

# Northshore Fire Department

King County Fire Protection District No.16

## Board Meeting Materials October 2, 2018



### Board of Commissioners

David Maehren

Don Ellis

Rick Verlinda

Kae Peterson

Carolyn Armanini

Jim Torpin  
Fire Chief

Kate Hansen  
Board Secretary



## Northshore Fire Department

Headquarters Station, 7220 181st Street, Kenmore, WA

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, October 2, 2018

5:00 PM

**I. Open Meeting**

**II. Approval of Agenda**

**III. Public Comment**

**IV. Board Discussion and Possible Action Items**

- 4.1 Budget Process Update – Chief Torpin
  - Staff update on the status of the 2019 Budget Process
- 4.2 Fire Chief Review Process – Commissioner Armanini
  - Board discussion and possible action regarding the process for the Fire Chief's performance review.
  - HR Manager Moore will be available to answer questions regarding the evaluation program used for regular employees.
- 4.3 CPR Program Proposal – Commissioner Maehren
  - Presentation by Commissioner Maehren for enhancements to the CPR training program.
- 4.4 Benefit Charge Election Voters Pamphlet – Commissioner Armanini
  - Board discussion on the voter's pamphlet process and possible action to set a date for posting a public notice seeking interested parties for pro and con committees.
- 4.5 Mission, Vision and Values Statement – Commissioner Maehren
  - Board discussion on how the board utilizes the District's Mission, Vision and Values Statements with regard to Board interactions.
- 4.6 Legal Questions Raised at September 4th Regular Meeting – Legal Counsel
  - a) Handwritten comments added to minutes already formally adopted by the Board
  - b) Possible violation of the OPMA by group emails regarding items to be placed on the September 4<sup>th</sup> meeting agenda.
  - c) Commissioner Verlinda's request to have copies of his Declarations regarding records requests added to the meeting record
  - d) Legality of denying 3 of Commissioner Verlinda's compensation claims
- 4.7 Commissioner Compensation Claims
  - Review and approval of September commissioner compensation claims.

**V. Board Resolutions**

5.1 Resolution 18-05 - Setting Revenue Source Public Hearing

**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 September 4, 2018

**VIII. Executive Session**

8.1 None

**IX. Adjournment**

**Next Regular Meeting:      October 16<sup>th</sup> at 5:00 PM**

**Fire Chief's Report**  
Submitted by Chief Torpin  
October 2, 2018

**Administration/Financial:**

- Chief Torpin attended a NORCOM Governing Board meeting.
- Chief Torpin met with Donna Gaw of Kirkland IT to discuss 2019 contract extension and other budget related items.
- Chief Torpin assisted prospective Chaplain Andy Koss with registration requirements for acceptance to attend the Tacoma Pierce County Chaplaincy Academy. Chief Torpin worked with LT John Burrow to secure funding from the Northshore Fire Foundation for the academy tuition.
- FS Killion attended Washington Finance Officers Association 2018 Annual Conference in Vancouver, Washington.
- FS Killion attended a webinar from MRSC titled 'Top 10 Public Records Tips.'

**Human Resources:**

- Chief Torpin and DC Magnuson attended a King County Fire Chiefs Association conference on diversity, cultural competency, and social justice and equity.
- HR Manager Moore conducted new hire orientation with Firefighter recruits.
- HR Manager Moore attended Associated Industries' webinar: Performance Management.
- HR Manager Moore and AC Kunkel have been working on finalizing Performance Pro system set-up with Performance Pro and will be conducting employee trainings this month.
- HR Manager Moore attended a Disability Management Employer Coalition (DMEC) webinar: The Building Blocks of Absence Management – Keys to Developing a Successful Return to Work Program.
- HR Manager Moore attended DMEC meeting/training: FMLA COMPLIANCE ISSUES & HOW TO CREATE TRAINING PROGRAMS TO MINIMIZE EMPLOYER LIABILITY.
- HR Manager Moore is working with multiple divisions to put together light duty assignments and corresponding job profiles to use when an employee is released to work with light duty restrictions.
- Employee trainings regarding the new performance management software and appraisal system continue.
- DiMartino reported a 7.9% increase in the District's medical plan for 2019. No significant changes to the plan next year. Delta Dental plan is a rate pass and Willamette Dental plan offering is increasing approximately 7.9% in 2019. EAP carrier will be changing from Magellan to First Choice Health EAP.

**Training:**

- Chief Torpin attended and facilitated an East Metro Training Group (EMTG) Policy Board Meeting.
- DC Magnuson and Captain Harvey attended a Zone 1 "Task Manual" meeting. Objective is to complete a universal Training Manual for response tasks for all

Zone 1 Fire Departments. Previous Task Manual work was provided to the group electronically.

- New Firefighter Recruits, Jayden Petro and Hans Hurn started employment with department orientation, HR, Finance, and SCBA initial user training Tuesday, September, 11th. They reported to Academy Wednesday, September 12, at 11:00am at Station 26.
- New Scott SCBA's – Captain Harvey completed mask fit testing. Initial user training was provided to Northshore and Shoreline recruits. FF Carrasquillo and FF Hoffman attended a train the trainer class at Bothell Station 42.
- 9/11 was a busy training day at Station 51 with several training sessions taking place at the same time. Carl Lunak delivered EOC training, duty crews attended CBT, and Northshore and Shoreline recruits received SCBA user training. Additionally, Lake Forest Park and Bothell Police were practicing their techniques in the training tower.
- Probationary FF Langbehn completed a practical assessment as part of his Probationary Firefighter Workbook.
- Captain Harvey assisted with preparations for the King County Fire Training Officers Association Pump Academy. FF Hofschulte is the lead instructor and FF Colletti is assisting.
- Captain Harvey attended an EMTG Training Officer meeting.
- Captain Harvey Instructed at several MCO session at the Sears building in Shoreline.
- Captain Harvey, Captain Woods, and Lieutenant Peffer prepared fourth quarter training and scheduled North End training days.

### **Operations:**

- Fire Chief Torpin and DC Magnuson attended the North King County Fire Chiefs and Medic One Advisory board quarterly meetings.
- DC Magnuson facilitated initial EMT credentialing for new Firefighter Hans Hurn.
- DC Magnuson attended August Zone 1 Operations meeting.
- DC Magnuson provided Station Tour and department background information as well as facilitated two shift visits and ride-along for Chaplain Andy Koss.
- DC Magnuson facilitated EMT recertification for new Firefighter Jayden Petro.
- DC Magnuson worked with NORCOM and BC Knight to modify responses south of the Sammamish River during gas line work on the West Sammamish Bridge (reduced speed between 17000 and 17500 on 68<sup>th</sup> Ave NE, possibly affecting "closest unit").
- DC Magnuson posted special notice 18-02 regarding 2019 shift assignments and work schedule.
- August Response Statistics:

Incident responses in Fire District 16				Mutual Aid					
Incident Type Group	Station	#	%	Fire Department	Aid Received	Aid Given			
Fire	51	4	1.61%	Bothell	3	16			
	57	2	0.80%	Kirkland	2	3			
Overpressure Rupture, Explosion, Overheat - no fire	51	0	0.00%	Redmond	2	0			
	57	0	0.00%	Shoreline	1	17			
Rescue & Emergency Medical Service Incidents	51	120	48.19%	Woodinville	0	1			
	57	57	22.89%	Other	1	2			
Hazardous Condition (No Fire)	51	2	0.80%	<b>TOTAL</b>	<b>9</b>	<b>39</b>			
	57	1	0.40%	<b>Emergency Response Average Turnout Time</b>					
Service Call	51	14	5.62%	EMS	1:01				
	57	10	4.02%	Fire Suppression	1:13				
Good Intent	51	10	4.02%	<b>Emergency Response Average Travel Time</b>					
	57	7	2.81%	51	3:17				
False Alarm or False Call	51	10	4.02%	57	3:55				
	57	12	4.82%	<b>Reaction Time Summary</b>					
Severe Weather & Natural Disaster	51	0	0.00%	Station 51	A-shift	1:07	Station 57	A-shift	0:54
	57	0	0.00%		B-shift	1:02		B-shift	1:14
Special Incident Type, other	51	0	0.00%		C-shift	1:06		C-shift	0:59
	57	0	0.00%		D-shift	1:04		D-shift	1:11
<b>Grand Total</b>		249	100.00%		AVG	1:05		AVG	1:04

## August 2018

### Fire Prevention:

- FI Booth assisted EM Lunak with the presentation of an Emergency Preparedness Workshop. There were 24 community members that attended the workshop.
- FM LaFlam attended a class on fire-resistive construction and firestopping (firestopping is the code directed process for protecting openings and/or penetrations in fire-rated walls) plan review and inspections.
- FI Booth attended a fire service evaluator's class. The evaluator certification was needed for her to assist with the evaluation of applicants at the practical testing for fire investigators.
- FI Booth attended the NEMCo EOC meeting.
- FI Booth and FM LaFlam have assembled materials and have been coordinating with the schools for the upcoming school fire safety presentations. Students in kindergarten and third grade will receive the lessons and folders of safety materials this fall.
- FM LaFlam and FF Holmes participated in the first meeting of the Northshore School District Safe Schools Advisory Committee. The committee is charged with preparing proposals for the Superintendent regarding a wide range of school safety issues.
- FI Booth taught a private First Aid/CPR class for 16 students at Lake Forest Park Presbyterian Church. A second regularly scheduled Adult CPR class was provided to two citizens.
- FM LaFlam attended a pre-application meeting for a proposed 66-unit townhome development to be constructed west of 68th Ave. at NE 190th Street.

### Northshore Emergency Management Coalition (NEMCo):

- Chief Torpin and EM Lunak met with other NEMCo principals for the 3<sup>rd</sup> Quarter Board Meeting.

- A NEMCo sponsored four-hour Citizen Emergency Preparedness Workshop was held on September 8th at the Northshore Headquarters Station. EM Lunak covered basic preparedness topics and FI Booth covered fire prevention and fire extinguisher use. 27 students attended the workshop.
- EM Lunak led city employees through an Emergency Communication and Coordination Center activation exercise.
- NEMCo amateur radio operators along with EM Lunak set up the new radio repeater at Station 51 for temporary testing.
- EM Lunak attended 16 hours of training to recertify as an instructor with the American Red Cross.
- EM Lunak participated in a functional exercise with Northshore Utility District staff. The all-day event was designed to test the state wide mutual aid agreement and was run by the Department of Health and Environmental Protection Agency.
- 17 NEMCo RACES volunteers operated all 4 NEMCo partner agency radios as part of the State of Washington's communication exercise on September 29th. NEMCo RACES will have a detailed report about the event completed by mid-October.
- EM Lunak presented a safety class for 7 new Northshore Utility District employees on Powered Industrial Trucks (forklifts), including some hands on training and skill assessment.
- EM Lunak gave a presentation on Community Emergency Response Teams at the Moorlands Elementary PTA meeting on Monday Sept. 24th. The presentation featured the development of a Northshore School District wide effort by NEMCo to host a Teen CERT in 2019 with high school aged participants.



**NORTHSHORE FIRE DEPARTMENT**  
**“Dedicated to Community Service”**  
**MEMORANDUM**

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Date: September 13, 2018  
To: Board of Commissioners  
From: Chief Torpin  
Re: 2018 Budget Process Update

The purpose of this memo is to provide the Board a progress report regarding the 2019 Budget development.

The final draft budget will be provided to the Board sometime during the second week of October prior to the Public Hearing which is scheduled for the October 16<sup>th</sup> meeting. The draft budget will include information needed to adopt an expense budget and establish the Fire Benefit Charge (FBC). The following items will be included in the draft budget materials:

- A proposed Expense Budget;
- A Revenue Budget which includes anticipated regular levy, FBC and miscellaneous revenue collections;
- A Reserve Fund Budget that includes anticipated 2019 expenses and an analysis of the allocation requirements necessary to maintain compliance with the Board’s Reserve Fund policies;
- A projection of the 2018 budget carryover and unanticipated revenues collected that would be available to offset 2019 revenue collection requirements;
- A FBC worksheet to assist in the FBC setting process, and;
- Historical financial data for comparative analysis of prior budget years.

**Timeline**

The Budget and FBC process have numerous statutory requirements set forth that requires a timely public hearing, adoption of formal resolutions and filing of the required documents with King County. Timelines for both processes have been developed and used as a guide for several years. The attached calendar provides the timeline and dates for both processes that are applicable to the 2019 budget development and adoption process.

**Expense Budget**

The largest impact to the 2019 budget will be related to labor costs necessary to maintain current services levels. There are also some increased costs to operational and maintenance budget line items.

The following sections will provide some additional detail on the anticipated expense fund increases:



## Labor Costs

- Wages for suppression staff will increase by 3.5% as specified in the 2017-2019 Collective Bargaining Agreement. Increases to longevity pay and automatic step raises for newer employees will raise the 2019 suppression wages by approximately 4.5%.
- Wages for non-represented employees will increase by 3.3% based on the Seattle/Bremerton CPI-U June to June data.

## Benefits

- The increase to 2019 Healthcare for medical insurance has been estimated to be approximately 8-10% and 0% for dental. Final notification of the 2019 rates will not be provided until the first week in October.
- Collection of premiums for Washington State's new paid medical and family leave will begin in 2019 for administrative staff. The premiums are split 60/40 between employee and employer. The premiums for represented employees will not begin until the current collective bargaining agreement expires.

## Election Costs

- The Board has decided to run the benefit charge revalidation election in the February Special Election. Costs for this ballot measure could be as high as \$72,000 if the FBC measure is the only item on the ballot.

## **Reserve Fund Budget**

Each year a portion of the revenue collected is transferred to the Reserve Fund. The majority of these funds are earmarked to maintain the equipment replacement and facility improvement plan as adopted by the Board. To keep pace with the capital replacement plan approximately \$350,000 is allocated to the Reserve Fund each year.

Expenses from the reserve fund in 2019 will include the following:

- LEOFF I post-retirement benefits will range between \$70,000 and 100,000.
- The Station 57 remodel project will likely be completed in 2019. The anticipated costs for this project will range between \$4-600,000. There is \$200,000 of reserved funds set-aside for this project. A proposal to move additional funds from the General Fund will be made with the budget proposal.
- The station video monitoring and access control system will require an upgrade and hardware replacement. Estimates for this project are \$20,000.
- The Apparatus Mobile Data Computers were scheduled for replacement this year, but replacement was postponed until 2019.
- The IT servers are scheduled for replacement in 2019.
- The Battalion Vehicle was scheduled for replacement in 2019, but Chief Tagart recommending delaying that purchase by at least one year due to the vehicles mileage and condition.

## **Revenue**

The initial 2019 Preliminary Levy Limit Worksheet has not yet been received. Based on the King County Assessor's re-valuation area reports it appears the increase in assessed value (AV) will be approximately 10-12%. However, due to statutory limitations, the increase to the 2019 allowable levy will be slightly less than 1% adding an approximately \$52,000. New construction

values are not provided until mid to late October, but it would be safe to assume new construction will bring in more than \$75,000 in new levy revenues.

Miscellaneous revenues are all projected to be similar to what was collected in 2018.

Carryover funds from previous budgets have been used to offset revenue requests in the past. Last year it was anticipated the 2017 carryover would be \$311,000 and that amount was used to offset the 2018 revenue collection. The actual carryover was closer to \$482,000. This additional and unexpected carryover funding of approximately \$171,000 will be part of the funding proposed for the Station 57 remodel project.

The 2017, 2018, 2019 FBC collections were \$2,800,000, an increase to the benefit charge will be required in 2019.

### **Levy Lid Lift**

The regular levy rate for the 2018 tax year is at .73356/1000 and depending on the AV growth the levy rate will likely drop below .7000/1,000. The 2018 FBC funds 32.64% of the operational budget, far below the 60% maximum. Projections indicate the FBC to budget ratio will rise to 36%, 40%, and 43% in 2019, 2020 and 2021 respectively.

With the FBC revalidation election scheduled for 2019, it would be my recommendation to revisit the need for a levy lid lift as a potential ballot measure in 2020 or 2021.

### **Conclusion**

The Budget process is on pace with the adopted timeline. The Board will need to adopt Resolution 18-05 which establishes the date and time for the Public Hearing on the FBC and other revenue sources to be held at the regular meeting scheduled for October 16<sup>th</sup>. The draft budget workbook will be complete and available for your review by no later than October 11<sup>th</sup>. The documents will be posted on the website at the same time they are available to the Board.



## 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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## 2019 Budget and Benefit Charge Calendar

### August

At the first Board meeting in August (August 7<sup>th</sup>), the Board will establish fiscal priorities for the upcoming budget year.

Budget Guidelines with priorities for the upcoming year will be distributed to personnel who have program or budget responsibilities by August 15<sup>th</sup>.

Budget Requests from program managers and division heads submitted to the fire chief by August 31<sup>st</sup>.

### September

At the second Board meeting in September, an update regarding the status of the budget development process will be provided (September 18<sup>th</sup>).

The Board will also establish by resolution a public hearing on the budget, benefit charge and other revenue sources.

Once established, Board Secretary shall publish notice of the hearing at least fifteen days prior to the public hearing.

Throughout the month of September staff will be finalizing the draft budget workbook for presentation to the Board in October.

### October

The draft budget will be provided to the Board and posted on the website for public review no later than close of business on October 11<sup>th</sup>.

At the second Board meeting in October (October 16<sup>th</sup>), the Board will conduct a public hearing on the budget, benefit charge and other revenue sources pursuant to RCW 84.55.120 and RCW 52.18.060(2). The final draft of the 2019 budget and reserve fund allocation, and corresponding revenue requirements will be presented to the Board and attending public.

### November

At the first Board meeting in November (November 6<sup>th</sup>), the Board shall approve the budget and adopt the following resolutions:

- Resolution 18-XX Limit Factor Increase
- Resolution 18-XX Property Tax Increase
- Resolution 18-XX Property Tax Levy

- Resolution 18-XX Benefit Charge

At the second Board meeting in November (November 20th), the Board shall review the previously adopted benefit charge resolution and may adjust the amount of benefit charge down to reflect any increases received with the final assessed valuation.

The Fire Chief shall forward a copy of the benefit charge resolution and approved benefit charge notification letter to Interface Systems.

Prior to November 30<sup>th</sup>, the Finance Specialist shall deliver each of the above stated resolutions along with the appropriate levy worksheet and report on the public hearing to the appropriate parties at King County (Assessor, Treasurer and County Clerk).



**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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**RESOLUTION NO. 18-05**

**RESOLUTION SETTING HEARING DATE AND REVENUE SOURCES, INCLUDING  
BENEFIT CHARGE FOR YEAR 2018**

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**WHEREAS**, a public hearing on revenue sources for the District's current year expense budget is required under RCW 84.55.120; and a public hearing to review and establish the benefit charge for Year 2019 is required pursuant to RCW 52.18.060(2); and

**WHEREAS**, such hearings can be combined, and must be held prior to November 15, 2018; now therefore

**BE IT RESOLVED**, that the public hearing on revenue sources, including the benefit charge, for the calendar year 2019 be held at the regular meeting of the Board of Commissioners on October 16, 2018. The meeting will commence at 5:00 p.m. and the public hearing will begin at approximately 5:15 following the regular business and continue as long as may be required; and it is further

**RESOLVED**, that notice of the combined hearing be published once each week for two consecutive weeks, with the first publication in each case to be not later than 15 days prior to the hearing date.

DATED this 18th day of September, 2018.

**BOARD OF COMMISSIONERS**

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**CAROLYN ARMANINI, Chair**

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**KAE PETERSON, Member**

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**DAVE MAEHREN, Member**

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**DON ELLIS**, Member

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**RICK VERLINDA**, Member

**ADOPTED** at a regular meeting of the  
Board of Commissioners of King County  
September 18, 2018

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**KATE HANSEN**, Secretary  
Board of Commissioners

**PUBLIC NOTICE**

**PARTICIPATION IN VOTERS' PAMPHLET  
NORTHSHORE FIRE DEPARTMENT  
KING COUNTY FIRE PROTECTION DISTRICT NO. 16**

In conjunction with the special election to be held on February 12, 2019, King County Fire Protection District No. 16 will be submitting to the voters of the Fire District a proposition that would re-authorize the use of the fire benefit charge method of financing pursuant to Chapter 52.18 RCW.

As part of the process, the District will be participating in the King County Voters' Pamphlet and is requesting applications from District residents interested in serving on the pro and con committees to prepare statements in favor of and in opposition to the ballot measure for publication in the pamphlet. There is a limit of three members per committee, and those selected must be willing to work within a group as appointed.

A letter of interest and statement of qualifications should be submitted by interested persons and must be received by the fire district at the address below no later than 5:00 pm on September 4, 2018.

District Secretary Kate Hansen  
7220 NE 181<sup>st</sup> Street  
Kenmore, WA 98028

Phone: 425-354-1780  
Fax: 425-354-1781

Selected candidates will be notified on or before September 19<sup>st</sup>, 2018.