



Northshore Fire Department

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

Board of Commissioners Regular Meeting Agenda

Tuesday, March 17, 2015

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- VI. Information/Discussion Item**
 - 4.1 Community Medical Technician (CMT) Program Proposal – Chief Torpin
 - 4.2 RFA Planning Committee Reports—Commissioner Maehren
 - 4.3 Commissioner’s Report
- V. Action Items**
- VI. Fire Chief Report**
- VII. Consent Calendar**
 - 7.1 Vouchers
 - 7.2 Meeting Minutes of March 3, 2015
- VIII. Executive Session**
- IX. Adjournment**

Next Regular Meeting: April 7, 2015



KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS (425) 354-1780

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MINUTES

March 17, 2015

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

The March 17, 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 Carolyn Armanini and Dave Maehren. Also present were Fire Chief Jim Torpin, Battalion Chief Jeff Tagart, Secretary Andrea McDaniel and Legal Counsel Kinnon Williams. Commissioners Ron Gehrke and Kae Peterson were absent.

II. APPROVAL OF THE AGENDA

Commissioner Maehren requested to add a discussion on formalizing an employee memorial recognition process or policy. The request was approved and moved to item 4.4 on the agenda.

Commissioner Maehren requested to add a discussion on policy for complaints and commendations. The request was approved and moved to item 4.5 on the agenda.

Commissioner Maehren requested to add a discussion regarding optional time off. A brief discussion ensued and it was determined to add this item to the executive session under labor negotiations.

Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded the motion and it passed with a vote of 3 to 0.

III. PUBLIC COMMENT

None

IV. INFORMATION/DISCUSSION ITEMS

4.1 Community Medical Technician (CMT) Program Proposal

Chief Torpin provided an update on the status of the Community Medical Technician (CMT) program proposal that is being developed with Shoreline and Bothell Fire Departments. The Chief informed the Board

that Shoreline will be hosting Mitch Snyder from Kent Regional Fire Authority who will present information about the Kent-Cares program and how such programs can benefit the community. Assistant Chief John Nankervis will also provide an update on the CMT proposal the north county fire departments are working on. The presentation will be held at the Shoreline Fire Department headquarters station on April 2 between 9:00 AM and 12:00 PM. Chief Torpin recommended parties interested in the CMT program should attend. A discussion ensued regarding the CMT program, call volume, funding and additional services.

4.2 RFA Planning Committee Reports

Commissioner Maehren reported the draft executive summary was distributed to the RFA committee members for review and comment. The executive summary and ESCI report will be presented and discussed at the next RFA meeting on March 19.

Following a brief discussion on the next steps regarding the options presented in the ESCI report, the Board decided to schedule a special meeting dedicated to this topic. A special meeting was set for April 14, 2015 at 1700 hours. Secretary McDaniel will prepare and post the Special Meeting notice.

4.3 Commissioner's Report

None

4.4 Former Employee Memorial Recognition Policy

Commissioner Maehren inquired about formalizing a process or policy for memorializing former employees. A discussion ensued regarding different options, policies and limitations. Following the discussion Commissioner Maehren indicated he would create a draft proposal and present it to the Board at a future meeting.

4.5 Complaints and Accommodation Policy

Commissioner Maehren inquired if there is a policy in place that outlines how complaints and accommodations are processed. Chief Torpin reported that he is currently working on an update to the current policy that will address both complaints and accommodations.

V. ACTION ITEMS

None

VI. FIRE CHIEFS REPORT

In addition to the written report, the Chief provided the following verbal report:

Chief Torpin met with the Chief of Police, Steve Sutton, from Lake Forest Park to discuss emergency preparedness options, now that Emergency Services Coordinating Agency (ESCA) decided to dissolve by the end of 2015. The cities of Kenmore and Lake Forest Park are evaluating options to replace emergency preparedness services currently provided by ESCA. The Chief indicated he informed Chief Sutton that the District would be supportive of a coordination of efforts between the two cities and the fire department.

Chief Torpin reported that nine additional parcels were identified as having fire sprinkler systems, but not receiving the benefit charge sprinkler discount. The error has been corrected with King County and refunds are being issued.

Commissioner Maehren inquired if the recent promotions have caused any vacancies that will require any hiring. Chief Torpin reported that vacancies related to the recent promotions are to fill temporary disabilities. The Chief indicated that there is a potential for 1-3 vacancies that may require hiring later in 2015. The Chief stated his plan would be to conduct a hiring process in the last quarter of the year to facilitate entry into the January 2016 fire academy

VII. **CONSENT CALENDAR**

7.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the amended regular meeting minutes of March 3, 2015 and General Fund Vouchers totaling \$33,072.25, Reserve Fund Voucher totaling \$1,555.74 and Donation Fund Voucher totaling \$37.71.

VIII. **EXECUTIVE SESSION**

At 1805 hours, the Board moved to Executive Session to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4) until 1810 hours. At 1810 hours, the Board extended the executive session until 1815 hours. At 1815 hours, the Board extended the executive session until 1820 hours. At 1820 hours, the Board returned to regular session.

ADJORNMENT

The meeting was adjourned at 1821 hours.

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for April 7, 2015.

Attachments

Agenda

Fire Chief's Report

BOARD OF COMMISSIONERS

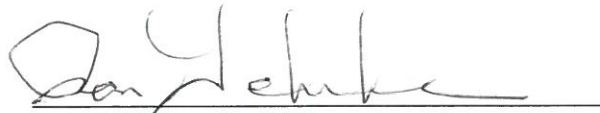


ERIC ADMAN, Chair

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 April 7, 2015

Fire Chief's Report

Submitted by Chief Torpin
March 17, 2015

Administration/Financial:

- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin met with the City of Kenmore to discuss options we may have for the Station 54 facility.
- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- Chief Torpin and Kinnon Williams continue research on the LEOFF Section 115 Trust. A memorandum was prepared by Mr. Williams regarding the legal aspects of forming a trust in Washington State.
- AS Scaggs continued work on the benefit charge database correction process. A few additional required corrections have been identified. The Chief Torpin will update the Board at the meeting after a final full accounting is complete.

Human Resources:

- Attending quarterly chief meetings with shifts; Shared information regarding this year's wellness program with WCIF.
- Attended WCIF's biometric webinar meeting to review and discuss details and information on onsite biometric clinic requirements, scheduling the event, etc.
- HR Administrator Moore, ADC Morris and Chief Torpin participated in the Lieutenant interviews. Firefighters Anders Hansson and John Burrow were offered Lieutenant positions which both accepted.
- HR Administrator Moore submitted wellness grant application to WCIF which was approved for \$1,905.

Training:

- Performed semi-annual maintenance on FireBlast live fire prop.
- Installed shelves in tower's burn prop control room.
- Completed tower air compressor project.
- Training Division continues to develop and produce EMTG/Northshore training videos.
- Delivered Monthly Training Assignments (MTA) material to Taylor and Katie.
- Annual SCBA evaluations were administered to crews.
- Fundamental Skills Challenge course was finalized.
- Continued conversion work on Digital Combustion software with newer laptop to include picture files utilized for training scenario development.
- Captain Sauer and Acting Deputy Chief (ADC) Morris attended weekly East Metro Training Group (EMTG) meeting.

- Captain Sauer and ADC Morris met with ESCI for interviews and a workgroup as part of EMTG's long term strategy and planning process.

Operations:

- Chief Torpin and ADC Morris have continued meeting with representatives from Shoreline, Bothell and Woodinville to discuss the Community Medical Technician (CMT) proposal. Shoreline will be hosting Mitch Snyder from the Kent Regional Fire Authority who will be presenting information about their CMT program and its benefits to the community. This presentation will be on April 2nd at Shoreline Station 61. Commissioners are welcome and encouraged to attend.
- Acting Deputy Chief (ADC) Morris attended a NORCOM Operations meeting.
- 4000 policy review is underway.
- ADC Morris attended an ESCI sponsored EMTG strategy and planning meeting.
- Premise information (target hazard or important information specific to occupancy) review is underway.
- Pre-plan drawing updates were uploaded to NORCOM.
- ADC Morris attended the King County Zone 1 Fire Operations Chiefs meeting.
- Chief Torpin and ADC Morris attended the North King County Chief's meeting.
- ADC Morris participated in the Shoreline Paramedic Program interviews. FF Haugsven was selected to attend King County paramedic training slated for a September start.
- Chief Torpin conducted quarterly Fire Chief Meetings with each shift.
- Chief Torpin and ADC Morris participated in a meeting with the City of Kenmore and the 522 phase 2 improvement project.
- With the absence of D Shift Battalion Chief, ADC Morris continued work on facilities issues.
- Operations statistics for February:

Incident responses in Fire District 16							Mutual Aid				
Incident Type Group	Station	#	%	Avg Resp Time	%≤6Min	Duration	Fire Department	Aid Received	Aid Given		
EMS	51	104	53.33%	0:04:57	68.27%	0:38:31	Shoreline	7	29		
	57	67	34.36%	0:05:53	58.21%	0:54:57	Bothell	1	8		
Good Int	51	6	3.08%	0:08:31	0.00%	0:22:46	Kirkland	0	2		
	57	4	2.05%	0:06:18	0.00%	0:24:16	Sno 1	1	0		
Fire	51	1	0.51%	0:02:59	100.00%	0:23:14	TOTAL	9	39		
	57	1	0.51%	0:05:54	100.00%	0:10:43	Emergency Response Avg Turnout Time				
Pub Asst	51	2	1.03%	0:06:48	50.00%	0:16:44	EMS	1:12			
	57	0	0.00%	0:00:00	0.00%	0:00:00	Fire Suppression	2:00			
False	51	7	3.59%	0:06:05	28.57%	0:18:30	Reaction Time Summary				
	57	1	0.51%	0:05:38	100.00%	0:07:39	Station 51	A-shift	1:11	Station 57	A-shift
Rupt/Exp	51	2	1.03%	0:04:11	100.00%	0:29:47	B-shift	1:12	B-shift	0:52	
							C-shift	1:20	C-shift	1:29	
							D-shift	1:16	D-shift	0:49	
Grand Total		195	100.00%	0:05:22	63.10%	0:42:47	AVG	1:15	AVG	1:09	

February, 2015

Fire Prevention:

- FI Booth helped with coordination and provided audio/visual assistance for a week long training class in the community meeting room. The class was sponsored and arranged by the Lake Forest Park Police Department.
- FM LaFlam delivered a safety and preparedness presentation to the resident council at Brookdale Kenmore (formerly Spring Estates). The presentation focused on fire safety and injury prevention in the living units and the appropriate response for residents when the building fire alarm system activates.
- Fire prevention staff arranged and facilitated a planning meeting to begin preparations for the Station 51 Open House to be held on June 20, 2015.
- FM LaFlam met with Shoreline School District staff at Brookside Elementary to discuss a revision to the current parking layout and its effect on emergency vehicle access.