



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

January 16, 2018

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Carolyn Armanini called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, Kae Peterson, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, FF Russ Holmes, FF Kevin Brackett, and members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Peterson moved to approve the agenda. Commissioner Maehren seconded. The motion passed 5-0.

III. PUBLIC COMMENT

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

- Mr. Dee would like clarification on "Award value" in the proposed Employee Recognition Program Policy.
- Mr. Dee will be attending the NEMCo meeting tomorrow, January 17th.
- Mr. Dee remarked that he has had a closed caption phone installed in his home and it is working well but he is concerned about a lack of battery backup that has not been provided.
- Any information regarding "Smart Meters" in Lake Forest Park would be appreciated

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 SCBA Compressor Bid Opening

Self-Contained Breathing Apparatus (SCBA) Compressor bids were received from three vendors: Sea Western Inc., Municipal Emergency Services Inc.(MES), and LN Curtis and Sons Inc.. The bids were opened by Chief Torpin.

- Commissioner Verlinda inquired about the process for evaluation. Chief Torpin and Battalion Chief Tagart will review and evaluate the bids and provide the results and recommendation for Commissioners to review at the next meeting.

4.2 Employee Recognition Program – Policy 2750

Commissioner Verlinda inquired about the recognition staff members might receive for significant accomplishments. Chief Torpin clarified that the Distinguished Service Award was intended to recognize those types of achievements.

Commissioner Maehren moved to approve Policy 2750. Commissioner Peterson seconded. The motion passed 5-0.

4.3 Deferred Compensation Program Automatic Enrollment

Chief Torpin provided information on Resolution 18-01 that would change the department's protocol to an automatic enrollment into the Washington State Department of Retirement Systems Deferred Compensation program upon date of hire. The automatic enrollment can be cancelled by the employee anytime within a 60-day if desired.

Commissioner Verlinda expressed numerous concerns regarding the process used to initiate the change to an automatic enrollment. Chief Torpin provided a response to each concern which satisfied Commissioner Verlinda's questions.

Resolution 18-01 will be on the agenda for approval at the February 6th meeting.

4.4 2018 Board Goals/Initiatives

The Commissioner Maehren initiated a discussion on the goals and initiatives that the Board should consider for 2018. The Board came up with the following topics that should be evaluated for discussion and possible action:

- Station 54 Long-term Plan
- Sammamish River Bridge Replacement Operational Plan
- Strategic Planning
- Benefit Charge Revalidation and levy lid lift election planning.
- Department Finances
- Joint meetings with Lake Forest Park and Kenmore City Councils and Northshore Utility Board of Commissioners.
- Review and update of Board of Commissioners Policies (1000 series)
- Performance Review Process for the Fire Chief
- Commissioner Committees
- Community Outreach and Educational Opportunities

Commissioner Maehren suggested the Board address 'low hanging fruit' first and then address larger items such as Strategic Planning, taking into account the availability of administrative staff to complete the process.

Commissioner Peterson suggested breaking out 2018 goals from long-range goals and making a plan of how to address each.

Commissioner Verlinda suggested the review of policies should occur before the next board meeting.

4.5 Board Committees

Commissioner Verlinda initiated a discussion on the status of commissioner committees that are authorized in Policy 1240 Standing Committees. Commissioner Armanini stated Policy 1240 was miss-titled and out of date as there are currently no standing committees.

The Commissioners reached consensus that Commissioner Verlinda and Commissioner Maehren will review the 1000 Series Board of Commissioners and bring forward any proposed revisions to the board at the February 6th meeting.

Commissioners Verlinda and Maehren will also bring forward any additional committee suggestions at the February 6th meeting.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Torpin reported:

- The final estimate for the Station 57 remodel work has come in at over \$700,000. This is obviously far greater than was expected and well beyond the budgeted funding. Chief Torpin asked TCA Architecture to have the estimator break the estimates in the sections. This will allow the evaluation of staging the work over a longer period of time. The current commercial construction climate is having a significant impact on driving the cost and availability of contractors for small works projects.
- Commissioner Maehren inquired if it was a typo that Kenmore Air will be putting in a 30,000 gallon fuel tank at the air harbor. Chief Torpin reported that it was not a typo.
- Commissioner Verlinda asked if the department is aware of the NFPA Standards certification process is on hold due to an appeal from Scott brand SCBA. Chief Torpin was aware of the delay and provided some additional information on the issue.
- Commissioner Armanini inquired when the \$35 fee for CERT classes was instated. And Commissioner Maehren asked if the cost can be refunded for those who complete the course. Chief Torpin clarified that the charge has always been part of the course to cover the cost of supplies provided to the students.

6.2 Commissioner Reports

- Commissioner Armanini reported that Lake Forest Park will be having an open house for its City Administrator candidates on Thursday, January 19th.
- Commissioner Peterson expressed thanks for use of the public meeting room for the Lake Forest Park Rotary Club meeting last week.
- Commissioner Verlinda stated that Seattle Fire Department will be starting a fire cadet program and inquired if the Northshore Fire Department ever obtained new hires from such programs. Chief Torpin provided some information on the local WANIC Program.
- Commissioner Verlinda stated he would like to attend the King County Fire Commissioner Installation Banquet in February.

Commissioner Maehren moved to approve Commissioner Verlinda's attendance at the King County Fire Commissioners Banquet. Commissioner Verlinda seconded. The motion passed 5-0.

- Commissioner Maehren announced that there will be a Women's March in Kenmore this next Saturday from 11:00-1:00pm starting at Kenmore City Hall.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$36,579.79 and Reserve Fund Vouchers totaled \$2,263.70

7.2 Meeting Materials

- Regular Board Meeting of January 2, 2018.

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

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

The meeting adjourned at 6:19PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 6, 2018.

Attachments: Agenda; Fire Chief's Report; Policy 2750

BOARD OF COMMISSIONERS



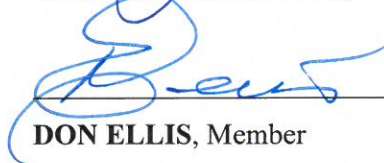
RICK VERLINDA, Member



KAE PETERSON, Member



CAROLYN ARMANINI, Chair

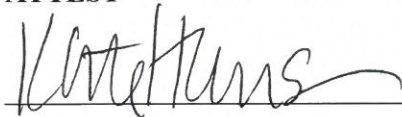


DON ELLIS, Member



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 February 6, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, January 16, 2018

5:00 PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

- 4.1 SCBA Compressor Bid Opening – Chief Torpin
 - Sealed bids for the replacement of the SCBA compressor will be opened. The request for bids was advertised in late December and closed today at 5:00 PM.
- 4.2 Employee Recognition Program – Chief Torpin
 - Staff presentation of final draft of updates to Policy 2750 Employee Recognition Program with Board discussion and action to adopt the proposed policy amendments.
- 4.3 Deferred Compensation Program Automatic Enrollment – Chief Torpin
 - Staff presentation regarding Resolution 18-01 that would authorize a desired change to an automatic enrollment of new employees into the deferred compensation program.
- 4.4 2018 Board Goals/Initiatives – Commissioner Maehren
 - General discussion by the Board regarding goals for the Board and/or the organization in 2018.
- 4.5 Board Committees – Commissioner Verlinda

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 January 2, 2018

VIII. Executive Session

- 8.1 None

IX. Adjournment

Next Regular Meeting: February 6, 2018 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
January 16, 2018

Administration/Financial:

- Chief Torpin met with new Commissioner Rick Verlinda.
- Chief Torpin attended a Norcom Governing Board Meeting.
- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin attended a King County Fire Chief's Association meeting.
- Chief Torpin met with interim Chief Dickerboom from the City of Bellevue to discuss East Metro Training Group (EMTG) and other regional issues.
- Chief Torpin working with attorney Rod Kaseguma to develop a draft inter-local agreement (ILA) for EMTG. The new ILA is needed to reflect and allow for desired changes in the consortium structure.
- Chief Torpin and BC Tagart worked on the development of Self Contained Breathing Apparatus (SCBA) specifications. The SCBA equipment will replace the current equipment which will reach end of life early next year. Approximately 75% of the cost of the new equipment will be funded by a FEMA Grant.
- Chief Torpin, DC Magnuson and BC Morris met with TCA Architecture to discuss cost estimates for the Station 57 remodel project. Estimates came in much higher than expected which has created a need to reevaluate the scope of work and the development of a phased approach to complete the work.
- Fire Benefit Charge notification letters were sent out on the 12th and should be arriving by Tuesday the 16th. Chief Torpin conducted a short refresher course for staff in dealing with questions that will likely be received after the letters are delivered.

Human Resources:

- HR Administrator Moore proposed implementing automatic enrollment into the State's DCP. Automatic enrollment could help our employees save more for retirement. In similar efforts nationwide, 80-90% of auto-enrolled employees choose to stay in the savings plan. Withdrawals would begin after 30 days, however new hires would have 90 days to opt-out. The default would be a 3% deduction into a retirement strategy fund that assumes a retirement age of 65. The concept was discussed with labor and they indicated support for the change.
- HR Administrator Moore had the first meeting with Performance Pro to begin planning steps for implementation of new performance management software.
- The initial new hire orientation with the new firefighter recruit was completed.
- Work on the 2017 Annual Report has been initiated.
- Renewed annual employment posters as required.
- HR Administrator Moore has begun a review of the admin support job descriptions as some roles have changed and others will be shifted when the part time position moves on from the records organization project.

Training:

- The King County EMS Instructor Workshop was held at Station 51.

- Captain Harvey along with Training Officers from Bothell, Shoreline, and Woodinville began preparations for a Firefighter Survival Drill.
- Captain Harvey gathered information for a PIA (Post Incident Analysis) of a structure fire that occurred on 1/7/2018.
- Captain Harvey and AS Kate Hansen attended the monthly East Metro Training Group planning meeting and Learning Management Software implementation workgroup.
- Captain Harvey and Kate Hansen gathered photos and videos for the East Metro Training Group task manual.

Operations:

- DC Magnuson attended January Zone 1 Operations meeting in Kirkland.
- DC Magnuson continued Lieutenant promotional written exam development with Ergometrics.
- Fire Chief Torpin, DC Magnuson, and LT Hansson attended East Metro Training Group Academy 7 Family Orientation Night at Bellevue City Hall.
- DC Magnuson investigating feasibility of leadership training with Echelon Front.
- DC Magnuson and LT Hansson attended recruit evaluation training with Bellevue HR for East Metro Training Group Recruit Academy 7.
- DC Magnuson and HR Shannon Moore collaborated on logistics for upcoming Lieutenant Promotional examination.
- DC Magnuson met with personnel from CMT-63 to organize and schedule CMT-63 orientation for crews and setup of records system for patient referral.
- DC Magnuson and HR Shannon Moore collaborated on revised employee evaluation process.
- DC Magnuson provided Fire Chief, BC's, and Lieutenant's with December Inspection completion report.
- DC Magnuson provided Fire Chief, BC's, and Lieutenant's with December Training and 2017 Annual Training completion reports.
- DC Magnuson and Captain Harvey attended meeting with North City Water District to discuss water hammer damage from recent fire incident at the 19500 block of Ballinger Way NE.
- DC Magnuson assisted FireTrex troubleshooting a few minor issues with the staffing program.
- DC Magnuson worked with ESO, our incident records management system, Support to resolve a few analytics problems that occurred after the new ESO-FIRE user interface that was deployed mid-December.
- DC Magnuson performed quality control on fourth Quarter ESO-Fire reports. Inaccurate or missing information forwarded to shifts for resolution.

Fire Prevention:

- FM LaFlam reviewed a proposal from Kenmore Air to install a new 30,000 gallon aboveground fuel tank and associated piping for the fueling of planes. LaFlam attended a pre-application meeting at the City of Kenmore regarding the installation.

- FI Booth, DC Magnuson, FF Holmes and FM LaFlam attended a two-day training session regarding the latest version of the CodePal inspection software program. The training was designed to provide detailed information about the latest version of the software and ways for the end user to edit and modify aspects of the program to better meet the needs of the users.
- FM LaFlam completed a summary report of the fire investigations performed in 2017. There were 10 fire incidents reported to the fire prevention division that resulted in \$172,300 in direct property loss.

Northshore Emergency Management Coalition (NEMCo):

- Chief Torpin submitted feedback to Chief Sutton of Lake Forest Park regarding the annual review of EM Lunak. Feedback included Board perceptions that have been communicated to the Chief.
- EM Lunak established the annual training calendar for Northshore Utility District which includes 12 staff safety meetings and a couple of special trainings for new employees.
- The 2018 meeting and training calendar for NEMCo volunteers was also completed by EM Lunak.
- NEMCo has begun to accept registration for the first CERT class of 2018 which will begin on Thursday February 8th and again be hosted at Station 51.
- EM Lunak is in discussion with Kenmore Elementary to perform a series of free first aid classes to 3rd through 5th graders as part of the schools optional "Brown Bag" after school sessions. The first proposed date will be in late March.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: EMPLOYEE RECOGNITION PROGRAM

Policy Number:	2750	Approved By:	Board of Commissioners
Effective Date:	Unknown	Revision Date:	January 16, 2018
Pages:	3	Attachments:	2

1 PURPOSE

- 1.1 To provide guidelines for the District's recognition program acknowledging and formally recognizing employees for exemplifying the District's mission and values, exceptional customer service, and exemplary performance or service above normal duties. The District's employee recognition program will also recognize continuous service of its employees.

2 REFERENCES

- 2.1 RCW 41.60.150 *Recognition Awards*

3 RESPONSIBILITIES

- 3.1 **The Awards Committee**-shall be responsible to meet and confer as necessary to manage the organization of the awards program and evaluate nominations for special recognition awards.
- 3.2 **Officers and Supervisors**-shall be responsible to identify actions or accomplishments of employees of the District that may meet the criteria established for special recognition.

4 POLICY

4.1 Employee Recognition Program

The District recognizes that rewarding employees for their accomplishments is a sound management practice that promotes increased employee morale and encourages further achievements. The recognition program shall include the following:

- 4.1.1 Awards Committee – An awards committee consisting of members selected by the Fire Chief and Local 2459 President shall oversee the recognition program and review any nominations for special recognition.
- 4.1.2 Annual Awards Banquet
- 4.1.3 Service Awards
- 4.1.4 Special Recognition Awards

4.2 Annual Awards Banquet

Each year in January or February the District and IAFF Local 2459 shall jointly sponsor an Awards Banquet to recognize and reward the employees of the District for their hard work and contributions made in the previous year. Service and special recognition awards will be presented to employees at this event.

- 4.2.1 As an award, dinner will be provided to all employees and elected officials who were employed by the District anytime during the previous year.

4.2.2 The Awards Banquet is open to all present and past employees of the District.

4.2.3 The cost of the meal portion of the event for non-employees or guests of employees, shall be paid by Local 2459 or the attendee him/herself.

4.2.4 No District funds shall be expended for the purchase of alcoholic beverages.

4.3 Service Awards

Employees shall receive recognition based on the number of years of continuous service with the District. Recognition shall include an award or gift to be presented at the Annual Awards Banquet.

4.3.1 Staff shall prepare an annual budget for the Years of Service awards based on the following schedule:

Years of Service	Award Value
5	\$50
10	\$75
15	\$100
20	\$125
25	\$150
30	\$175
35	\$200

4.4 Special Recognition Awards

In addition to recognizing employees for their years of service, the District will also recognize employees for heroic actions, significant achievements, and outstanding performance.

Several of the special recognition awards will be awarded annually and others will be awarded on a per occurrence basis.

Recipients of special recognition awards shall receive a certificate, coin, or plaque.

The special recognition awards include the following:

- 4.4.1 **EMS Excellence Award** (Annual award)
- 4.4.2 **Fire Department Mentoring Award.** (Annual Award)
- 4.4.3 **Fire Service Excellence Award** (Annual award)
- 4.4.4 **Chief's Company Award** (Annual award)
- 4.4.5 **Company/Individual Citation Award** (per occurrence)
- 4.4.6 **Distinguished Service Award** (per occurrence)
- 4.4.7 **Medal of Honor** (per occurrence)
- 4.4.8 **Lifesaving Award** (per occurrence)

4.4.9 **Stork Award** (per occurrence)

4.4.10 **Community Service Award** (per occurrence)

5 PROCEDURES

- 5.1 The Awards Committee shall meet no less than twice annually, once in November prior to the annual awards banquet and once after the annual awards banquet.
 - 5.1.1 The meeting prior to the banquet shall be to assist in the planning of the event and evaluate nominations for special recognition.
 - 5.1.2 The post-banquet meeting shall be held shortly after the event to evaluate and make changes to future banquets.
 - 5.1.3 Special meetings may be called if necessary
- 5.2 Officers, Supervisors and Peers are encouraged submit nominations for special recognition.
- 5.3 Nominations received by the Awards Committee shall be evaluated according to the established criteria contained in 2750-A1. Those nominations that in the opinion of the Awards Committee meet the criteria will be selected for special recognition.
 - 5.2.1 The deliberations of the Awards Committee regarding special recognition awards shall remain confidential until after the awards banquet.

Special Recognition Awards and Criteria

Annual Awards:

EMS Excellence Award: Awarded to the Emergency Medical Technician chosen by his/her peers for exhibiting compassion, professionalism, and dedication to the emergency medical service. (Annual award)

Fire Service Excellence Award: Awarded to the firefighter or fire officer who is chosen by his/her peers for exhibiting consistent execution of assigned duties where said duties have been carried out in an outstanding, superior manner. (Annual award)

Fire Department Mentoring Award: Awarded to the member who is chosen by his/her peers for being a mentor to other members and exhibiting leadership at any rank. (Annual Award)

Chief's Company Award: Awarded to the members of the unit chosen by the Fire Chief that best exemplifies a commitment to excellence. Criteria for this award will include but is not limited to: turnout times, training completion and performance, inspection completion, and other actions that demonstrates outstanding performance and professionalism over extended periods of time. (Annual award)

Special Awards:

Medal of Honor: Awarded to a member who voluntarily distinguishes him/herself by extraordinary heroism. This act must be in excess of normal demands and of such a nature that a member was fully aware of the imminent threat to his/her personal safety and that he/she acted above and beyond the call of duty at the risk of his/her own life. (each occurrence)

Company/Individual Citation Award: Awarded to members of a company or an individual that performs in a superior manner on the scene of an emergency incident. The unit must display such outstanding performance of exceptionally difficult tasks as to set it apart from other units with similar duties. This award may also be presented to members who participated in an action that contributed to the overall professionalism of the Department. (each occurrence)

Distinguished Service Award: Awarded to any member of the fire department for exceptionally meritorious achievement or service to the fire department or community. (each occurrence)

Lifesaving Award: Awarded to a member who is directly responsible for saving a human life, while on or off duty. This award shall be issued to members who take actions above and beyond the normal duties and responsibilities that are instrumental in saving a human life. (each occurrence)

- The following criteria must be met: The patient was critically injured or in imminent danger of death, and the actions of the recipient were "directly" responsible for saving the person's life, and the patient recovered and, if transported, was discharged from the hospital.

Stork Award: Awarded to any emergency medical technician who directly assist with a delivery of a child in the field. (each occurrence)

- The following criteria must be met: The recipient(s) of the Stork Award must have been actively involved in the delivery of a newborn. Performing support functions at an emergency scene where a birth occurs will not be sufficient criteria for the Stork Award.

Community Service Award: Awarded to a member of the Fire Department who has donated considerable time and/or effort toward the betterment of the community, not necessarily in a job-related manner. (each occurrence)