



## Northshore Fire Department

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

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### Board of Commissioners Regular Meeting Agenda

Tuesday, June 16, 2015

4:30PM

- I. **Open Meeting**
  - II. **Approval of Agenda**
  - III. **Public Comment**
  - IV. **Information/Discussion Item**
    - 4.1 RFA Discussion
    - 4.2 Meeting Date Change
    - 4.3 2014 Annual Report
    - 4.4 Commissioner's Report
  - V. **Action Items**
  - VI. **Fire Chief Report**
  - VII. **Consent Calendar**
    - 7.1 Vouchers
    - 7.2 Meeting Minutes of June 2, 2015
    - 7.3 Policy Updates
      - A. 2421 – Promotions
      - B. 2424 – Acting Officers
      - C. 2746 – Outside Education
      - D. 3200 – Use of Facilities
      - E. 4107 – Hydrant Servicing
      - F. 4108 – Fire Hose Nozzles and Appliances
  - VIII. **Executive Session**
  - IX. **Adjournment**
- Next Regular Meeting: July 7, 2015**



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

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

BUSINESS (425) 354-1780

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### MINUTES

June 16, 2015

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The June 16, 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 Vice Chair, Carolyn Armanini called the meeting to order at 1630 hours. Persons in attendance, in addition to the Chair, were Commissioners Kae Peterson, Ron Gehrke and Dave Maehren. Also present were Fire Chief Jim Torpin, Lieutenant's Jim Harvey and Anders Hansson and Firefighter Joe Heilman, together with Secretary Andrea McDaniel. Legal Counsel Kinnon Williams arrived at 4:58pm and Commissioner Eric Adman was absent.

#### II. APPROVAL OF THE AGENDA

Commissioner Maehren moved to approve the agenda as presented. Commissioner Peterson seconded the motion and it passed with a vote of 4 to 0.

#### III. PUBLIC COMMENT

Woodinville Fire and Rescue Commissioner Jim Dorney addressed the Board. He reported that the Board of Commissioners of Woodinville Fire and Rescue have discussed the request by the City of Bothell to meet and negotiate the cash contribution that the city would bring to an RFA if formed. Commissioner Dorney indicated Woodinville Fire and Rescue will meet with the City of Bothell as requested. No formal actions have been taken, but he wanted to let the Board know they are still interested in seeing the RFA process through to completion. A short discussion ensued, afterwards the Board thanked Commissioner Dorney for the update and attending the meeting.

#### IV. INFORMATION/DISCUSSION ITEMS

##### 4.1 RFA Discussion

Commissioner Maehren indicated that he attended the Woodinville Commissioner meeting last evening and provided a brief report of that meeting.

Commissioner Armanini indicated there had been a request that no further action regarding the Regional Fire Authority (RFA) be taken until the full Board was present. The Board unanimously agreed to move further discussions regarding the RFA to the agenda of the next meeting.

##### 4.2 Meeting Date Change

Commissioner Armanini suggested the regularly scheduled meeting of July 7<sup>th</sup> be moved to June 30<sup>th</sup> to accommodate those Commissioners who are not available for the July 7th meeting. Following a brief discussion the Board unanimously agreed to cancel the July 7th meeting and hold a special meeting on June 30th starting at 1700 hours. Board Secretary Andrea McDaniel will prepare and post the meeting cancelation and special meeting notices.

##### 4.3 2014 Annual Report

Chief Torpin reported that the final draft of the 2014 Annual Report had been electronically distributed to the Board and highlighted the suggested changes he had already received. Following a brief discussion and several additional edits requested, Chief Torpin asked that the Board review the draft and send any further suggestions to him by Friday June 19th. Chief Torpin indicated he would distribute the final copy to the Board and post the report on the District's website.

##### 4.4 Commissioner's Report

Commissioner Maehren reported that the Kenmore Art show is June 24th to June 28th and provided an overview of the events.

#### V. ACTION ITEMS

None

## **VI FIRE CHIEF'S REPORT**

The Fire Chief's report was submitted to the Board in writing. Chief Torpin inquired if there were any questions to the written report.

Commissioner Gehrke inquired about the emergency preparedness meeting with the Cities of Kenmore and Lake Forest Park. Chief Torpin provided an overview of the meeting and indicated that they are still working towards developing consolidated planning process and joint Emergency Operation Center (EOC). However, the Chief indicated there were differences of opinion that will need to get worked out.

## **VII CONSENT CALENDAR**

### **7.1 Approval of Minutes, Vouchers and Resolutions**

Chief Torpin provided a brief overview of the proposed amendments to the various policies that are in the consent calendar.

By a motion of Commissioner Peterson, seconded by Commissioner Gehrke, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes of June 2, 2015, updates to Policies 2421, 2424, 2746, 3200, 4107 and 4108, General Fund Vouchers totaling \$124,861.36, Reserve Fund Vouchers totaling \$2,723.76, EFT 5/29/15 (DRS) totaling \$66,107.47, EFT 5/29/15 (IRS) totaling \$61,173.10, EFT 5/29/15 (457) totaling \$8,625.22 and EFT 5/29/15 (payroll) totaling \$306,721.34.

## **EXECUTIVE SESSION**

None

## **ADJORNMENT**

The meeting was adjourned at 1707 hours.

## **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for July 21, 2015 and the next special meeting is scheduled for June 30, 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 June 16, 2015

**Fire Chief's Report**  
Submitted by Chief Torpin  
June 16, 2015

**Administration/Financial:**

- Chief Torpin attended the June Norcom Governing Board Meeting.
- Chief Torpin and several other representatives from various Public Safety Answering Point (PSAP) Centers met with King County Council Member Jane Hague to discuss the results of the draft audits of the King County E-911. Councilmember Hague has been extremely helpful in dealing with issues adversely affecting the PSAPs.
- Chief Torpin attended a Zone 1 Fire Chiefs meeting.
- AS Scaggs developed the June MTA Bulletin.

**Human Resources:**

- HR Administrator Moore facilitated the quarterly safety committee meeting with members ADC Knight, Capt. Sauer, and FF Rudiger. Additional attendees included AS Scaggs and AS K. Hodneland.
- HR Administrator Moore and FS McDaniel attended WCIF's joint Board meeting. The agenda included the 2015 Live Well at WCIF wellness program, the 2016 renewal process including a review of the most recent claims data and discussion of any potential changes or additions to our current plans and services.
- HR Administrator Moore was nominated for the open non-county seat on the WCIF Board of Trustees. The term will expire at the end of 2016.

**Training:**

- Captain Sauer and ADC Knight attended weekly EMTG meetings
- AA Hodneland continued work on the Training record database/attendance updates; Class registration confirmations; EMTG website;
- Continued work on the active shooter project with EMTG.
- Continued work on the facility use policy/procedures and fee schedule. Worked on the development of an updated training request form, policy and procedures.
- Produce June's MTA.
- Working with Kenmore Square/Spencer 68 contractor to schedule training in the coffee shop scheduled for demolition.

**Operations:**

- Chief Torpin and ADC Knight hosted a North King County Fire Chiefs meeting.
- Officers Meeting and BC Staff Day was conducted.
- Chief Torpin and ADC Knight met with Kenmore, Lake Forest Park (LFP), Emergency Services Coordinating Agency (ESCA), Northshore Utility District and King County to discuss transition planning in preparation for ESCAs disbanding this fall.



- ADC Knight attended a meeting in LFP regarding the Lyon Creek Flood project. Discussed impact of road closures and other access issues with BC's.
- ADC Knight attended Zone 1 Op's Chief's meeting – agreed to standardize format of MCI response plans with local unit assignment as desired.
- Items funded by Trauma Grant: baby manikin, IMS vests and traction splints were ordered.
- Received new body armor. Prepared for implementation and placement on the vehicles. Training scheduled in June. Submitted paperwork for reimbursement from grant.
- Meeting with D Shift and Fire Prevention regarding a fire alarm drill at Heron Landing apartments at the end of June.
- May response statistics are 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	130	57.27%	0:04:49	77.69%	0:34:47	Shoreline	9	18			
	57	54	23.79%	0:04:59	74.07%	0:39:37	Bothell	3	14			
HazMat	51	1	0.44%	0:05:15	100.00%	0:26:05	Kirkland	1	5			
	57	2	0.88%	0:07:24	0.00%	0:52:51	Redmond	1	0			
Good Intent	51	7	3.08%	0:03:28	100.00%	0:11:06	Outside KC	0	1			
	57	9	3.96%	0:08:33	0.00%	0:24:14	<b>TOTAL</b>	<b>14</b>	<b>38</b>			
Fire	51	5	2.20%	0:06:10	60.00%	1:09:21	<b>Emergency Response Avg Turnout Time</b>					
	57	1	0.44%	0:13:37	0.00%	0:35:50	EMS	1:10				
Pub Assistance	51	5	2.20%	0:07:54	50.00%	0:18:32	Fire Suppression	1:57				
	57	2	0.88%	0:04:00	50.00%	0:45:16	<b>Reaction Time Summary</b>					
False	51	5	2.20%	0:06:01	60.00%	0:26:19	Station 51	A-shift	1:13	Station 57	A-shift	1:19
	57	6	2.64%	0:05:35	66.67%	0:24:03		B-shift	1:12		B-shift	0:53
Grand Total		227	100.00%	0:05:07	73.02%	0:35:47		C-shift	1:00		C-shift	0:57
								D-shift	<u>1:19</u>		D-shift	<u>1:16</u>
								AVG	1:11		AVG	1:09
<b>May 2015</b>												

**Fire Prevention:**

- No report provided