



# KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

MINUTES

November 15, 2016

## REGULAR MEETING BOARD OF COMMISSIONERS

### I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 PM.

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

### II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of section 4.4 regarding Public Records Requests.

*Commissioner Ellis moved to approve the agenda as amended. Commissioner Maehren seconded. The motion passed, 5-0.*

### III. PUBLIC COMMENT

Lake Forest Park resident Mike Dee reported that he is happy the department has found a reuse for the retired fire hose rather than disposing of it in the landfill.

### IV. INFORMATION/DISCUSSION ITEMS

#### 4.1 Northshore Emergency Management Coalition

Chief Torpin reported that the agencies are still working the final draft of an Interlocal Agreement. Commissioner Armanini circulated a draft Interlocal Agreement that was published by the City of Lake Forest Park this afternoon. Chief Torpin advised the Board that the version released by Lake Forest Park is not the current version that has been discussed by the agencies.

Current items in the draft proposal that require input from the board are:

- Lake Forest Park as the employer of record
- Northshore Fire's financial contribution would be just shy of \$33,000/year

The board discussed the pros and cons of Northshore versus Lake Forest Park as the employer of record.

Commissioners Armanini and Peterson expressed concern that the Interlocal Agreement published for approval by the City of Lake Forest Park is not the most recent draft that the agencies have discussed.

#### 4.2 2017 Final Budget Presentation

Chief Torpin reviewed changes that have been made since the draft Budget that was presented at the Public Hearing. The most significant change was the additional funding for participation in the Northshore Emergency Management Coalition.

The budget presented at the public hearing totaled \$8,380,114. The final 2017 draft budget includes an increase of \$25,317 for a total of \$8,405,431.

#### 4.3 Commissioner Reports

Commissioner Maehren attended the Map My Neighborhood meeting hosted by the City of Kirkland's Emergency Management. This program, which helps communities prepare for emergency situations, is already being used in multiple Lake Forest Park neighborhoods. The board discussed ways that the program can be more widely implemented throughout Kenmore and Lake Forest Park. Chief Torpin noted the expansion of the Map My Neighborhood is included in the areas of focus for NEMCo in 2017.

Commissioner Adman reported that he was able to experience the new CMT vehicle in action and found that it was a valuable resource to the communities being served by the pilot program. Northshore Fire may want to consider participating in the program if the opportunity arises.

Commissioner Adman and others attended Ron Gehrke's 80<sup>th</sup> birthday celebration on November 12<sup>th</sup>.

#### 4.4 Public Records Requests

Chief Torpin reported that on November 4<sup>th</sup>, the District received a records request from a gentleman who requested information regarding the purpose of a Northshore Fire Department staff member at the Safeway grocery store in Kenmore. The requester was informed the staff member was returning from a school program at Arrowhead Elementary School and stopped at Safeway to pick up lunch. This individual has made numerous requests in the past and has stated his objection to department vehicles being used for such purposes. After records were provided in this instance, the individual stated he may be making further significant requests for information.

### V. ACTION ITEMS

#### 5.1 Report on the Public Hearing for Benefit Charge, Property Taxes and Other Revenue Sources

***Commissioner Peterson moved to approve the Report on the Public Hearing for Benefit Charge, Property Taxes, and Other Revenue Sources and the 2017 Budget. Commissioner Maehren seconded. The motion passed, 5-0.***

#### 5.2 2017 Budget Adoption

Motion made and passed in Section 5.1.

#### 5.3 Resolution 16-06 – Limit Factor Increase

***Commissioner Armanini moved to adopt Resolution 16-06. Commissioner Peterson seconded. The motion passed, 5-0.***

#### 5.4 Resolution 16-07 – Property Tax Increase

***Commissioner Armanini moved to adopt Resolution 16-07. Commissioner Ellis seconded. The motion passed, 5-0***

#### 5.5 Resolution 16-08 – Property Tax Levy

*Commissioner Armanini moved to adopt Resolution 16-08. Commissioner Ellis seconded. The motion passed, 5-0.*

5.6 Resolution 16-09 – Benefit Charge

*Commissioner Armanini moved to adopt Resolution 16-09 at 2.9 million dollars. Commissioner Peterson seconded. The motion was rejected, 2-3.*

*Commissioner Maehren moved to adopt Resolution 16-09 at 2.8 million dollars. Commissioner Ellis seconded. The motion passed, 3-2.*

5.7 Resolution 16-10 – NORCOM Financial Participation

*Commissioner Maehren moved to adopt Resolution 16-10. Commissioner Ellis seconded. The motion passed, 5-0.*

5.8 Resolution 16-11 – Declaration of Surplus Fire Hose

*Commissioner Maehren moved to adopt Resolution 16-11. Commissioner Ellis seconded. The motion passed, 5-0.*

## **VI. FIRE CHIEF'S REPORT**

In addition to the written report provided in the meeting materials, the following was discussed:

- Chief Torpin advised the Board that offers of conditional employment have been provided to two new firefighters subject to medical and psychological evaluations.
- Commissioner Maehren asked if the District has ever considered applying for a SAFER grant. Chief Torpin said the department has not, as these grant funds are primarily for departments that are not able to provide adequate staffing levels or facing layoffs due to funding shortages.
- Commissioner Adman asked if anything has changed in unit dispatch protocol that caused Deputy Chief Magnuson's evaluation of Automatic Aid responses. Chief Torpin reported that there were some dispatching errors due to recent GIS upgrades at NORCOM. The change was sending Shoreline units to areas where E57 would be closer. Chief Magnuson identified the issue and is working with NORCOM on the correction.

## **VII. CONSENT CALENDAR**

7.1 Vouchers

- The General Fund Vouchers totaled \$21,126.52 and Reserve Fund Vouchers totaled \$6,197.46.

7.2 Meeting Materials

- Regular Board Meeting of November 1, 2016.

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

## **VIII. EXECUTIVE SESSION**

The Board moved into Executive Session at 6:26PM until 7:00PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). Commissioner Ellis left the meeting at 6:45PM. The board extended the Executive Session until 7:10PM. The board moved back to open session at 7:12PM.

## **ADJOURNMENT**

The meeting was adjourned at 7:12PM

**NEXT MEETING DATE**

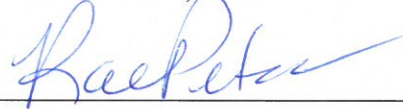
The next regularly scheduled Commissioners meeting is for December 6, 2016.

Attachments: Agenda and Fire Chief's Report

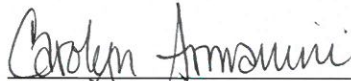
**BOARD OF COMMISSIONERS**



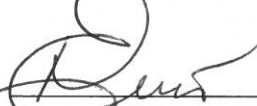
**ERIC ADMAN, Chair**



**KAE PETERSON, Member**



**CAROLYN ARMANINI, Member**



**DON ELLIS, Member**



**DAVID MAEHREN, Member**

**ATTEST**



**KATE HANSEN, Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on December 6, 2016



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, November 15, 2016

5:00PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Information/Discussion Item**

- 4.1 Northshore Emergency Management Coalition – Chief Torpin
- 4.2 2017 Final Budget Presentation – Chief Torpin
- 4.3 Commissioner Reports

**VI. Action Items**

- 5.1 Report on the Public Hearing for Benefit Charge, Property Taxes and Other Revenue Sources
- 5.2 2017 Budget Adoption
- 5.3 Resolution 16-06 – Limit Factor Increase
- 5.4 Resolution 16-07 – Property Tax Increase
- 5.5 Resolution 16-08 – Property Tax Levy
- 5.6 Resolution 16-09 – Benefit Charge
- 5.7 Resolution 16-10 – NORCOM Financial Participation
- 5.8 Resolution 16-11 – Declaration of Surplus Fire Hose

**VII. Fire Chief Report**

**VIII. Consent Calendar**

- 8.1 Vouchers
- 8.2 Meeting Minutes of November 1, 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: December 6, 2016 at 5:00 PM**

# **Fire Chief's Report**

Submitted by Chief Torpin  
November 15, 2016

## **Administration/Financial:**

- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin attended a Zone 1 Chiefs meeting.
- FS Killion assembled information for the upcoming 2014-15 Audit. Washington State Assistant Auditor Kevin Montgomery will be conducting the audit over the next two weeks.
- FS Killion and AS Hansen completed multiple Records Officer Trainings including attendance at the WAPRO Fall Conference, WA State Archives webinars, and a WA State Archives workshop.
- Chief Torpin attended a Washington Network of Innovative Careers Advisory Board meeting.

## **Human Resources:**

- HR Administrator Moore continued work on the firefighter hiring process and 2017 healthcare options. The Oral Board and Fire Chief interviews were completed and conditional offers were provided to two candidates.
- Chief Torpin and legal counsel Peter Altman attended another mediation session with the Washington Public Employer Relations Commission mediator.

## **Training:**

- Captain Harvey facilitated a ride along for an employee of King County EMS.
- Captain Harvey and DC Magnuson along with the shift Battalion Chief conducted Annual Company Evaluations for A shift 51 & 57 and C shift - 51.
- Captain Harvey delivered presentations on tactics for multi-family structure fires to all four shifts.
- DC Magnuson provided Battalion Chiefs with crew Competency Based Training (CBT) training report. All EMT's are required to make up any missed classes prior to recertification.
- Captain Harvey assisted with several multi company operations drills at Station 51 and the Bellevue Training Center.
- Captain Harvey and Kate Hansen attended the monthly East Metro Training Group (EMTG) planning meeting. AS Hansen will be part of the Admin team coordinating the April 2017 Recruit Academy Graduation.
- Captain Harvey assisted with preparing updates to the EMTG Best Practices document.
- Crews received a presentation on Inflammation provided by Doctors Mendrey and Myers of Northshore Family Practice. This was presented by Northshore Fire Department Human Resources department.

## **Operations:**

- BC Tagart reported the new Horton Aidcar is under final stages of construction. Delivery is expected the first week of December.

- DC Magnuson continues working on setup and migration to ESO solutions for Fire and Medical Incident reporting. User names and access were provided to staff on 11/10/2016. NORCOM is working on CAD interface. Staff will start practicing with intention to transfer to ESO exclusively by January 1<sup>st</sup> 2017.
- DC Magnuson continues to monitor and evaluate extended response turnout times in excess of two minutes. First Watch alert emails are now going directly to each BC in addition to DC Magnuson.
- DC Magnuson provided crews with CVA Benchmark feedback.
- DC Magnuson collaborated with Dave Monahan to improve FireTrex training and develop online daily check sheets.
- DC Magnuson facilitated reporting two cases to Adult Protective Services (as mandatory reporting agency).
- DC Magnuson evaluated Instances of Automatic Aid responses by Shoreline Fire Department for possible anomalies associated with closest unit response criteria. All Automatic Aid responses for 2016 were legitimate closest unit situations.
- DC Magnuson assisted Fire Chief Cowan with data for the joint FEMA Assistance to Firefighters Grant for self-contained breathing apparatus.
- DC Magnuson evaluated motor vehicle accidents on Bothell Way between the 6000 block and 9000 block. There was roughly a 50% decrease in accidents from 2007 to 2011 and things have remained roughly the same for the past five years.
- October Operations 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			
Rescue & Emergency Medical Service Incidents	51	112	47.66%	0:05:37	57.80%	0:40:30	Bothell	1	10			
	57	78	33.19%	0:05:50	56.41%	0:41:22	Kirkland	3	4			
Hazardous Condition (No Fire)	51	2	0.85%	0:05:44	50.00%	0:40:28	Shoreline	19	16			
	57	3	1.28%	0:05:09	66.67%	0:26:11	Woodinville	0	2			
Good Intent	51	9	3.83%	0:05:24	50.00%	0:10:48	Redmond	0	0			
	57	5	2.13%	0:04:31	100.00%	0:19:12	Other	0	0			
Fire	51	0	0.00%	0:00:00	0.00%	0:00:00	<b>TOTAL</b>	<b>23</b>	<b>32</b>			
	57	0	0.00%	0:00:00	0.00%	0:00:00						
Public Assistance	51	5	2.13%	0:07:10	60.00%	0:14:15	<b>Emergency Response Average Turnout Time</b>					
	57	3	1.28%	0:09:26	0.00%	0:30:10	EMS	1:11				
False Alarm or False Call	51	12	5.11%	0:05:14	66.67%	0:18:13	Fire Suppression	1:31				
	57	6	2.55%	0:05:10	66.67%	0:15:45						
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	0:00:00	0.00%	0:00:00	<b>Reaction Time Summary</b>					
	57	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	1:23	Station 57	A-shift	0:57
Severe Weather & Natural Disaster	51	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:16		B-shift	1:07
	57	0	0.00%	0:00:00	0.00%	0:00:00		C-shift	1:19		C-shift	1:08
Other	51	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:13		D-shift	1:01
	57	0	0.00%	0:00:00	0.00%	0:00:00		AVG	1:16		AVG	1:03
<b>Grand Total</b>		235	100.00%	0:05:44	57.40%	0:37:26						

## October 2016

### Fire Prevention:

- FM LaFlam coordinated with the City of Kenmore to perform inspections and develop conditions for a Certificate of Completion for the first floor of the Linq Building (68th Ave & NE 181st). The C of C will allow the transfer of the space to Evergreen Health for the development of their design of the space (approx. 21,000 square feet) into a health clinic.
- FI Booth assisted operations crews in the delivery of fire safety lessons in eight third grade classrooms.

- FM LaFlam performed the final inspections at the City of Kenmore Town Green building.

**Northshore Emergency Management Coalition (NEMCo):**

- Chief Torpin met twice 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 2<sup>nd</sup>.
- Doug Knight continues to assist Emergency Manager Lunak with evaluating EOC needs and the draft Operational Annex of the Cities' Comprehensive Emergency Management Plan.
- C-Shift participated in a Seaplane disaster evacuation drill at Kenmore Air.