

## Public Safety Committee Meeting Minutes

Date: September 19, 2019

**Attendance:** Penny Sweet, Toby Nixon, Kurt Triplett, Chief Harris, Michel St. Jean, Chief Sanford, Tim Day, Heather Kelly, David Goldman, Shannon Olsen, Robby Perkins-High, Amy Bolen

### Agenda Item:

### Action Items:

#### 1. Review 2019 Annual Report

- a. Chief Harris reviewed Attachment 1 (Police Annual Report). Report will be posted on City web site after approval. Chief will clarify "records retention", as suggested.
- b. Chief Sanford reviewed Attachment 2 (Fire Annual Report). The water rescue "rapid diver" program ended last week with the support of the water rescue team.

- Post final reports to web.

#### 2. Proposition 1 Update

Chief Harris shared update. Three ProAct Unit Officers began September 3 and two more will join on October 1. Job descriptions updated for the NRO. Developing job description for MHP. SRO's in training start January 2020.

- Kirkland Reporter feature on SRO's before they start in January 2020.

#### 3. Community Safety Advisory Group Update

City Manager gave update. Video invitation from Chief Sanford scheduled to go out Monday, September 23, inviting applicants for membership on the advisory group. Councilmember Nixon suggested 1) give each organization guidance on choosing their representatives; 2) City Manager include "skeptics", someone who will ask tough questions.

- No specific actions for this item.

#### 4. OEM: Neighborhood Pod Check-in

Heather Kelly gave update. CERT group has made assumption that Stone Soup grant money would be used for CERT pod supplies. This year funds were designated towards generators for shelter and other critical facilities. Goal is to connect CERT group with Map My Neighborhood and Radio operators to implement "personal preparedness" in neighborhoods, focusing on communication and information flow rather than supplies.

- OEM will continue developing vision for resilient communities.
- OEM will convene meeting of CERT's to discuss vision for pods and generators.

**Next Meeting:** October 17



# CITY OF KIRKLAND



# KIRKLAND POLICE DEPARTMENT

## 2018 ANNUAL REPORT





## KIRKLAND BY THE NUMBERS

Founded.....	1888
Incorporated .....	1905
Consolidated with Town of Houghton.....	1968
Annexation of Finn Hill, N Juanita & Kingsgate.....	June 1, 2011
2018 Population .....	86,772
Land Area .....	17.81 sq. miles
Patrol Districts .....	8
2018 Full-Time City Employees (FTEs) .....	604.9 FTE

## KPD MISSION

- **THE MISSION** OF THE KIRKLAND POLICE DEPARTMENT IS TO PROTECT AND SERVE OUR COMMUNITY WITH **HONOR, INTEGRITY & COURAGE**
- **THE VISION** OF THE KIRKLAND POLICE DEPARTMENT IS TO PROACTIVELY REDUCE CRIME THROUGH PARTNERSHIPS AND TEAMWORK.

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# CHIEF'S MESSAGE

KIRKLAND POLICE DEPARTMENT

police@kirklandwa.gov

425.587.3408

 @KirklandWAPD



The Kirkland Police Department is made up of honorable men and women of the highest caliber. They have chosen a purpose-driven life as police officers, corrections officers and the support staff who work behind the scenes to make it all happen. I am in awe of the professionalism, teamwork and courage demonstrated throughout this organization on a daily basis. Like many of our neighbors, we are facing a difficult time in the history of law enforcement, including challenges in staffing and recruiting. During 2016, with the support of the City Council and the City Manager's Office, the Department participated in a strategic planning process that provided direction over the next five years to face these challenges. The full report can be viewed at [www.kirkland.gov/kpdstrategicplan2016](http://www.kirkland.gov/kpdstrategicplan2016).



Implementation of the goals identified in the plan began in 2017 and continued into 2018 with the successful passage of Prop 1. The passage of this initiative allows a greater focus on crime prevention and proactive, directed and community policing projects to address crime in Kirkland. The Department looks forward to actively engaging the community for constant review of the goals of the Police Strategic Plan and seeking your input through community outreach. Some highlighted opportunities for this community outreach in 2018 included:

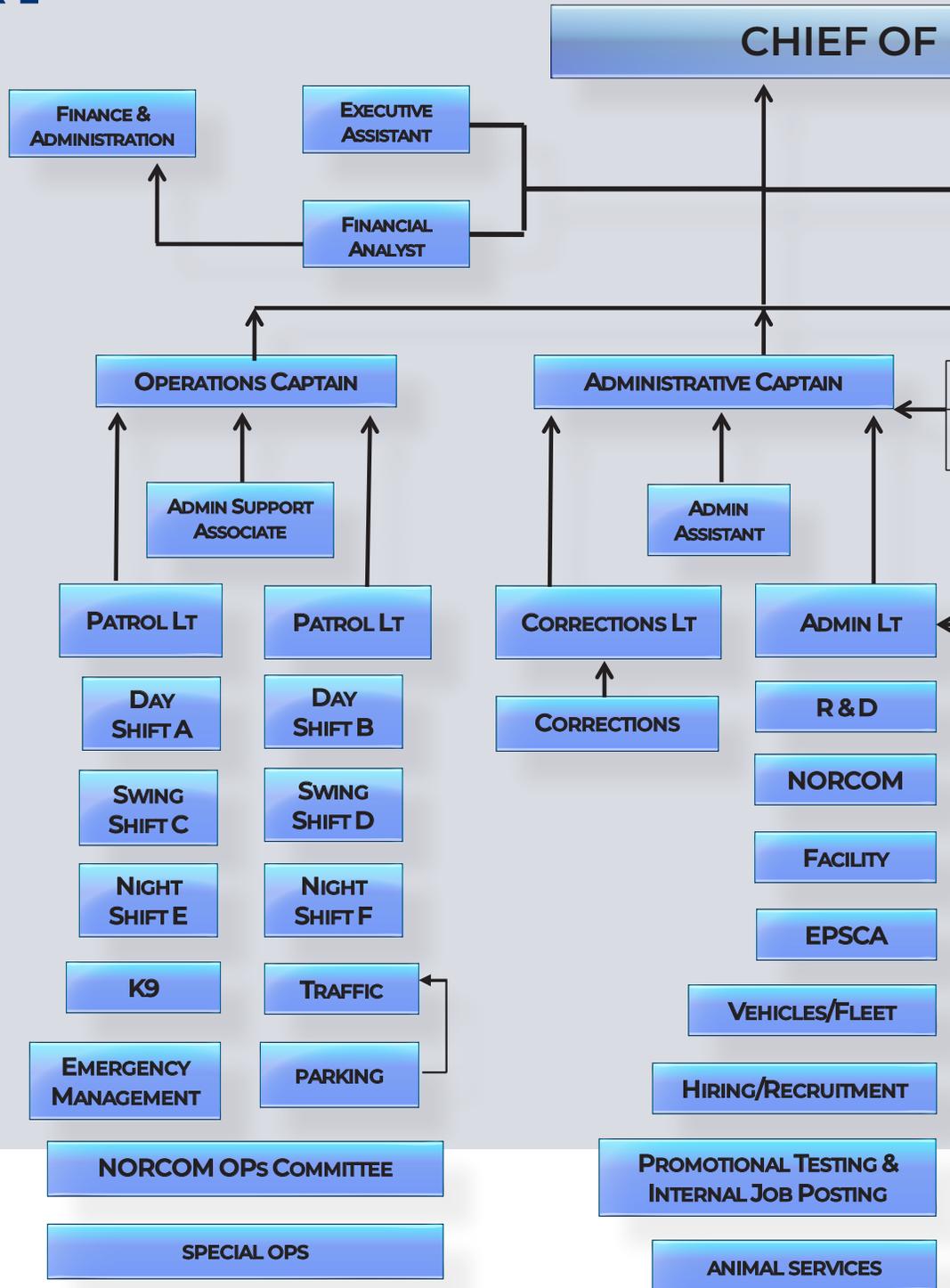
- » Attendance and presentations at forty-five neighborhood meetings throughout the year.
- » Community conversations in conjunction with Leadership Eastside and Kirkland Safe.
- » City of Kirkland sponsored Town Hall on Gun Safety and a Safe and Inclusive City for all People.
- » Muslim's Safety Forum and MAPS presentation.

Thank you for taking the time to review the 2018 Annual Report, which includes information about the variety of services provided by your Police Department, as well as a review of statistics, accountability for complaint review and noteworthy investigations.

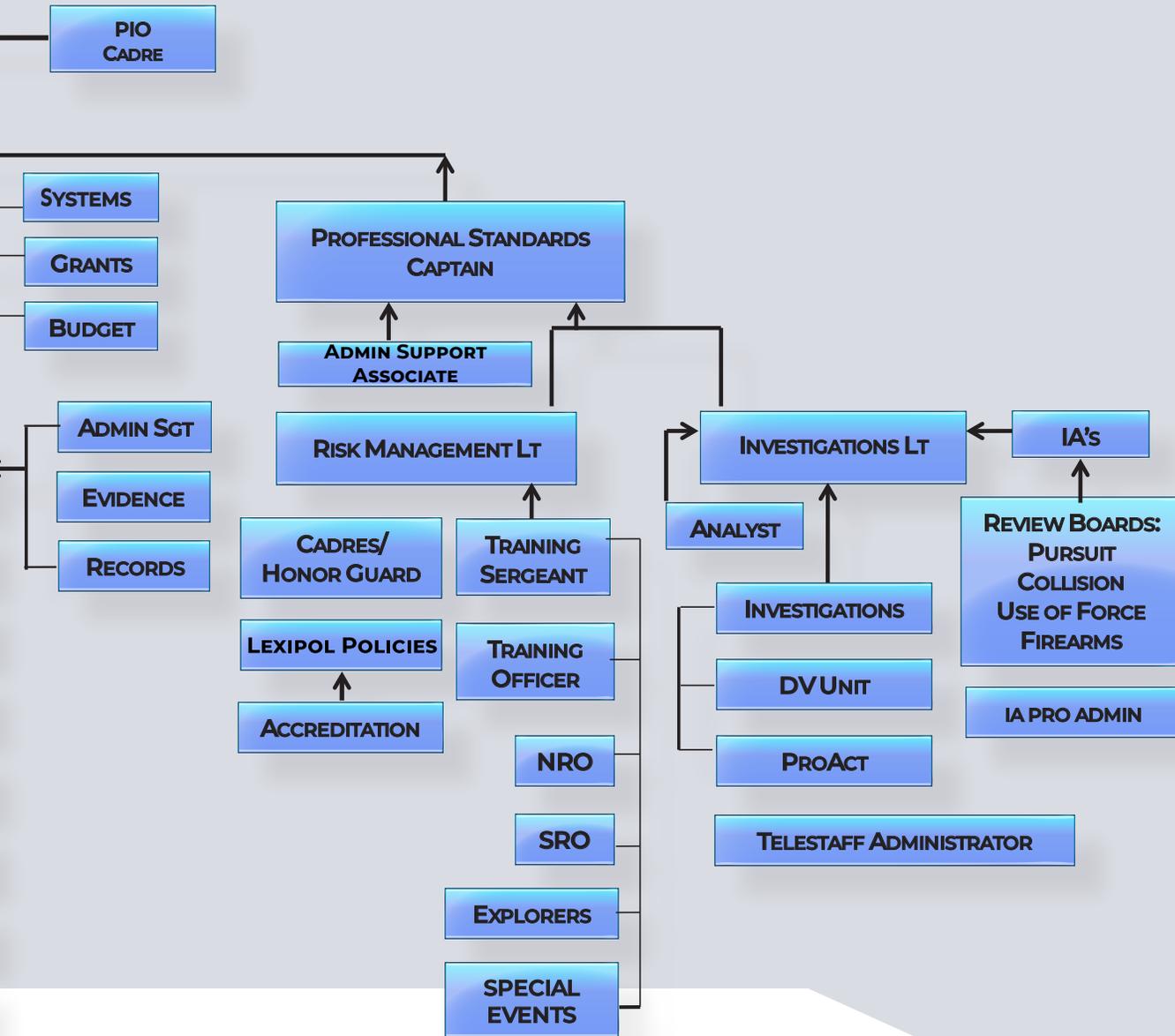
On behalf of the men and women of the Kirkland Police Department, it is truly an honor to serve the people of this great community.

*Chere M. Haws*

# ORG CHART



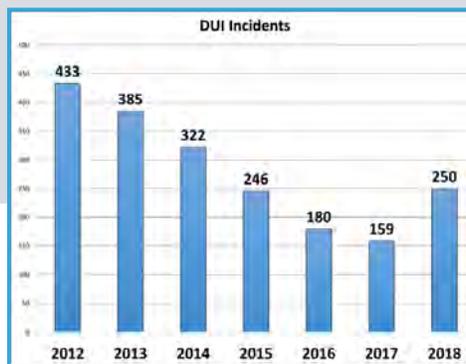
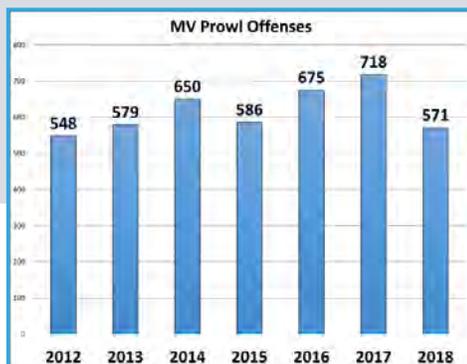
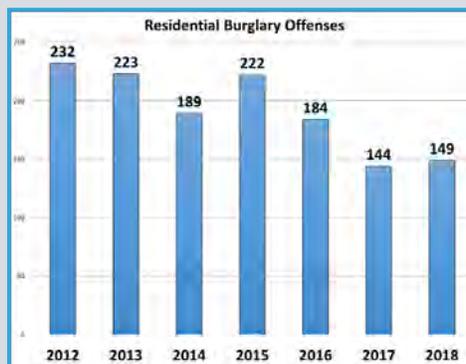
# POLICE



# 2018 KPD DASHBOARD

Crimes of Interest	2012-201 Wtd. Avg.	Normal Range	2018	Change from Wtd. Avg.
Murder	0.7	0 to 1	0	-100%
Sex Offenses	45.4	39 to 52	51	12%
Robbery	20.6	17 to 24	18	-13%
Aggravated Assault	41.0	37 to 46	71	73%
Burglary - Residential	186.5	167 to 206	149	-20%
Burglary - Commercial	101.8	82 to 122	118	16%
Motor Vehicle Theft	179.1	140 to 218	168	-6%
Motor Vehicle Prowl	651.6	604 to 699	571	-12%
DUI	238.4	147 to 330	250	5%
Collisions	1560.1	1489 to 1631	1506	-3%

■ Above Expected Range  
■ Below or Within Expected Range



## 2018 CRIME SUMMARY

**Murder:** There were no murders in 2018.

**Sex Offenses:** This category includes crimes such as rape, child molestation, indecent liberties, and voyeurism. There were 51 cases reported during in 2018 which is up 12% from the weighted average of the same period over the past six years. This category is prone to fluctuations and the current level is within the expected range.

**Robbery:** There were 18 robberies reported in 2018. This is down 13% over the weighted average of the past six years.

**Aggravated Assault:** There were 71 aggravated assaults last year. This is up 73% over the weighted average of the past six years. It is important to note that aggravated assaults are not a frequent crime in Kirkland and fluctuations in small numbers can result in large percentage changes. Further analysis of individual reports is being conducted to determine if any trends are in play.

**Residential Burglary:** There were 149 residential burglaries reported in 2018, representing a decline of 20% from the weighted average of the past six years. Over the past four years, residential burglaries have trended downward.

**Commercial Burglary:** We had 118 commercial burglaries in 2018 which represents a 16% increase from the weighted average of the past six years. There were a number of thefts from vehicles and storage units in condominium or apartment garages which contributed to the increase in this category. Additionally, a continuing series of “window smash” break-ins to small businesses affected the region during the second and third quarters. Several suspects have been charged and commercial burglaries have declined since that time.

**Motor Vehicle Theft:** There were 168 auto theft reports, representing a decrease of 6% from the weighted average of the previous six years. Auto theft slowed during the third and fourth quarters.

**Car Prowl:** There were 571 car prowls reported citywide in 2018, representing a 12% decrease from the weighted average over the past six years. After peaking last year, prowls are down to 2013 levels.

**DUI:** There were 250 DUI arrests made in 2018, reversing a six-year downward trend. This represents a 5% increase from the weighted average of the past six years.

**Collisions:** 1,506 collisions were reported in 2018, a 3% decrease from the weighted average of the past six years. Collisions in the city have held steady for the past several years.

- » In December, DV Detectives investigated a Domestic Violence case in which a mother and her three kids had been abandoned financially by her husband. They had to move out of their house a couple days before Christmas and the kids were told they were not going to have Christmas. On short notice, individuals within the department raised over \$1,000 to provide Christmas for the children.
- » This summer Kirkland Police Officers responded to a dozen commercial burglaries at small businesses. Officers were able to get prints and blood DNA from a few of the burglaries. In October, Detectives worked with Snohomish County Sheriffs' Office and other agencies in Snohomish County to identify the suspects who were responsible for the Kirkland burglaries as well as almost 100 other commercial burglaries in King and Snohomish counties. The suspects were arrested and provided a recorded confession for their part in 50 of those burglaries to include at least 5 in Kirkland.

# RECOGNITION AND SERVICE

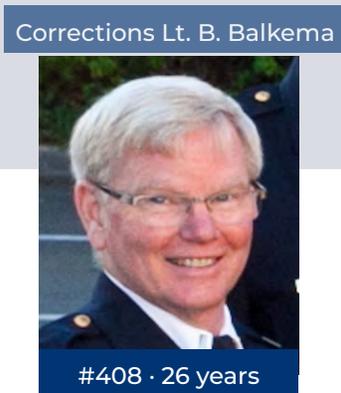


The Kirkland Police Department recognizes our employees for their years of service to our community. The following members have reached important milestones in their careers.

EMPLOYEE NAME:	YEARS OF SERVICE:	EMPLOYEE NAME:	YEARS OF SERVICE:
Capt. M. Ursino	35	Ofc. J. Trombley	15
Lt. J. Haslip	30	Sgt. L. Zablan	15
Sgt. G. Eggleston	25	Det. D. Hill	10
Sgt. R. Bressler	20	Ofc. D. Hopkins	10
PEO G. Collins	20	Corrections Sgt. C. Lehman	10
Capt. M. St. Jean	20	Evidence Tech K. Olson	10
Sgt. D. Willson	20	Ofc. K. Sheler	10
Det. M. Brown	15	Ofc. D. Dreher	5
Cpl. R. Crocker	15	PSA K. Granlund	5
Corrections Ofc. K. Florence	15		

2018 PROMOTIONS:	PROMOTION DATE:
Cpl. J. McClain to Sergeant	04/16/2018
Ofc. J. Ness to Corporal	04/16/2018
Corrections Ofc. C. Nelson to Corrections Corporal	11/01/2018
Executive Asst. P. Ball To Admin Supervisor	11/16/2018

## 2018 RETIREMENTS:





# ACCREDITATION

**T**he Kirkland Police Department is a fully accredited agency through the Washington Association of Sheriffs & Police Chiefs, (WASPC). The purpose of law enforcement agency accreditation is to professionalize the procedures of the agency by providing a review process to be certified as operating under industry best practices and standards which adhere to state and federal law. These best practices and standards are directed by our department policies. All policies are put in place to support these standards and maintain a level of performance that withstands stringent review at all levels of operation. Files supporting compliance to all standards must be kept annually and are reviewed on-site by a group of assessors from law enforcement agencies across WA State, every four years. Following the on-site review, a full report is compiled and any areas needing improvement or not in compliance are noted. Overseen by the Professional Standard's Division, the Department's last on-site review was fully passed in 2016.

## Major areas of emphasis included in this rigorous review are:

- » Goals and Objectives
- » Role and Authority
- » Use of Force
- » Management, Staffing, Organization and Utilization of Personnel
- » Records Management
- » Information Technology
- » Unusual Occurrences
- » Health and Safety
- » Fiscal Management
- » Recruitment and Selection
- » Training
- » Performance Evaluation
- » Code of Conduct
- » Internal Affairs
- » Patrol Function
- » Investigative Function
- » Evidence and Property Control Function
- » Prisoner Security



# ADMINISTRATION

- » Records
- » Corrections
- » Evidence
- » Animal Services
- » Police Vehicles
- » Hiring

# HONOR

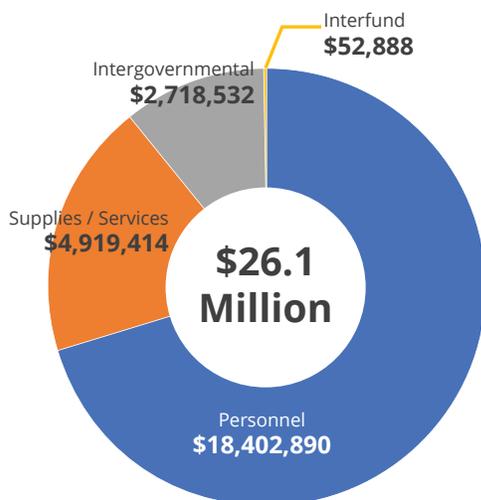
The Administrative Division provides support to other divisions and units within the police department. The Administrative Division consists of the Records Unit, the Evidence/Property Unit, the Corrections Unit and the Quartermaster. In 2018, in collaboration with departments across the City, the implementation of Kirkland’s first ever Animal Services program began on January 1, 2018. The Division also performs a number of specialized functions, including outfitting and maintaining the current fleet of vehicles, the computer systems, and police communication devices. In collaboration with other agencies and within the City, the Administrative Division contributes to the efficiencies of the Police Department.

The Administrative Division Captain’s primary responsibility is to provide general management direction and control for the Administrative Division. He is responsible for the day to day running of the police facility and Department support systems. He is assisted by Administrative Lieutenant T. Aksdal, who oversees the Department’s hiring and the Corrections Lieutenant, who is charged with management and supervision of the Kirkland jail.

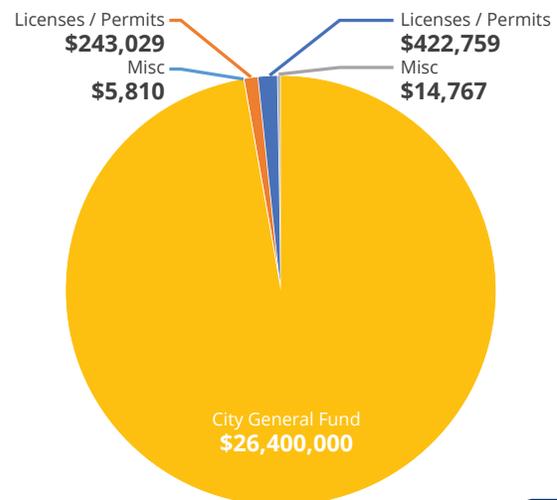
### 2018 KPD 5 year Budget



### 2018 KPD Expenditures



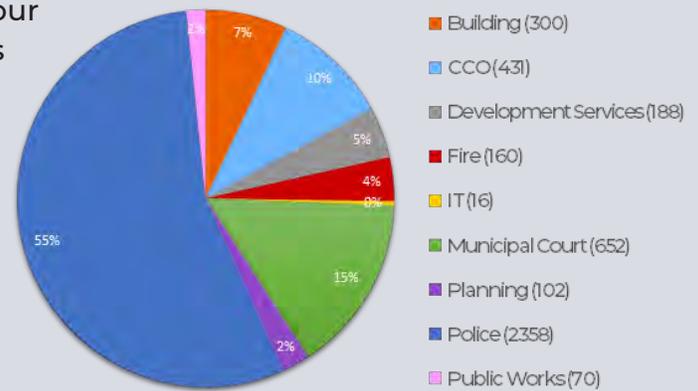
### 2018 KPD Revenues



# RECORDS

## 2018 KIRKLAND PUBLIC RECORDS REQUESTS BY DEPARTMENT:

The Police Support Associates (PSAs) of our Records Unit are the first friendly faces you see when you enter the Kirkland Police Department. The Records Unit consists of one Unit Supervisor, one Police Support Lead, seven Police Support Associates, and one Public Disclosure Analyst. The Unit is responsible for handling a multitude of tasks and services for the Department, as well as for the public.



Internally, the Records Unit oversees processing case reports and citations, preparing documents for the prosecutor and court, fulfilling record requests from outside agencies, preparing protection orders for service and / or entry into the Washington State and National Crime Information Center databases, managing case retention, processing pistol transfer applications, issuing concealed pistol licenses, and assisting officers and detectives by conducting information searches of local, state, and federal databases. The Records Unit processed 5,907 citations, an increase from 4,749 in 2017, along with handling 1,064 protection orders, an increase from 875 in 2017.

One of the Records Unit's primary goals is to maintain compliance with the Washington State Archives Retention Schedule. Records personnel operate in a continuous cycle of collecting, storing, and purging information. In 2018, the Unit reviewed a staggering 18,648 cases to determine which needed to be maintained for extended retention and which should be destroyed.

Records personnel provide excellent customer assistance for the public who visit the Department lobby. Walk-in services include processing concealed pistol license applications, pet license applications, local clearance letter requests, public disclosure requests, and requests for information on services provided by other departments or agencies.

With the addition of the Department's new Animal Control Unit in January 2018, the Records Unit began issuing Pet Licenses. City of Kirkland residents may also apply for Pet Licenses at City Hall or online at [www.petdata.com](http://www.petdata.com).

The Records Unit continues to focus on providing a high level of customer service and professionalism to members of the community, the Department, and other law enforcement related departments and agencies.

**Honor, Integrity, Courage**

**2018 RECORDS BY THE NUMBERS:**

Citations	5,907
Concealed pistol licenses	901
COPLogic reporting	969
Pet Licenses	288
Pistol Transfers	1,194
Protection orders	1,064
Public disclosure requests	2,358
Retention	18,648



**CopLogic**, The Department's non-emergency online reporting tool generates a temporary number and report immediately.

Within three business days, you will receive your final case number or be contacted by a police supervisor.

**2018** CRIMES REPORTED  
USING COPLOGIC

▶ **969**

**Criteria to use CopLogic online reporting:**

- » Must be non-emergent
- » Occurrence within Kirkland city limits and off of the freeway
- » There are no known suspects

**Most Common Crimes Reported Online:**

- » Suspicious Activity
- » Theft 3rd Degree
- » Vehicle Prowl
- » Traffic Complaint
- » Identity Theft



# CORRECTIONS

The Kirkland Jail is an integral part of the legal system for the City of Kirkland. The jail is located in the same physical building as the Police Department and the Kirkland Municipal Court. Being co-located with these entities allows for efficiencies of government operations. Inmates that are housed at the Kirkland Jail have access to the court system as well as legal representation. This system also provides a safer environment for the public as well as the court staff, inmates and custody staff.

The Kirkland Jail houses both male and female inmates and encourages the inmates to be productive while incarcerated. These inmate worker programs include training such as safe handling of food where the inmate prepares and serves the various meals to the other inmates and earns a Washington State Food Worker Card that they can use when they are released. This type of training teaches them valuable skills that they will use when they are released from jail.

The jail provides important programs each week to include Alcohol and Drug classes as well as religious services. These programs provide a way for the inmate to work in a structured manner to improve themselves in a positive environment. These programs are provided by volunteer community members.

The jail operates several alternative sentencing options including Electronic Home Detention (EHD) and Electronic Home Detention with Alcohol Monitoring (PTAD). These systems allow individuals to maintain their jobs while complying with court orders and sentencing requirements. Individuals must meet certain criteria set by the court as well as the jail to qualify for these programs.

## JAIL FACTS

	Total Inmates Housed
Kirkland Jail	893
Work Release	12
Electronic Home Device	40
PTAT	48
<b>Total</b>	<b>993</b>
<b>People processed in 2018</b>	<b>1646</b>

# HIRING



Recruiting and hiring the highest caliber employees continued to be a high priority for the Kirkland Police Department in 2018. The Department continues to look for innovative ways to attract talented people and streamline our hiring processes. For example, staff developed a lateral testing process for Lateral Corrections Officers, attended job fairs and actively recruited at a number of college campuses across the state.

In 2018, the Kirkland Police Department hired:

- » 12 Commissioned Police Officers
- » 2 Corrections Officers
- » 1 Public Disclosure Analyst
- » 1 Evidence Technician



## KIRKLAND POLICE DEPARTMENT

### MAKE A DIFFERENCE TODAY

The Kirkland Police Department is now accepting job applications.

Apply Online at:  
[www.govjobstoday.com](http://www.govjobstoday.com)

Questions: [@policerecruiting](https://twitter.com/policerecruiting)  
[@kirklandwa.gov](mailto:kirklandwa.gov)

2018 NEW HIRES:	BADGE #:	2018 NEW HIRES:	BADGE #:
Ofc. D. Hwang	646	Ofc. W. Skelley	654
Ofc. J. Holmes	647	Ofc. Z. Eggers	655
Ofc. F. Montague	648	Ofc. N. Morris	656
Ofc. B. Carter	649	Ofc. M. Baker	657
Ofc. F. Figueroa	650	A. Hughes	076
Ofc. K. Larson	651	M. Petrichor	077
Ofc. C. Huebner	652	M. Khatibi	466
Ofc. A. Lasker	653	D. Carlin	467



TO BE A KIRKLAND POLICE SOLO PATROL OFFICER



# EVIDENCE



Kirkland Evidence Tech Assisting With Search Warrant Processing

**K**. Olson and M. Petrichor are Kirkland PD's two full-time evidence technicians. They are charged with managing evidence related to criminal investigations, found property and items held for safekeeping purpose. This involves the intake, storage, security, release, and disposal of items all while adhering to critically important chain of custody rules. They work very hard to insure that the property room runs in a professional and efficient manner.

Our Evidence Technicians are a great resource for both patrol and detectives. They help with evidence processing and packaging both at the station and in the field on search warrants.

In 2018, Evidence Technicians were able to attend the following training classes to maintain and enhance their skills:

- » Property & Evidence Officer
- » Crime Scene Investigation
- » Administration of Opioid Overdose Medication

Evidence by the Numbers:

Total Items in the Property Room	18,105
Total Items Received	3,309
Total Items Released to Owners	539
Total Items Purged	3,690



# ANIMAL SERVICES



**A**nimal services provided through Regional Animal Services of King County (RASKC) was a regional effort taken on by King County. As of January 1, 2016, King County was providing animal services to nearly one million residents living in 26 cities and unincorporated King County. Kirkland appreciated the work done by RASKC, but believed a better level of customer service could be provided to the residents and animals in Kirkland through a local program. Using the funds collected for animal services through pet licensing, Kirkland has been able to have a dedicated Animal Control Officer (ACO) to provide a greater level of local awareness and community presence. The Department is confident that the overall service provided by our local animal services program will continue to be more immediate and full service.

Animal Control Officer J. Matison was hired mid-2017 as the City of Kirkland's first Animal Control Officer, in order to prepare for the anticipated implementation of Kirkland's own Animal Services Program, which began January 1, 2018. Like many local Animal Control programs, the Animal Control Officer is part of the Kirkland Police Department. "Since this is a new position and a new program, we needed someone who not only had experience in law enforcement but who also had experience working directly with animals", said Cherie Harris, Chief of the Kirkland Police Department.



In the first full year of the program, a significant decrease in sheltering costs has been realized. ACO Matison has responded to 675 calls for service, reunited 49 pets with their owners, and attended 58 community events and meetings in order to provide education about pet licensing and domestic animal concerns.

A photograph of the Kirkland Police Department building. The sign on the building reads "KIRKLAND POLICE" in large, white, three-dimensional letters. The building is dark grey with a red section on the right. The sky is blue with some clouds.

KIRKLAND  
POLICE

# OPERATIONS

- » Patrol
- » Traffic
- » Parking Enforcement
- » K-9
- » PIO
- » North Sound Metro SWAT/HNT
- » NORCOM

# COURAGE

The Operations Division is the largest and most public-facing section in the department. This Division is home to both the Patrol and Traffic Units, as well as the K-9 team and SWAT. The men and women who serve as first responders within the Operations Division are highly trained professionals who work hard to keep the City of Kirkland safe. This is accomplished by engaging in time-proven traditional law enforcement activities, complemented by the latest innovative strategies in community policing and problem-based policing models.

- » Operations Captain M. St. Jean
- » Operations Lieutenant R. Saloum
- » Operations Lieutenant T. Carpenter

The Operations Division is led by a Captain, who is supported by two Operations Lieutenants. Each Lieutenant oversees three Patrol squads, and share the responsibility of supervision of the Department's ancillary units such as traffic and the K-9 unit. Operations Captain St. Jean is also the Team Commander for North Sound Metro SWAT, which is a regional team consisting of officers from 10 area cities.

With the arrival of several new officers in 2018, the Operations Division was able to re-establish our Traffic Unit in May of 2018. These officers had been reallocated to Patrol due to staffing shortages in 2017. It is great to have them back out on the streets providing emphasis patrols to traffic complaint zones and having primary responsibility for collisions that occur while they are working.

2018 also saw the implementation of a revised set of expectations for our Patrol Unit that arose out of our Department's Mission, Vision and Values. These are much more focused on community engagement and customer service. They are:

- » Officers will protect and serve our community in everything they do; always letting our values of integrity, honor, and courage guide their decisions and actions.
- » Officers will treat everyone they encounter in a professional manner.
- » Officers will actively seek out opportunities to interact with the community in a positive manner.
- » Officers will effectively and efficiently handle their calls for service, focusing on a high-level of customer service.
- » Officers will strive to proactively reduce crime within our community. They will do this through information sharing, teamwork and by actively developing partnerships with our neighboring agencies and community members.
- » Officers will proactively enforce accident-causing violations and utilize collision maps and complaint zones to focus these efforts.
- » Officers will educate themselves on crime trends and take proactive measures to address these issues and/or areas.

# PATROL



SWING SHIFT D.

## PROTECT AND SERVE OUR COMMUNITY



## 6 SQUADS 60 OFFICERS

**P**atrol is the foundation of the law enforcement profession. The men and women of the Kirkland Police Department serve the community each day with honor, integrity, and courage. Their commitment and dedication is displayed in the manner in which they serve the Kirkland community. The enforcement of laws and response to emergency and non-emergency calls is only the beginning of what a patrol officer is responsible for on a daily basis. Kirkland patrol officers are committed to building relationships within the community and working collaboratively with our residents to find the best ways that they can serve and meet their needs.

**2018** TOTAL CALLS  
FOR SERVICE  
▶ **49,423**



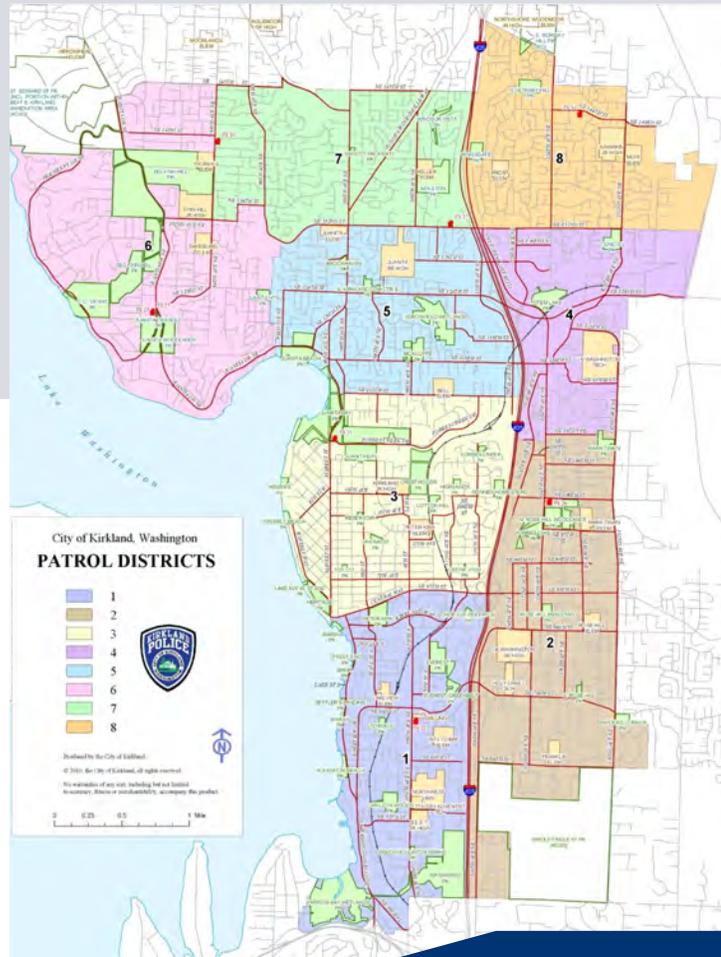
Patrol consists of 6 squads of officers who work either dayshift, swing shift, or night shift. Each shift that an officer works is a new day with new opportunities to serve the community as they are faced with a wide variety of calls that include burglary reports, death investigations, subjects in the midst of mental health crisis, alarms, weapons complaints, domestic violence, disturbances, and suicidal subjects. The Department’s highly trained officers excel at providing the best service to the Kirkland community in all circumstances.

**5 MOST COMMON ARRESTS IN 2018:**

- #1 Warrant
- #2 Assault
- #3 DUI
- #4 Theft
- #5 Drug-Related

**2018 PATROL BY THE NUMBERS:**

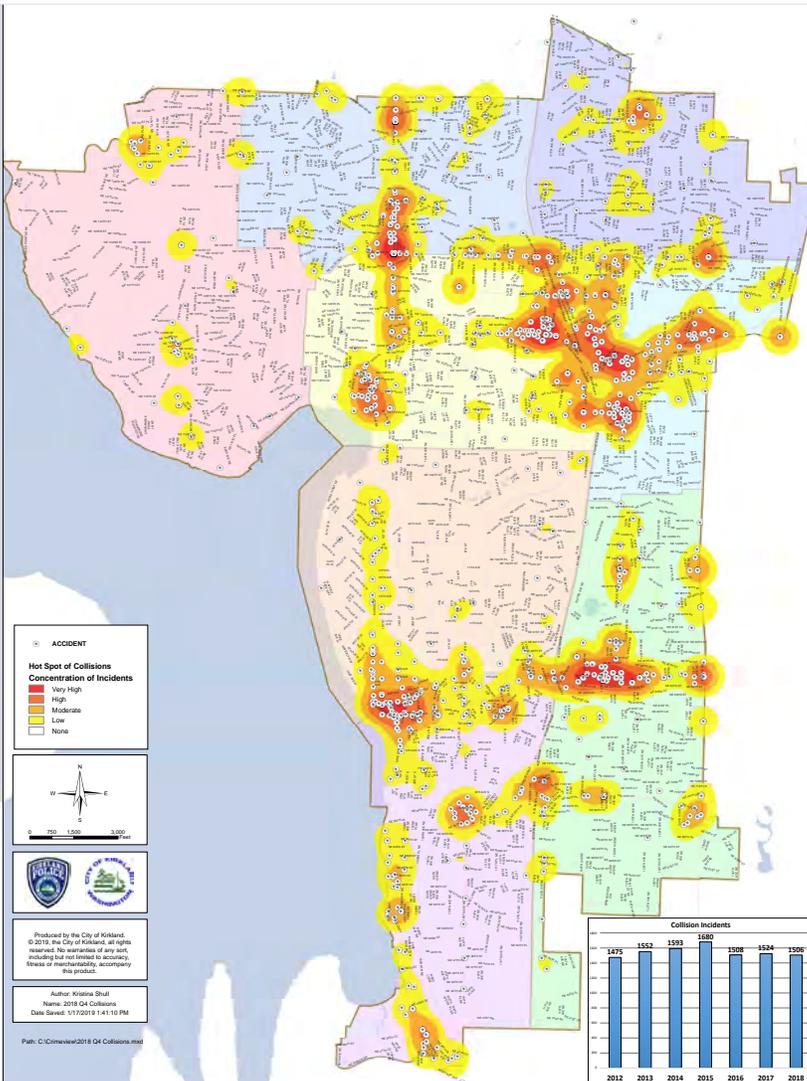
Squads	6
Sergeants	7
Corporals	11
Officers	42



OPERATIONS

The Kirkland Police Traffic Division was temporarily reassigned to supplement Patrol response and staffing in late 2016. The enforcement of traffic offenses and the investigation of collisions continued despite this reassignment and was handled by Patrol officers.

With the reinstatement of the Traffic unit in 2018, Sergeant Vickers was named the new Traffic Sergeant and Officers Valencia and Spak were reassigned as Traffic Officers. They have the primary responsibility of responding to collisions within the city when they are working and provide emphasis patrols to traffic complaint areas and to areas that have a high collision rate.



LEFT: HEAT INDEX MAP OF WHERE COLLISIONS OCCURRED IN 2018

# TRAFFIC

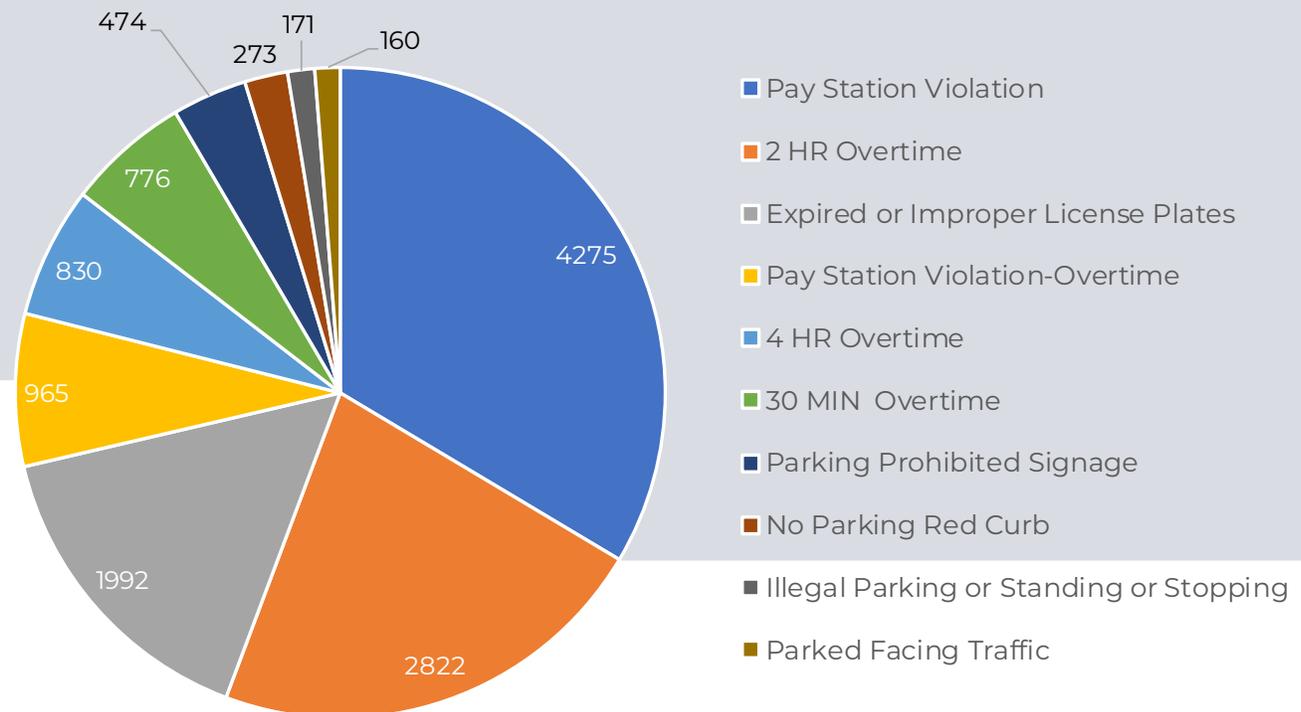
# PARKING ENFORCEMENT



The Department's two non-commissioned Parking Enforcement Officers (PEOs) enforce the city's various parking regulations, with an emphasis on the downtown business districts six days a week.

The Parking Division continues to utilize new technology to process and issue parking citations. The Politec Mobil hand-held processors used by the Department's two parking enforcement officers, greatly improves efficiencies in processing violations while decreasing the opportunity for errors. The City of Kirkland and the Kirkland Police Department continue to work together in evaluating and implementing the best parking options for the community.

## Top 10 Violations Cited by Parking Enforcement:





# K-9



The Kirkland Police Department has one tracking K-9 team which is comprised of a German Shepard named Thor and his partner, Officer D. Hopkins. A day at the office for K-9 Thor and Officer Hopkins might include assisting patrol officers with locating and retrieving fleeing suspects, clearing buildings, and searching for evidence. They respond not only within Kirkland, but throughout the region as well. Our K-9 Team is certified by the Washington State Criminal Training Commission.

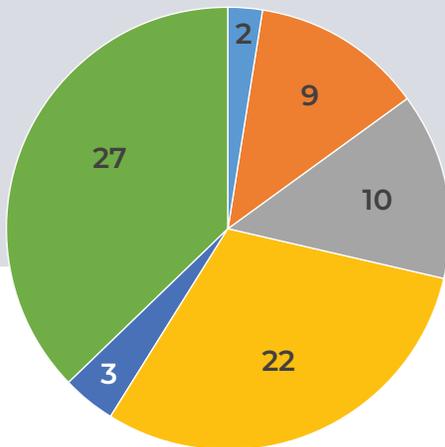
Officer D. Hopkins and his partner, Thor, continue to serve our community and surrounding region. In 2018 they assisted other agencies 27 times as they continue to build on their reputation as a professional and sought-after asset in our region. 2018

# 125

also saw Officer Hopkins and Thor achieve and surpass their 100th capture! Thor and Officer Hopkins have successfully captured over 125 suspects over the past 6 years.

The Department looks forward to their continued success and contributions in the years to come!

### 2018 K - 9 BY THE NUMBERS:



Total Deployment of Thor	73
Building Searches	2
Area Searches	9
Used for Presence	10
Tracks	22
Evidence Searches	3
Assists to Outside Agencies	27

# PIO

JOIN US ON TWITTER!

 @KirklandWAPD

The Kirkland Police Department strives toward open communication with the community in an effort to build partnerships and increased trust.

Public Information Officers (PIO's) often spearhead these efforts by delivering messages through both traditional and social media. The Department's PIO Communications Cadre consists of Lieutenant R. Saloum, Sergeant E. Karp, Corporal K. Mann, and Officer T. Trombley. These officers provide interviews and statements to the media, prepare news releases, and manage Kirkland PD's social media messages.

The purpose of the unit is to promote transparency and outreach within the community while providing timely and relevant information. The PIO Communications Cadre works hard in being proactive to keep the public informed on emerging stories and news about the department.





# NORTH SOUND METRO SWAT

**K**irkland is a member city of the North Sound Metro SWAT team, an interagency team representing Kirkland, Bothell, Edmonds, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, and Redmond. The Kirkland PD Special Operations Unit contributes members from its two specialized teams: the Special Response Team (SRT) and the Hostage Negotiation Team (HNT).

North Sound Metro SWAT deploys to handle critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of patrol officers appear to be necessary.

In 2018, Kirkland PD provided four of the 36 tactical operators, as well as four of the 12 negotiators on North Sound Metro SWAT. In addition, Captain St. Jean served as the Team Commander for this regional team. Operators commit to a demanding training schedule and must maintain stringent fitness standards and weapons qualifications. Their training consists of legal updates and case reviews, elaborate mock scenes with negotiators, and various tactical resolution techniques.

North Sound Metro conducted 14 high-risk missions last year. Kirkland operators and negotiators also helped on a number of incidents and/or search warrants for KPD that did not rise to the level of requiring the assistance of North Sound Metro.



# HOSTAGE NEGOTIATION TEAM HNT



**K**irkland PD currently provides four of the 12 crisis negotiators on the interagency team, including North Sound Metro HNT Team Leader Detective O'Neill.

New negotiators attend the FBI basic HNT course and participate in training activities throughout the year, including two elaborate mock scenes with the tactical SWAT operators.

Negotiators respond with the team to all call-outs and work as part of the larger SWAT team, bringing communication, crisis intervention and de-escalation skills to a variety of situations, such as barricaded subjects and hostage situations.

Kirkland Police contracts with North East King County Regional Communications (NORCOM) for radio, emergency and non-emergency communications. NORCOM also contracts with five other police agencies and thirteen fire departments, including the Kirkland Fire Department. In 2018, NORCOM answered 312,038 total calls: 175,923 were 911 calls that were answered 97.92 % of the time within 10 seconds (King County standard is 90%).

NORCOM telecommunicators receive extensive training to include, call receiving, police dispatching and fire dispatching before they are considered fully released and able to work all positions.

# NORCOM



- » Investigations
- » Neighborhood Resource Officer/School Resource Officer
- » Less Lethal Cadre/Firearms Cadre
- » Emergency Vehicles Operations Cadre/Defensive Tactics Cadre
- » Peer Support Cadre/Drug Recognition Expert Cadre
- » Training Unit
- » Honor Guard Cadre
- » Explorers
- » Citizens' Academy
- » Coffee With A Cop
- » Community Outreach



# PROFESSIONAL STANDARDS

# INTEGRITY



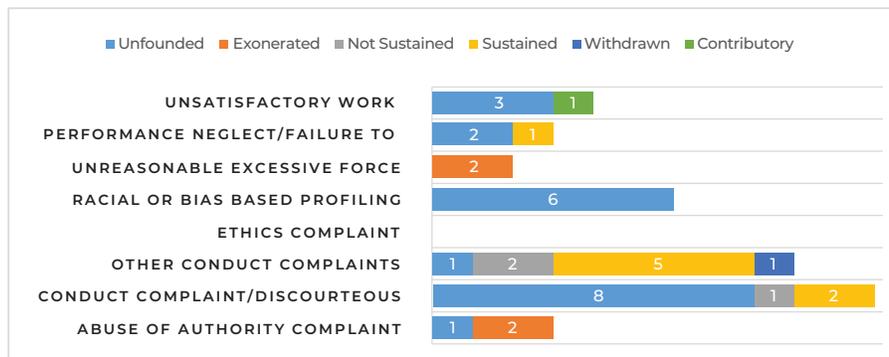
The Professional Standards Division provides critical and specialized services to help support the Department’s mission and ensure effective operations within the Police Department. The Division also helps ensure that transparency and accountability to the public are maintained as officers are held to high standards of ethical behavior and integrity.

The Professional Standards Captain M. Ursino, oversees two sections within the Division: Investigations and Risk Management.

The Investigations section, overseen by Lieutenant J. Haslip, consists of: Detectives who serve 5-year rotations out of Patrol; Anchor Detectives, specially trained, experienced Detectives who serve 10-year rotations; Family Violence Detectives who work closely with the Family Violence Advocate; and a Detective assigned to the FBI Cyber Crimes task force as well as one assigned to the Internet Crimes Against Children Task Force. This division is supported by our Crime Analyst.

The Risk Management section, overseen by Lieutenant L. Brouelette, consists of: Training, specialized training cadres, two School Resource Officers, the Neighborhood Resource Officer, Honor Guard, Police Training Officers and Explorers. This Division takes pride in serving the residents of Kirkland. The School Resource Officers are on-site at the High Schools and the Neighborhood Resource Officer engages in focused problem solving in the community. The Division ensures that all KPD personnel receive and attend quality training to keep their skills sharp and help them attain personal and professional development.

### 2018 COMPLAINT INVESTIGATIONS



# INVESTIGATIONS

The Investigations Unit conducts investigations of felony crimes, incidents of domestic violence, child abuse and death reports. The unit also processes major crime scenes, serves search warrants, analyzes crime statistics for trends, working closely with both neighboring and federal agencies to monitor crime trends and criminal activity, and tracks registered sex offenders living within the City of Kirkland.

A detective in the unit is assigned to the FBI Cyber Crimes Task Force and another detective works closely with the FBI – Internet Crimes Against Children, (ICAC) Task Force that primarily investigates incidents of child exploitation cases.



## FAMILY VIOLENCE UNIT

The Family Violence Unit conducts follow-up investigations of domestic violence crimes and crimes involving vulnerable adults and children. The unit consists of two specialized detectives and a victim advocate. The FVU is also augmented by the Domestic Abuse Response Team (DART), an all-volunteer civilian team that assists the advocate by providing support services to victims of domestic violence. In addition to the felony and misdemeanor domestic violence cases, the family violence unit also handled 133 referrals from (CPS) Child Protective Services and 89 referrals from (APS) Adult Protective Services in 2018.

IN 2018 DETECTIVES ASSIGNMENTS continued to be further specialized into the following areas of expertise with ten-year Anchor Detectives paired with another five-year Detective to provide for further development of specific skill sets and to improve effectiveness and efficiencies in investigations.

- » SEX CRIMES
- » PROPERTY CRIMES
- » ROBBERY, ASSAULT AND HOMICIDE

## CRIME ANALYSIS

Our crime analyst tracks crime patterns and trends, publishes crime maps and bulletins, and analyzes crime statistics for use in the planning of directed law enforcement activities. The analyst works to promote the exchange of information among local law enforcement agencies, which makes for more effective regional policing.

## NOTEWORTHY CASES

**Marijuana Retailer Robbery Series:** In May, a Kirkland Marijuana retailer was robbed at gun point. As they fled the scene, the three suspects fired a shot toward the store. Detectives connected this robbery to a series of robberies in Snohomish County and coordinated investigative efforts with Snohomish County utilizing GPS, cell phone and ballistics technologies. In September, the get-a-way driver was arrested. Interagency surveillance was set up with the US Secret Service in Lynnwood to locate and arrest another identified suspect. Minutes later, the suspect was involved in an unrelated eluding/hit and run with a Lynnwood Officer. He fled the vehicle but was located and arrested. A 9mm hand gun was recovered from the car. He admitted to his involvement in the Kirkland robbery and a Snohomish County robbery during his interview with detectives and was booked into King County Jail. Finally, a sixteen-year

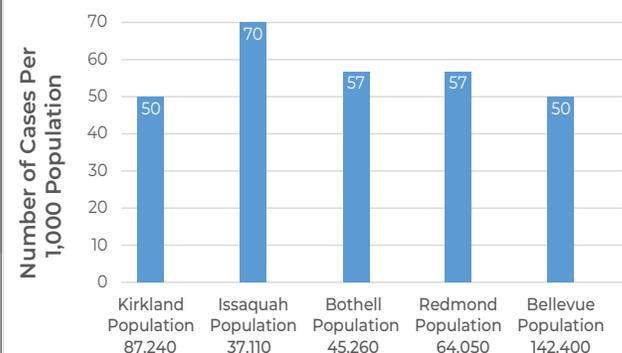
old suspect was arrested at Mariner High school for his part in the Kirkland robbery. He confessed to it and several other armed robberies of marijuana distributors and convenience stores in Snohomish County.

**Road Rage – Shots Fired:** On 6/7/18, KPD Officers responded to a road rage incident that erupted along Holmes Point Drive and Champagne Point. The victim and a nineteen-year-old suspect were traveling along the same road when the suspect brandished a machete at the victim and threatened him with it when he stopped. The victim fired a “warning shot” and the suspect left the area in his truck only to return moments later armed with a rifle and fired several rounds into the victim’s truck. The victim returned fire and then fled the area in his vehicle and hid. Neither party was injured. The suspect returned to his home nearby and attempted to hide his vehicle. When Officers located him, they also found several more firearms and ammunition in his residence. KPD Detectives responded to investigate. The KPD Evidence Technician took photos of the scenes and during execution of the search warrant on the suspect’s vehicle. The suspect was arrested and charged with Assault 2nd Degree. He pled guilty in court and was sentenced to eighteen months in jail and eighteen months of community custody.

### 2018 KIRKLAND CRIME TYPES

Thefts	1,555
Car Prowls	571
Fraud or Counterfeiting	134
Burglaries	267
Stolen Cars	168
DUI's	250
Assaults	369

### COMPARATIVE CRIME TOTALS OF LOCAL CITIES



# NRO NEIGHBORHOOD RESOURCE OFFICER

In June of 2017, Officer D. Lansing was assigned to the Neighborhood Resource Officer (NRO). The NRO is a highly visible and interactive officer within the community. The NRO is able to work closely with all divisions of the police department, other City departments, local businesses, social services and outside organizations to address a variety of community issues and concerns.

Officer Lansing completed her second year serving the City of Kirkland as the Neighborhood Resource Officer (NRO) and enjoyed the opportunity to make more connections throughout the City. The NRO is a position that serves as the liaison between the community and the police department. The NRO works closely with other City departments, local businesses, social services, and outside organizations to address a variety of community issues and concerns. The national trend is community-oriented policing and the Kirkland Police Department (KPD) strives to uphold the wishes of our supportive community and to serve them the best we can. NRO Lansing began teaching A.L.I.C.E. to businesses and City employees this year. This program teaches violent intruder/active shooter response for the public. The program enabled participants to walk away feeling more prepared and empowered to help themselves and others. NRO Lansing continued to provide CPTED (Crime Prevention Through Environmental Design) walk-throughs for businesses, multi and single-family residences to help people make their properties less desirable for the opportunistic criminal. She also participated in various community meetings, presented safety tips to apartment complexes, HOA communities, and did youth outreach in many different capacities.



# SRO SCHOOL RESOURCE OFFICER



**A**s part of the Department's commitment to community policing, in partnership with Lake Washington School District, KPD has two full-time School Resource Officers, who are assigned to Lake Washington High School (LWHS) and Juanita High School (JHS). Officer T. Davidson began his second year as an SRO for the 2017-2018 school year at JHS. Officer R. King, who previously spent 7 years as an SRO before being reassigned to Patrol, returned to be the SRO at LWHS.

SROs perform a variety of functions at the schools and in the community. Both SROs have attended the National Association of School Resource Officer (NASRO) academy and this year Officer Davidson attended the advanced academy, which Officer King had already attended. In their day to day duties, both Officer Davidson and Officer King perform their standard law enforcement role, can be utilized to give classroom instruction and act as informal counselors and mentors. Officers Davidson and King teach classes on Drug and Alcohol Awareness/ Deterrence, Civil Rights, Safety and A.L.I.C.E. Both of our SROs are certified A.L.I.C.E. instructors which stands for Alert, Lockdown, Inform, Counter, and Evacuate and teaches the community how to respond and counter violent intruder incidents.

KPD SROs also participate in community outreach programs such as the Town Hall on gun violence in schools. The SROs also conduct an annual DUI crash reenactment that rotates between the high schools to remind students of the dangers of drinking and driving just prior to Prom and graduation. Both SROs King and Davidson are also advisors for KPD'S Explorer Post.

The SROs continue to partner with the BECCA/ Truancy Specialists and participate in the Community Truancy Board (CTB) program. The CTB program is designed to re-engage truant students to keep them out of the Criminal Justice System.



# FIREARMS



The Firearms Training Unit facilitates firearms training and department qualifications for all commissioned and limited commissioned officers (Corrections Officers) in the Department's lead-free firing range. Qualifications are conducted twice per year. Firearms instructors train new officers in pistol and rifle proficiency. Active Shooter Training this year was implemented by Department members and Firearms Instructors. The training was conducted in an office setting,



utilized live scenario based force-on-force simulations training, incorporated incident command training for supervisors, and tactical dispatch training from NORCOM. Other highlighted

training this year included shooting from inside a vehicle, positional shooting using a vehicle as cover, and drills to increase speed and accuracy.

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The Less Lethal Training Unit (LLTU) is responsible for personnel training and maintenance of all department issued Tasers and the SAGE Less Lethal Impact Launchers. All Police and Corrections Officers carry department issued Tasers. There are dedicated SAGE operators in the Patrol Division and on the SWAT Team. In 2017 there were changes in Washington case law related to Taser use, along with changes in manufacturer requirements for Taser. The certified LLTU instructors trained all officers under the new requirements for Taser, as required by Department policy.

# LESS LETHAL TRAINING UNIT

# EVOC



The Emergency Vehicle Operation and Control (EVOC) Cadre is responsible for training personnel in the operation of police and corrections vehicles. The Department has a wide variety of vehicles to include Police sedans and SUV's, Corrections prisoner transport vehicles, and Utility Terrain Vehicles (UTV's). Cadre member's instruction includes slow speed maneuvering, safe backing courses, off road driving (UTV's), high speed pursuit driving, Pursuit Intervention Technique (PIT), and deploying spike strips. The EVOC Program added three additional PIT cars and was approved to add two additional EVOC instructors in order to meet the training needs of newly hired officers.

Due to a more restrictive pursuit policy implemented by the Department in 2016, police pursuits were reduced from five in 2016, to only one in 2017 and one again in 2018.

Defensive Tactics (DT) Cadre instructors are expected to be experts in current defensive tactics, case law and methodology as they instruct the ranks. Kirkland Police officers receive training in various skills to include, handcuffing, restraint techniques, takedowns, baton-work, OC (pepper) spray, and ground tactics. Officers must then apply these skills in dynamic training scenarios.



# DEFENSIVE TACTICS

# DRE EXPERTS AND SFST INSTRUCTORS



**K**irkland PD is committed to the state-wide campaign to get impaired drivers off the roads. Officers with specialized training are part of this effort. In 2018, the Department had two active Drug Recognition Experts (DRE's): Lieutenant L. Brouelette, who is also a certified DRE instructor for the state, and Corporal J. Ness. DRE's help other officers enforce Washington's DUI laws by providing expertise in evaluating drivers who may be impaired by drugs. DRE's conduct specialized evaluations which can assist officers in obtaining blood search warrants and securing impaired driving convictions.

In addition, KPD has two Standardized Field Sobriety Test instructors: Lt. Brouelette and Corporal P. Baxter. These officers teach their peers and new officers how to administer the Field Sobriety Tests in the field and provide refresher training every three years.

The Kirkland Police Peer Support Team had a successful building year that was spent adding three new peer counselors to the team and focusing on sharing information about the team's purpose and the service provided to Department members. Team members presented information to our officers and employees during In-Service training sessions and at a Supervisor's meeting. The purpose of these presentations was to talk openly about the stressors that law enforcement employees face every day and to normalize the need for support from peers, family and professionals. The team held a group debrief after a critical incident and provided individual support to a number of employees throughout the year.



# PEER SUPPORT

# TRAINING



The Kirkland Police Training Unit was very busy in 2018. The unit of two, Sgt. Knafla and Officer T. Trombley create, coordinate, schedule and document the entire Kirkland Police Department's training. This includes a wide variety of training which is crucial to officer and employee certifications that are new and reoccurring, as required by the State of Washington and to maintain WASPC accreditation standards. Commissioned police officers are required to complete twenty-four hours per calendar year of in-service training. The Kirkland Police Training Unit provided each officer with a total of forty-two hours of training, covering topics such as: implicit bias, active shooter response, defensive tactics, investigating domestic violence, legal updates, CPR/first aid, less lethal, and firearms. The Training unit also has the responsibility to facilitate and provide training programs for all new employees. In 2018 the training unit conducted introductory training for fifteen police officers and coordinated their attendance at the Criminal Justice Training Center. Training was also coordinated for four corrections officers, one animal control officer and four civilian employees. This includes training in the following areas, CPR/first aid, patrol procedures, criminal law, traffic enforcement, crisis intervention training, criminal procedures, firearms, defensive tactics, Department policies, report writing, city geography, and much more.

The Kirkland Police Department prides itself in recruiting and hiring the highest caliber of individuals. Providing initial and on-going training to allow officers to excel, is a top priority of our agency allowing the Department to better serve and protect our community.

# HONOR GUARD



The Honor Guard is the formal ceremonial unit of the Kirkland Police Department. It was founded in 2004. Honor Guard members participated in several events in 2018 including: The funeral of Pierce County Deputy Daniel McCartney, Behind the Badge Memorial Ball (SeaTac), Medal of Honor Ceremony in Olympia, Peace Officer's Memorial Day and a 9-11 silent wreath laying at the Kirkland Justice Center.

Additionally, Honor Guard Cadre Commander Lt. L. Brouelette was selected to join the Behind the Badge Line-of-Duty Death Response Team. This state-wide team is activated in the event of a line-of-duty death to assist the affected agency in planning an appropriate memorial service honoring the fallen officer/deputy.



# EXPLORERS



The Explorer program is for young adults age 14-21 who are volunteers for the Kirkland Police Department. Through law enforcement mentorship and civilian partnerships, Explorers receive hands-on training and practical demonstrations during their bi-monthly meetings. 2018 was a great year for the Department's Explorer program. These fifteen young peoples' mentorship, training and volunteer opportunities are coordinated by their lead advisor, NRO D. Lansing. Other adult mentors include Officer T. Davidson, Officer D. Dreher, Officer J. Hill, Officer R. King, Officer A. Lasker and two civilian advisors joining us from NORCOM.

Explorers attended both the summer and winter Explorer Academies in Yakima. They competed in the 2nd annual Snohomish County Tactical challenge and this year they came home with the 1st overall trophy. They worked hard to prepare themselves for this challenge, which consists of several SWAT-type scenarios that they are graded on. Some of the Explorers also competed in the King County Patrol Days where they got an all-day mock experience of what it would be like to be on patrol, which consists of responding to several different patrol-type calls.

Explorers are often seen assisting in many community events and contributed thousands of volunteer hours, collectively in 2018. Some of the events include several of the city-wide running events, Summerfest, the annual 4th of July parade, and assisted in the two line-of-duty death funerals. The Explorers also held their fourth annual Explorer Benefit Car Show at the Kirkland Police Department. The event was a big success and raised money for new uniforms, equipment, and training for the Explorers.

In addition, three past Explorers were hired on as Police Officers, one here at the Kirkland Police Department. This makes us all proud to see their hard work and determination pay off.



# CITIZEN'S ACADEMY



The 2018 Citizen's Academy was filled this year with twenty Kirkland residents. Organized

by NRO, Officer D. Lansing, the Citizen's Academy is an eight-week course where participants were educated about each unit in the police department. A variety of officers shared their expertise during the evening sessions. Participants were provided hands-on training to give them a deeper understanding of the tasks Department personnel perform. The students used the range to practice live fire. They also went to the Criminal Justice Training Commission, (CJTC) to use a training simulator (PRISM) and experience a variety of shoot/don't shoot scenarios. In addition to a tour of the Police Department and Correctional facility, demonstrations were presented by K-9 Officer D. Hopkins and his partner Thor, Investigations, Traffic, and SWAT. A discussion of police use of force considerations was also presented. Participants also engaged in a mock scene towards the end of the course where they assumed the roles of investigating officers to collect evidence and solve a crime. The goal was to allow the students to put to use some of the skills they learned throughout the 8- week course.

WEEK	DATE	TOPIC	INSTRUCTORS
1	Sept. 5th	Introductions/Tour Welcome Jail presentation Animal Control	Ofc. Lansing Chief Harris Lt. Stredwick Ofc. Matison
2	Sept. 12th	Investigations Evidence	Cpl. Crocker Ev. Tech. Borges
3	Sept. 19th	Firearms	Sgt. Willson
4	Sept. 26th	PRISM	Sgt. Eggleston
5	Oct. 3rd	Use of Force SRT	Cpl. Mann Ofcs. Mades/Zabala
6	Oct. 10th	Traffic - DUI CNT	Cpl. Ouimet Det. O'Neill
7	Oct. 17th	MOCK SCENES	Ofc. Lansing/O'Neill
8	Oct. 24th	K-9 / Graduation	K-9 Ofc. Hopkins/ Thor

# COFFEE WITH A COP (CWAC)

For the second year in a row, Neighborhood Resource Officer, D. Lansing continued to connect with the community through her **“Coffee With A Cop” program (CWAC)**. She worked with community partners to host the events and received enthusiastic support. The events were advertised on social media and in the Kirkland Reporter. Five sessions were held in 2018: The Downtown and Kingsgate libraries, Starbucks-Bridle Trails, Google Campus and Café Rococo. Coffee With a Cop provides a great opportunity for the Kirkland community and the police department to come together, talk and get to know each other.



# DEPARTMENT DIRECTORY 2019

## **POLICE ADMINISTRATION**

Cherie Harris, Chief of Police	425-587-3408
Mike Ursino, Professional Standards Captain	425-587-3492
Michel St. Jean, Operations Captain	425-587-3447
John Haslip, Lieutenant	425-587-3424
Todd Aksdal, Lieutenant	425-587-3402
Rob Saloum, Lieutenant	425-587-3417
Lisa Brouelette, Lieutenant	425-587-3403
Tim Carpenter, Lieutenant	425-587-3445
Shawn Stredwick, Lieutenant – Jail Manager	425-587-3470

## **ADMINISTRATIVE TEAM**

Patti Ball, Administrative Supervisor	425-587-3408
Sheryl Wood, Administrative Assistant	425-587-3459
Courtney Meyer, Administrative Support Associate	425-587-3489

## **TRAFFIC**

Michael Vickers, Sergeant	425-587-3493
Community Services	
Troy Knafla, Sergeant	425-587-3401
Deana Lansing, Neighborhood Resource Officer	425-587-3451

## **GENERAL NUMBERS**

Records	425-587-3481
Property and Evidence	425-587-3483
Family Violence Unit	425-587-3509
Animal Services	425-587-3414



## CHAPLAIN'S REPORT

For 30 years the Chaplain's program in Kirkland has been a service to our citizens under unimaginable situations of pain and heartache.

### The role of your Chaplain is twofold.

1. As requested by an on-scene commander, Chaplain Vince Armstead helps relatives and friends of people caught in crisis process the situation. The Chaplain takes care of these people and allows first responders to do their jobs with minimal distraction. The family is briefed on the protocols that are unfolding around them, offered comfort and help through what many times seems like chaos to them.
2. The Chaplain is a listening ear, a presence and a source of encouragement to first responders both on scene and at any time they need. Vince serves as a member of the Kirkland Police Dept. Peer Support Team.

Chaplain Armstead meets people where they are and provides care and assistance wherever needed.



**Chaplain Vince Armfield**



THE MISSION OF THE KIRKLAND POLICE DEPARTMENT is to protect and serve our community with **HONOR, INTEGRITY & COURAGE.**

THE VISION OF THE KIRKLAND POLICE DEPARTMENT is to proactively reduce crime through **PARTNERSHIPS & TEAMWORK.**





# CITY OF KIRKLAND FIRE DEPARTMENT



## 2018 ANNUAL REPORT

OUR CITY • OUR PEOPLE • OUR DUTY • OUR COMMITMENT TO SERVE

# MESSAGE FROM THE CHIEF



Chief **Joseph Sanford**



**Since 1890**, the Kirkland Fire Department has been blessed with strong, consistent support from our residents, businesses and elected leaders. Our community has remained committed to making investments in providing top notch fire engines, aid units, protective equipment, facilities and training to ensure that our mission can be carried out quickly and safely. Since those austere beginnings, the department has added Hazardous Materials, Technical Rescue, Emergency Medical Services, Emergency Management and Water Rescue to our list of services. The Fire Department is truly an “all hazards” response team. Our community is safer today because of the cumulative dedication and foresight of these and other decisions both past and present. Today, 106 firefighters wear a patch on their shoulder that reminds them of the faith and trust that has been bestowed upon each one of us.

In 2018, with City Council and community support, we completed renovation of aging Fire Station 25 on Finn Hill, and are acquiring land and designing a new Fire Station on 100th Avenue NE and NE 132nd Street to serve North Kirkland. Station construction will begin in 2020.

In 2019, we will be seeking community involvement and guidance for a possible 2020 ballot measure. The Council and community will be looking at what renovations are needed for the Rose Hill, Forbes Creek and Houghton Fire Stations and the replacement of aging Fire Station 27 in Totem Lake. When complete, these and other system enhancements will help ensure that the Kirkland Fire Department can withstand a natural disaster and maintain a deployment model that effectively serves all portions of our growing community.

This consistent support ensures that the dedicated professionals of the Kirkland Fire Department can continue to provide the professional services we have for over 100 years. Whether assigned to work in Suppression, Administrative Support, Emergency Medical Services, Training or the Bureau of Fire Prevention; on a fire truck or within the Office of Emergency Management, the men and women of the Kirkland Fire Department want to thank you for that support. We couldn't do what we do without it.

- **Joseph Sanford**, Fire Chief, Kirkland Fire Dept.

# KFD MISSION

The City of Kirkland Fire Department has existed within the state of Washington since 1890. The Kirkland Fire Department is legally established as a department through RCW 35A.01.01 and RCW 35A.11.020 and Kirkland Municipal Code 3.16.037.



### MISSION STATEMENT

**OUR CITY \* OUR PEOPLE \* OUR DUTY  
OUR COMMITMENT TO SERVE**

### KFD VISION

The Kirkland Fire Department is creating a safer community as a respected partner in our region and an innovative leader in the nation.

### VALUES

- **SUPPORTIVE** – Working together as a team toward a common goal.
- **PROFESSIONAL** – Upholding industry standards and honoring the expectations of a professional firefighter both on and off the job.
- **INTEGRITY** – Maintaining consistency between actions and words at all times.
- **RESPECTFUL** – Treating others with understanding and compassion. Acknowledging there is strength in diversity.
- **INNOVATIVE** – Providing a supportive work environment that encourages and empowers improvement through creativity.
- **TRUSTWORTHY** – Being fair, truthful, competent and honorable; Confident that the actions of others are fair, truthful, competent and honorable.

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# DEPARTMENT INFORMATION



## OVERVIEW

### History:

The City of Kirkland Fire Department has existed within the State of Washington since 1890.

The first fire chief was hired in 1928 and the first paid firefighters for the City were hired in 1969. Our fire chief is currently Chief Joe Sanford. As director of the fire department, Chief Sanford oversees the offices of the Deputy Chief of Administration, the Deputy Chief of Operations, and the City Emergency Manager and Administrative Services.

The City of Kirkland Fire Department provided fire service to King County Fire Protection District #41 by a contract agreement (Kirkland Municipal Code 3.24.010) from November 1969 to June 2011. In 2011 the City of Kirkland annexed all of Fire District 41 and a small portion of Fire Districts 34 and 36.

### Services Provided:

The services provided to the community by the Fire Department include:

- Fire and emergency medical response (all response personnel are certified EMTs)
- Rescue operations including vehicle extrication and technical rescues including confined space, trench, structural collapse, and rope rescue
- Special operations including urban-wildland interface firefighting and surface water rescue
- Automatic response to surrounding jurisdictions
- Fire Prevention and permits
- Fire Investigation
- City Emergency Management
- Water Rescue

The Regional services provided to the community in partnership with neighboring Fire Departments include:

- Emergency dispatch and 911 services provided by North East King County Regional Public Safety Communication Agency (NORCOM) [www.norcom.org](http://www.norcom.org).
- Hazardous Materials Response provided to the community by the Eastside HazMat Team. The Kirkland Fire Department is a member of this team and has 8 response personnel trained to the technical response level.
- Advanced life support + Medic response provided to Kirkland residents primarily by the City of Redmond Fire Department. The medic program is part of the King County Medic One Program.
- Training Division, part of the East Metro Training Group (EMTG). The EMTG is composed of the Kirkland, Northshore, Mercer Island, Bothell, Shoreline, Woodenville, Bellevue, Eastside Fire & Rescue and Redmond Fire Departments. Kirkland is one of the founding member agencies which make up this 700 plus member training group.

# STAFFING PROFILE (2018)

## Work Schedule

Emergency response staffing is done on a three shift platoon rotation. The schedule is a 48/96 rotation. Employees work 48 hours then are off 96 hours, working a total of a 48 hour work week.

## Personnel

- Emergency response personnel – 92 Line personnel (not including Training, Admin or Prevention)
- Every day minimum on-duty strength – 20
- Prevention personnel – 6
- Training Officers – 2
- Emergency Medical Services Officer – 1
- Non-Uniformed (Civilian) personnel – 5
- City Emergency Management – 2
- Command staff – 3

## Minimum Staffing for Emergency Response

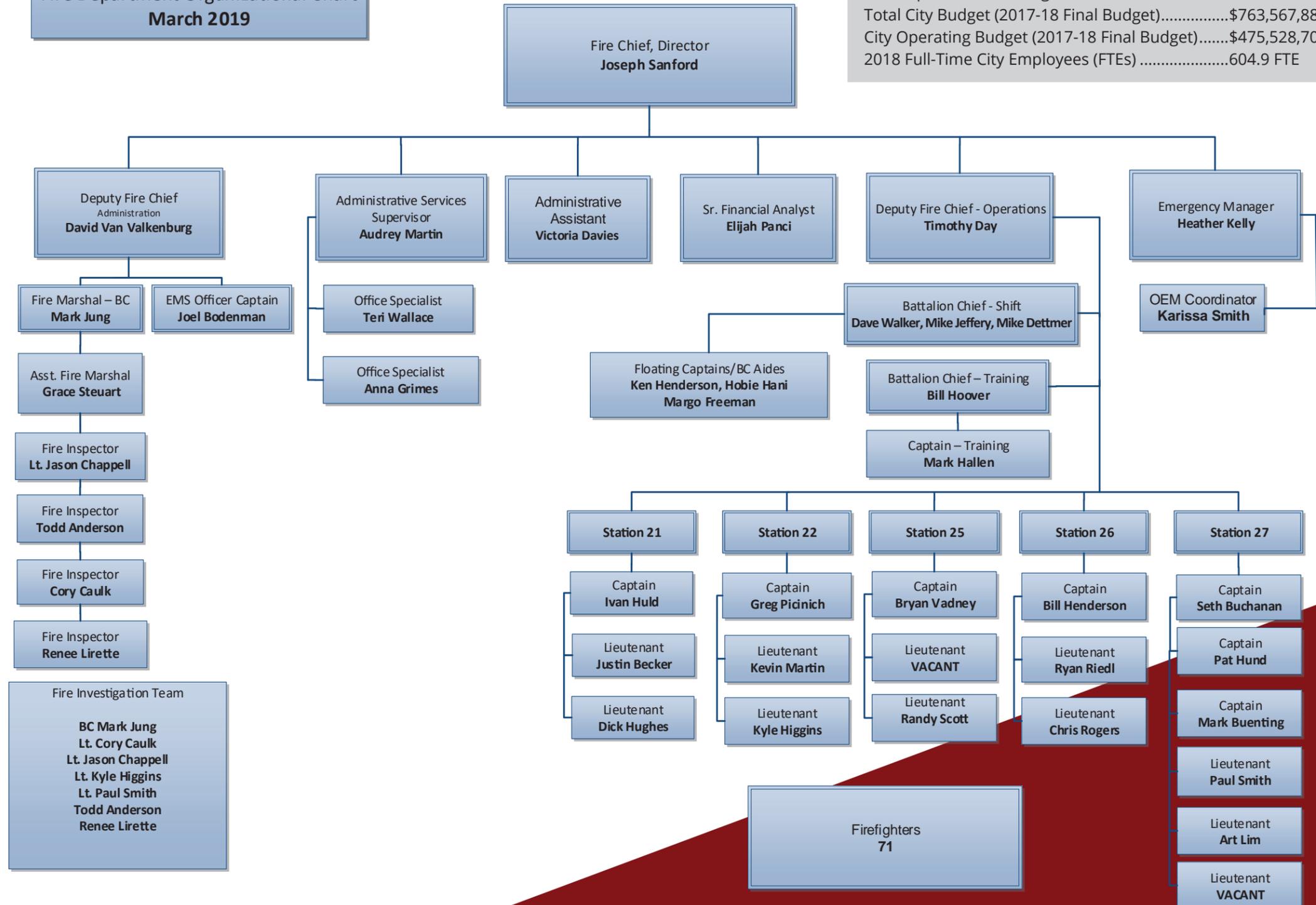
- Engine company = 3 crew members
- Aid car = 2 EMT crew members
- Ladder company = 3 crew members
- Battalion Chief = 1

## Fire Station Staffing

Stations 21, 22, 25, 26, 27 are cross-staffed stations. A cross-staffed station has more than one type of apparatus, usually an aid car and fire engine. The on-duty Firefighters respond in which ever unit is dispatched. As an example, if Aid 26 is dispatched for an aid response, the engine is unavailable for subsequent responses until the aid car returns to the station.

- Forbes Creek Station 21 = 3 crew members; 1 aid car, 1 engine
- Houghton Station 22 = 3 crew members; 1 aid car, 1 engine
- Finn Hill Station 25 = 4 crew members; 1 aid car, 1 engine
- Rose Hill Station 26 = 3 crew members; 1 Battalion Chief, 1 Battalion Aide Captain; 1 aid car, 1 engine, 1 Battalion Chief car
- Totem Lake Station 27 = 6 crew members; 2 aid cars, 1 engine, 1 ladder

## City of Kirkland Fire Department Organizational Chart March 2019



# KIRKLAND AT A GLANCE

Founded .....	1888
Incorporated.....	1905
Consolidated with Town of Houghton .....	1968
Annexation of Finn Hill, N Juanita & Kingsgate .....	June 1, 2011
2018 Population .....	86,772
Land Area .....	17.81 sq. miles
Fire Department Grading Class.....	4
Total City Budget (2017-18 Final Budget).....	\$763,567,886
City Operating Budget (2017-18 Final Budget).....	\$475,528,708
2018 Full-Time City Employees (FTEs) .....	604.9 FTE

# STATION INFORMATION

## Fire Department Headquarters

Kirkland City Hall

- Mailing address: 123 5th Avenue, Kirkland, WA 98033
- Dept. Main-line: **425-587-3650**
- Fire Services Website: [www.kirklandwa.gov/depart/Fire\\_Services.htm](http://www.kirklandwa.gov/depart/Fire_Services.htm)
- Office of Emergency Management Website: [www.kirklandwa.gov/depart/Fire\\_Services/KirklandEM.htm](http://www.kirklandwa.gov/depart/Fire_Services/KirklandEM.htm)

### STATION 21 – Forbes Creek

Location: 9816 Forbes Creek Drive  
Date Built: 1997 (8,541 sq. ft.)

#### APPARATUS:

- **Aid 21** 2010 Ford Road Rescue Aid Vehicle 4x4 (front line)
- **Engine 21** 2005 Spartan / H&W Pumper (front line)
- **Engine 29** 1999 Spartan Pumper (reserve)

### STATION 22 – Houghton

Location: 6602 108th Ave. NE  
Date Built: 1980 (9,071 sq. ft.)

#### APPARATUS:

- **Aid 22** 2014 Ford F450 Road Rescue (front line)
- **Engine 22** 2015 Spartan / EVR Pumper (front line)
- **Air Unit 21** 2006 Spartan / H&W Special Ops Unit (front line)
- **Engine 28** 2003 Spartan / H&W Pumper (reserve)
- **1926 American LaFrance Pumper** (antique)

### STATION 25 – Finn Hill

Location: 12033 76th PL NE  
Date Built: 1973 (6,488 sq. ft.)  
Renovated: 2018 (7,382 sq. ft.)

#### APPARATUS:

- **Aid 25** 2016 Ford Road Rescue Aid Vehicle 4x4 (front line)
- **Engine 25** 2003 Spartan / H&W Pumper (front line)

### STATION 26 – North Rose Hill

Location: 9930 124th Ave NE  
Date Built: 1994 (9,795 sq. ft.)

#### APPARATUS:

- **Aid 26** 2014 Ford Road Rescue Aid Vehicle (front line)
- **Engine 26** 2013 Spartan Pumper (front line)
- **Battalion 21** 2008 Chevrolet Suburban (front line)
- **Aid 28** 2008 Ford Road Rescue 4x4 (reserve)
- **2000** Ford Road Rescue Aid Vehicle (reserve)

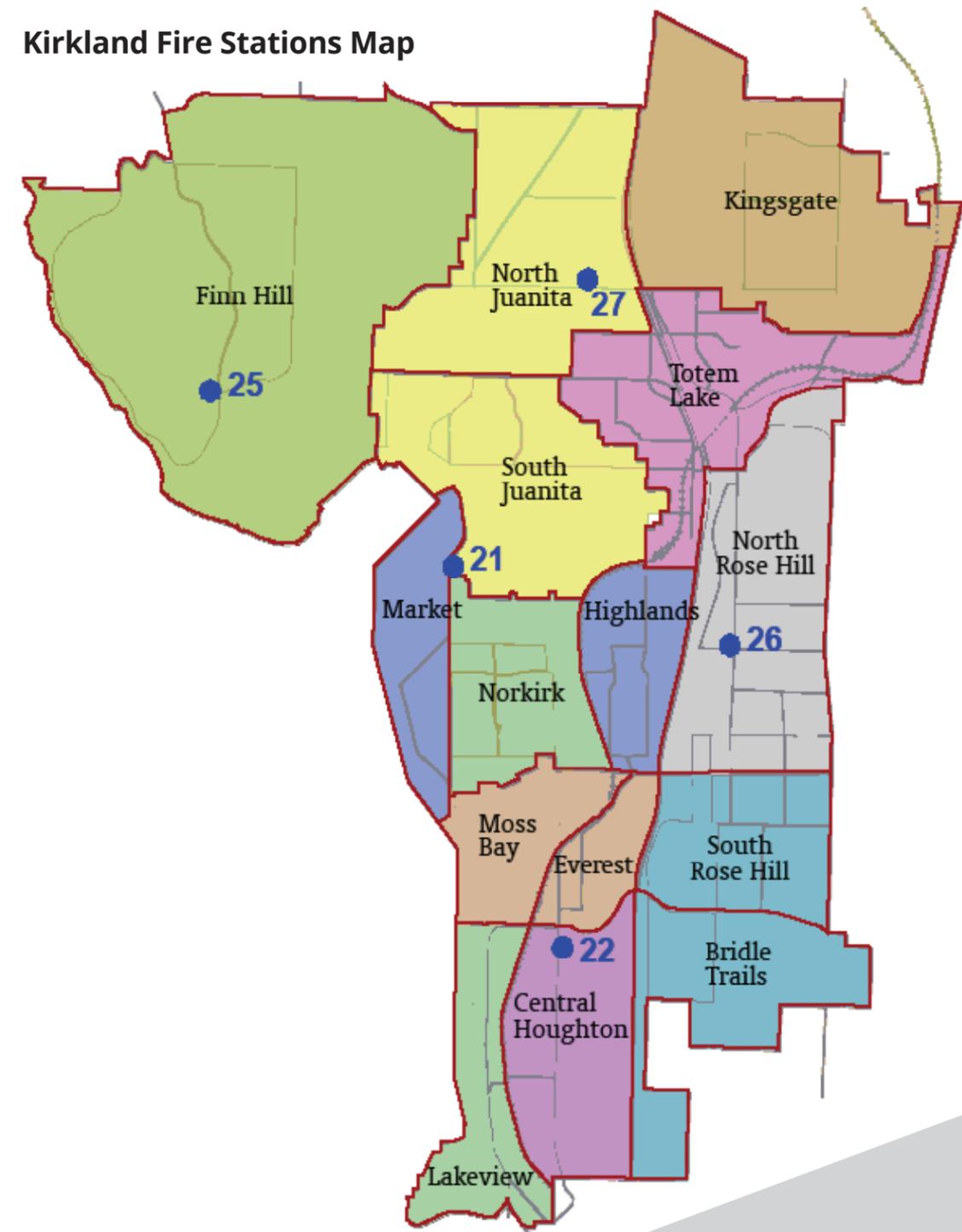
### STATION 27 – Totem Lake

Location: 11210 NE 132nd St.  
Date Built: 1974 (8,159 sq. ft.)

#### APPARATUS:

- **Aid 27** 2016 Ford Road Rescue Aid Vehicle 4x4 (front line)
- **Aid 29** 2012 Ford Road Rescue Aid Vehicle (front line)
- **Engine 27** 2010 Spartan / H&W Pumper (front line)
- **Ladder 27** 2016 Spartan / Crimson Aerial TDA (front line)

## Kirkland Fire Stations Map



# 2018 FIRE DEPARTMENT BUDGET

## EXPENDITURES:

Department	Total	Personnel <sup>1</sup>	Internal Charges <sup>2</sup>	Other <sup>3</sup>
Fire Operations	\$19,743,672	\$16,373,213	\$2,392,877	\$977,583
Training	\$719,073	\$617,176	\$47,739	\$54,158
Administration	\$1,662,852	\$1,176,652	\$250,983	\$235,218
Fire Prevention	\$1,172,180	\$967,562	\$93,398	\$111,220
Office of Emergency Management (OEM)	\$474,454	\$306,940	\$29,235	\$138,279
<b>TOTAL</b>	<b>\$23,772,231</b>	<b>\$19,441,543</b>	<b>\$2,814,231</b>	<b>\$1,516,457</b>

1. Personnel includes: benefits, overtime, hourly wages, uniforms, and protective equipment
2. Internal Charges includes: Fleet, Information Technology, liability insurance and Facility charges
3. Other includes: safety gear, medical supplies, tools and supplies for fire stations and apparatus, office supplies, professional services/contracts, and all supplies in training, prevention, and administration

## Basic Life Support (BLS) Transport User Fee Program

The BLS Transport User Fee Program was established to create a sustainable revenue source to support essential emergency medical services. Revenue from the BLS transport user fee has helped cover a portion of the cost of providing emergency medical service to the Kirkland community.

The user fees are currently used to maintain service levels; in the future, additional revenue from fees may be used to improve service, reduce response times, and provide greater EMS resources to the community.

## 2018 TRANSPORTS

**TRANSPORT FEES: \$820,861**  
**TOTAL REVENUE: \$2,828,874**

Resident	1812	76%
Non-Resident	519	22%
-----		
City Employee at Work	+ 48	2%

**2379**

**TRANSPORTS BILLED**

**65**

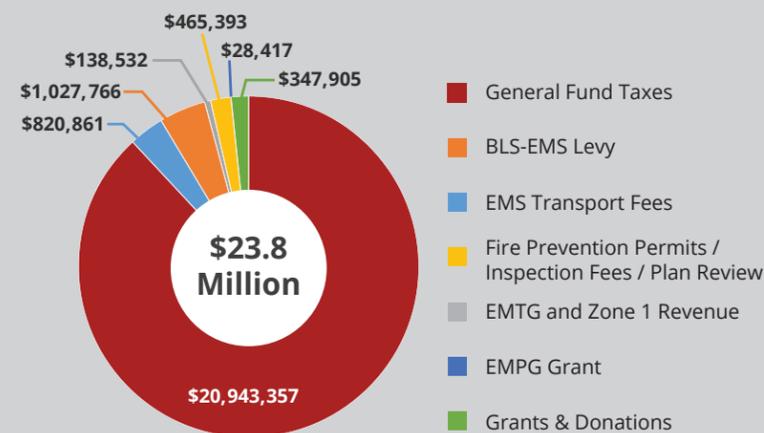
**TRANSPORTS NOT BILLED  
(out of jurisdiction)**

**2444**

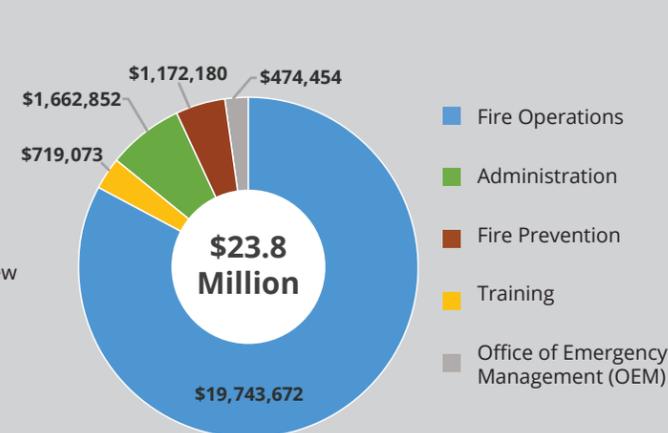
**TOTAL # OF TRANSPORTS:**



### 2018 Actual Revenues



### 2018 Actual Expenditures



### 2018 FIRE DEPARTMENT REVENUES:

	Budget	Actuals
EMS Transport Fees	\$971,352	\$820,861
BLS-EMS Levy	\$1,077,212	\$1,027,766
EMTG and Zone 1 Revenue	\$83,986	\$138,532
Fire Prevention Permits/Inspection Fees/Plan Review	\$285,824	\$465,393
EMPG Grant	\$0	\$28,417
Grants & Donations	\$294,216	\$347,905
<b>TOTAL</b>	<b>\$2,712,590</b>	<b>\$2,828,874</b>

# RECOGNITION AND SERVICE

The Kirkland Fire Department recognizes our employees for their years of service to our community. The following members have reached important milestones in their careers.

## YEARS OF SERVICE:

Hobart Hani	25	Jeff Childs	15
Ivan Huld	20	Brent Anderson	15
Shawn McDougall	20	Ryan Riedl	15
Jason Pierce	15	Dustin Smith	15
Eric Peterson	15		

## 2018 PROMOTIONS:

**Emergency Manager:** 6/16/18 Heather Kelly

**Captain:** 9/16/18 Joel Bodenman

**Lieutenant:** 9/16/18 Kevin Martin 11/8/18 Ryan Riedl

## 2018 RETIREMENTS:

**Ed Ulrich** - Fire Inspector, April 2018, after **40 years** of service

**Keith Adams** - Captain, May 2018, after **37 years** of service

**Nels Petersen** - Firefighter, May 2018, after **26 years** of service

**Helen Ahrens-Byington** - Deputy Chief, October 2018, after **25 years** of service

**Troy McKinney** - Firefighter, October 2018, after **29 years** of service

**Dave Walker** - Battalion Chief, November 2018, after **29 years** of service

**Greg Rogers** - Firefighter, August 2018, after **26 years** of service

## Graduating Class 7:

1/10/18 Corey Hall

## Graduating Class 8:

9/1/18 Nicholas Cameron

9/1/18 Andrew Mroska

9/1/18 Tyler Farrar

9/1/18 Glenn Shackatano



# 2018 AT A GLANCE



# EMERGENCY RESPONSE



## OPERATIONS OVERVIEW

### **Kirkland Fire's Operations Division**

is responsible for ensuring that our people, equipment, and training support the safe and effective response to 911 calls. To achieve this, a minimum of 20 Firefighter/Emergency Medical Technicians are available to respond from five fire stations located throughout the City of Kirkland. This local response capability is enhanced by formal mutual aid agreements with our regional public safety partners.

The Kirkland Fire Department (KFD) is part of King County Zone 1, one of three fire zones defined in King County's Comprehensive Emergency Management Plan (the other two fire zones include Zone 3, which encompasses communities in south King County, and Zone 5 which encompasses the City of Seattle). In addition to training together, Zone 1 agencies work seamlessly across municipal boundaries to provide service to the region's citizens. This cooperation is supported through our interaction with NORCOM, the 911 dispatch center for Zone 1 located in Bellevue.

Calls for emergency medical services (EMS) continued to account for the largest percentage of KFD emergency responses in 2018. Our EMS capabilities are enhanced by King County's Medic One paramedic providers in Redmond and supported by Shoreline and Bellevue. Advanced Life Support (ALS) is provided by the King County Medic One. In addition to EMS, Kirkland Fire maintains "all-hazards" response capabilities that match the risks in our community, including fire suppression, technical rescue disciplines such as high angle rope rescue; confined space, trench, motor vehicle, and collapse rescue; hazardous materials response; and water rescue.

In 2018, Kirkland enhanced our wildland fire response capability by training dozens of firefighters in this specialized skillset.

## TRAINING OVERVIEW

The Kirkland Fire Department's Training Division is staffed by a Battalion Chief, a Captain, and an Office Specialist. KFD Training is responsible for assessing department training needs, coordinating instructional activities with other divisions, and then developing, scheduling, and delivering needed training. In doing so, KFD supports training in multiple disciplines including fire suppression, emergency medical services, technical rescue, auto extrication, wildland firefighting, and hazardous materials mitigation. KFD uses regional best practices to guide our training as well as industry standards and laws including the Code of Federal Regulations, Washington Administrative Code, and the National Fire Protection Agency standards.

In 2018, KFD's Training Division implemented a novel training program to meet the needs of our newest firefighters. This apprenticeship-style training program is conducted during the first four years of employment. In 2018 nine firefighters participated in this training; in 2019 we are anticipating 18. The focus of this training is to develop and prepare these newer firefighters to meet the challenges posed by an ever-evolving community and profession.

As part of our broader training program, Kirkland participates in the East Metro Training Group, or EMTG. EMTG is a regional training consortium comprised of eight fire departments. The goal of this regional group is to find efficiencies in the development and delivery of training and, in the process, promote interoperability amongst neighboring agencies. Together, these eight departments – which include Kirkland, Bellevue, Bothell, Mercer Island, Northshore, Redmond, Shoreline, and Woodinville – participate in periodic group training sessions and coordinate twice-yearly recruit academies. In addition to working with our neighbors via EMTG, Kirkland Fire is continually seeking opportunities to collaborate with other fire departments throughout the region.

The rapid growth of the City of Kirkland presents numerous training opportunities for the fire department. Novel building design, along with new construction materials and methods, and

increasing population density have required our training staff to expand our training curriculum and delivery methods. Kirkland's City Council has been enormously supportive of these efforts by approving funding for initiatives that support the department's evolving training needs. These initiatives include funding for a modular training facility at one of our fire stations as well as enhanced Incident Command training tools. We are also working with our regional partners to fully implement a sophisticated learning management system that will improve the quality of online training and documentation.

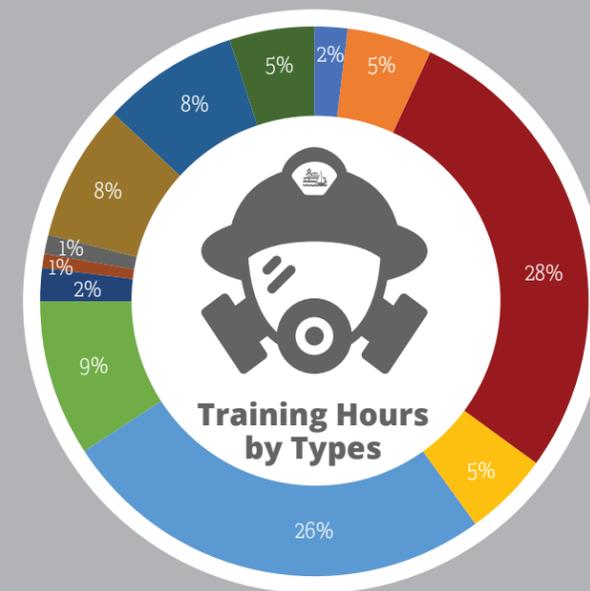
In addition to coordinating training activities for the KFD, the Battalion Chief assigned to the Training Division also fills the role of department Health and Safety Officer. In this role, the BC chairs the department's Safety Committee. This committee reviews all accidents and near-misses to identify areas for improvement in policy, training, technique, and/or design. The overall goal of our safety program is to minimize the chance of accident or injury. Additionally, the Safety Officer is dispatched to significant incidents when crews are working in dangerous situations.



## ADDITIONAL TRAINING HIGHLIGHTS

- Participated in EMTG regional multi-company operations (MCO) drills
- Provided program oversight for regional technical and water rescue training programs
- Participated in "Active Shooter" training with regional fire and police departments.
- Scheduled hearing tests, flu shots, and TB Quantiferon Gold Testing (Blood Draws)
- Fire Officer Academy
- Driver Operator Academy

### TRAINING FACTS



- City Procedures (2%)
- Driver Engineer (5%)
- Emergency Medical Services (28%)
- Fire Ground Operations (5%)
- Firefighter Suppression (26%)
- Hazardous Materials (9%)
- Human Resources (2%)
- Incident Command Training (1%)
- Miscellaneous (1%)
- Professional Development (8%)
- Safety (8%)
- Technical Rescue (5%)

**2018 TOTAL  
TRAINING HOURS**  
**5,560**



# WILDLAND 2018



## WILDLAND 2018

At the start of 2018, the City of Kirkland restored funding for the department wildland firefighting program. The program was temporarily suspended during the economic downturn. Kirkland firefighters completed 60 hours of training to earn their "red cards". Training for red cards includes classroom sessions on fire behavior, communications, and fire line safety. Firefighters also complete a required "pack test". The pack test consists of completing a four-mile course, with 45 pounds of protective equipment and wildland gear, in 45 minutes. As part of their training, crews participated in hands-on training days in Kirkland and Pierce County.

The department deployed resources in support of wildland fires in Washington, Oregon and California. Kirkland firefighters were sent to the Mendocino Complex fire in California, the Maple fire on the Olympic Peninsula, the Klondike and Terwilliger fires in Oregon, and the Boyd's fire on the Washington/Idaho border. Expenses associated with the deployments, personnel costs, fuel and equipment costs, housing and meals are reimbursed by Federal and State agencies.

Kirkland Firefighters gained valuable experience during their deployments. Crews work within a large multi-agency, unified Incident Command System. All personnel were able to begin the initial training program for higher levels of certification in the wildland system. Teams were exposed to the orientation, safety and operational needs of wildland firefighting.



# TECHNICAL RESCUE



## TECHNICAL RESCUE 2018

Since the inception of the Technical Rescue Operations Group in 1999, Kirkland Fire Department has been the lead agency. The group was formed by an Inter Local Agreement (ILA) to coordinate resources and responses between the nine fire departments of Kirkland, Bothell, Duvall, Eastside, Northshore, Shoreline, Woodinville, Snoqualmie, and Bellevue in North East King County. Battalion Chief Bill Hoover has been the training and coordination lead for the group since 2016.

The Technical Rescue Operations Group coordinates the instruction and scheduling of training in each of the following disciplines: Rope Rescue; Confined Space Rescue; Trench Rescue; Structural Collapse Rescue; and Vehicle & Machinery Rescue, all of which have been provided to the residents of Kirkland for decades.

Classes are held at various locations on the Eastside and attended by firefighters from as far away as Alaska and Montana. Each discipline requires a 40-hour class that is both physically and mentally challenging.

In addition to the initial training, all rescue technicians attend annual refresher training in each level of certification, which is conducted to meet the requirements of the Washington State Administrative Code and the National Fire

Protection Agency recommendations. Refresher training entails 4 to 6 hours of ongoing training each year.

Kirkland Fire has 32 technicians who respond to calls for service. Although rescue technicians are spread throughout the city, technicians primarily serve as the crew of Ladder 27, responding from the Totem Lake Station. Also housed at this station is "Collapse 27," a trailer-based tool and equipment cache that is specifically suited for structural collapse response due to earthquakes, explosions, or other physical damage to a structure that necessitates an emergency response.



## EMS 2018

Kirkland Fire Department Firefighter/Emergency Medical Technicians (EMTs) deliver Emergency Medical Services (EMS) to the residents of Kirkland. KFD firefighters are cross trained as Washington State Emergency Medical Technicians. In addition to responding to Basic Life Support (BLS) calls, such as a fractured leg, Kirkland Firefighters/EMS deliver advanced care techniques. Cardio Pulmonary Resuscitation (CPR); automatic defibrillation; oxygen therapy; and the administration of Narcan or Epinephrine are all essential skills performed by Kirkland FF/EMTs.

Supported by King County Emergency Medical Services (KCEMS) and the countywide Medic One Levy, Kirkland Fire provides Advanced Life Support (ALS) medical care in partnership with Redmond Fire Department. Paramedics from RFD are the primary ALS providers within the department's response area, and our secondary ALS providers are Shoreline and Bellevue.

Transporting patients to area hospitals is a core service of Kirkland Fire Department. Once patients are stabilized by firefighter/EMTs and paramedics, and further medical attention is needed, patients are transported by either Paramedics or by Kirkland Fire aid units.

Kirkland firefighter/EMTs complete Competency Based Training (CBT) each year. Topics are rotated on a three-year continuing education cycle. Training topics range from high performance CPR skills to drug administration, paramedic interaction, splinting broken bones, and complex rescue and medical based simulations, among others.



## PET OXYGEN MASKS DONATION

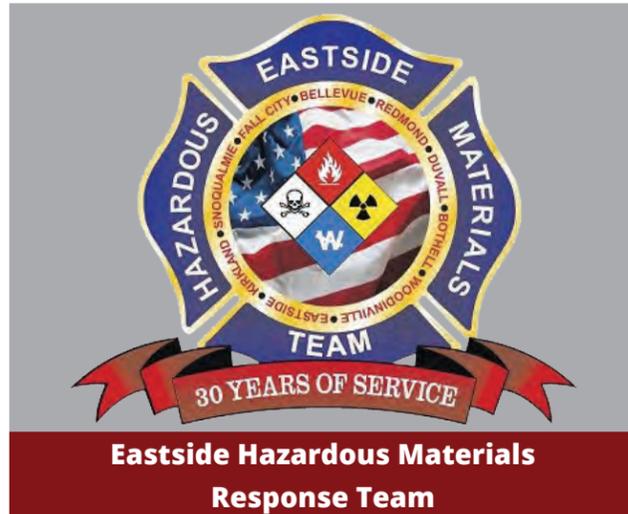


In the fall of 2018, the Kirkland Fire Department received a donation of pet oxygen masks to better assist pets suffering from smoke inhalation as a result of a structure fire. The oxygen masks were donated by Project Breathe, a program sponsored by the Invisible Fence Brand, and training for the firefighters was provided by Dr. Christine Wilford, DVM, of Island Cats Veterinary Hospital.

The Kirkland Fire Department is committed to rendering basic life support to animals when incident resources and priorities allow. While citizens should still seek veterinary care for their animals and not use 911 services for pet medical emergencies, the fire department is excited to have the new pet oxygen masks and training in place for incidents we respond to where pets are involved.



## HAZARDOUS MATERIALS



The Eastside Hazardous Materials Response Team (Hazmat) is part of the Eastside Hazardous Materials Consortium, which consists of hazardous materials technicians from the Bellevue, Redmond, Woodinville, Kirkland, Duvall, and Bothell fire departments and Eastside Fire & Rescue. The Consortium maintains equipment and personnel to staff three hazardous materials units: Hazardous Materials Unit 1 at Station 6 in Bellevue, Hazardous Materials Unit 133 at Station 33 in Woodinville, and Hazardous Materials Unit 177 at Eastside Fire and Rescue Station 71 in Issaquah. All hazardous materials units maintained and operated by the Consortium are stationed in King County Zone 1, which is the northeast section of King County.

The training and skills acquired by Hazmat team technicians render them experts in several hazmat areas. The technicians train to the National Fire Protection Agency 472 Standard and are proficient in recognizing and responding to chemical, biological, nuclear, radiological, and explosives events, in addition to a variety of fixed-use facility and transportation hazards.

Each Eastside Hazardous Response Team member is extensively trained. Individual training is facilitated by each jurisdiction, and the team comes together to train in its entirety on a quarterly basis.

Training is provided by local subject matter experts (SMEs), regional training partners, federal and state agencies, and through public-private

partnerships within the communities served by the team. Hazmat team training partners include:

- WA State Department of Ecology
- Federal Bureau of Investigation (FBI), Seattle Office
- US Army National Guard, 10th Civil Support Team (CST)
- East Metro Training Group (EMTG)
- Dave Kummerlowe, CADRE, Inc.

Training addresses a variety of topics, to fulfil training objectives mandated by the Code of Federal Regulations (CFR) 1910.120 for Hazardous Materials Response, Technician level. Some of the required training topics include, but are not limited to:

- Hazardous Materials Incident Command
- Radiological Emergencies
- Chemical Emergencies
- Biological Emergencies
- Clandestine Laboratories
- Hazardous Materials Transportation Incidents
- Hazard Pre-planning
- Tier 2 Reporting
- Chemistry
- Special Event Mitigation
- Hazard Analysis
- Decontamination

The five-year Zone 1 Hazardous Materials Work Plan is based on strategies and objectives identified in the following:

- Zone 1 Hazardous Materials Strategic Plan 2017-2022
- Zone 1 Hazmat Capital Expenditures Plan 2012-2031

The work plan reflects the progress of goals and objectives outlined in the Zone 1 Hazardous Materials Strategic Plan and incorporates the strategic priorities identified in the Zone 1 Hazardous Materials Capital Expenditures Plan.

The Zone 1 Hazmat Fire Chiefs unanimously approved the 2017 amended budget. They also unanimously approved the five-year Hazardous Materials Strategic Plan and agreed to the addition of two F550 Hazmat units, new SCBAs and new Ion Mobility Spectrometry (IMS) instrumentation, all of which came online in 2018. Additionally, all Hazmat

team technicians were outfitted with a Personal Protective Equipment (PPE) pack containing tools and other equipment to be used in the event of a Hazmat incident.

Kirkland Hazmat team members responded to a wide range of hazardous materials calls in 2018, including natural gas leaks, carbon monoxide alarms, gasoline spills, chemical spills, hazardous materials spills in Lake Washington, and a full-team deployment to a suspicious container placed on a Metro bus requiring a multiagency response. The Kirkland Hazmat team acquired several new training props at its training facility to train technicians and operations personnel. These props included tanks for spill mitigation training, including plugging and patching, and damming, diking and diverting of hazardous materials. Other training equipment included chlorine kits used to stop the leaking of chlorine gas from containers, radiation sources used for radiation detection training, and nuclear sources with various related equipment to practice techniques specific to the decontamination of tools and hazmat personnel.

Kirkland technicians were trained as specialists in the dry-decontamination technique, a method of removing contaminants that requires no water or other liquids. They were also trained in secondary

screening for detecting radiological materials, advanced use of the department's gas detection equipment and sampling techniques for biological and chemical agents. Additionally, the team worked with the FBI to learn evidence collection techniques for use at crime scenes.

Kirkland Hazmat team members conduct a variety of services for the Kirkland Fire Department. These include:

- Operations Training for all fire department personnel
- Maintenance of KFD hazard monitoring equipment, including five gas monitors, radiation monitors and carbon monoxide monitors
- Coordination between the KFD and the Kirkland Public Works spill response unit
- Active shooter training and mass casualty incident terrorism training
- Special events monitoring
- Providing Zone 1 recruit academy hazardous materials operations training

The ESHMT and the members of the Kirkland Hazmat team are committed to continued specialty training and skill-building activities in 2019.



# WATER RESCUE

In 2018 the Water Rescue Team responded to 56 water related accidents/incidents. Kirkland's water rescue teams responded to nine requests by our surrounding agencies to provide water rescue resources/support utilizing the water rescue craft (WRC), Rapid Dive teams and rescue swimmers for extended searches both day and night. For the fourth year in a row the Kirkland Fire Department did not have a single water related fatality in our City limits. Multiple victims saved were perilously close to death. Due to the quick actions by responding crews, extensive training and top of the line equipment, Kirkland Firefighters were able to safely remove everyone from the water. Kirkland continues to be the regional leader for water rescue training and operations. KFD personnel continue in providing Operations level and Rescue Swimmer training to Firefighters from across the state. Over one hundred forty individuals took part in classes taught by KFD's twelve water rescue instructors.

A special thanks to our water rescue instructors. These personnel were responsible for writing policies; developing and delivering training; creating response plans; and ensuring that the water rescue craft and equipment were appropriately maintained and operationally ready.

- Lieutenant Justin Becker
- Lieutenant Cory Caulk
- Lieutenant Ryan Riedl
- FF Cliff Oleszko
- FF Travis Braddock
- FF Bill Barnes
- FF Moe Kelsey
- FF Jon Hernandez
- FF Brett Christiansen
- FF David Lilleness
- FF Doug Tomczak

## 2018 TRAINING SYNOPSIS

- Operations Level – All Personnel
- Rescue Swimmers – 60
- Rapid Divers – 32
- WRC Driver Operators - 58



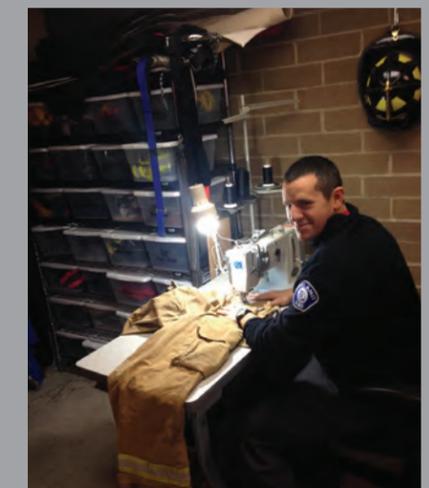
# PERSONAL PROTECTIVE EQUIPMENT

## PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM:

The Kirkland Fire Department remains only one of two fire departments in the United States that holds an NFPA Independent Service Provider (ISP) certification. This certification represents years of training along with an annual verification/certification process conducted by an outside agency. This certification allows trained personnel to perform inspections and/or repairs to the 3,400+ pieces of Fire Department Personal Protective Equipment (PPE). Over four thousand repairs to zippers, vapor barriers, Kevlar shells, and miscellaneous protective equipment were performed in 2018. The addition of a specialized heat press and a new serger sewing machine allowed the repair specialist to perform repairs on department wetsuits and drysuits in support of the water rescue program. The cost savings for these inspections and repairs had a net total of over \$109,000 dollars for the City of

Kirkland. Additionally, the PPE team continued the tradition of repairing bunker gear during recruit academies for surrounding jurisdictions. These outside agencies are billed for the inspection and repair services provided. Our regional assistance allows the recruit academies to continue to train without interruption.

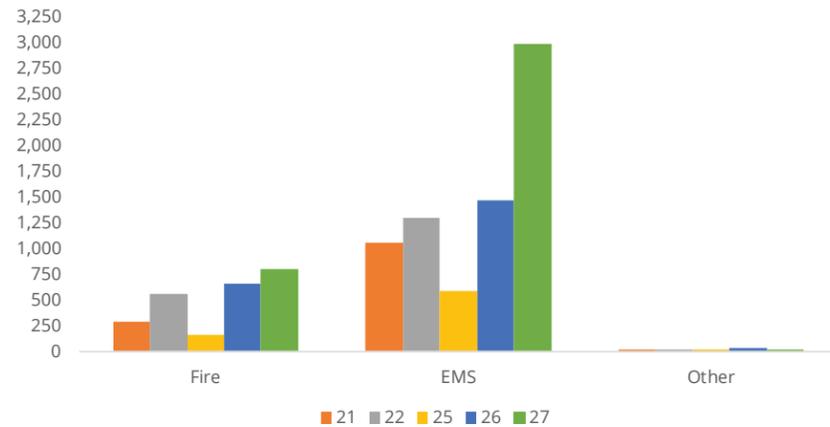
Our two repair specialists, Firefighters Cliff Oleszko and Jesse Disch, also manufacture items to assist in carrying, securing or storing equipment. Utilizing recycled fire hose, bunker gear fabric and straps, Firefighters Oleszko and Disch created SCBA bottle carrying straps, flashlight holders, rescue saw webbing slings, Large Diameter Hose (LDH) securing straps, and SCBA mask bags to better protect our breathing apparatus. Repurposing of materials allows the department to meet operational needs, reduce waste, and create savings for the organization.



# TOTAL CALL LOG

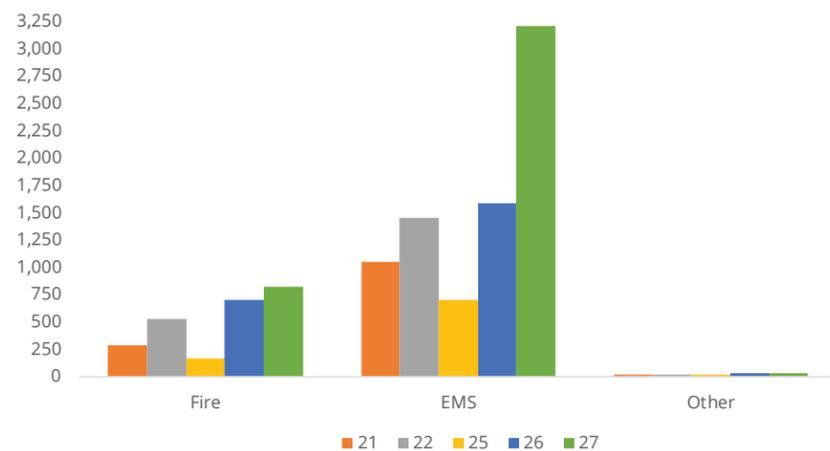
## 2017 Total Emergency Responses

CALL TYPE	STATIONS					Total
	21	22	25	26	27	
Fire	287	553	158	654	799	<b>2,451</b>
EMS	1,051	1,297	584	1,470	2,985	<b>7,387</b>
Other	10	11	5	26	25	<b>77</b>
<b>Total</b>	<b>1,348</b>	<b>1,861</b>	<b>747</b>	<b>2,150</b>	<b>3,809</b>	<b>9,915</b>



## 2018 Total Emergency Responses

CALL TYPE	STATIONS					Total
	21	22	25	26	27	
Fire	291	532	162	695	825	<b>2,505</b>
EMS	1,055	1,446	705	1,584	3,208	<b>7,998</b>
Other	11	14	19	31	32	<b>107</b>
<b>Total</b>	<b>1,357</b>	<b>1,992</b>	<b>886</b>	<b>2,310</b>	<b>4,065</b>	<b>10,610</b>



## Emergency Response Totals by Unit 2014-2018

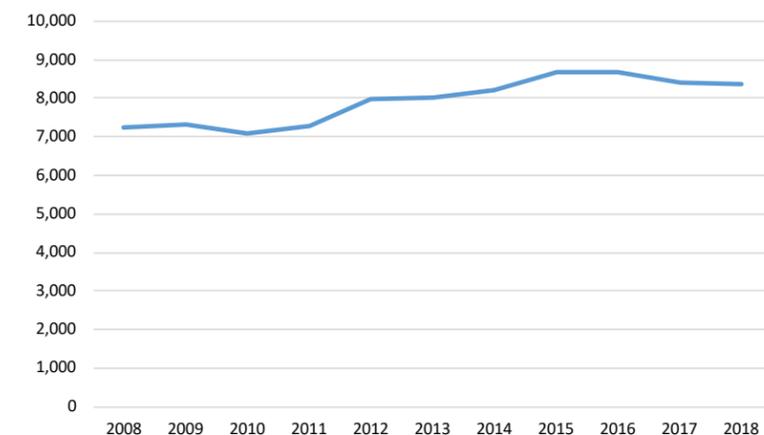
	2014	2015	2016	2017	2018
Aid 21	892	890	951	970	967
Aid 22	1,216	1,286	1,320	1,182	1,274
Aid 24	124	*	*	*	*
Aid 25	533	609	606	588	546
Aid 26	959	1,074	1,071	1,120	1,104
Aid 27	2,033	2,223	2,011	1,511	1,633
Aid 29	447	483	659	1,105	1,039
Engine 21	388	449	460	428	389
Engine 22	729	727	785	755	718
Engine 25	206	214	190	188	340
Engine 26	601	626	652	578	629
Engine 27	730	726	679	642	566
Engine 28	6	7	*	*	11
Ladder 27	798	914	903	460	819
Battalion 21	570	582	642	550	539
Air Unit 21	55	38	57	53	36
<b>Totals</b>	<b>10,287</b>	<b>10,848</b>	<b>10,986</b>	<b>10,130</b>	<b>10,610</b>

\*Ladder 26 was moved to Station 27 in June of 2011. This eliminated L26 and created L27. In addition, Station 27 went from one dedicated Aid Unit to two cross staffed Aid units.

## Automatic Aid Received 2014-2018

	2014	2015	2016	2017	2018
Bellevue	118	133	138	157	166
Bothell	40	46	41	40	39
Northshore	46	47	44	45	29
Redmond	84	101	128	92	98
Woodinville	56	78	70	72	73
Other	3	3	7	4	-
Medic	1,144	1,324	1,582	1,693	1,544
<b>Total</b>	<b>1,491</b>	<b>1,732</b>	<b>2,010</b>	<b>2,103</b>	<b>1,949</b>

## Total Emergency Responses 2008-2018



# 2018 RESPONSE TIME GOALS AND OBJECTIVES

## Kirkland Fire Department Response Goals

The Kirkland Fire Department response standards specify the criteria for response times to effectively deliver fire suppression and emergency medical services. KFD response times are designed to protect our community. The basis for our response time standard are the National Fire Protection Association's Standard 1710-The Standard for Organizing and Deployment of Fire Suppression Operations; the Kirkland Fire Department Strategic Plan; and Kirkland Standards of Coverage.

### FIRE Calls Meeting Travel Standard

	All Calls	In Response Area	Out of Response Area
2014	59%	72%	25%
2015	58%	70%	27%
2016	58%	70%	27%
2017	57%	67%	53%
2018	48%	65%	18%

### EMS Calls Meeting Travel Standard

	All Calls	In Response Area	Out of Response Area
2014	72%	80%	36%
2015	71%	78%	40%
2016	71%	78%	37%
2017	71%	77%	67%
2018	65%	74%	34%

## 2018 Response Data

### Kirkland Fire Department Adopted Objective From 911 Call Pick-up to Arrival On Scene

- **EMS: 5:00** We meet this 57% of emergency incidents.
- **Fire: 5:30** We meet this 46% of emergency incidents.

**Actual Total Response Time to EMS 90% of the Time - 7:56**

**Actual Total Response Time to Fires 90% of the Time - 9:56**



# ADVANCED LIFE SUPPORT (ALS) RESPONSE

Advanced Life Support response is provided in Kirkland by King County EMS through a contract with the City of Redmond Fire Department.

Medic response time standards are established by King County Medic One.

## Medic Response Time Standard

The King County Medic response time objective is average unit response times less than 10 minutes, and 80% of calls in less than or equal to 14 minutes.

## RESPONSE ANALYSIS

Incident Year	Call Volume
2018	1,544
2017	1,879
2016	1,644
2015	1,633



TOTAL 2018 MEDIC CALLS IN KIRKLAND

1,544

## Norcom 2018 data



The core mission of the North East King County Regional Public Safety Communication Agency (NORCOM) is to provide high quality emergency service communication to the public for emergency medical services, fire and police. We will carry out this mission by receiving calls for service; dispatching resources in response to such calls; tracking and coordinating information flow and resources to assist responders; initiating records for all emergency events; and enhancing effectiveness, efficiency, coordination and interoperability of emergency service providers.

[www.norcom.org](http://www.norcom.org)

- The City of Kirkland is represented on the executive board of NORCOM by the City Manager.
- Kirkland police and fire serve on the NORCOM operations board.
- In 2018 NORCOM received a total of 96,589 non-emergency calls for services and 175,923 emergency calls for service.
- In 2018 NORCOM added "text to 911" allowing 911 calls to be reviewed by text messaging. While calling 911 is always the quickest method to request help, texting can be very useful in situations where making a 911 phone call may not be practical.

## NORCOM dispatch 2018 Performance Measures:

90% of 9-1-1 telephone calls will be answered within 10 seconds or less (barring major disasters or other extraordinary events)

- NORCOM answered 911 calls within 10 seconds or less 98.00% of the time in 2018

**GOAL: 90% of emergency Fire/Medical (EMS) calls are dispatched within 60 seconds.**

**NORCOM processes Fire/EMS calls in under 60 seconds 86% of the time.**

# COMMUNITY RISK REDUCTION



## FIRE PREVENTION BUREAU

**The Kirkland Fire Prevention Bureau** contributes to the safety of those who live, work and play in Kirkland through five primary fire prevention functions:

- New-construction plan review and inspection
- Existing-building inspection and operational permits
- Fire investigation
- Local Code and Policy development
- Fire safety education

The Prevention Bureau currently has staffing of 5-1/2 members. Staff include the Fire Marshal, Assistant Fire Marshal, three Fire Inspector/Investigators and a half-time office specialist.

Among the bureau's accomplishments in 2018 is gaining approval for an additional inspector who will join the team in January of 2019.

### Fire Plan Review of New Construction

Fire Prevention personnel review plans to confirm compliance with the International Fire and Building Codes, applicable local codes, ordinances, standards and regulations. This includes review of building sites for adequate fire department access, hydrant locations, adequate firefighting water supply, and proposed location of connections for firefighting systems. Furthermore, at this stage of review, fire protection systems are identified as required to be installed as a structure is completed. These include fire sprinkler systems, fire alarm systems, smoke control systems, and in-building emergency-responder-radio systems.

Fire Prevention personnel work closely with the Kirkland Building Services Division, as well as other City Departments, to ensure comprehensive and consistent enforcement of the International Codes and the Kirkland Municipal Code.

Year	Plan reviews SFR* new and additions	Plan Reviews Commercial	Plan Reviews Grading (LSM)	Plan Reviews Short Plats
2014	375	40	57	52
2015	438	39	57	58
2016	452	41	79	123
2017	454	18	69	31
<b>2018</b>	<b>448</b>	<b>106</b>	<b>62</b>	<b>43</b>

Year	Plan Reviews Zoning and Design	Plan Reviews Mechanical	Pre application conferences	Solar (PV)
2014	15	2	150	17
2015	10	3	170	38
2016	12	2	173	3
2017	8	1	156	4
<b>2018</b>	<b>15</b>	<b>2</b>	<b>161</b>	<b>1</b>

\*SFR: Single-Family Residential

# FIRE PREVENTION BUREAU

## Fire Inspections of New Construction

Once permits are issued, Fire Prevention personnel perform inspections to ensure that the required fire protection features are installed correctly and as designed. Just as during the plan review process, we work cooperatively with the Building Division and other City departments such as Public Works to ensure a seamless inspection process for the developers and contractors.

## Issuance of Operational (IFC) Permits

Some types of use, storage or activities have extra potential to create risk in the community. To manage and reduce this additional risk, conditions and special rules for these hazardous operations are defined and memorialized in the form of an operational permit. Commonly issued operational permits are for fireworks displays, hazardous materials, large commercial tents, bonfires, hot work and a variety of other hazardous activities.

Year	Fire system Permits issued	Fire Protection System Inspections	IFC Permits issued	IFC Inspections
2014	291	1157	26	28
2015	283	1966	48	91
2016	345	1193	65	87
2017	333	2034	48	71
2018	376	2418	49	39

## Annual Fire Safety Inspection Program

Fire Prevention personnel are responsible for managing the annual fire safety inspection program. Occupancies in the City receive a fire and life safety inspection annually. Citizens will often see their firefighters around Kirkland conducting inspections. Firefighters focus on discovering and correcting conditions likely to cause a fire or life safety hazard. In 2016, Prevention paused normal inspections procedures to purchase and install new inspection software. The new software allows firefighters to more accurately track completed inspections, occupancy contact information and required corrections. With the efficiencies gained by implementing new software, our firefighters will be able to complete inspections faster and eliminate redundancy. Throughout 2018, milestones have been reached in the implementation of the improved inspection program. More than 9,000 occupancy records were organized, scrubbed, and uploaded to the new software application; training was developed and delivered to test crews; and nearly 100 test inspections were completed to prepare for roll out to operations crews early in 2019.

## Fire Investigations

The Fire Prevention Bureau is mandated to conduct fire investigations to determine the origin and cause of all fires which occur within the City of Kirkland. Fire Investigators work closely with the Kirkland Police Department in the event that a fire is suspicious or is determined to be arson.

All investigators are trained to national standards, attending the National Fire Academy in Emmitsburg, Maryland, gaining certification through the Washington State Patrol, and from the International Association of Arson Investigators (IAAI). Kirkland is an active member of Zone 1 Fire Investigators and Zone 1 Fire Marshals.

Year	Company Level Fire inspections	Company Officer Investigations reviewed	Investigator reports
2014	1551	90	57
2015	1164	115	48
2016	0	131	22
2017	0	127	18
2018	94	126	21

## Code and Policy Development and Publication

The Fire Marshal is responsible for developing and publishing policies related to established fire prevention goals. These policies are technical in nature and geared towards assisting developers and contractors in site and system design. In addition, the Fire Marshal is responsible for code and policy interpretations. The Fire Marshal coordinates with Fire Marshals in neighboring jurisdictions so that code interpretations and requirements are standardized throughout the region as much as possible.



City of Kirkland Fire Prevention Bureau  
 Life Safety & Property Loss Reduction  
 Questions? Call Fire Prevention at 425-587-3661



# OFFICE OF EMERGENCY MANAGEMENT

# OEM



## 2018 was a year of transition

and growth for the Office of Emergency Management (OEM). In June Heather Kelly was appointed the City Emergency Manager. In December the Council funded a full time Emergency Preparedness Coordinator position that was filled by Karissa Smith. Karissa began working with the City on January 2, 2019.

The Emergency Operations Center (EOC) tested staff and capability with an all-day exercise focusing on supporting the needs of the community when infrastructure is unavailable. This was followed by a City leadership exercise and a City council study session to round out the coordination of response at all levels.

Emergency Management and Kirkland Police staff traveled to Anniston, Alabama to train and exercise with Evergreen Medical Center leadership building skills and relationships that will benefit the community in a disaster.

OEM delivered training to City and regional participants on Incident Command, Public Information, and disaster operations. In partnership with the City GIS team, a windshield survey application was developed to assist the City in assessing damage following a major incident to allow for effective use of limited resources to support the community.

The dedicated volunteers of Emergency Management have been busy in 2018 as well. The Community Emergency Response Team (CERT) program held two eight-week long classes to add an additional 44 CERT graduates to the hundreds already trained. The volunteer presentation team staffed preparedness tables at DennyFest, Crossing Kirkland, Hermosa Vista Neighborhood Party, and the Norkirk Neighborhood/Lake Washington Christian Church preparedness event. The Map Your Neighborhood (MYN) program added 11 new neighborhoods to the program, trained 21 facilitators, and now has 34 MYN locations in Kirkland. Great work and effort by volunteer community members.

The Kirkland Emergency Communications Team (KECT) added several new participants to the team in 2018, supported the Crossing Kirkland event, and continues to build capability through training and drills.

OEM is looking forward to an active year of building and development for 2019.



# CHAPLAIN'S REPORT

For 30 years the Chaplain's program in Kirkland has been a service to our citizens under unimaginable situations of pain and heartache.

**The role of your Chaplain is twofold.**

1. As requested by an on-scene commander, Chaplain Vince Armstead helps relatives and friends of people caught in crisis process the situation. The Chaplain takes care of these people and allows first responders to do their jobs with minimal distraction. The family is briefed on the protocols that are unfolding around them, offered comfort and help through what many times seems like chaos to them.
2. The Chaplain is a listening ear, a presence and a source of encouragement to first responders both on scene and at any time they need. Vince serves as a member of the Kirkland Police Dept. Peer Support Team.



Chaplain Vince Armstead

Chaplain Armstead meets people where they are and provides care and assistance wherever needed.

# DEPARTMENT DIRECTORY 2019

**GENERAL INFORMATION ..... 425-587-3650**

Headquarters - 123 Fifth Avenue, Kirkland 98033

**Fire Administration**

- Joe Sanford, Fire Chief ..... 425-587-3602
- Tim Day, Deputy Chief ..... 425-587-3601
- Dave Van Valkenburg, Deputy Chief..... 425-587-3605
- Joel Bodenman, EMS Captain..... 425-587-3663
- Audrey Martin, Administrative Services Supervisor..... 425-587-3658
- Victoria Davies, Administrative Assistant..... 425-587-3638
- Elijah Panci, Financial Analyst ..... 425-587-3425
- Jim Fink, Mechanic ..... 425-587-3880

**Fire Prevention**

- Mark Jung, Battalion Chief/Fire Marshal ..... 425-587-3623
- Grace Steuart, Assistant Fire Marshal..... 425-587-3660
- Jason Chappell, Lieutenant/ Fire Inspector..... 425-587-3655
- Cory Caulk, Lieutenant/Fire Inspector ..... 425-587-3657
- Todd Anderson, Fire Inspector..... 425-587-3639
- Renee Lirette, Fire Inspector..... 425-587-3653
- Teri Wallace, Office Specialist..... 425-587-3634

**Training**

- Bill Hoover, Battalion Chief ..... 425-587-3698
- Marc Hallen, Captain..... 425-587-3697
- Anna Grimes, Office Specialist ..... 425-587-3641

**Office of Emergency Management**

- Heather Kelly, Emergency Manager ..... 425-587-3670
- Karissa Smith, Emergency Preparedness Coordinator ..... 425-587-3691

- Participate in citywide discussions on Phase II of the Public Safety Initiative in preparation for 2020 bond measure.
- Plan, design and begin construction of a new Station 24 in the Juanita neighborhood.
- Institute hiring plan to support staffing of new Station 24.
- Evaluate and purchase thermal imaging cameras for all Kirkland Fire Department response vehicles.
- Establish work plan for Mobile Integrated Health (MIH) program for delivery of alternative service to at-risk and vulnerable populations in the City.
- Design and build training prop at Station 26 in support of improved training opportunities within city limits.
- Develop sustainable wildland/urban interface program to support statewide firefighting efforts.

# PLAN OF ACTION



# THANK YOU CARDS





# CITY OF KIRKLAND FIRE DEPARTMENT