



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

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MINUTES

September 4, 2018

REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51

I. OPENING OF MEETING

Chair Carolyn Armanini called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Carolyn Armanini, Don Ellis, Dave Maehren, Kae Peterson, and Rick Verlinda. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, and one member of the public. Absent was Legal Counsel Williams.

II. APPROVAL OF THE AGENDA

Commissioner Peterson moved to approve the agenda. Commissioner Armanini seconded.

Commissioner Verlinda moved the addition of Item 4.3 Public Records Request Status; Item 4.4 Potential Open Public Meeting Act Violation; and Item 4.5 Open Public Meeting Act Violations Related to Executive Sessions. Commissioner Maehren seconded.

The board discussed. Commissioner Verlinda stated that he believes the board is in violation of the Open Public Meetings Act related to Records Requests and Executive Sessions.

The motion passed 3-2, with Commissioners Peterson and Ellis opposing.

Commissioner Maehren moved to amend the agenda to schedule a discussion on the department's Mission, Vision and Values; a Discussion of the 9/11 Memorial; and a Discussion of the Fire Benefit Charge Pro and Con Committee Appointments. Commissioner Verlinda seconded. The motion passed 3-2, with Commissioners Peterson and Ellis opposing.

Commissioner Armanini moved to amend the agenda to add Item 4.10 to Re-sign the Minutes of June 5th and July 3rd. Commissioner Maehren seconded. The motion passed unanimously.

The original motion passed 4-1, with Commissioner Ellis opposing.

III. PUBLIC COMMENT

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

- Mr. Dee commented that the board added many items that the public did not have the opportunity to see because they were not on the original agenda that was distributed.

- Mr. Dee commented that he appreciates the board working to follow the Open Public Meeting Act and conduct appropriate Executive Sessions.
- Mr. Dee commented that there have been many references to Public Records Requests that the public has not seen which can be confusing to those trying to stay informed of district business.
- Mr. Dee enjoyed the department's presence at the recent Lake Forest Park "Picnic in the Park."

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 2019 Budget Priorities Discussion

Commissioner Verlinda inquired about the timeline and current state of the budget process. Chief Torpin stated there is a budget process update scheduled for the next meeting.

Commissioner Verlinda asked whether it is correct that the Station 57 remodel will be the most expensive budget item in 2019, except for salary expenses.

- Chief Torpin reported that project planning is evolving and full scope of the Station 57 project and cost estimates have not been finalized. The chief stated a recommendation will be provided to the Board within the next 30 days that will include a final scope of work and funding recommendations. Commissioner Verlinda stated he was in support of the project.
- Commissioner Maehren stated he would like the department to consider using a portion of the voter approved bond capacity and sell bonds to fund the remodel project.

Commissioner Maehren asked about the status of his proposal to increase the CPR program with a goal of providing CPR training to 25% of the citizens. Chief Torpin reported that he discussed the goal with Fire Prevention and NEMCo staff and it was the group's consensus that there was insufficient demand to meet such a goal. The Chief indicated the department's CPR program currently provides citizen access to CPR and First Aid training programs. The Chief also reported the current number of trained instructors would be insufficient to dramatically expand the program.

- Commissioner Maehren clarified that he would like to set a community goal of having 25% of the community CPR and First Aid certified and undertake a public campaign to achieve that goal. Commissioner Peterson believes the community has not shown a need for additional training opportunities. No data exists to show what percentage of the community is already trained in CPR.
- Commissioner Verlinda asked if there is a community involvement opportunity to engage the public in new ways. Chief Torpin reported that the department recently expanded its community outreach programs dramatically by funding 25-30% of the NEMCO program.
- Commissioner Maehren expressed that he would like to see a different approach to CPR offerings. Commissioner Maehren stated that he will develop and bring forth a proposal for CPR Program changes.

The board discussed budget priorities and how to give clear direction to the Chief regarding which proposals should move forward. The board concluded to have Chief Torpin further review the following proposed budget items: Strategic Planning Process and Commissioner Maehren's CPR program proposal.

4.2 Administrative Reporting Structure Reorganization

Chief Torpin reviewed the Administrative reporting structure changes as proposed in the meeting materials.

Commissioner Peterson moved to accept the Chief's recommendation on the Administrative Duties and Reporting Structure as is, including the administrative changes, salary structure, and job descriptions. Commissioner Ellis seconded.

The board discussed. Commissioner Maehren asked why the Administrative Specialist reports to the Chief instead of the HR Administrator. Chief Torpin explained the position primarily interacts with the Chief, Deputy Chief, and Training Captain, not the HR Manager.

Commissioner Verlinda inquired as to how the HR Manager salary range was determined as he felt it was too high. Chief Torpin reported that the department uses data from Association of Washington Cities and other comparable agencies like all other salary ranges are determined.

Commissioner Maehren moved to strike the requirement of a valid Washington state driver's license from the Administrative Coordinator position. The motion died for lack of a second.

The original motion passed 4-1, with Commissioner Maehren opposing.

4.3 Public Records Request Status

Commissioner Verlinda distributed copies of two declarations related to the Public Records Requests of Commissioner Armanini and Commissioner Ellis to the board and staff.

Commissioner Verlinda stated that per his attorney, the distribution of these documents and addition of them to the meeting record completes his required response to the two Public Records Requests.

The board and Chief discussed whether legal counsel needs to review the response documents for any potential exemption for disclosure before they are added to the public record as part of the meeting minutes and materials.

Commissioner Peterson moved to withhold the documents from the record until legal counsel has had the chance to review them. Commissioner Maehren seconded. The motion passed with 4 in favor and Commissioner Verlinda abstaining because he believes that the board is in violation of the Open Public Meeting Act by not including the documents in the record at this time.

4.4 Open Public Meeting Act Violations

Commissioner Verlinda distributed copies of Commissioner correspondence to the board.

Commissioner Peterson stated for the record that she did not receive any of the e-mails distributed by Commissioner Verlinda, who claims that they were distributed to the entire board.

Commissioner Verlinda reported that he believes the board is in violation of the Open Public Meetings Act because agenda items were discussed via e-mail string on which a majority of the board was included. Commissioner Armanini stated the emails contained only information that identified agenda topics that were to be included on the agenda and reasons why others were not included. The email exchange did not include debate of the topics.

Chief Torpin will have the matter reviewed by legal counsel to determine if the e-mail chain is in violation of the Open Public Meeting Act.

4.5 Open Public Meeting Act Violations Related to Executive Sessions

Commissioner Verlinda will await opinion from legal counsel before pursuing the topic further.

4.6 Scheduling of Mission, Vision and Values Discussion

Commissioner Maehren would like to schedule a discussion about how the board utilizes the department's Mission, Vision, and Values. The discussion will be added to the agenda for the October 2nd meeting.

4.7 9/11 Memorial

Commissioner Maehren requested that information about the 9/11 Memorial viewing be distributed to the cities in addition to the current promotion efforts.

4.8 Voters Pamphlet

Commissioner Maehren inquired as to how Pro and Con committee members are solicited for the Fire Benefit Charge voter pamphlet. Chief Torpin reported that advertisements are placed in the local news outlets and the department's website. The board discussed.

4.9 Approval of Meeting Minutes of August 7, 2018

Commissioner Armanini moved to approve as a working draft of the minutes of August 7th, the version that the Chief and Board Secretary provided. Commissioner Ellis seconded. The motion passed unanimously.

Commissioner Armanini moved to approve the working draft of the minutes of August 7th with one administrative correction. Commissioner Maehren seconded. The motion passed unanimously.

4.10 Re-signing of the June and July Minutes

Commissioner Armanini reported that, per legal counsel, the minutes of June and July were altered with content not approved by the majority and should be re-signed. The unapproved alteration was a comment made by Commissioner Maehren in place of his signature. Commissioner Maehren requested postponement of the re-signing until the next meeting so he could have time to research the topic and solicit additional advice from legal counsel.

Re-signing of the minutes was postponed until the next meeting.

4.11 Commissioner Compensation Claims

Commissioner Maehren moved to approve the compensation claims of Commissioner Armanini. Commissioner Peterson seconded. The motion passed unanimously.

Commissioner Maehren moved to approve the compensation claims of Commissioner Ellis with the addition of his name, the month, and the year. Commissioner Peterson seconded. The motion passed unanimously.

Commissioner Verlinda moved to approve the compensation claims of Commissioner Maehren. Commissioner Maehren seconded.

The board discussed.

The motion passed 4-1, with Commissioner Peterson opposing.

Commissioner Maehren moved to approve the compensation claims of Commissioner Peterson. Commissioner Ellis seconded.

The board discussed.

The motion passed unanimously.

(Main Motion) Commissioner Maehren moved to approve the compensation claims of Commissioner Verlinda as presented. Commissioner Verlinda seconded.

The board discussed.

(Primary Amendment) Commissioner Armanini moved to amend Commissioner Verlinda's request to reduce the total number of claims from six to three, deleting 8/9, 8/10, and 8/18 for meetings with an outside attorney. Commissioner Ellis seconded.

(Secondary Amendment) Commissioner Maehren moved to amend Commissioner Armanini's motion to allow for the compensation for 8/10 and 8/18. Commissioner Verlinda seconded.

The board discussed.

(Tertiary Amendment) Commissioner Maehren moved to hold all of Commissioner Verlinda's August requests for compensation until legal counsel has reviewed them. Commissioner Armanini seconded.

Commissioner Verlinda made a friendly amended to Commissioner Maehren's motion to approve three of Commissioner Verlinda's compensations, those of 8/6, 8/7, and 8/8.

The motion passed unanimously.

Commissioner Armanini withdrew the Primary Amendment. Commissioner Maehren withdrew the Main Motion and Secondary Amendment.

V. BOARD RESOLUTIONS

5.1 None

VI. REPORTS

6.1 Fire Chief Report

Commissioner Verlinda inquired about Bellevue Fire's status with East Metro Training Group (EMTG). Chief Torpin reported that EMTG is continuing to work through issues. Eastside Fire and Rescue has pulled out of EMTG and Bellevue is currently still involved.

Commissioner Maehren inquired about the delayed Medic response reported in the Chief's Report. The Chief reported there was a mix up due to Redmond M19 and Snohomish County M19 responding into Northshore at the same time. Snohomish County M19 thought they had been cancelled when the Redmond unit was cancelled. The Chief stated the planned unit renumbering in King County should alleviate the potential for this to occur in the future. The Chief noted there were no adverse patient impacts due to this issue.

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

6.2 Commissioner Reports

- Commissioner Maehren attended the 20th Anniversary celebration for the City of Kenmore.
- Commissioner Maehren has learned that beginning in 2020, some BLS funds will be specifically designated for the CMT program, which is staffed with an EMT and a social worker. The board discussed the program.

- Commissioner Maehren reported that the topic of the King County Fire Commissioner Meeting this month is the EMS Levy and he hopes to attend.
- Commissioner Verlinda congratulated Commissioner Maehren on being called the Father of Kenmore.

VII. CONSENT AGENDA

7.1 Vouchers

- The General Fund Vouchers totaled \$196,691.07 and Reserve Fund Vouchers totaled \$3,683.38

Commissioner Armanini moved to approve the consent calendar as presented. Commissioner Maehren seconded. The motion passed unanimously.

VIII. EXECUTIVE SESSION

8.1 None

IX. ADJOURNMENT

The meeting adjourned at 7:30PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 18th, 2018

Attachments: Agenda and Fire Chief's Report.

BOARD OF COMMISSIONERS




RICK VERLINDA, Member

CAROLYN ARMANINI, Chair



DON ELLIS, Member




KAE PETERSON, 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 September 18th, 2018



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, September 4, 2018

5:00 PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Board Discussion and Possible Action Items**
 - 4.1 2019 Budget Priorities Discussion – Commissioner Verlinda
 - Continuation of a Board discussion on budget priorities for the 2019 budget process.
 - 4.2 Administrative Reporting Structure Reorganization – Chief Torpin
Continuation of initial discussion regarding proposed changes to reporting structure and job description and possible action to approve.
 - 4.3 Approval of Meeting Minutes of the August 7, 2018, Regular Board Meeting
 - 4.4 Commissioner Compensation Claims – Commissioner Armanini
 - Review and approval of commissioner compensation claims
- V. Board Resolutions**
 - 5.1 None
- VI. Reports**
 - 6.1 Fire Chief's Report
 - 6.2 Commissioner Reports
- VII. Consent Agenda**
 - 7.1 Approval of Vouchers
- VIII. Executive Session**
 - 8.1 None
- IX. Adjournment**

Next Regular Meeting: September 18th at 5:00 PM

Fire Chief's Report
Submitted by Chief Torpin
September 4th, 2018

Administration/Financial:

- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin attended a King County Fire Chief's meeting.
- Chief Torpin attended a Norcom Governing Board meeting.
- Chief Torpin met with Forest Hooker from TCA Architecture to discuss the Station 57 remodel project. Work continues on refining the scope of work and development of a formal recommendation which should be available within 30 days.
- Chief Torpin initiated discussions with a representative from Public Financial Management Inc. (PFM) to discuss the potential value in refinancing the 2009 UTGO Bonds.
- Agreements have been executed as authorized to allow for sick leave cash out funds upon retirement to be deposited into the terminating employees' HRA VEBA account and sick leave for employees transferring to the paramedic program will be transferred to Shoreline.
- Received the renewal contract for fire benefit charge data services from Interface Systems.
- Chief Torpin and DC Magnuson met with a lake Forest Park citizen who is interested in joining the Chaplain Corps. If approved, the Northshore Fire Foundation and the Northshore Fire Department will fund the five-day Chaplain training academy and an addition three-day peer support training in October.
- Chief Torpin and DC Magnuson attended the Family Night for East Metro Training Group (EMTG) Academy 8.
- Finance Specialist Killion researched a replacement for the Konica copier. The current machine lease is over and must be replaced. Quotes were received from three vendors for a comparable machine. A new lease agreement has been secured with Pacific Office Automation for a new machine. The new lease will be for 48 months and will provide a lower monthly cost than the soon to be expired lease.

Human Resources:

- Performance Pro training was conducted with leadership at the August Officer meeting. Employee training will be completed in September.
- Formal offers of employment were made to two prospective Firefighters. They have accepted the offers and will begin work with the District on September 11th.
- Flu shots will be provided to staff by AMR again this year at no cost. AMR will be onsite to administer shots on 10/25 and 10/29.
- HR Administrator Moore facilitated a quarterly safety committee meeting. Attendees included DC Magnuson, HR Administrator Moore, LT Ingersoll, and AS Hansen.
- HR Administrator Moore met with AS Hansen to review current job duties, work load, and streamline identified administrative functions.

- HR Administrator Moore met with FI Booth to discuss fire prevention social media tools and resources.

Operations:

- DC Magnuson collaborated with HR Moore on personnel shift assignments for 2019.
- DC Magnuson attended August Zone 1 Operations meeting.
- DC Magnuson participated on Oral Board interview panel for NORCOM Fire Liaison position.
- DC Magnuson updated and clarified aid given and received procedures for reporting to National Fire Incident Reporting Software (NFIRS) program.
- DC Magnuson facilitated August Officer meeting and Performance Pro personnel review software training.
- DC Magnuson collaborated with Chris Mast of NORCOM on geographic information system (GIS) mapping project.
- DC Magnuson collaborated with Battalion Chiefs and the Training Division to develop draft 2019 Operations, Training, and Facilities budgets.
- Chief Torpin and DC Magnuson attended the Family Night for East Metro Training Group (EMTG) Academy 8.
- DC Magnuson met with Executive Director of Brookdale senior living to discuss increase in responses to facility, internal protocols, and interaction between Fire Department and Brookdale staff.
- DC Magnuson developed 2019 shift schedule and sent to FireTrex Staffing for integration and upload to scheduling program.
- DC Magnuson met with Washington State Department of Transportation (WSDOT) NW region Traffic Signal Maintenance technician, Jim Buss to discuss improvements to facilitate E57 response leaving station 57 and entering Bothell Way.
- DC Magnuson collaborated with Fire Liaison Chris Perez to troubleshoot a delayed medic response into E57's first due area with Snohomish County Medic 19.

Training:

- Chief Torpin facilitated an East Metro Training Group (EMTG) Policy Board meeting.
- Chief Torpin met with Battalion Chief Drew DeFazio from the Redmond Fire Department to discuss the role of Chief of Training for the EMTG. Chief DeFazio has been named Interim Chief of Training.
- Chief Torpin met with Chief Correira from the City of Snoqualmie regarding EMTG.
- Captain Harvey conducted North End Drills at Station 51, assisted by Captain Woods from Woodinville Fire and Lt. Peffer from Bothell Fire. Hot weather and smoky conditions were a challenge.
- Captain Harvey assisted Kate Hansen with preparing the September Monthly Training Announcement (MTA).
- Live fire training was provided for Redmond Fire Department recruits. FF's Heilman and Seefeld operated the prop and provided a safety hose-line.

- New Scott SCBA's – Captain Harvey provided mask fit testing for Northshore crews and developed a schedule for initial user training for the departments involved in the purchase. The training will be held at Station 51 October 1-5.
- Captain Harvey prepared a proposed Training budget for 2019.
- DC Magnuson worked with King County Department of Health to coordinate 4th quarter Health Insurance Portability and Accountability Act (HIPAA) refresher training.
- DC Magnuson has been working with Echelon Front to provide leadership and teamwork presentation to Northshore personnel. Tentatively scheduled for September 10th.
- Captain Harvey attended an East Metro Training Group (EMTG) Training Officer meeting to discuss the November Multi-Company Operations (MCO) drill.
- Captain Harvey assisted with planning and preparation for the September Multi-Company Operations (MCO) drill in Shoreline.
- Task Manual – Captain Harvey provided information to the Zone 1 task manual group.

Fire Prevention:

- FI Booth together with EM Lunak taught several Friends and Family CPR classes for the staff at Plywood Supply.
- FM LaFlam and FI Booth began the preparations for the elementary school fire safety program. A review of the program was performed, materials are being ordered and coordination with the schools will begin as soon as the school year begins.
- FI Booth attended a 4-hour class in Renton called Navigating Difficult Conversations During a Crisis.
- FM LaFlam was asked to sit on the new Northshore School District Safety and Security Task Force. LaFlam has agreed to serve on the committee. Recommendations for task force members will be sent to the Superintendent for final approval.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak completed the online portion of his instructor recertification with the American Red Cross. The classroom portion of the certification will take place in September.
- 4 NEMCo volunteers helped EM Lunak participate in the 20th anniversary celebration for the city of Kenmore on Saturday August 25th. NEMCo gave out information on preparedness and promoted the September 8th Preparedness Workshop, October CERT class, and free CPR classes.
- The September 8th 4 hour citizen workshop is now full with 36 students registered.
- EM Lunak taught the first joint monthly safety meeting with NUD and LFP/Kenmore staff on August 8th. The new agreement to share training costs is being reviewed by city staff and should be approved soon.