



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

March 20, 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, and Kae Peterson. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Lt. John Burrow, Lt. Jeremiah Ingersoll, FF Ryan Davis, and members of the public. Absent was Commissioner Rick Verlinda.

II. APPROVAL OF THE AGENDA

Commissioner Ellis moved to approve the agenda as presented. Commissioner Peterson seconded.

Chief Torpin requested the addition of section 4.4 to provide the board with an update to the Station 57 Remodel Project, and an Executive Session to discuss matters related to Collective Bargaining pursuant to RCW 42.30.110(1).

Commissioners Ellis and Peterson accepted the amendment to the motion for agenda item additions. The motion passed 4-0.

III. PUBLIC COMMENT

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

- Commented on the recent fires in Lake Forest Park
- Reminded Commissioners that there is a NEMCo meeting tomorrow, March 21st
- Pleased to see the continued review of Policies

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Northshore Agencies Joint Meeting Topics

The Commissioners reviewed what topics they would like to discuss if they were to meet with fellow Northshore Agencies. Potential agency topics include:

- City of Kenmore: Interested in learning more about the Lake Pointe Project, especially the consideration of a property tax abatement for the project

Legal Counsel Kinnon Williams joined the meeting at 5:06PM.

- City of Lake Forest Park: Meeting with the new City Manager; Lake Forest Park Town Center development, the Safe Streets/Traffic initiatives with a special focus on Station 57 traffic concerns.

- Northshore Utility District: Potential opportunities for additional collaboration; Water rates; Meet the new Director

Chief Torpin stated he was providing information related to the benefit charge to the City's consultant for the Lake Pointe project. The Chief stated he would ask the city manager to come to an upcoming meeting to provide information to the Board.

4.2 1000 Series Policy Revisions

The Commissioners reviewed and made additional proposed changes to Policy 1300, 1400, 1500, 1630, and 1700.

Verbiage consistency was discussed. Some terms are currently inconsistent from one policy to the next. This will be corrected in the final draft of all policies.

In discussing Commissioner Armanini's proposed changes to Policy 1630, Commissioner Maehren requested the record reflect that he does not believe the term "reasonable" is appropriate or enforceable related to approval of Commissioner compensation claims in Policy 1630.

4.3 Annual Report

Chief Torpin reported that there is one additional change that will be made to the report: Under "Incident By Type" the category title "Good Intent" will either be changed or the category will be incorporated with "Other"

The Commissioners expressed approval of the report and the proposed change.

Commissioner Peterson left the meeting at 5:59PM.

4.4 Station 57 Remodel

Chief Torpin provided an update and revised estimates for the Station 57 remodel. The project estimates were broken out into phases that totaled \$675,221. With estimates exceeding expectations, Chief Torpin stated he would develop a proposal that would include a phased project timeline and corresponding funding plan.

V. **BOARD RESOLUTIONS**

None

VI. **REPORTS**

6.1 Fire Chief Report

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

- Commissioner Maehren noted that the next firefighter hiring process has begun and reiterated the department's desire to have a suppression staff that is representative of the community we serve.
- Chief Torpin stated that he and HR Administrator Moore are actively working on improving diversity of the applicant pool.

6.2 Commissioner Reports

- Commissioner Armanini announced that the board has received an invitation to join the WA State Fire Commissioners Association.

Commissioner Ellis moved to decline the invitation from the WA State Fire Commissioners Association. Commissioner Armanini seconded. Commissioner Maehren would like the topic to be tabled and discussed as part of Strategic Planning. The motion failed, with two in favor and Commissioner Maehren abstaining.

VII. CONSENT AGENDA

7.1 Vouchers

- o The General Fund Vouchers totaled \$11,372.48 and Reserve Fund Vouchers totaled \$1,112.50

7.2 Meeting Materials

- o Regular Board Meeting of March 6, 2018 with one correction: Change 2,000 to 20,000 under the Strategic Plan section.

Commissioner Ellis moved to approve the consent calendar as amended. Commissioner Armanini seconded. The motion passed 3-0.

VIII. EXECUTIVE SESSION

- 8.1 The Board moved into Executive Session at 6:15PM until 6:25PM to discuss matters related to Collective Bargaining pursuant to RCW 42.30.110(1). The board moved back to open session at 6:22PM.

IX. ADJOURNMENT

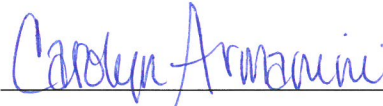
The meeting adjourned at 6:22PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for April 3, 2018.

Attachments: Agenda; Fire Chief’s Report; Station 57 Revised Project Estimate

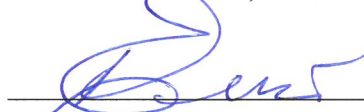
BOARD OF COMMISSIONERS



CAROLYN ARMANINI, Chair

ABSENT

RICK VERLINDA, Member



DON ELLIS, Member

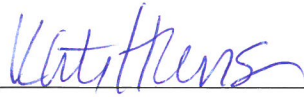


KAE PETERSON, Member



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 April 3, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, March 20, 2018

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Northshore Agencies Joint Meeting Topics - Commissioner Armanini
 - Board to discuss potential topics and timing for a joint meeting the Cities of Kenmore and Lake Forest Park and/or other agencies.
 - 4.2 1000 Series Policy Revisions – Commissioner Maehren
 - Board discussion on the policy review and amendments to Policies 1300, 1400, 1500, 1630, and 1700.
 - Review minor house cleaning amendments to previously adopted policies.
 - 4.3 Annual Report – Chief Torpin
 - Staff presentation of draft annual report. Board discussion and possible action to publish report.
- 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 March 6, 2018
- VIII. **Executive Session**
 - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: April 3, 2018 at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
March 20, 2018

Administration/Financial:

- Chief Torpin attended a NORCOM Governing Board Meeting.
- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin attended a Washington Network of Innovative Careers (WANIC) Advisory Board Meeting.

Human Resources:

- The draft 2017 Annual Report was provided to the Board for review.
- An active hiring process has begun for up to three Firefighter/EMT positions. Deadline for applicants to submit their test scores with National Testing Network is April 15th.
 - ✓ General information recruitment flyers have been placed at City of Kenmore and job binder.
 - ✓ Posted job opening announcement for firefighter on our Department website, Next Door, Facebook, Instagram, LinkedIn, and AWC jobnet.
- Chief Torpin and HR Administrator Moore continue work on administrative job duties, job descriptions and potential changes to administrative reporting structure. A presentation will be provided to the Board on the work at one of the April meetings.
- Chief Torpin, DC Magnuson, HR Administrator Moore, LT Hochstein, and BC Morris attended second committee meeting for the Lieutenant promotional process. Additional work continues to prepare details for the process.

Training:

- Captain Harvey delivered a lesson on tactics/Incident Management System to two shifts.
- Captain Harvey continued to develop tactical scenarios for the upcoming promotional examination.
- Captain Harvey and Kate Hansen assisted with preparations for the Zone 1 Rescue Systems 1 class scheduled for April.
- Captain Harvey worked with FF Livingston to prepare an auto extrication lesson.
- Captain Harvey and Kate Hansen attended the Monthly East Metro Training Group planning meeting.
- Captain Harvey participated in a work group planning the delivery of quarterly training.

Operations:

- DC Magnuson attended product presentation from ESO Solutions on their Properties and Inspection software.
- DC Magnuson testing and evaluating AT&T FirstNet mobile network. Proposal presented to Chief Torpin.

- DC Magnuson submitted updated draft proposal for Policy 2760 Wellness-Fitness to Chief Torpin.
- DC Magnuson attended monthly Zone 1 Operations meeting.
- Provided personnel with updated and clarified Move-up process from NORCOM.
- Chief Torpin and DC Magnuson attended quarterly North King County Chiefs Meeting.

Fire Prevention:

- FI Booth and FM LaFlam attended a local training class on commercial cooking hoods. The class focused on both the fire extinguishing systems and the hood cleaning requirements.
- FM LaFlam reviewed a proposal to host a homeless encampment at the Northlake Lutheran Church in Kenmore. The temporary use would run from May 4, 2018 through September 1, 2018.
- FM LaFlam reviewed four single-family residential plans and two commercial plans for the City of Lake Forest Park.
- FI Booth assisted operations personnel with the presentation of fire safety lessons to two fifth grade classes at Moorlands Elementary School and one sixth grade class at Lake Forest Park Elementary.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak completed the last practical hands on portion of adult CPR and First Aid training required for the Lake Forest Park Police.
- NEMCo's first CERT class of 2018 has completed 7 of 8 weeks with our final drill scheduled for March 24th.
- EM Lunak met with Northshore Utility District Staff to review that last sections of the Comprehensive Emergency Management Plan that is ready for review.



**NORTHSHORE FIRE DEPARTMENT
STATION #57 REMODEL
REVISED SCHEMATIC ESTIMATE
March 6, 2018**

Bathroom Work	\$ 197,009
Bunker Gear Storage Work	\$ 113,480
HVAC Upgrade/Sleeping Room VRF	\$ 104,337
Flooring Throughout	\$ 26,419
Lighting Upgrade	\$ 233,975
<u>Total Anticipated Construction Bid</u>	<u>\$ 675,221</u>

Premium to Paint the Entire Building Interior	\$ 25,254
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Exclusions:

Architect/Engineering Fees	Construction Management Fees
Permits	Staff Planning/Moving
Construction Contingency	Jurisdictional/Utility Co Fees
Washington State Sales Tax	Hazardous Material Removal
Furnishings and Equipment Allowance	Temporary Facilities

Note: The Western Washington construction climate is expected to experience significant bid/construction cost increases due to the demand on construction and the reduction of available contractors and personnel to provide the work. This typically results in less competition from both the general and sub contracting community which has created increased overheads and profits, loss of productivity and less willingness to take on risk. As a result, we recommend that the owner carry an additional 10% construction contingency.

Possible mitigation methods may include reducing onerous general requirements. Relaxing construction schedules, monitoring other projects bidding close to your schedule and retaining a contingency fund for additional expenses.