



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

May 1, 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, Battalion Chief Jeff Tagart, Lieutenant Jeremiah Ingersoll, Firefighter Chris Hoffman, Firefighter Ken Hofschulte, Probationary Firefighter Matt Langbehn, and members of the public.

II. APPROVAL OF THE AGENDA

Chief Torpin introduced Probationary Firefighter Matt Langbehn. Commissioner Armanini welcomed PFF Langbehn to the department.

Commissioner Peterson moved to approve the agenda. Commissioner Ellis seconded. Commissioner Verlinda requested the addition of section 4.4 to have an open discussion related to open discussions.

Discussion ensued regarding the proposed amendment.

The amendment to the agenda was accepted by Commissioner Peterson. Commissioner Ellis rejected the amendment. Commissioner Armanini seconded the motion. The motion passed 5-0.

III. PUBLIC COMMENT

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

- Mr. Dee wished everyone a Happy International Workers Day.
- Mr. Dee reported that since minutes from each meeting are not available to the public until after the following meeting when they have been approved, he would like to see draft minutes posted after each meeting.
- Mr. Dee appreciated hearing the report on the potential Lakepointe project at the April 3rd meeting.
- Mr. Dee thanked Commissioners for revisiting the Commissioner Compensation policy.
- Mr. Dee announced he will be attending a meeting tonight regarding Cluster Housing in Lake Forest Park.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Preparation for Joint Meeting with Kenmore City Council

The Joint Meeting with the Kenmore City Council is scheduled for Monday, May 7th. The proposed agenda items include:

- Emergency Operations and NEMCo discussion – Bryan Hampson and Carl Lunak
- Fire District Update – Jim Torpin
- City Projects and Priorities – Rob Karlinsey
- Fire Benefit Reauthorization Election – Jim Torpin
- Other topics of mutual interest (4th of July, etc.)

Chief Torpin and the Commissioners discussed the potential impacts of the proposed Lakepointe Project. The department would experience an immediate increase in the workload of fire prevention staff due to the required plan review and construction related inspections. Staffing increases may be required to manage the additional work load. The projected increase in call volume would be manageable with current operations staffing level, however, response times could be affected.

The issue of a potential abatement of property taxes for the Lakepointe Project was discussed. The board agreed that it would be appropriate to continue evaluating potential impacts as the project planning progresses and hope the District would have an opportunity to share any identified concerns a tax abatement would have with the city.

Commissioner Peterson expressed interest in the topic of fireworks regulation enforcement over 4th of July celebrations. Chief Torpin reported that he has suggested an increase in enforcement of fireworks regulations would be beneficial in reducing the illegal discharge of fireworks.

4.2 First Quarter Financial Report

Commissioner Verlinda asked how AMR penalties are calculated. Chief Torpin clarified that Northshore Fire has a specific contract with AMR, which requires them to pay a penalty if they do not arrive within 20 minutes of request for transport. AMR is requesting a revision to the contract that will be reviewed upon receipt.

Commissioner Verlinda asked what CodePal is. Chief Torpin reported that CodePal is the software system used for tracking fire inspections completed by the department.

4.3 Commissioner Compensation Approval

Commissioner Maehren inquired as to how the board and staff will confirm any changes that are made to the submitted Commissioner compensation claims. Commissioner Maehren noted that there was a variation between what the board approved for Commissioner Peterson for March and what was actually paid. It was concluded that the Chair will mark any changes on both the individual claim submissions and the summary document so that staff can clearly distinguish the number of approved claims for each Commissioner.

Commissioner Peterson moved to approve the vouchers of Commissioner Armanini as submitted. Commissioner Ellis seconded.

Discussion ensued regarding the submissions.

Commissioner Maehren made an amendment to the motion to delete six compensation claims from Commissioner Armanini's submission, those of April 4th, April 9th, April 11th, April 13th, April 18th, and April 25th.

The motion related to specific instances and the board's discussion provided specific reasons for the request to delete those claims. Commissioner Maehren specifically addressed the need to prepare for the agenda planning meeting, the reasons for several discussions, what was learned during these discussions, why the content of these discussions were not shared with fellow commissioners. Commissioner Maehren specifically noted that the discussions with legal counsel

should have been conducted during an open board meeting so that all commissioners could profit from legal counsels feedback and so that the department did not incur separate fees for consultation with legal counsel.

Commissioner Verlinda seconded. The motion was rejected 2-3, with Commissioners Peterson, Armanini, and Ellis opposing.

A vote was taken on the motion to approve Commissioner Armanini's compensation claims as submitted, for a total of 11 claims. The motion passed 3-2 with Commissioners Maehren and Verlinda opposing.

Commissioner Peterson moved to approve the vouchers of Commissioner Ellis as submitted. Commissioner Ellis seconded. The motion passed 5-0.

Commissioner Maehren moved that ten of the approved compensation claims for Commissioner Ellis be unpaid as a clawback for ten office visits on his January compensation that did not comply with department policy. Commissioner Verlinda seconded. The motion was rejected 2-3, with Commissioners Peterson, Armanini, and Ellis opposing.

Commissioner Peterson moved to approve the vouchers of Commissioner Maehren as submitted. Commissioner Verlinda seconded. The motion passed 5-0.

Commissioner Maehren moved to approve the vouchers of Commissioner Peterson as submitted. Commissioner Verlinda seconded. The motion passed 5-0.

Commissioner Maehren moved to approve the vouchers of Commissioner Verlinda as submitted. Commissioner Verlinda seconded. The motion passed 4-1, with Commissioner Ellis opposing.

4.4 Open Discussions

Commissioner Verlinda asked whether it's possible to have a practice of conducting a discussion without first having a motion. Legal Counsel Williams clarified that it depends on what business is being done and whether the topic is intended to result in any action or formal decision. Chief Torpin said that under the present format, the agenda indicates if action is expected or just discussion, however the agenda can be set up in whatever format is most efficient for the Board.

Commissioner Maehren expressed that he would like additional discussion opportunities prior to motions when the full Board has not been previously present for discussion, such as with the approval of Policy 1630.

V. **BOARD RESOLUTIONS**

5.1 None

VI. **REPORTS**

6.1 Fire Chief Report

The following questions were asked of the written Fire Chief report:

- Commissioner Verlinda inquired as to the state of the East Metro Training Group. Chief Torpin clarified that as the Chair of East Metro Training Group, he is working with all departments to keep the group together but no decisions have been made yet on the future of the coalition.
- Commissioner Verlinda asked how many women attended the Women in Fire and EMS Academy. Chief Torpin reported that 25 participated.
- Commissioner Verlinda asked why the number of applicants for the next firefighter hiring is being reduced to 100. Chief Torpin reported that the process consists of multiple levels of screening down the 604 candidates from the National Testing Network screening, to phone interviews, to Oral Boards, to Chief interviews.

6.2 Commissioner Reports

- Commissioner Verlinda reported on his activity in recent weeks, saying that he attended a Lake Forest Park Council Meeting in April, and on April 4th filed a complaint with the State Auditor Office regarding 2016 and 2017 fire commissioner compensation claims that Commissioner Verlinda believes did not comply with department policy. He stated that since the complaint filing, he has found additional compensation claims that should not have been approved.
- Commissioner Verlinda read a statement as to why he brought the Commissioner Compensation matter to the public, stating that he felt he was put in a position where he had no choice but to make the Commissioner compensation issues a public matter.
- Commissioner Maehren was pleased to see that Seattle Fire is interested in joining with South King County and Zone 1 agencies to enter into an automatic aid agreement. Chief Torpin reported that the cross-zone collaboration would provide additional response opportunities, however it also comes with logistical impacts that should be evaluated before any agreement is entered into.
- Commissioner Maehren reported that the King County Fire Commissioners have a meeting on May 9th and requested approval from the board to attend the meeting.

Commissioner Verlinda moved that he and Commissioner Maehren attend the King County Fire Commissioner meeting next Wednesday, May 9th. Commissioner Maehren seconded. The motion passed 4-1, with Commissioner Ellis opposing.

- Commissioner Maehren requested that the topic of Uber's medical transportation program be added as an agenda item for the near future. Chief Torpin requested that Commissioner Maehren send him information for review.

Commissioner Ellis left the meeting at 7:00pm.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$139,547.08 and Reserve Fund Vouchers totaled \$0.00

7.2 Meeting Materials

- Regular Board Meeting of April 17, 2018

Commissioner Maehren moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed 4-0.

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

The meeting adjourned at 7:02PM

NEXT MEETING DATE

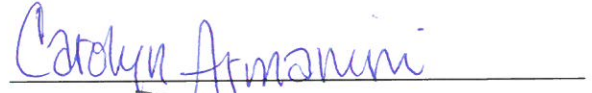
The next regularly scheduled Commissioners meeting is for May 15, 2018.

Attachments: Agenda and Fire Chief's Report

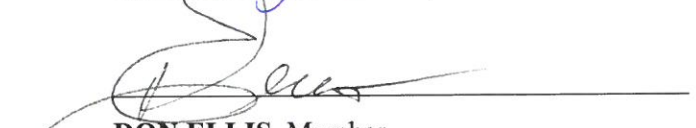
BOARD OF COMMISSIONERS



RICK VERLINDA, Member



CAROLYN ARMANINI, Chair



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 June 5, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, May 1, 2018

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Public Comment**
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Preparation for joint meeting with Kenmore City Council – Commissioner Armanini
 - Board Discussion of agenda items for upcoming joint meeting.
 - 4.2 First Quarter Financial Report – Chief Torpin
 - Staff presentation of first quarter financials
 - 4.3 Commissioner Compensation Approval
 - Review and approval of commissioner compensation claims
- 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 April 17, 2018
- VIII. **Executive Session**
 - 8.1 None
- IX. **Adjournment**

Next Regular Meeting: May 15, 2018 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
May 1, 2018

Administration/Financial:

- Chief Torpin attended and facilitated an East Metro Training Group Special Board Meeting.
- Chief Torpin met with Chief Smith and Horton from the Redmond Fire Department to discuss concerns about the future of EMTG.
- Tom Broetje performed first quarter financial review. Chief Torpin and Finance Specialist Killion prepared the 2018 first quarter financial report.
- Chief Torpin met with Northshore Utility District's General Manager Al Nelson. The purpose of the meeting was to discuss areas where collaboration exists between the agencies.
- Chief Torpin welcomed participants of the "Future Woman in Fire and EMS Academy. The event was held at the Northshore Fire Department on April 28-29.

Human Resources:

- Work continues on the firefighter hiring process. Approximately 600 individuals signed to test with National Testing Network for our open positions. Invitations to apply were sent out to the top 100 scores. Application review will commence next week.

Training:

- Captain Harvey prepared an Incident Management System / Tactics lesson to be presented to all personnel in May.
- The King County Fire Training Officers Association (KCFTOA) Spring Pump Academy was held April 16-20.
- Captain Harvey attended wildland/urban interface training with Woodinville Fire.
- FF Hofschulte prepared a pumping and hydraulics lesson.
- Captain Harvey worked with Probationary FF Langbehn in preparation for his first shift scheduled for May 1.
- Captain Harvey participated in an East Metro Training Group (EMTG) Multi-Company Operations (MCO) workgroup in Shoreline.
- Captain Harvey assisted scheduling crews for the East Metro Training Group (EMTG) Multi-Company Operations (MCO) drill in Shoreline.

Operations:

- Chief Torpin, DC Magnuson, Shannon Moore, and Captain Harvey attended Lt. Promotional Assessment Center orientation facilitated by Ron Hiraki for upcoming Lt. promotional test. Work continues on the development of the tactical scenarios for the upcoming exam.
- DC Magnuson and Shannon Moore facilitated Health and Wellness medical physical exams for all employees by PHS Mobile Health Services. Employees received wellness examination April 24-27.

- DC Magnuson met with another committee member to work on Zone 1 Strike Team/Task Force deployment improvements.
- DC Magnuson attended NORCOM Joint Operations Meeting.
- DC Magnuson, with assistance from BC Tagart and BC Sauer worked on pricing proposals for apparatus renumbering as required by the changes to automatic aid in King County.

Fire Prevention:

- FM LaFlam attended a Sprinkler Coalition Strategic Planning session
- FI Booth attended a WEPIN (Washington State Emergency Public Information Network) workshop: “The Amtrak Train Derailment”
- FI Booth taught a public Adult CPR/AED class and a private Adult/Child/Infant CPR Class

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak hosted a training for City Staff, Fire and Utility District employees to receive training on the event management software WebEOC. King County was on hand to facilitate the training here at Fire Station 51. 25 total people were trained on the system.
- NEMCo volunteers met for our regular monthly meeting on April 18th. 30 volunteers attended and the training topic was post disaster neighborhood meeting locations. A small workgroup is being set up to identify ideal locations and the feasibility for neighborhood messaging to occur post disaster.
- NEMCo RACES leadership group met to finalize a proposal to replace the radio repeater used by NEMCo. NEMCo continues to borrow equipment owned and operated by Snohomish Department of Emergency Management. The proposal will be sent out to NEMCo Governance on the 1st of May.
- EM Lunak completed an emergency preparedness training for the City of Lake Forest Park employees as an ongoing series presented during staff meetings.
- June 4th King County and EM Lunak will be presenting a modified National Incident Management System (NIMS) Course ICS-402 Incident Command System Overview for Executives and Senior Officials. The course was requested by both Kenmore and Lake Forest Park Councilmembers. The training will be from 6:30 – 8 pm.