



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

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

MINUTES

December 18, 2018

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

I. OPENING OF MEETING

Chair Dave Maehren called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Don Ellis, Dave Maehren, Rick Verlinda, Ron Gehrke, and Suzanne Greathouse. Also present was Fire Chief Jim Torpin, Board Secretary Kate Hansen, Battalion Chief Mike Morris, Firefighter Brian Ford, Firefighter Kevin Brackett, Firefighter Russ Holmes, Firefighter Kyle Colletti, and one member of the public.

II. OATH OF OFFICE

2.1 Performance of Commissioner Oath of Office

The oath of office was performed for recently appointed Commissioner Suzanne Greathouse.

Legal Counsel Jacob Stillwell arrived at 5:03PM

III. APPROVAL OF THE AGENDA

Chief Torpin requested the removal of section 5.3 to discuss revisions to Policy 6200 and postpone this discussion until the next board meeting. Commissioner Maehren stated he would like the topic to remain for discussion.

Chief Torpin requested the addition of section 5.8 to establish a Special Board Meeting for Thursday, December 27th.

Commissioner Maehren requested the addition of Section 5.9 to discuss agenda items for the next board meeting.

The board discussed proposed amendments.

Commissioner Verlinda moved to approve the agenda as amended. Commissioner Maehren seconded. The board discussed. The motion passed with Commissioner Ellis abstaining due to being uncertain.

IV. PUBLIC COMMENT

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

- Mr. Dee congratulated Commissioner Greathouse on her appointment
- Mr. Dee thanked the department for use of the Public Meeting Room by the City of Lake Forest Park.
- Mr. Dee thanked the board for working to maintain transparency in board business.

- Regarding options for expansion of Station 57, Mr. Dee would like to see the board pursue options about trading spaces with another entity as a possibility for changes to the Lake Forest Park Station 57.

V. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

5.1 Station 57 Remodel Project

Legal Counsel Stillwell reviewed his memorandum regarding the Station 57 remodel and answered questions.

HR Manager Moore arrived at 5:16PM

Commissioner Ellis moved to direct the Fire Chief to reengage the Station 57 remodel project with the scope of work and designs previously approved by TCA. Commissioner Gehrke seconded. The board discussed.

Commissioner Maehren requested a side bar to ask legal counsel's advice.

The board adjourned to Executive Session at 5:34PM until 5:55PM to discuss potential litigation pursuant to RCW 42.30.110.1(i). The board extended the Executive Session for 10 minutes. The board returned to open session at 6:05PM.

The board continued discussion of the motion. Commissioner Verlinda proposed a friendly amendment to include a review of the scope of work to include additional items without restrictions of budget limitations. The amendment was not accepted. Board discussion continued. The motion passed 3-2 with Commissioner Verlinda and Commissioner Maehren opposing.

5.2 Audio Recording of Meetings

The board and Chief Torpin discussed audio recording options.

Commissioner Maehren moved to direct the Chief to engage with AV CaptureAll to implement audio recording of the meetings as soon as possible. Commissioner Verlinda seconded. The board discussed. The motion passed 3-2 with Commissioner Ellis and Commissioner Gehrke opposing.

5.3 Policy 6200

Commissioner Maehren requested the postponement of the topic until the next regular meeting.

5.4 National Testing Network Fee Waiver Program

Chief Torpin reported that the National Testing Network (NTN) process, which Northshore Fire uses in its firefighter application process, is cost prohibitive to potential low-income candidates. Chief Torpin proposed that the board establish a fee waiver program, possibly utilizing funds from the Donation Fund. Chief Torpin suggested the possibility of creating a Jan Allot scholarship fund, to cover National Testing Network fees for qualified applicants that wish to apply to Northshore Fire. The process would include a review by a Northshore Fire Department panel of potential recipients for determination of awards based on specific criteria set forth by the department.

Commissioner Maehren moved that the board authorize the Chief to spend up to \$1,000 per year on the NTN scholarship project. Commissioner Ellis seconded. The motion passed unanimously.

5.5 Fire Chief's Performance Review Process

HR Manager Moore reviewed the current employee review template that is utilized for all regular employee reviews. This template could be used as-is or adjusted to accommodate different evaluation points per the board's preferences.

The board discussed how to formulate performance review criteria that provides clear direction for, and expectations of, the Fire Chief position.

Board Members will review the essential functions of the Fire Chief Job Description for necessary changes/updates to help formulate an actionable performance review template for the Fire Chief position.

5.6 Proposed Revision of Fire Commissioner's Compensation Claim Form

Commissioner Maehren reported that currently some Commissioners report number of hours spent per compensation claim and others do not. He would like to amend the Commissioner Compensation Claim form to require the number of hours worked per claim. The board discussed. The board concluded to revisit the Board Compensation policy after the first of the year.

5.7 January 1st Regular Board Meeting

Commissioner Ellis moved to cancel the Regular Board Meeting of January 1st and schedule a Special Board Meeting for January 8th. Commissioner Verlinda seconded. The motion passed unanimously.

5.8 December Special Board Meeting

Chief Torpin reported that he learned today that approval of vouchers must be done in an Open Meeting and cannot be approved separately by a quorum of the board who have reviewed and signed the vouchers separately.

Commissioner Maehren moved to schedule a Special Board Meeting for December 27th at 10:00AM for the sole purpose of approving vouchers. Commissioner Verlinda seconded. The motion passed unanimously.

5.9 Agenda Items for Next Board Meeting

The following agenda items were set:

- Fire Chief Performance Review – January 8th
- Policy 6200 – January 8th
- MRSC Membership – January 8th

VI. BOARD RESOLUTIONS

6.1 Resolution 18-11

Commissioner Ellis moved to approve Resolution 18-11. Commissioner Verlinda seconded. The board discussed. The motion passed 4-0 with Commissioner Verlinda abstaining due to his connection with the WA State Council of Firefighters.

VII. REPORTS

7.1 Fire Chief Report

In addition to the written report provided in the meeting materials, Chief Torpin responded to the following questions:

- Commissioner Verlinda asked about the review of the Deputy Chief compensation. Chief Torpin reported that Northshore Fire's current Deputy Chief compensation is out of

alignment with comparable departments and currently under review by HR Manager Moore. More information will be forthcoming.

- Commissioner Verlinda asked if the new firefighter recruits graduated Fire Academy. Chief Torpin reported that they graduated last Thursday.
- Commissioner Verlinda inquired about the impact of FF Sullivan becoming a paramedic on staffing. Chief Torpin reported that staffing level is currently two firefighters above the minimum as part of the succession planning initiative approved last year.
- Commissioner Verlinda inquired about the AMR labor strike. Chief Torpin reported that the AMR labor group have given notice of intent to strike as of noon this Friday. All AMR service areas will experience reduced transportation capability from AMR during the strike. The District will move an aid car to Station 57 and implement temporary cross staffing and amend transport practices during any work stoppage by AMR.
- Commissioner Maehren inquired about the status of the Sammamish River bridge repairs. Chief Torpin reported units were moved to the Northshore Utility District's back up facility located in the Moorlands area while the bridge was closed. The Chief reported the bridge is now open to emergency vehicles only, but should be open for all traffic soon.

7.2 Commissioner Reports

- Commissioner Verlinda reported that the 2019 King County Fire Chiefs and Commissioners banquet is coming up January 16th. Commissioner Verlinda would like to attend if scheduling permits.
- Commissioner Verlinda reported that there have been two structure fires in his neighborhood recently and experienced great interactions with the crews on duty.
- Commissioner Maehren reported that there is a NEMCo potluck tomorrow, December 18th that he hopes to attend.
- Commissioner Maehren reported that he spoke with the auditor and asked if the board would get a copy of the advanced report prior to the Exit Interview. Chief Torpin reported that the information he received is that a response to the complaint will be provided to the two complainants. The exit conference will outline the findings of the audit.

VIII. **CONSENT AGENDA**

8.1 Vouchers

- The General Fund Vouchers totaled \$138,302.56 and Reserve Fund Vouchers totaled \$1,249.53

8.2 Meeting Minutes

- Regular Board Meeting of December 4, 2018.

Commissioner Ellis moved to approve the minutes of December 4th with proposed changes. Commissioner Verlinda seconded. The motion passed unanimously.

Commissioner Verlinda moved to approve the Consent Agenda. Commissioner Gehrke seconded. The motion passed unanimously.

IX. **EXECUTIVE SESSION**

8.1 None

X. **ADJOURNMENT**

The meeting adjourned at 8:14PM

NEXT MEETING DATE

The next special Commissioners meeting is scheduled for December 27, 2018. The next regularly scheduled Commissioners meeting of January 1, 2019 is cancelled. Another special meeting is set for January 8, 2019

Attachments: Agenda and Fire Chief's Report

BOARD OF COMMISSIONERS



RICK VERLINDA, Member



RON GEHRKE, Member



DON ELLIS, Member



SUZANNE GREATHOUSE, Member



DAVID MAEHREN, Chair

ATTEST



KATE HANSEN, Secretary

King County Fire Protection District No. 16

Adopted at a Special Meeting of the Board of Commissioners on January 8, 2019



Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, December 18, 2018

5:00PM

I. Open Meeting

II. Oath of Office

- 2.1 Performance of the Oath of Office for recently appointed Commissioner Suzanne Greathouse.

III. Approval of Agenda

IV. Public Comment

V. Board Discussion and Possible Action Items

- 5.1 Station 57 Remodel Project – Commissioner Maehren
- Board review and discussion on the Station 57 remodel project scope of work and review of requested legal opinions. The Board may take action to expand the scope of work or resume the project as previously approved.
- 5.2 Audio Recording of Meetings – Commissioner Maehren
- Board discussion and possible action to approve the audio recording of Board meetings.
- 5.3 Policy 6200 – Chief Torpin
- Review and possible adoption of proposed amendment of Policy 6200. Revised policy would revise Policy 6200 and replace 6200P, 6210, 6210P.
- 5.4 National Testing Network Fee Waiver Program – Chief Torpin
- Staff presentation of a potential scholarship program for low income entry level firefighter applicants. The program would provide a waiver of fees for testing costs to qualified applicants.
- 5.5 Fire Chiefs Performance Review Process – Commissioner Maehren
- Board discussion regarding the process used to complete the fire chief's performance review.
- 5.6 Proposed revision of Fire Commissioner's compensation claim form – Commissioner Maehren.
- Board discussion and possible action to revise the commissioner compensation claim form to include the number of hours spent per claim.
- 5.7 January 1st scheduled Board meeting – Chief Torpin
- Board discussion and action to cancel or reschedule the January 1st Board meeting.

VI. Board Resolutions

- 6.1 Resolution 18-11 Declaring Items as Surplus

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 December 4, 2018

IV. Executive Session

- 9.1 None

IX. Adjournment

Next Regular Meeting: January 1st, 2019 (likely to be canceled or rescheduled)

Fire Chief's Report
Submitted by Chief Torpin
December 18, 2018

Administration/Financial:

- Representatives from the Washington State Auditor's Office notified the District that they will not be ready for the audit exit conference until January.
- Chief Torpin and AS Hansen met with new Commissioner Greathouse as part of the new commissioner orientation.
- Chief Torpin attended and facilitated a Zone 1 Fire Chief's meeting.
- Chief Torpin provided required documentation to King County Elections to place the benefit charge continuation on the ballot of the February 12 Special Election.

Human Resources:

- Market data was collected for review of the Deputy Chief position's salary range. Proposed new salary range was submitted to Chief Torpin for review.
- Advertising has been rolled out for January's Job and Resource Fair including Facebook, LinkedIn, Next Door, various local papers' online calendar, and Eventbrite. Flyers have been distributed to participating employers, with plans in place to roll out to further audiences.
- Notice was sent via email to the Admin group regarding Washington's upcoming Paid Family and Medical Leave. Notice included a brief synopsis of the leave and new pay roll deduction that will begin January 2019 as part of the State's program. Suppression employees will not be subject to pay into the State's new program until their current Collective Bargaining Agreement expires.
- Supervisor support continues as we complete the performance appraisal season.
- HR Manager Moore met with the new Firefighter recruits (Dec. 14th) to complete additional HR new hire orientation/training.

Training:

- Chief Torpin attended and facilitated an East Metro Training Group Policy Board meeting.
- Firefighter Livingston led auto extrication training for the on-duty crews.
- Lt. Burrow updated the Probationary Firefighter Handbook.
- The North-End drills continued at Station 51 with crews from Northshore, Bothell, and Woodinville.
- Captain Harvey attended a work group to develop 2019 North-End drills that will include crews from Shoreline.
- Captain Harvey developed a training plan for Probationary Firefighter's Hurn and Petro during their day shift assignment prior to reporting to regular shift in 2019.
- Captain Harvey fielded several questions regarding the 2019 King County Fire Training Officers Association Pump Academy.
- DC Magnuson and Captain Harvey attended Post Incident Analysis of recent C-shift house fire presented by Lt. Hochstein.

- DC Magnuson, Captain Harvey, and D-shift personnel attended Recruit Academy 8 Combat Challenge for Northshore Recruits Petro and Hurn.
- Captain Harvey and Kate Hansen attended the monthly East Metro Training Group planning meeting.
- Captain Harvey attended an e-Logic (Learning Management Software) implementation work group.
- Captain Harvey continued to participate in a work group to develop 2019 first quarter training.

Operations:

- DC Magnuson attended the monthly Zone 1 operations board meeting.
- DC participated in Shoreline Paramedic Interviews with Dr. McCoy (Harborview), AC Nankervis (Shoreline), and DC Noble (Bothell).
- DC Magnuson attended East Metro Training Group Academy 8 final evaluation for recruits Petro and Hurn.
- DC Magnuson facilitated bi-monthly All Officer Meeting and BC Staff day.
- DC Magnuson facilitated re-certification and credentialing of Emergency Medical Technician's (EMT's) with expiring certifications in 2019.
- DC Magnuson continued to work with King County Department of Health to provide refresher HIPAA training to all staff.
- DC Magnuson has been in communication with AMR executives regarding potential labor action and work stoppage. Contingency response plans have been developed and articulated to Norcom and Northshore officers.
- November response statistics:

| Incident Responses in Fire District 16 | | | | Mutual Aid | | |
|---|---------|------------|----------------|--|--------------|-----------------|
| Incident Type Group | Station | # | % | Fire Department | Aid Received | Aid Given |
| Fire | 51 | 0 | 0.00% | Bothell | 4 | 24 |
| | 57 | 2 | 0.82% | Kirkland | 1 | 2 |
| Overpressure Rupture, Explosion, Overheat - no fire | 51 | 0 | 0.00% | Redmond | 2 | 0 |
| | 57 | 1 | 0.41% | Shoreline | 5 | 16 |
| Rescue & Emergency Medical Service Incidents | 51 | 116 | 47.74% | Woodinville | 0 | 2 |
| | 57 | 67 | 27.57% | Other | 1 | 0 |
| Hazardous Condition (No Fire) | 51 | 3 | 1.23% | TOTAL | 13 | 44 |
| | 57 | 2 | 0.82% | Emergency Response Turnout Time | | |
| Service Call | 51 | 12 | 4.94% | EMS | Avg = 0:57 | 90% = 1:35 |
| | 57 | 7 | 2.88% | Fire Suppression | Avg = 1:09 | 90% = 1:45 |
| Good Intent | 51 | 12 | 4.94% | Emergency Response Travel Time | | |
| | 57 | 5 | 2.06% | 51 | Avg = 3:12 | 90% = 5:35 |
| False Alarm or False Call | 51 | 10 | 4.12% | 57 | Avg = 3:48 | 90% = 5:21 |
| | 57 | 6 | 2.47% | Average Reaction Time Summary | | |
| Severe Weather & Natural Disaster | 51 | 0 | 0.00% | Station 51 | A-shift | 1:03 |
| | 57 | 0 | 0.00% | | B-shift | 0:58 |
| Special Incident Type, other | 51 | 0 | 0.00% | | C-shift | 0:59 |
| | 57 | 0 | 0.00% | | D-shift | 0:57 |
| Grand Total | | 243 | 100.00% | AVG | 0:59 | AVG 1:02 |

November 2018

Fire Prevention:

- The elementary school fire safety program was very active over the last two weeks. Lt. Burrow delivered nine safety presentations to third grade classes and FI Booth provided fire safety lessons to seven kindergarten classes.
- FM LaFlam attended the official groundbreaking for the Lodge at St. Edward. Washington State and local officials, together with many people who have worked on or supported the project attended the event. The scheduled opening for the Lodge is May 2020.
- FM LaFlam attended the pre-construction meeting for a new building that is being constructed at 68th Ave. and NE 181st St. The five-story building will include covered parking, retail and commercial spaces and 24 residential units.

Northshore Emergency Management Coalition (NEMCo):

- EM Lunak completed the final review of Northshore Utility District's Comprehensive Emergency Management Plan.
- The NEMCo Governance Board met on 12/12 to review progress made in 2018 by NEMCo and to establish some training and exercise for 2109.
- EM Lunak participated in Puget Sound Energy's tabletop exercise focused on communications during power outages. This drill is part of PSE's effort to prepare for some major work being done to their Eastside distribution system which could result in limited supply of power during construction.