



Northshore Fire Department

Headquarters Station, 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Agenda

Tuesday, February 3, 2015

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- VI. Information/Discussion Item**
 - 4.1 AMR Donation – Chief Torpin
 - 4.2 2014 4th Quarter Financial Report – Chief Torpin
 - 4.3 Station 54 – Chief Torpin
 - 4.4 RFA Planning Committee Reports—Commissioner Maehren
 - 4.5 Commissioner’s Report
- V. Action Items**
 - 5.1 RFA Committee Meeting Minutes Approval
 - A. November 20, 2014
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of January 20, 2015
- VIII. Executive Session**
 - 8.1 Consider Minimum Price for Sale of Real Estate
 - 8.2 Evaluation of the Performance of a Public Officer
- IX. Adjournment**

Next Regular Meeting: February 17, 2015



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780 FAX (425) 354-1781

MINUTES

February 3, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The February 3, 2015, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181st Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 1700 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Ron Gehrke, Dave Maehren and Carolyn Armanini. Also present were Fire Chief Jim Torpin, Lieutenant Jim Harvey, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams.

II. APPROVAL OF THE AGENDA

Chief Torpin requested an executive session to discuss matters related to collective bargaining be added to agenda after item 3 on the agenda. The request was approved and added to the agenda.

Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

III. PUBLIC COMMENT

None

VIII. EXECUTIVE SESSION

At 1702 hours, the Board moved into Executive Session to discuss an issue related to collective bargaining pursuant to RCW 42.30.140 (4) until 1710 hours. At 1710 hours, the Board extended the executive session until 1720 hours. At 1720 hours, the Board extended the executive session until 1725 hours. At 1725 hours, the Board returned to Regular Session and moved to item 4.1 on the agenda.

IV. INFORMATION/DISCUSSION ITEMS

4.1 AMR Donation

Chief Torpin requested the Board to designate the charity of its choice to receive the 2014 American Medical Response (AMR) donation. AMR provides a charitable donation each year to designated charities of the agencies with which they have service agreements. Chief Torpin provided a brief overview of the District's contract with AMR and charities that have been designated in the past. A brief discussion ensued regarding the donation.

4.2 2014 4th Quarter Financial Report

Chief Torpin provided an overview of the 2014 4th quarter financial report which included a discussion on the 2014 budget variance report, levy tax collection rate and general fund expenses.

4.3 Station 54

Chief Torpin reported that he had received notice from the YMCA that it was terminating its lease for the Station 54 property. Chief Torpin also reported that the District has received an offer to purchase the Station 54 property or enter into a long-term lease. A discussion ensued regarding the District's future use of Station 54. Following the discussion, the Board agreed further study and discussion would be required before any permanent decision could be made regarding the station.

4.4 RFA Planning Committee Reports

Commissioner Maehren provided a report on the Regional Fire Authority Planning Committee meeting which was held on Thursday January 15, at Woodinville Fire and Rescue Headquarters. A discussion ensued regarding the RFA financial modeling and equity issues.

The next Regional Fire Authority Planning Committee meeting is scheduled for February 19, 2015.

Further information on the RFA including meeting minutes and meeting times and locations can be found at www.northshorefire.com.

4.5 Commissioner's Reports

Commissioner Maehren reminded the Board that the Kenmore Historical Society would be honoring Dr. Dan Church from Bastyer University tomorrow evening at 7pm.

Commissioner Armanini reminded the Board that the annual awards and retirement ceremony was scheduled for Friday February 6, starting at 1800 hours.

Commissioner Adman inquired if any of the other Board members would like to make the Commissioner address at the awards and retirement ceremony on February 6. Following a brief discussion the Board agreed that the Chair should deliver the address at the ceremony.

Commissioner Peterson reported that she would be absent from the February 17 meeting.

V. ACTION ITEMS

5.1 Approval of the RFA Committee Meeting Minutes

Commissioner Armanini moved adoption of the Regional Fire Authority (RFA) approved minutes of November 20, 2014 as the minutes for our Special Meetings on the same date. Commissioner Maehren seconded the motion and it passed with a vote of 5 to 0.

5.2 Designation of the AMR Donation

Commissioner Peterson moved to designate the Northshore Fire Foundation to receive the charitable donation from AMR. Commissioner Armanini seconded the motion and it passed with a vote of 4 to 1, with Commissioner Gehrke voting nay.

VI. FIRE CHIEFS REPORT

The Fire Chief's report was submitted in writing to the Board. Chief Torpin reported that the repairs to the upstairs floors at station 51 had been completed and inquired if there were any questions regarding the written report.

Commissioner Armanini inquired about the meeting the Chief had with King County EMS regarding NARCAN. Chief Torpin provided a brief overview of the citizen inquiry he received and steps taken to respond to the citizen inquiry.

Commissioner Maehren requested a timeline on when the proposed contract format would be presented to the Board. Chief Torpin indicated the contract format would be presented at the next regularly scheduled meeting.

Commissioner Maehren inquired if the Administration had completed the analysis for the 2014 HRA usage. Chief Torpin reported that the data and reports from Flex-Plan would not be received until mid-February. Once the data is received, analyzed and discussed with the labor group, Chief Torpin will present the findings to the Board.

VII. CONSENT CALENDAR

8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Armanini, seconded by Commissioner Peterson, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of January 20, 2015, General Fund Vouchers totaling \$130,406.73 and Reserve Fund Vouchers totaling \$3,925.76.

VIII. EXECUTIVE SESSION

At 1825 hours, the Board moved into Executive Session to consider the minimum price at which real estate would be offered and the evaluation of the performance of a public officer pursuant to RCW 42.30.110 (c) and RCW 42.30.110 (g) until 1855 hours. At 1815 hours, the Board extended the executive session until 1850 hours. At 1850 hours, the Board extended the executive session until 1900 hours. At 1900 hours, the Board returned to Regular Session.

ADJORNMENT

The meeting was adjourned at 1900 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for February 17, 2015.

Attachments

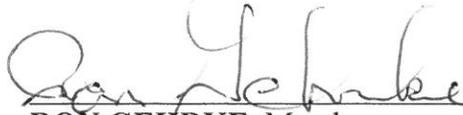
Agenda
Fire Chief's Report

BOARD OF COMMISSIONERS

ERIC ADMAN, Chair

KAE PETERSON, Member


CAROLYN ARMANINI, Member


RON GEHRKE, Member


DAVE MAEHREN, Member

ATTEST


ANDREA McDANIEL, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners February 17, 2015

Fire Chief's Report
Submitted by Chief Torpin
February 3, 2015

Administration/Financial:

- Chief Torpin assisted the City of Mukilteo with their Fire Chief's hiring process.
- FS McDaniel attended the King County Fire Admin Group Meeting which discussed the changes to the fire admin website, upcoming annual conference, fall workshop, etc.
- FS McDaniel attended the Annual King County Finance Meeting which discussed the 4th quarter investments, 2015 economic outlook, operating cost and annual rebate, 2014 pool performance and 2015 pool outlook.
- FS McDaniel has prepared and distributed W-2 and 1099 forms.
- The YMCA has notified the District that it intends to terminate the lease with the District for use of the Station 54 facility.
- Flooring Solutions has completed the repairs on the upstairs bathrooms floors. The floors look tremendous, consistent with the original design concept that was originally expected.

Human Resources:

- Chief Torpin and HR Administrator Moore met with the labor group for a regularly scheduled Labor/Management meeting.
- The benefit plan administrator, WCIF, will be providing an opportunity for benefit eligible employees and their covered spouses to participate in their "Live Well at WCIF" wellness program again this year. Individuals that complete all three (3) phases of the 2015 wellness program are eligible to receive a \$150 credit (up to \$300 for family) to their medical plan deductible for 2016. HR Administrator Moore is currently working on scheduling an on-site biometric clinic for the District. Final details regarding the wellness program have not been communicated to employer groups yet, but will be available soon.
- HR Administrator Moore has started work on a wellness grant application offered by WCIF.
- HR Administrator Moore attended MRSC's "Top Tips for Local Governments on the Public Records Act" webinar.
- HR Administrator Moore attended a free ACA Webcast from Healthcare Resources: "DOL Begins ACA Enforcement | Ask the Experts What this Means."
- We received our Seatbelt Certificate for being compliant with the Seatbelt Pledge from National Fallen Firefighters Foundation. A copy has been posted at both stations. The District's name will be added to the website for recognition soon.
- The annual OSHA 300A workplace injury and illness summary was completed and posted at Station 51 and 57 as required.

Training:

- Chief Torpin attended the 2015, 1st Quarter East Metro Training Group (EMTG) Board Meeting.
- EMTG has completed 28 Multi-Company Operations (MCO's) drills at Station 51.
- The Training Division continues to develop and produce EMTG/Northshore training videos.
- EMTG members are holding January's meetings at station 51 due to the MCO's and instructors already being here for the drills. Acting DC Morris and Capt. Sauer were in attendance.
- The Training Division prepared and delivered a post Incident analysis for January 2nd residential structure fire.
- EMTG Driver Operator Academy: first two days were delivered with great reviews.
- Incident Management System (IMS) annual assessment make-ups are underway.
- The Training Division is working with HR on return to work policy.
- The Station 51's training tower operational cost analysis was completed.
- Appointments have been scheduled for the annual Health and Wellness medical physicals.
- Annual technical rescue skills assessments are underway.

Operations:

- Acting Deputy Chief (ADC) Morris attended a Zone 1 Operations meeting.
- ADC Morris attended a Norcom Joint Operations meeting.
- Chief Torpin and ADC Morris attended a meeting with, Chief Van Horne, and Chief Cowen to discuss the possibility of creating a joint Community Medical Technician (CMT) program that would serve the Shoreline, Northshore and Bothell areas.
- ADC Morris attended a King County EMS CMT meeting.
- Chief Torpin and ADC Morris met with KC EMS to discuss potential use of NARCAN by EMT's. The meeting was in response to a citizen inquiry Chief Torpin had received.
- FF Haugsven attended Zone 1 Technical Rescue meeting.
- A spreadsheet listing Kenmore area adult family care homes was updated with current data.

Fire Prevention:

- FI Booth met with staff from Inglemoor High School to begin the planning process for the DUI drill that will take place on May 7, 2015.
- FM LaFlam met with the executive director from Brookdale Kenmore (formerly Spring Estates) to discuss the emergency response plan for their staff and residents. LaFlam will be preparing and delivering a presentation to their resident board that addresses general fire safety and emergency response procedures for residents and staff.

- FI Booth taught the week 2 CERT class to 24 local residents. The class focused on fire suppression.
- FI Booth coordinated a volunteer work session for Inglemoor High Key Club students to prepare the school program fire safety folders for the upcoming first and sixth grade classes.
- FM LaFlam inspected and granted final approval to the new aircraft hangar at Kenmore Air.