Northshore Fire Department

King County Fire Protection District No.16

Board Meeting Materials

November 20, 2018

Board of Commissioners

Don Ellis Rick Verlinda David Maehren Ron Gehrke

Jim Torpin
Fire Chief

Kate Hansen
Board Secretary

Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

Board of Commissioners Regular Meeting Agenda

Tuesday, November 20, 2018

5:00PM

I. Open Meeting

II. Approval of Agenda

III. Public Comment

IV. Board Discussion and Possible Action Items

4.1 Commissioner Vacancy – Commissioner Maehren

- Interview and Selection Process
- Selection of candidates for oral interviews

4.2 Participation in the Benefit Charge Renewal Voter's Pamphlet – Commissioner Maehren

4.3 MRSC Membership – Commissioner Maehren

4.4 Fire Chiefs Performance Review Process – Commissioner Maehren

4.5 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.

4.6 Recording of Fire Commissioner Meetings – Commissioner Maehren

- Recording software
- Availability to the public

4.7 Proposed revision of Fire Commissioner's compensation claim form – Commissioner Maehren

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

7.2 Approval of Meeting Minutes of November 6, 2018

VIII. Executive Session

8.1 None

IX. Agenda for Next Meeting

9.1 Board discussion on future meeting agenda items.

X. Adjournment

Next Regular Meeting: December 4th at 5:00 PM

Fire Chief's Report

Submitted by Chief Torpin
November 20, 2018

Administration/Financial:

- Representatives from the Washington State Auditor's Office have tentatively scheduled the exit interview with the Board for December 18th. The exit interview will be scheduled as first item of business of the regular meeting scheduled for the date listed above.
- Chief Torpin provided Interface Systems with 2019 Benefit Charge information as needed for parcel database. Information included updated benefit charge notification letter, new sprinkler systems approved in 2018, and Resolution 18-09 which established the benefit charge to be $3,200,000.
- Chief Torpin attended the NORCOM Governing Board Meeting and strategic planning retreat.

Human Resources:

- HR Manager Moore attended a Salary Administration webinar.
- Supervisors have begun completing their performance evaluations. Evaluations are due by December 15.
- Open enrollment for benefits has begun. Any changes must be submitted to Human Resources before the end of November.
- Advertising for the upcoming "Government and Non-Profit Job and Resource Fair" scheduled for January 30th has been initiated. Information was posted on the District's social media accounts, with plans to further disseminate.

Training:

- Chief Torpin along with Chief Smith from the Redmond Fire Department and Chief Hagen from the Bellevue Fire Department met for an East Metro Training Group (EMTG) strategic planning committee meeting.
- Chief Torpin met with EMTG Training Chief Drew DeFazio for weekly one on one debrief.
- Chief Torpin met with the Chiefs from Shoreline, Bothell, and Woodinville Fire Departments to further discuss the consolidation of training efforts.
- DC Magnuson continues to work with Karen Rodriquez of King County Department of Health to facilitate Health Insurance Portability and Accountability Act (HIPAA) refresher training.

Operations:

- DC Magnuson attended East Metro Training Group (EMTG) Academy 8 bi-weekly comprehensive recruit evaluations.
- DC Magnuson attended monthly Zone 1 Operations meeting.
- Chris Mast of Norcom completed wall map project and delivered maps to Station 51.
- Chief Torpin and DC Magnuson met with Mark Hagreen of Eastside Public Safety Communications Agency (EPSCA) regarding the future transition to Puget Sound Emergency Radio Network (PSERN).

- DC Magnuson and Shannon Moore (HR) interviewed Lt. John Burrow for the position of Training Captain in 2019.
- DC Magnuson facilitated brief “coffee” meetings between Chaplain Andy Koss and shift personnel.
- Halligan apparatus check software was deployed. Electronic check lists for daily operational checks, weekly inventory, bi-monthly checks, Sunday Pump checks, quarterly Personal Protective Equipment (PPE) inspection, and annual testing of equipment.
- DC Magnuson collaborated with Chris Perez, Norcom fire liaison, to track down dispatch anomalies for an incident on NE 204th Pl. Also conveyed BC Knight’s analysis of revised brush fire responses which were inaccurately implemented. BC Knight found irregularities and Norcom has since corrected the dispatch levels.
- DC Magnuson continues to work on King County renumbering project with BC Sauer, BC Tagart, DC Wallgren (Woodinville) and Chris Perez (Norcom).
- DC Magnuson provided FM LaFlam with inventory of areas with known poor radio communications.

Fire Prevention:

- FI Booth and Lt. Burrow delivered fire safety presentations to five third grade classes. Lt. Burrow will be assisting with the program delivery while on light duty.
- FI Booth provided a training class to a group of ten students at the Kenmore Senior Center. The presentation provided Cardio Pulmonary Resuscitation (CPR) training and covered the proper use of an Automatic External Defibrillator (AED).
- FM LaFlam attended a meeting at the Northshore Utility District (NUD). The meeting focused on water supply and cross-connection control related to residential fire sprinkler systems. The meeting attendees included the NUD operations manager and cross-connection control specialist and the Kenmore building official and plans examiner.
- FI Booth attended an interactive webinar, hosted by Shoreline Fire Department that presented information about the new fire inspection module for the ESO program.

Northshore Emergency Management Coalition (NEMCo):

- Chief Torpin attended the NEMCo Multi-Agency Coordination Meeting. The meeting was facilitated by EM Lunak and included 17 community partners ranging from Kenmore Air to Republic Services. The meeting focused on communication during emergencies and what each agency has for resources that may be available during emergencies.
- EM Lunak met with Bothell Dispatch to demonstrate and discuss WebEOC, the incident management software used in NEMCo’s Emergency Operations Center (EOC). A follow up meeting is planned with LFP police and the City of Bothell to determine the most efficient way to share real time information during emergencies.
- EM Lunak met with the City of Woodinville to assist the city with reestablishing their Citizen Emergency Response Team (CERT) program. NEMCo and Woodinville may share some volunteer teachers for CERT.
- Inglewood Shores Home Owners Association (HOA) has completed an inventory of resources that may be used by the homeowners post disaster as recommended

by the Map Your Neighborhood curriculum presented by EM Lunak during the summer. The HOA met with EM Lunak on November 5th for more information and assistance with planning evacuation procedures.

Fire Commissioner Interview Process

2018

In filling the vacant Northshore Fire Commissioner seat, the board will first assure that the applicant is eligible to serve as a fire commissioner. To fill this, the applicant must be a registered voter residing within King County Fire District 16 (Northshore Fire Department) according to RCW 52.14.010.

Each applicant's letter of interest and statement of qualifications will be assessed utilizing the following criteria

1.	Experience	20%
2.	Public Service	20%
3.	Demographics*	20%
4.	Demonstrated Success	20%
5.	Other	20%

*The board believes it is important to appoint commissioners that represent the diversity of our community and the geographic areas of the district.

The board will select three to five candidates for interviews. Interviews will occur at the board's regular meeting on December 4th, 2018** The following questions will be asked during the interview. Two minutes will be allowed for each answer:

1. Briefly tell us about yourself – education, work experience, hobbies etc.
2. Why are you interested in serving on the Board of Commissioners of the Northshore Fire Department?
3. What experience have you had in dealing with budgets, policy and personnel issues?
4. What experience have you had in a leadership role working with employees, union and non-union?
5. What do you know about the Northshore Fire Department and the responsibilities of its board of commissioners?
6. Are you now or have you ever been part of any service club, non-profit or community organization, what was your role and what were your accomplishments?
7. Do you have any specific goals or objectives for the Northshore Fire Department that you would pursue if you are appointed as a fire commissioner?
8. What obligations do you have that might interfere with the regular and/or special board of commissioner meetings?
9. Do you have any questions of us?

The board of commissioners will develop criteria for assessing candidate interviews during the regular fire commissioner meeting on November 20th. This information will be provided to each candidate in advance of the oral interviews.

** The open public meetings act (RCW 42.30) requires interviews be open to the public.

NORTHSHORE FIRE DEPARTMENT

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Purchasing

Policy Number:	6200	**Approved By:**	Board of Commissioners
Effective Date:	Unknown	**Revision Date:**	November 20, 2018
Pages:	3	**Attachments:**	2

1 PURPOSE

1.1 To establish a uniform purchasing policy that provides a procurement system that is fair and equitable to all vendors; ensure that supplies and services are procured efficiently and at the best value; and to ensure purchasing actions are in full compliance with state law.

2 REFERENCES

2.1 RCW 52.14.110 – Purchases and public works—Competitive bids required—Exceptions

2.2 RCW 52.14.120 – Purchases and public works—Competitive bidding procedures

2.3 RCW 39.04.155 – Small works roster contract procedures—Limited public works process

2.4 RCW 39.04.280 – Competitive bidding requirements – Exemptions

2.5 RCW 39.80 – Contracts for Architectural and Engineering Services

3 RESPONSIBILITY

3.1 The provisions of this policy apply to any individual involved in the purchasing of goods and services on behalf of the District.

4 POLICY

4.1 The Chief is authorized to manage the necessary expenditures and purchase of supplies and services necessary for the proper operation and maintenance of the equipment and facilities of the District in accordance with the approved budget.

4.1.1 Expenditures shall be initiated and documented through a properly completed and approved purchase order.

4.1.2 Contracts and expenditures must be related to a legitimate District purpose.

4.1.3 Board authorization and legal review is required prior to entering into contracts above $10,000.

4.1.4 Expenditures within a budget year that are not specifically planned and budgeted for must be approved by the Board of Fire Commissioners.

4.1.5 Expenditures for equipment, materials and supplies, services and small works shall be procured in accordance with the provisions of state law.

4.1.6 Records of expenditures shall be documented in a manner that demonstrates compliance with the provisions of this policy.

4.2 Purchases – Equipment, Material, and Supplies

4.2.1 Purchases with an estimated cost below $10,000 shall be made with every effort to ensure the best value is received.

4.2.2 For purchases with an estimated cost between $10,000 and $50,000 the MRSC Vendor List may be used in lieu of competitive bidding. At least three quotations shall be obtained from different vendors from the Vendor List to ensure that a competitive price has been established before the award of a contract or purchase of any materials, equipment or supplies.

4.2.3 Purchases with an estimated cost greater than $50,000 shall be made through a formal competitive bidding pursuant to RCW 52.1.110.

4.2.4 Competitive bidding may be waived for emergency or Sole Source purchases when allowed by RCW 52.14.110, 39.04.280.

5.5.4.1 A Board Resolution shall be adopted detailing the justification for the emergency or sole source purchase.

4.3 Cooperative Purchases

4.3.1 In lieu of competitive bidding, cooperative purchasing (piggybacking) may be used. If cooperative purchasing is utilized an Interlocal Agreement (ILA) with the bidding agency must be adopted prior to the execution of any contract or purchase.

4.3.2 Documentation shall be secured and maintained showing:

4.3.2.1 The lead agency properly advertised the bid;

4.3.2.2 The lead agency used a competitive sealed bid process;

4.3.2.3 The lead agency awarded the bid based on the lowest responsible bid or best value with price as the primary factor;

4.3.2.4 The bid is current and still open for purchases;

4.3.2.5 The bid item is being purchased (minor changes permitted), and

4.3.2.6 Legal counsel opinion is obtained to confirm all legal requirements have been met

4.4 Small Works Projects

4.4.1 Small works projects with an estimated cost below $20,000 shall be made with an effort to ensure the best value is received.

4.4.2 Small works projects with an estimated cost between $20,000 and $300,000 the MRSC Small Works Roster may be used in lieu of competitive bidding. The requirements of RCW 39.04.155 shall be met when using the Small Works Roster.

4.4.3 A competitive bidding process shall be used for all small works projects with an estimated cost of greater than $300,000 pursuant to RCW 52.14.120.

4.4.4 Prevailing wage compliance for a small works projects is required.

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4.5 Professional Services

4.5.1 The selection of Architectural and Engineering services shall be made through a Request for Qualification (RFQ) or Request for Proposal (RFP) process as detailed in RCW 39.80.

4.5.2 The selection of electronic data processing telecommunications services or equipment shall be made through competitive negotiation RFP process as detailed in RCW 39.04.270.

4.5.3 There are no statutory requirements for other professional services such as legal, accounting, etc.

DRAFT

Northshore Fire Department
Fire Commissioner Request for Compensation

Month:	Year:	Name:	
Date	Description of Activity		Hours

I certify by signing this request for compensation that I have acted on behalf of the Northshore Fire Department in the fulfillment of my duties as an elected Fire Commissioner and that this request for compensation is in compliance with the Northshore Fire Department policy and State Law.

_____ _____

Signature *Date*