



## KING COUNTY FIRE PROTECTION DISTRICT NO.16

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

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

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### MINUTES

January 3, 2017

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

Chair Eric Adman called the meeting to order at 5:00 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, Legal Counsel Peter Altman, Board Secretary Kate Hansen, and members of the public.

#### II. APPROVAL OF THE AGENDA

*Commissioner Maehren moved to approve the agenda. Commissioner Armanini seconded. The motion passed 6-0.*

#### III. EXECUTIVE SESSION

The Board moved into Executive Session at 5:01PM until 5:30PM to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). At 5:30PM the board extended the Executive Session until 5:45PM. At 5:49PM the board moved back to open session.

#### IV. PUBLIC COMMENT

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

- Noted Chief Torpin becoming the 2017 lead of the Zone 1 Fire Chiefs
- Noticed that AS Hansen completed the Commissioner Public Disclosure contact list review
- Noted DC Magnuson's winning of a new bunker gear dryer for the department
- Saw in the Shoreline Area News that Northshore has hired two new recruits. Noted that he did not see an MTA in the meeting materials.
- Inquired if there is any update on First Aid/CPR classes at Northshore.
  - Chief Torpin responded that the topic is on the agenda for a staff meeting next week. The Chief indicated the topic would be brought to a Board meeting in the near future.
- Asked for clarification on where the border of Northshore's jurisdiction is in Lake Forest Park, specifically whether Cedarbrook Elementary was in the Fire District.
  - The board confirmed that Cedarbrook Elementary is not in Northshore's jurisdiction.

## **INFORMATION/DISCUSSION ITEMS**

### **4.1 Selection of 2017 Chair and Vice Chair**

*Commissioner Maehren nominated Commissioner Adman as Chair. Commissioner Armanini seconded. The motion passed, 5-0.*

*Commissioner Maehren nominated Commissioner Armanini as Vice Chair. Commissioner Ellis seconded. The motion passed, 5-0.*

### **4.2 Fire Chief's Performance Review**

Materials have been distributed to the board and the Fire Chief's review will occur at the January 17<sup>th</sup> meeting.

Commissioner Maehren would like to include 2017 goals in the review process. Commissioners will send notes and desired goals to Commissioner Adman to be coalesced. Specifics include:

- o Completion of Union negotiations
- o Schedule for Annual Report completion

### **4.3 Commissioner Reports**

Commissioner Maehren would like to note that the Annual Banquet is on January 27<sup>th</sup>. Chief Torpin followed up that invitations will go out this week.

Commissioner Peterson may be selected for jury duty in January, which could affect her ability to attend the January 17<sup>th</sup> meeting.

## **V. ACTION ITEMS**

### **5.1 None**

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

In addition to the written report provided in the meeting materials, Chief Torpin included the following items:

The Chief updated Commissioners on the suicide that was committed on fire station property. The gentleman left a note expressing his apologies for any adverse impact on the fire department.

Commissioner Armanini asked how the new ESO implementation is going. Chief Torpin reported that it has been smooth so far due to effective pre-implementation training.

Commissioner Armanini commented that the new sign at Station 57 looks very professional.

Commissioner Armanini thanked Chief Torpin for implementing a Nasal Narcan program. Chief Torpin reported that it is good to have but will hopefully not need to be deployed.

Commissioner Maehren would like to receive information on the Gordon Graham Event in Shoreline. AS Hansen will forward the flyer to all Commissioners.

Commissioner Maehren expressed congratulations to Fire Inspector Booth on her certification and continued professional development.

## **VII. CONSENT CALENDAR**

### **7.1 Vouchers**

- o The General Fund Vouchers totaled \$215,332.29 and Reserve Fund Vouchers totaled \$4,891.67

### **7.2 Meeting Minutes**

- Regular Board Meeting of December 20, 2016.

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

**ADJOURNMENT**

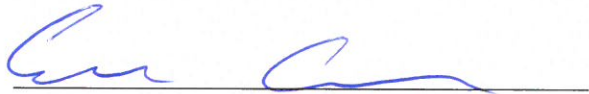
The meeting was adjourned at 6:11PM

**NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for January 17, 2017.

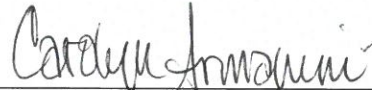
Attachments: Agenda and Fire Chief's Report

**BOARD OF COMMISSIONERS**

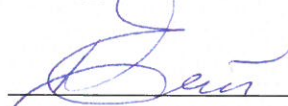


**ERIC ADMAN**, Chair

**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 January 17, 2017



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### Board of Commissioners Regular Meeting Agenda

Tuesday, January 3, 2017

5:00PM

- I. **Open Meeting**
- II. **Approval of Agenda**
- III. **Executive Session**
  - 3.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4)(b). (30-45 minutes)
- IV. **Public Comment**
- V. **Information/Discussion Item**
  - 5.1 Selection of 2017 Chair and Vice Chair
  - 5.2 Fire Chief's Performance Review
  - 5.3 Commissioner Reports
- VI. **Action Items**
  - 6.1 None
- VII. **Fire Chief Report**
- VIII. **Consent Calendar**
  - 8.1 Vouchers (includes vouchers from 12/27/2016)
  - 8.2 Meeting Minutes of December 20, 2016
- IX. **Adjournment**

**Next Regular Meeting:      January 17, 2017 at 5:00 PM**

# **Fire Chief's Report**

Submitted by Chief Torpin  
January 3, 2017

## **Administration/Financial:**

- Chief Torpin took over as chair of the Zone 1 Fire Chiefs.
- AS Hansen completed the Public Disclosures Act Officials List update. Commissioner's filings are due by April 17th.
- AS Hansen is working with Leif Jensen and staff to collect and refine content for new website.
- AS Hansen is working on the 2017 Awards Banquet. The event will be held at the Inglewood Country Club on January 27<sup>th</sup>.

## **Human Resources:**

- No report provided.

## **Operations:**

- DC Magnuson took vacation leave 12/16 through 12/22.
- DC Magnuson contacted the sales representative of Ram Air Gear dryers to confirm winning a Ram Air Gear Dryer model 4-MU. A meeting is scheduled for early January to review details.
- DC Magnuson provided Chief Torpin with recommendations for all three probationary Firefighters to be offered permanent employment thus passing probation.
- DC Magnuson provided Chief Torpin with recommendations from Training, Operations, and BC Sauer that Lt. Ingersoll has satisfied requirements to act out of classification as Acting Battalion Chief effective January 1<sup>st</sup> 2017.
- DC Magnuson coordinated with NORCOM to facilitate an AMR ambulance being dispatched with any Northshore unit on initial dispatch for "Stroke-rapid transport protocol" patients. The theory is to minimize time required to get AMR to the scene of a Code CVA.
- DC Magnuson continues to work with ESO to prepare for implementation on January 1<sup>st</sup>. Mobile to mobile data transfer has been achieved, allowing patient data to be transferred to Shoreline or Redmond Medics in the field. Also working to allow Agency Link-up to generate .PDF file transfer of patient information to AMR units in the field.
- DC Magnuson reported problems with Opticom at entrance to SR522 from Station 57 to Angel Hubbard of Washington State Department of Transportation.
- DC Magnuson evaluating data related to time difference between first and second arriving apparatus at fire incidents. Still preliminary data retrieval and investigation.
- DC Magnuson collaborated with AC John Nankervis of Shoreline to facilitate nasal naloxone (Narcan) training and implementation in early 2017.

## **Training:**

- AS Hansen and Capt. Harvey completed the January MTA.

- AS Hansen is tracking paperwork for Gordon Graham and CBT Instructor workshops, and working to improve our training sign up system in the process.

**Fire Prevention:**

- FI Booth met with Firefighter Nick Lewis and The American Heart Association Regional Account Manager, Diana Cave, to discuss the criteria necessary to become a Training Center.
- FI Booth was appointed by the Zone 1 Fire Investigation Committee to be the liaison to the Region 4 Fire Investigation group.
- FM LaFlam attended a review meeting for the Lodge at St. Edwards State Park.
- FM attended a Distributor Antenna System (DAS) Training for the Spencer 68 Building.

**Northshore Emergency Management Coalition (NEMCo):**

- See attached materials from EM Lunak.