



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

November 1, 2016

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:01 PM.

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

II. APPROVAL OF THE AGENDA

Commissioner Armanini moved to approve the agenda as presented. Commissioner Ellis seconded. The motion passed 4-0.

III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee passed out an invitation to the Communicator of the Year Award Dinner which will be held November 18th honoring Lake Forest Park Police Chief Steve Sutton.

Legal Counsel Kinnon Williams arrived at 5:03pm

IV. CONTINUATION OF OCTOBER 18TH PUBLIC HEARING

At 5:08pm the board exited the Regular Meeting to continue the Public Hearing regarding the 2017 Benefit Charge and other revenue sources.

Note, a separate report recording the discussion and actions taking place during the public hearing will be published.

Commissioner Peterson arrived at 5:10pm

The Regular Meeting was resumed at 6:22pm.

V. INFORMATION/DISCUSSION ITEMS

5.1 Third Quarter Financial Report

The third quarter financial report was provided with the meeting materials. Chief Torpin reported revenue and expense trends are all tracking at a normal pace and there is nothing remarkable to report.

5.2 Northshore Emergency Management Coalition (NEMCo)

Chief Torpin reported that he met with the other NEMCo members and there are still differences of opinion on whether the emergency manager should be a part-time or full-time position. Chief Torpin made it clear that the District would not financially participate at the same level for a part-

time employee. Lake Forest Park has agreed split the cities' share of NEMCo at 50/50 instead of a 60/40 split that was originally discussed.

LFP has stated they would like to be the employer of record. The EOC would still be at Northshore Fire Department no matter who the employer of record is. Commissioner Maehren voiced an opinion that it makes sense for the District to be the employer of record as we serve the entire NEMCo area; the EOC location is here; and the office and training space that would be used by NEMCo is also here.

Chief Torpin noted that the reason the District was chosen as the location for the EOC is because it serves both Kenmore and Lake Forest Park which makes sense from an employer of record standpoint as well.

Job description and a scope of work for the Emergency Manager position are currently being developed.

Commissioner Maehren asked if District legal counsel would be able to provide some services to the NEMCo program to reduce start-up costs. Chief Torpin reported that the development of the inter-local agreement should not require significant legal costs as mentioned by the Kenmore City Council.

The Board's consensus is that it is important that NEMCo is continued and the Emergency Manager should be a full-time position for the District to participate, and it is preferred that the District would be the employer of record.

5.3 Commissioner Reports

Commissioner Maehren noted that the invoice for the Station 57 sign installation does not specify what the invoice is for. Chief Torpin stated he would ensure the quote containing project details is attached to the invoice.

5 ACTION ITEMS

None

6 FIRE CHIEF'S REPORT

Commissioner Maehren asked about Deputy Chief Magnuson's meeting with Bothell and Kirkland regarding services south of the Sammamish Slough:

- Chief Torpin explained that Bothell's interim City Manager, Bob Jean, requested the meeting to discuss ways of improving response times south of the slough. City Manager Jean reached out to Kirkland and Northshore regarding a possible collaboration. Previous meetings have been held to discuss the concept. Kirkland has already moved forward to address the gap by adding another station. Follow up meetings are to be scheduled.

There were no further questions regarding the written Fire Chief's report.

7 CONSENT CALENDAR

7.3 Vouchers

- The General Fund Vouchers totaled \$81,337.54 and Reserve Fund Vouchers totaled \$10,525.42

7.4 Meeting Materials

- Regular Board Meeting of October 18, 2016.

Commissioner Peterson moved to approve the consent calendar as presented. Commissioner Ellis seconded. The motion passed 5-0.

8 EXECUTIVE SESSION

The Board moved into Executive Session at 5:49PM until 6:20PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). The Executive Session was extended to 6:25PM.

ADJOURNMENT

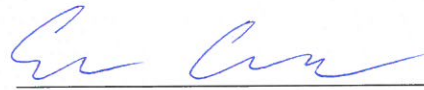
The meeting was adjourned at 6:25PM

NEXT MEETING DATE

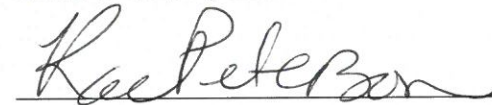
The next regularly scheduled Commissioners meeting is for November 15, 2016.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair



KAE PETERSON, Member



CAROLYN ARMANINI, Member

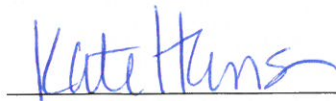


DON ELLIS, Member



DAVE MAEHREN, Member

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 15, 2016



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, November 1, 2016

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Continuation of the October 18th Public Hearing – Budget, Benefit Charge, Property Tax Levy and other Revenue Sources**
 - 4.1 2017 Budget
 - 4.1 Resolution 16-06 – Limit Factor Increase
 - 4.2 Resolution 16-07 – Property Tax Increase
 - 4.3 Resolution 16-08 – Property Tax Levy
 - 4.4 Resolution 16-09 – Benefit Charge
- V. **Information/Discussion Item**
 - 5.1 Third Quarter Financial Report – Chief Torpin
 - 5.2 Northshore Emergency Management Coalition – Chief Torpin
 - 5.3 Commissioner Reports
- VI. **Action Items**
 - 6.1
- VII. **Fire Chief Report**
- VIII. **Consent Calendar**
 - 8.1 Vouchers
 - 8.2 Meeting Minutes of October 18, 2016
- IX. **Executive Session**
 - 9.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b).
- X. **Adjournment**

Next Regular Meeting: November 15, 2016 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
November 1, 2016

Administration/Financial:

- Chief Torpin attended a Zone 1 Chiefs meeting.
- Chief Torpin attended a second mediation session with the labor group.
- The permit for the new sign at Station 57 was approved by Lake Forest Park.
- The contract for website development was executed with Galactic Ideas.

Human Resources:

- HR Administrator Moore continued work on the firefighter hiring process and 2017 healthcare options.
- AS Hansen scheduled firefighter candidates for upcoming Oral Board Panel Interviews.

Training:

- Chief Torpin attended an East Metro Training Group Board meeting.
- Training supplies were ordered including lumber for vertical ventilation training and liquid smoke.
- Captain Harvey met with training Officers from Bothell, Woodinville, and Shoreline to begin preparations for Firefighter Survival Training tentatively scheduled for the first quarter of 2017.
- Captain Harvey sent information provided by MSO Pompeo to crews who responded to cardiac arrest incidents and major trauma incidents.
- Code drills were completed for each shift. These were instructed by MSO Pompeo and Shoreline Paramedics.
- Captain Harvey reviewed the Probationary Firefighter's Handbook for the three Probationary Firefighters.
- Repairs were made to the training tower smoke generator.
- DC Magnuson evaluating Acting Lieutenant prerequisites and qualifications to act out of classification.
- Captain Harvey continued with preparations for the November multi-company drill. A walk through was completed with other North End Training Officers. Burn prop operators were recruited and AA Kate Hansen scheduled them.
- Captain Harvey and AA Kate Hansen attended the monthly EMTG planning meeting.
- Captain Harvey and AA Kate Hansen completed the November Monthly Training Assignment.
- Captain Harvey and Lieutenant Ingersoll attend tactical training for multifamily structure fires that was held in Bellevue. Captain Harvey will deliver this training to all shifts during the last week of October.
- DC Magnuson attended the quarterly EMTG Operations Board meeting.

- DC Magnuson evaluated prerequisites for acting lieutenants and made recommendation to adopt additions of Incident Safety Officer and NIMS IS-700, ICS-100, and ICS-200 to the acting curriculum.

Operations:

- DC Magnuson continues researching transition to geographic information system (GIS) map books, wall maps, and data evaluation. He met with ESRI consultant Bob Sheldon on Thursday, September 29th. Awaiting proposals from ESRI.
- DC Magnuson continues working on setup and migration to ESO Solutions for Fire and Medical Incident reporting. Kirkland IT has almost completed preparing Microsoft Surface tablets for use with CodePal and ESO Mobile. End user training for line staff is scheduled for 10/17 through 10/20.
- DC Magnuson, along with Chief Torpin, AA Kate Hansen, FS Dawn Killion and her husband, and on duty crews (A-shift) attended 1st Responder Appreciation dinner provided by Lake Forest Park Civic Club.
- DC Magnuson continued research in development of a Hearing Conservation program and provided Chief Torpin with draft policy.
- DC Magnuson attended monthly Zone 1 Operations meeting.
- DC Magnuson assisted FF Lewis prepare a grant for CPR training equipment.
- DC Magnuson facilitated King County personnel access to Station 57 to prepare for fiber-optic transfer from old pole to new.
- DC Magnuson prepared draft agenda for October Officer meeting and distributed to all officers.
- DC Magnuson collaborated with Dave Monahan to improve FireTrex training and develop online daily check sheets.
- DC Magnuson attended a three day seminar titled "Data Analysis and Presentation for Fire and EMS" presented by Paul Rottenburg of FireStats LLC and hosted by Everett Fire Department.
- DC Magnuson attended NORCOM joint operations meeting for October (last for 2016).
- DC Magnuson prepared and distributed 2017 shift assignments and debit days to personnel.
- DC Magnuson facilitated the bi-monthly officer meeting with presentations on "CodeRED" software by Anthony Cebollaro of King County and ESO fire software by Andy Aereola of ESO.
- DC Magnuson attended a meeting with Bothell and Kirkland to discuss possibilities and ramifications of jointly staffing one or possibly more fire stations to address service delivery to areas of mutual interest (roughly between NE 150th to approximately NE 130th and from Lake Washington on the West to Interstate 405 on the East).

Fire Prevention:

- FI Booth assisted with the delivery of the "Fire Suppression" class for the current CERT academy. She also taught a private First Aid/CPR class.

- FM LaFlam attended the annual Washington State Association of Fire Marshal's Fire Prevention Institute. FM LaFlam presented a class at the Institute titled Best Practices for Residential Fire Sprinklers.
- FI Booth attended a CodeRED training session. CodeRED is an app that can be downloaded to a phone or computer and can be used to quickly deliver vital, time-sensitive information.

Northshore Emergency Management Coalition (NEMCo):

- Commissioner Maehren briefed Chief Torpin regarding the Kenmore City Council meeting where the future of NEMCo was discussed.
- Chief Torpin met with representatives from Kenmore, Lake Forest Park and Northshore Utility District to discuss the future of the Northshore Emergency Management Coalition. Potential changes in the split between the agencies were discussed. An additional meeting was scheduled for November 2nd.