



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

October 17, 2017

REGULAR MEETING BOARD OF COMMISSIONERS

I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:03 PM.

Persons in attendance were Commissioners Eric Adman, Carolyn Armanini, Don Ellis, Dave Maehren, and Kae Peterson. Also present was Fire Chief Jim Torpin, Legal Counsel Kinnon Williams, Board Secretary Kate Hansen, Deputy Chief Eric Magnuson, Finance Specialist Dawn Killion, Lieutenant Anders Hansson, Battalion Chief Mike Morris, and members of the public.

II. APPROVAL OF THE AGENDA

Commissioner Maehren moved to approve the agenda as presented. Commissioner Armanini seconded. The motion passed 5-0.

III. PUBLIC COMMENT

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

- Mr. Dee informed the Commissioners that he recently tried calling 911 from his cell phone but the call would not go through. He is working with his cellular provider to get the problem resolved, but would like the department and any other appropriate parties to be aware that others may also encounter this same problem. Chief Torpin asked Mr. Dee if he would be willing to share additional information after the meeting so he could pass the concern on to the 911 Answering Point.

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Fire Chief's Review Format and Timeline

The Commissioners discussed a timeline for making changes to the Fire Chief's evaluation criteria listed on the current evaluation template. The Commissioners will discuss the format of the review template at the November 7th meeting and discuss the actual review in Executive Session at the November 21st meeting.

V. PUBLIC HEARING – BUDGET, BENEFIT CHARGE AND OTHER REVENUE SOURCES

- 5.1 The public hearing was opened at 5:11 PM and continued to the November 7, 2017, meeting at 5:37 PM.

A separate report of the public hearing will be developed upon completion of the public hearing on November 7, 2017.

VI. BOARD RESOLUTIONS

6.1 None

VII. REPORTS

7.1 Fire Chief Report

There have been two problems occurring at Station 54 recently—citizens leaving abandoned cars in the parking lot, and vandalism of the backside of the building. The tenant at Station 54 has offered to install a wooden fence across the front of the lot at his own cost, to prevent unsolicited use of the space. The Commissioners concurred that this would be a reasonable and desired course of action.

Commissioner Maehren moved to authorize Chief Torpin to make offers of conditional employment to two firefighters as presented in the proposed 2018 budget. Commissioner Ellis seconded. Discussion ensued regarding the necessity of the motion. The motion was withdrawn.

The Commissioners reached consensus that the Chief shall be allowed to proceed with the hiring process as he sees appropriate.

There were no further additions or questions regarding the written Fire Chief's report.

7.2 Commissioner Reports

- Commissioner Maehren inquired as to how the apparatus are able to navigate the new traffic calming devices recently installed in Kenmore. Lieutenant Hansson reported that apparatus drivers must go in a reverse direction of traffic in order to navigate these new road configurations. Chief Torpin reported that the fire department did encourage the city take into consideration emergency service response times when designing traffic calming devices.

VIII. CONSENT AGENDA

8.1 Vouchers

- The General Fund Vouchers totaled \$74,389.55 and Reserve Fund Vouchers totaled \$3,513.40.

8.2 Meeting Materials

- Regular Board Meeting of October 3, 2017.

Commissioner Armanini moved to approve the consent calendar as presented. Commissioner Peterson seconded. The motion passed 5-0.

IX. EXECUTIVE SESSION

9.1 None

X. ADJOURNMENT

The meeting adjourned at 5:53PM

NEXT MEETING DATE

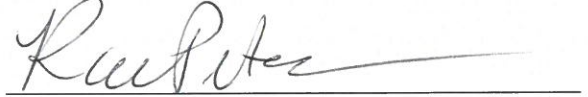
The next regularly scheduled Commissioners meeting is for November 7, 2017.

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



ERIC ADMAN, Chair

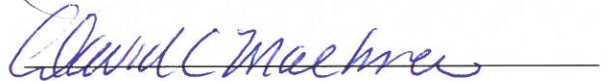


KAE PETERSON, Member

CAROLYN ARMANINI, Member



DON ELLIS, 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 November 7, 2017



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, October 17, 2017

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Board Discussion and Possible Action Items**
 - 4.1 Fire Chief's Review Format and Timeline – Commissioner Maehren
 - Continue Board discussion regarding the criteria/template used for fire chief's evaluation.
- V. Public Hearing – Budget, Benefit Charge and other Revenue Sources**
 - 5.1 Open Public Hearing – Commissioner Adman
 - 5.2 Financial Overview of the Fire District – Chief Torpin
 - 5.3 Presentation of 2017 Draft Budget – Chief Torpin
 - 5.4 Staff Recommendation for 2017 Tax Levy and Benefit Charge Assessment
 - 5.5 Public Comment
 - 5.6 Conclude or Continue Public Hearing
- VI. Board Resolutions**
 - 6.1
- VII. Reports**
 - 7.1 Fire Chief's Report
 - 7.2 Commissioner Reports
- VIII. Consent Agenda**
 - 8.1 Approval of Vouchers
 - 8.2 Approval of Meeting Minutes of October 3, 2017
- IX. Executive Session**
 - 9.1 None
- X. Adjournment**

Next Regular Meeting: November 7, 2017 at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
October 17, 2017

Administration/Financial:

- Chief Torpin and FS Killion completed the assembly of 2018 draft budget and related materials.
- Chief Torpin attended Norcom Governing Board Meeting.
- Chief Torpin attended an EMTG Policy Board Meeting.
- Chief Torpin attended a Zone 1 Fire Chiefs Meeting.
- Accountant Broetje was in to perform 3rd Quarter Financial review and reconciliation.

Human Resources:

- Preparations for the 2018 Banquet have begun, including a preliminary meeting held on October 11th
- The annual Benefits Fair was successfully held on Oct. 11th, with steady employee turn-out. This year we had benefit representatives from DiMartino Associates (for Regence, MERP, Life Insurance, and Long-Term Disability), Willamette, Delta Dental, Magellan EAP, DRS, The Standard, Costco, and L&I attend.
- During October's Officers meeting, brought in presenter Denise Peeler to provide leadership training: "Personalities Perspective." This training was an opportunity for supervisors to discuss personality types and apply it to their position, communication skills, and employee engagement.
- Anti-Harassment training for leadership was conducted during the October Officer meeting in partnership with Magellan EAP. Employee trainings will be rolled out over the next month.
- Chief Torpin, HR Administrator Moore and DC Magnuson met with the labor group for a Labor/Management Meeting.
- AMR performed free flu shots for employees on 10/5. Next offering will be provided to staff on 10/23.
- Master applications were completed and sent in to WCIF and DiMartino Associates to renew our benefit offerings with no changes for 2018's plan year.

Operations:

- DC Magnuson and AS Hansen attended the annual ESO User Meeting on October 4th.
- Received praise from Dr. Tom Rea for excellent patient care for an Acute Stroke patient treated by Travis Ross and Russ Holmes. Feedback was forwarded on to Travis, Russ, and their supervisors.
- NORCOM TriTech Mobile software was upgraded necessitating coordination of EHR and NFIRS reporting.
- DC Magnuson attended monthly Zone 1 Operations meeting.
- DC Magnuson Researched GPS upgrade to Opticom systems and provided overview to Fire Chief Torpin and BC Tagart.

- DC Magnuson facilitated October Officer Meeting and BC Staff Day.
- DC Magnuson collaborated with Dave Monahan of FireTrex to correct a couple of reports and improve functionality of time off scheduling.
- September Incident Response Data:

Incident responses in Fire District 16				Mutual Aid			
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given	
Fire	51	2	0.75%	Bothell	6	19	
	57	3	1.13%	Kirkland	1	2	
Overpressure Rupture, Explosion, Overheat - no fire	51	1	0.38%	Redmond	0	0	
	57	0	0.00%	Shoreline	8	6	
Rescue & Emergency Medical Service Incidents	51	125	47.17%	Woodinville	0	0	
	57	81	30.57%	Other	0	0	
Hazardous Condition (No Fire)	51	3	1.13%	TOTAL	15	27	
	57	1	0.38%	Emergency Response Average Turnout Time			
Service Call	51	11	4.15%	EMS	1:04		
	57	6	2.26%	Fire Suppression	1:12		
Good Intent	51	10	3.77%	Emergency Response Average Travel Time			
	57	5	1.89%	51	3:22		
False Alarm or False Call	51	10	3.77%	57	4:13		
	57	7	2.64%	Reaction Time Summary			
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:00	
	57	0	0.00%		B-shift	1:06	
Special Incident Type, other	51	0	0.00%		C-shift	0:58	
	57	0	0.00%		D-shift	0:56	
Grand Total		265	100.00%		AVG	1:00	
						AVG	1:16
September 2017							

Training:

- Resource books for the 2018 LT Promotional Exam have been obtained and added to Northshore's Resource Library.
- AS Hansen & Captain Harvey made updates to the Probationary Firefighter Handbook.
- The October MTA was completed and distributed.
- Members of D shift, led by Lt. Hansson, rebuilt pitched and flat roof training props and created new low pitch training prop utilizing the "Ventilation Prop" on the training tower.
- A bid for electrical upgrades in the training tower was received.
- Captain Harvey and Kate Hansen scheduled several classes including:
 - Code/CPR drills with FFPM Aaron Pompeo with the shifts.
 - Medical report writing with FFPM Scot Kim with the shifts.
 - Rescue swimmer refresher with Kirkland Fire.
 - KCFTOA Truck Academy – no Northshore participation.
- Captain Harvey prepared for company evaluations scheduled for November.
- DC Magnuson coordinated with Lake Forest Park Police to provide training on crime scenes and PD/FD interaction at December's officer meeting.
- DC Magnuson continues preparation on Lieutenant Promotional exam. Met with Ergometrics representative in Lynnwood who will be assisting with test development.

- Captain Harvey attended the monthly EMTG planning meeting.

Fire Prevention:

- FM LaFlam met with the Lake Forest Park Building Official to discuss the recent re-organization of the building department. The building department is no longer a part of the planning department. They discussed modifications to the project review process.
- FI Booth taught a first aid and CPR class to the Head Start teachers at Kenmore Elementary.
- FM LaFlam performed the final fire alarm and fire sprinkler inspections at the new Evergreen Health facility located across 68th from City Hall.
- FI Booth assisted with the Emergency Preparedness Workshop put on by NEMCO. The course provides information on personal preparedness, preparing your home and developing a neighborhood network for preparedness and response.

Northshore Emergency Management Coalition (NEMCo):

- 27 citizens from Kenmore and Lake Forest Park attended our Saturday October 7th 4-hour Preparedness Workshop hosted at Station 51. EM Lunak presented information about emergency supplies, NEMCo, and CERT. FI Booth taught participants fire extinguisher use and some fire prevention elements. NEMCo volunteers taught the group about emergency communications, creating a family emergency plan and other related topics.
- NEMCo's fall CERT academy has completed 6 of the 8 weeks. FI Booth completed the session on fire prevention and hands on extinguisher training.
- EM Lunak contacted Snohomish County Department of Emergency Management (DEM) to begin discussion of purchasing the radio repeater that NEMCo Radio Amateur Civil Emergency Service (RACES) have been using for the previous year. This repeater was an asset belonging to ESCA and was purchased by DEM. The value for NEMCo is in the pair of radio frequencies associated with the repeater and not the repeater equipment.
- EM Lunak presented the RACES group with an organizational chart to formalize the leadership of our RACES group.
- On October 11th EM Lunak presented a brief overview of NEMCo to members of the Lake Forest Park Rotary.