a regularly scheduled meeting date and time.

Commissioner Maehren inquired about the call of interest regarding the bicycle incident. A brief discussion ensued regarding the incident and bicycle safety.

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 September 16, 2014, General Fund Vouchers totaling \$116,326.57, Reserve Fund Vouchers totaling \$20,137.51, EFT 9/30/14 (DRS) totaling \$61,281.65, EFT 9/30/14 (IRS) totaling \$57,636.00, EFT 9/30/14 (457) totaling \$6,967.79 and EFT 9/30/14 (Payroll) totaling \$293,165.72.

VIII. EXECUTIVE SESSION

None

ADJORNMENT

The meeting was adjourned at 1823 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for October 21, 2014, at 6:00 PM.

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 October 21, 2014