



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

August 1, 2017

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, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Firefighter Jamerson, Lieutenant Hansson, Firefighter Ford, Firefighter Holmes, and members of the public.

II. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of a Discussion on the WSRB Rating, to be added after item 4.1.

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

III. PUBLIC COMMENT

Lake Forest Park reside Mike Dee addressed the Commissioners with the following comments:

- Mr. Dee read about the proposed Fire Benefit Charge adjustment for Plywood Supply and is pleased to see a possible change that will help the property owner
- Mr. Dee enjoyed the recent NEMCo presentation
- Mr. Dee was pleased to see that Northshore Fire has received an improved WSRB rating

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Plywood Supply Benefit Charge Appeal

After review of a number of issues regarding the data and benefit charge assessment on 4 of the parcels occupied by Plywood Supply, Chief Torpin recommended corrective actions be taken to amend the data and assessment as detailed in the appeal letter submitted by Mr. Donald Swanson. Those actions include the following:

- Correct the inaccuracy of the square footage of the lumber sheds located on the parcels in question.
- Apply a sprinkler discount for the square footage that are protected with automatic sprinkler systems.
- Apply the Commercial 1 rate for the square footage of the lumber sheds rather than the higher rate calculated by using the aggregate square footage.

Commissioner Ellis inquired if there was a previous effort to get a fire hydrant system installed on the property. Mr. Swanson confirmed that there is a loop hydrant system on the property that not only meets but exceeds the volume capacity of other hydrants in the jurisdiction.

Commissioner Maehren moved to accept the Chief's recommendation of a Fire Benefit Charge adjustment. Commissioner Peterson seconded. The motion passed 5-0.

4.2 WSRB Rating Discussion

Kenmore and Lake Forest Park have both been upgraded from a WSRB Class 4 rating to Class 3. Ratings are 1-10, with 1 being the best. Northshore Fire is one of 48 Class 3 jurisdictions in the state and there are currently no departments with a rating of 1

Chief Torpin believes that actions taken in the last few years led to an improved rating and that continued progress is achievable, however some possible areas for improvement may be cost prohibitive.

Commissioner Adman inquired if there was one specific factor that improved the rating. Chief Torpin responded that there was no single factor, but Deputy Chief Magnuson, Fire Marshal LaFlam, and himself, have taken steps to improve documentation of factors that considered during the WSRB rating process.

Chief Torpin reviewed highlights of the report

4.3 Strategic Planning Discussion

Commissioner Adman began the discussion with the view point that he does not feel a wide-ranging discussion of the overall strategic planning process is needed at this time. He believes that as opportunities arise, the guiding principles developed by the board should be used to evaluate any possible opportunities.

Commissioner Maehren feels that the six point evaluation process is still valuable and appropriate, but does not feel there is enough information at this time to utilize the process related to a potential collaboration with Woodinville Fire and Rescue. Commissioner Maehren would like the board to support a meeting between the Chiefs to determine the viability of any opportunities for collaboration.

Commissioner Armanini feels that because Chief Torpin and Chief Ahearn have a collaborative relationship within the region, any potential opportunities for collaboration would have been brought to the board previously. Commissioner Armanini feels that internal focus in support of the Northshore staff and succession planning is what is needed at this time.

Commissioner Ellis feels that the current structure is appropriate for where the department is now and should be maintained.

Commissioner Peterson would like the board to look internally and ensure that Northshore is prepared for the possibility of consolidation or collaboration with outside agencies.

Chief Torpin was disappointed that consolidation was not realized during the two year RFA process and feels that a great opportunity was missed. The Chief sees Bothell potentially entering in conversations as well as they solidify their new leadership. Chief Torpin also stated he plans to entertain discussions with Shoreline Fire Department as well. The time may not be right for a few years, but the Chiefs should continue to assess their respective department's needs. The Unions are in favor of consolidation.

No formal action towards consolidation will be taken at this time, the Chiefs will continue to assess on an on-going basis per usual practices.

4.4 2nd Quarter Financial Report

Chief Torpin reported that there was nothing outstanding with regard to the 2nd Quarter Financial Report and the only item of note was the transfer of medical reimbursement funds from the reserve fund, which was a pre-planned change.

4.5 Discussion of potential date change for first meeting in September

The Commissioners agreed that a change of date was not needed.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Fire Chief Report

The Commissions had the following questions and inquiries of Chief Torpin:

- Commissioner Peterson asked if any special actions are taken during the heat warning period. Chief Torpin reported that any outdoor training is postponed and extra emphasis is placed on hydration.
- Commissioner Maehren inquired about planning for a potential wildland fire at St. Edwards State Park with the extreme heat. Chief Torpin reported that any fire of significance that occurred internally in the park would likely require additional resources from outside jurisdictions.
- Commissioner Adman inquired about the visit of the Peruvian Consul General and Commander. Chief Torpin reported that the Peruvian Fire Department is made up entirely of volunteer and has a relationship with the Washington State fire departments and receive surplus equipment donations. The visit was to tour our department and build relationships.

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

6.2 Commissioner Reports

- Commissioner Maehren reported that tonight is National Night Out Against Crime.
- Commissioner Adman reported that the Fire Department still cannot get through 192nd Street due to culvert construction.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$93,362.57 and Reserve Fund Vouchers totaled \$31,174.80

7.2 Meeting Materials

- Regular Board Meeting of July 18, 2017.

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

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

The meeting was adjourned at 6:26 PM

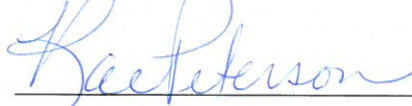
NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for August 15, 2017.

Attachments: Agenda and Fire Chief's Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair



KAE PETERSON, Member

CAROLYN ARMANINI, Member

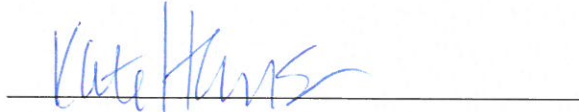


DON ELLIS, Member



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 August 15, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, August 1, 2017

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

4.1 Plywood Supply Benefit Charge Appeal – Chief Torpin

- Staff presentation of its review and analysis of the Plywood Supply request
- Board review and discussion of the Plywood Supply request.
- Possible action to adjust the application of the benefit charge formula for several Plywood Supply parcels.

4.2 Strategic Planning Discussion – Commissioner Adman

- Board discussion on the District's process for evaluating future partnership options.
- Board discussion regarding a joint meeting with Woodinville Fire Department.

4.3 2nd Quarter Financial Report – Chief Torpin

- Board Review of 2nd Quarter Financials

4.4 Discussions of potential date change for first meeting in September

V. Board Resolutions

5.1 None

VI. Reports

6.1 Fire Chief's Report

6.2 Commissioner Reports

VII. Consent Agenda

7.1 Approval of Vouchers

7.2 Approval of Meeting Minutes of July 18, 2017

VIII. Executive Session

8.1 None

IX. Adjournment

Next Regular Meeting: August 15, 2017 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
August 1, 2017

Administration/Financial:

- Chief Torpin assisted the City of Bothell by participating in their interview process for selecting a new fire chief.
- Chief Torpin conferenced with TCA Architecture to finalize the scope of work for design and project management services for the proposed Station 57 remodeling work. TCA will resubmit a revised scope of work and contract for services.
- FS Killian continued work with Accountant Broetje on the Commissioner payroll issue.
- Chief Torpin and HR Administrator Moore met with Gordon MacIvvennie to discuss the 2018 renewal for general liability insurance.
- Chief Torpin was provided advance notice from the Washington Surveying and Rating Board that the fire department's rating was upgraded from a 4 to a 3. A formal press release will be prepared as soon as formal notification is received.
- Crews provided a station tour to Peruvian Honorary Consul General Miguel Velasquez and Peruvian Fire Commander Jorge Gomez.
- The desktop computers were ordered and will be installed in the next few weeks.

Human Resources:

- Chief Torpin and DC Magnuson met with the labor group for a labor/management meeting.
- A conditional offer was made to a candidate for the temporary part-time Administrative Assistant. Her expected start date is August 7th.
- Meetings have begun with supervisors to gather their feedback regarding our current performance evaluation process as part of an effort to look at improvements we can make to our current performance appraisal system.
- HR Administrator Moore attended Karr Tuttle Campbell's seminar: "The Latest HR Challenge: Coordinating the new WA State Paid Sick Leave Law with Local Leave Laws..."
- A FAQ document and notification letter was drafted and sent to all participants with balances in the Randall Hurley 457 plan to communicate blackout and fund balance transfer dates, etc.

Operations:

- DC Magnuson continues to work with Washington State Department of Transportation on Opticom issues throughout the fire district and seek ways to improve emergency apparatus travel.
- DC Magnuson met with representatives of Snohomish County dispatch and fire districts, along with NORCOM and North End Deputy Chiefs regarding move-up units and process.
- First Due Size-up software trial was completed and is now in the evaluation phase.

- DC Magnuson continued work with NORCOM GIS expert Ed Whitford on two issues. First was a strange apparatus routing on the Mobile Data Computer (MDC) mapping function. Secondly was a group of missing hydrants on the MDC mapping program owned by Seattle Public Utilities.
- DC Magnuson has been researching asset management and tracking software.
- DC Magnuson met with NORCOM representatives Josh Baker and Dave Stuby regarding the Move-up Module in Tri-Tech Computer Aided Dispatch.
- DC Magnuson updated NORCOM with current staff and contact information.
- DC Magnuson collaborated with FireTrex owner, Dave Monahan to improve staffing program, specifically debit identification and assignment.
- DC Magnuson provided operations data report to BC's for June.

Training:

- The annual fundamental skills challenge was conducted for two shifts.
- Captain Harvey and DC Magnuson evaluated an acquired structure for training.
- Captain Harvey worked on the EMTG Task Manual.
- DC Magnuson, Captain Harvey and AA Kate Hansen attended East Metro Training Group quarterly administrative meeting.
- Captain Harvey and AA Kate Hansen attended East Metro Training Group Task Manual meetings and coordinated photo and video for task manual. The group has determined the first phase of photography for the Task Manual. Additional analysis is in the works. Photography will begin in mid-August.
- Captain Harvey assisted Bothell training division with revision to the East Metro Training Group three year training plan.
- AS Hansen created St. Edward Park ATV maps & instructions for apparatus map books.

Fire Prevention:

- AS Hansen created "Friends and Family" CPR training cards for FI Booth and EM Lunak.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak hosted 29 NEMCo volunteers for the monthly Volunteer Emergency Worker meeting on July 19th. Greg Parkinson from Puget Sound Energy gave a presentation on natural gas and downed powerline safety.
- NEMCo volunteers participated in the Lake Forest Park Pet Parade on July 29th. Helping residents safely walk their pets from city hall to Animal Acres Park and provide first aid as needed.
- EM Lunak presented an ergonomics safety presentation to Northshore Utility District staff as part of his 300 hour commitment to the District.
- November 8th have been selected as the date for a functional emergency operations activation exercise based on the active shooter drill local police and fire will be doing on October 26th and November 2nd.