



## **Northshore Fire Department**

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

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, April 21, 2015

5:00PM

- I. Open Meeting**
- II. Badge Pinning Ceremony**
- III. Approval of Agenda**
- IV. Public Comment**
- V. Information/Discussion Item**
  - 5.1 Community Medical Technician (CMT) Program Proposal – Chief Torpin
  - 5.2 RFA Discussion – Commissioner Adman
  - 5.3 Commissioner’s Report
- VI. Action Items**
  
- VII. Fire Chief Report**
- VIII. Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Meeting Minutes of April 7, 2015
- IX. Executive Session**
  
- X. Adjournment**

**Next Regular Meeting: May 5, 2015**

**Fire Chief's Report**  
Submitted by Chief Torpin  
April 21, 2015

**Administration/Financial:**

- Chief Torpin attended the Norcom Principal's Assembly and April Governing Board Meeting. Chief Torpin moved from Vice Chair of Norcom to Chair. Mercer Island City Manager Noel Treat was named Vice Chair.
- Chief Torpin continued work on Station 54 issues. Landscape agreement has been secured and a contractor will be out next week to provide opinion on the condition of the roof and sub-structure. Locks will also be rekeyed next week. The zoning variance process has been initiated with the City of Kenmore.

**Human Resources:**

- HR Administrator Moore conducted "Substance Abuse" training for supervisors at the April Officer meeting. Drug Free Workplace training for employees will continue until delivered to all employees.
- HR Administrator Moore and FS McDaniel met with WCIF for our spring benefit service meeting for administrative review and updates.
- Efforts continue to organize our onsite biometric screening event in May and wellness grant activities this year. To date, 25 individuals (employees and spouses) have signed up for an onsite health screening appointment.

**Operations:**

- Chief Torpin, Battalion Chief Tagart and Firefighter Rudiger attended King County's presentation to stakeholders of the Public Safety Emergency Radio Network (PSERN).
- ADC Knight hosted the April officers meeting which included a class from HR Administrator Moore about identifying and responding to substance abuse in the workplace; discussion about the department open house scheduled for June 20th.
- Chief Torpin and ADC Knight will be attending a meeting with the City of Kenmore and others to discuss the future of emergency/disaster services following the closure of ESCA on April 29th.
- ADC Knight attended the monthly Zone 1 Operations Chiefs meeting
- March response statistics were as follows:

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	110	56.41%	0:05:15	66.36%	0:33:03	Shoreline	12	32			
	57	54	27.69%	0:05:54	61.11%	0:50:20	Bothell	2	18			
HazMat	51	1	0.51%	0:04:07	100.00%	0:57:55	Kirkland	1	6			
	57	1	0.51%	0:06:19	0.00%	0:15:02	Woodinville	0	2			
Good Int	51	4	2.05%	0:06:48	0.00%	0:19:35	<b>TOTAL</b>	<b>15</b>	<b>58</b>			
	57	5	2.56%	0:07:38	0.00%	0:22:18	<b>Emergency Response Avg Turnout Time</b>					
Fire	51	2	1.03%	0:04:17	100.00%	0:26:03	EMS	1:16				
	57	0	0.00%	0:00:00	0.00%	0:00:00	Fire Suppression	1:27				
Pub Asst	51	3	1.54%	0:11:38	33.33%	0:19:23	<b>Reaction Time Summary</b>					
	57	4	2.05%	0:07:28	0.00%	0:20:13	Station 51	A-shift	1:15	Station 57	A-shift	1:31
False	51	6	3.08%	0:04:59	83.33%	0:19:09		B-shift	1:11		B-shift	1:14
								C-shift	1:20		C-shift	1:17
								D-shift	1:10		D-shift	1:12
Grand Total		195	100.00%	0:05:38	61.90%	0:36:16	AVG	1:13		AVG	1:18	

March, 2015

## **Training:**

- Captain Sauer and Acting Deputy Chief Knight attended weekly EMTG meetings
- Captain Sauer continued work on developing EMTG “Best Practices for Ventilation” and “Best Practices for Motor Vehicle Accidents” training material.
- Captain Sauer will be attending the annual FDIC instructor’s conference in Indianapolis April 20-24.
- Captain Sauer and ADC Knight met with representatives of FireBlast, the live fire prop company
- AA Hodneland continued work on the Training record database/attendance updates; Class registration confirmations; EMTG website; Officer Meeting Minutes; DUI drill
- Continued work on the active shooter project, assisting and providing information to Mercer Island and EMTG for classes and exercises to be held this summer. ADC Knight will be attending a round table seminar in Bothell regarding the Marysville High School shooting on April 22nd.
- Contacted Lake Forest Park Police to develop and schedule future police/fire interoperation classes
- Held a planning meeting with AA Katie Hodneland and Lieutenant Steve Loutsis to discuss the upcoming annual DUI drill at Inglemoor (the morning of May 7th).
- Training with FP Booth regarding preliminary plans for a fire alarm drill at the Heron Run apartments on June 25th. The drill is similar to those we’ve held in the past and may involve FF’s hauling dry hose to an upper floor, resident evacuations, etc.

## **Fire Prevention:**

- FI Booth attended a region 4 fire investigators meeting. The invited speaker, from the Firefighter Cancer Support Network, presented information about cancer risks for fire investigators.
- FI Booth taught a CPR class for local citizens.
- FM LaFlam participated in the meeting of the International Residential Code Technical Advisory Group (IRC TAG) in Shoreline. The group is reviewing proposed amendments to the WA State adoption of the 2015 IRC.
- FI Booth assisted with a Battalion Chief promotional exam for the Woodinville Fire Department. She served as the dispatcher for the response assessment component of the exam.
- FM LaFlam performed final approval inspections at two new projects in Kenmore. The projects were a combination residential/commercial building at 6219 NE181st St and a six unit townhome project at 18101 62nd Ave. NE.



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

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

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### MINUTES

April 21, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The April 21, 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 181<sup>st</sup> Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 1730 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, Lieutenants Jim Harvey and Paul Schultz, along with Legal Counsel Kinnon Williams.

#### II. BADGE PINNING CEREMONY

The badge pinning ceremony for Lieutenants John Burrow and Anders Hansson was moved off the agenda and conducted before the official opening of the meeting.

#### III. APPROVAL OF THE AGENDA

Chief Torpin requested the addition of an executive session to discuss matters related to collective bargaining. The request was unanimously approved and an executive session was added to the agenda.

Chief Torpin requested the addition of two action items to the agenda: the approval of a proposed memorandum of understanding regarding extension of benefits and approval of Washington State Firefighter Spouse and Orphan's Fund benefit. The request was unanimously approved and moved to items 6.1 and 6.2 on the agenda.

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

#### IV. PUBLIC COMMENT

No public comments were made.

**V. INFORMATION/DISCUSSION ITEMS**

5.1 Community Medical Technician (CMT) Program Proposal

Chief Torpin introduced Assistant Chief John Nankervis from the Shoreline Fire Department who was present to answer questions and provide additional detail regarding the proposed North County Community Medical Technician (CMT) Program proposal.

Chief Nankervis provided an update to the program development and responded to a number of questions and concerns raised by the Board. It was reported that not all of the questions could be answered as the program was still under development. The contract with King County EMS, agreements with the four labor groups and an interlocal agreement between the four participating agencies have yet to be completed. The completion of these items should provide the additional details regarding the programs overall feasibility.

Following the discussion, Chief Torpin requested direction from the Board to continue Northshore's involvement with the program development and then bring the matter back to the Board for final approval prior to implementation.

By a motion of Commissioner Peterson, seconded by Commissioner Armanini, the continued participation in the CMT program development was approved with a vote of 5 to 0.

Following item 5.1 on the agenda the Board moved into executive session.

**IX. EXECUTIVE SESSION**

At 1820 hours, the Board moved into Executive Session to discuss matters related to collective bargaining pursuant to RCW 42.30.110 (i), until 1830 hours. At 1830 hours, the Board returned to Regular Session and moved to item 6.1 on the agenda

**VI. ACTION ITEMS**

6.1 Approval of Proposed Memorandum of Understanding (MOU) Regarding Extension of Benefits

Chief Torpin and the Board briefly reviewed the proposed Memorandum of Understanding (MOU) between the District and IAFF, Local 2459 proposing the extension of supplemental disability pay benefits to Lieutenant Paul Schultz.

By a motion of Commissioner Peterson, seconded by Commissioner Gehrke, the MOU was approved with a vote of 5 to 0.

## V. INFORMATION/DISCUSSION ITEMS

### 5.2 RFA Discussion

Commissioner Adman initiated a discussion regarding a draft memorandum regarding the Board's discussion at the April 14, 2015, special board meeting held to discuss the proposed Northlake Regional Fire Authority. A discussion ensued regarding various edits proposed for the memorandum. The Board directed members to send any edits to Chief Torpin who would incorporate them into the original document for final approval of the Board. Once complete, the memorandum will be forwarded to the RFA Planning Committee.

### 5.3 Commissioner's Reports

Commissioner Maehren reported he had a discussion with Bothell City Councilmember Bill Evens regarding the City of Bothell's position on elements of the RFA planning process.

## VI. ACTION ITEMS

### 6.1 Approval of Proposed Memorandum of Understanding (MOU) Regarding Extension of Benefits

This item was previously discussed and approved on the agenda.

### 6.2 Approval of Washington State Firefighter Spouse and Orphan's Fund Benefits

Chief Torpin reported that the District received survivor benefits for Jean Davidson, the widow of former Kenmore Fire Department volunteer firefighter Clifford "Chip" Davidson, which requires Board approval.

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the benefits were approved by a vote of 5 to 0.

## VII. FIRE CHIEF'S REPORT

In addition to the written report provided in the meeting materials packet, Chief Torpin reported he attended a King County presentation regarding the Public Safety Emergency Radio Network (PSERN). Approval of the PSERN funding will be before the voters of King County in the form of a levy lift of 7¢/1000 of assessed value.



**VIII. CONSENT CALENDAR**

8.1 Approval of Minutes, Vouchers and Resolutions

By a motion of Commissioner Maehren, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of April 7, 2015, General Fund Vouchers totaling \$12,827.14 and HRA transfer totaling \$50,000.00.

**IX. EXECUTIVE SESSION**

This item was previously discussed on the agenda.

**ADJORNMENT**

The meeting was adjourned at 1910 hours.

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for May 5, 2015.

Attachments

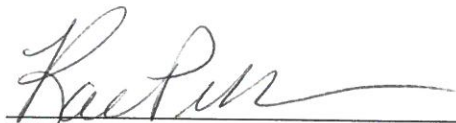
Agenda  
Fire Chief's Report

**BOARD OF COMMISSIONERS**



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**ERIC ADMAN, Chair**



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**KAE PETERSON, Member**




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**CAROLYN ARMANINI, Member**

  
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**RON GEHRKE, Member**

  
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**DAVE MAEHREN, Member**

**ATTEST**

  
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**ANDREA McDANIEL, Secretary**

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners May 5, 2015