



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING**

**MINUTES
May 4, 2017**

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on May 4, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Kennison's excused absence was read into record.

Present: Rod Heivilin, Commissioner, Chair Matt Cowan, Fire Chief
Ken Callahan, Commissioner Tim Dahl, Assistant Chief
David Harris, Commissioner John Nankervis, Assistant Chief
Kim Fischer, Commissioner Rick Ashleman, Project Manager

Excused Absence Jon Kennison, Commissioner

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

The following items were added to the agenda:

- Old Business: Executive Session per RCW 452.30.100(1)(i) Litigation for 10 minutes to discuss DSHS Proposal with no decision.

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, to approve the April 20, 2017 regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE

The following were included in the Commissioners' meeting packets for information only:

- Chief Cowan provided clarification of the ACS letter that was sent to the Commissioners, and will follow-up with a reply at a later date.
- A copy of an appreciation letter from the City of Los Angeles, California to Rebekah Pomeroy.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to accept disbursements in the amount of \$405,807.52 per the detail below. The motion passed; four ayes.*

Fund	Voucher Number	Amount
Expense Fund	0374-0421	155,822.80
Expense Fund / Payroll	51517A - 51517BC	66,491.93
ALS Expense Fund	0150-0168	93,914.03
ALS Expense Fund / Payroll	ALS51517A-ALS51517U	43,128.77
ALS Capital	0010	428.22
CMT Expense Fund	1012-1013	28,219.19
Capital Expense	No Activity	0.00
CIP Fund	No Activity	0.00
Benefits Fund	0028-0032	17,802.58
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		405,807.52

COMMISSIONERS' REPORT

- Commissioner Harris attended the Station 63 Design meeting as the representative for the Board of Commissioners.
- Commissioner Heivilin attended a meeting with Chief Cowan to discuss agenda items for a possible upcoming Special Board of Commissioner's meeting.

FINANCIAL REPORT

None.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

IT Manager, Mike Henderson provided an overview on the following topics:

- NORCOM Transition:
 - NORCOM personnel have been at both our Department and at NORCOM working on the Department's servers and assisting with IT tasks.
 - Chief Cowan is working to schedule a meeting with NORCOM's new Director to discuss next steps in the transition.
- On April 23, computers at the Department were comprised. Mike worked with NORCOM to determine how the hacking occurred and set up security protocols to help prevent further hacking. There was no evidence that the hacking affected the security of the Department's data.

PIO, Michelle Pidduck provided an overview on the following topics:

- Michelle attend some FEMA classes for certification for basic PIO.
- The May 4 Distracted Driver Train the Trainer class was provided at the Department free of charge by an organization from California. Shoreline School District Teachers and Firefighter's from other Departments were in attendance. The Department will be teaming with other Department's to continue the education at other schools.
- Department Events:
 - May 6 -The Department is teaming up with Muscular Dystrophy Association (MDA) for the Fill the Boot fundraiser. The money raised will help support the MDA summer camps, fund the life changing research that has already improved the lives of many of the families, and help create a time and cost effective solution for care at the MDA's local care centers.
 - May 6 - The Department will host the 50th blood drive at the Children's Safety Center in Richmond Beach.
 - May 6 - The Department will be at the 2nd Annual Shoreline Little League Jamboree Event.
 - The week of May 8 – The Fall Prevention Fair will be hosted at CRISTA Senior Living Center.
 - The week of May 8 - Michelle will teach CPR training to the City of Shoreline personnel.
 - May 13 – The Department will be at the Strawberry Festival.

Project Manager, Rick Ashleman provided an overview on the following topics:

- Video Surveillance – This project is essentially complete. The vendor has repaired the masonry damage on the south side above the bay doors. A light fixture shade is on order to replace the one the vendor damaged. They will return to adjust the camera in the lobby.
- Orca Project – Last week Rick attended a reception at Shoreline City Hall for the Richmond Beach Orca Project. At this meeting Rick met the City of Shoreline's Public Art Director. He was familiar with various art that had been done in the City of Seattle and will be sharing ideas with our Department.

Assistant Chief (AC) Nankervis provided an overview on the following topics:

- The Paramedic recertification is under way and King County (the "County") has moved to an annual renewal exam. King County Emergency Medical Services (KCEMS) is mandating more than what is required by the State of Washington, but it is a requirement of the Department's Assisted Life Support (ALS) contract with the County and is not open for discussion. The process is expected to take about two weeks to complete.
- Dr. McCoy from Harborview spoke to the Shoreline Fire Department's medic program about advanced airway techniques. Attendance was high and the information was well received. The County is looking at mandating a formal way of airway management and documentation moving forward. Medical Services Officer (MSO) Kathy Pompeo and paramedic Rob Livingston are representing Shoreline on this endeavor.
- The Department's two EMS unit remounts continue to make progress at Braun and is expected to be completed later this month with a scheduled date of pickup on June 2.
- The p Rehab unit and MCI trailer are expected to be completed sometime in September.
- The Department had the first official response for the ATV62 unit, which is a Polaris all-terrain vehicle the Department purchased last year. The ATV62 unit provided transportation at the south

end of Richmond Beach for a juvenile with a severe leg injury. The ATV worked very well and the call was considered a success.

- Next week formal meetings will begin to discuss the future of the KCEMS Certified Medical Technicians (CMT) programs. The EMS program is requesting to continue funding the program that is included in the current Strategic budget for 2018 and 2019. Regional support is expected, but will need to wait for the outcome prior to making any changes to the program.
- AC Dahl and a few other members will be flying back east to perform the mid-build inspection on the Department's new ladder truck, which is slated for May 9 & 10. The build is going very well, and Captain Rice provides weekly updates to the organization.

Chief Cowan provided an overview of the following topics:

- Chief Cowan is currently conducting Chief's Chats with staff. The topics for the meetings have been mostly on Station 63 new construction updates, performance management systems, and succession development.
- Chief Cowan attended the EMTG Governing Board meeting to discuss the Fire Academy's success and challenges, the upcoming fall Academy, the 2018 Academy, and Bellevue Fire Department potentially running their own Academy.
- The Department is developing a new hiring list for the Firefighter/EMT positions.
- The second annual Leadership Summit will be hosted this year at the Clearwater Casino. One of the topics at the summit will be on PTSD lead by Steve Heitman, Mercer Island Fire Chief, and Pat Ellis a career chaplain who serves the Kent (WA) Police Department, the Kent Fire Department, Maple Valley Fire and Life Safety, and Valley Communications 911 Center. Chief Cowan invited Steve Heitman to speak on PTSD to our Department later this year.

NEW STATION 63 DISCUSSION/UPDATES:

- Land Acquisition:
 - The Department's appraisers have completed the appraisals on the Grossinger properties, and the appraisal exchange date is set for May 11, 2017. Rick and the Department's attorney have reviewed the appraisals for accuracy and proposed a number of corrections.
 - If mediation is needed, it is scheduled for May 25, 2017 from 1:00 p.m. to 5:00 p.m. at Shoreline City Hall. The Department's Attorney has requested Chief Cowan and a Commissioner be in attendance. In the event mediation is unsuccessful, a court date has been assigned on July 31, 2017.
- RFQ – Geotechnical & Environmental Engineering:
 - Using the MRSC Roster Rick has identified a list of consultants that provide services to include testing for asbestos. After evaluating three firms that responded to the Departments Request for Qualifications, Landau and Associates was selected. A contract is currently being prepared.
 - The Level I environmental assessment and asbestos survey would cost between \$15k and \$20k. A Level One assessment involves a records search, a site inspection, and interviews with owners, occupants, neighbors and local government officials. The Level II assessment is more extensive and includes soil and water samples with associated laboratory analysis. Given that the Department has been at the same location since the late 1960's, the properties are predominately residential; the use of the properties has not effectively changed, and therefore there is significantly less risk than an industrial property. The Department recommended the

Level I survey which would save \$6 to \$7k. In the event hazardous materials were found, the data could be used to make a case to seek cleanup costs from former owners. The Board of Commissioners agreed.

- Temporary Housing:

- As previously reported, Rick has been working with one of the Chiefs at Central Pierce to acquire a modular fire station building. The costs are \$25,000 for the modular fire station with \$5,000 down and the balance on the moving date scheduled for the week of August 21. The sale will be confirmed on May 10. The Department would be responsible for moving, storage and setup. There will be an accelerated timeline to secure and store the site, which will necessitate a second move.

- Station 63 Design Meeting:

- The Station 63 design committee met with TCA on April 25. As a result of the meeting the following changes were made:
 - The front southwest corner on the second floor was squared off to add an additional office or storage room. It could also be converted to a bedroom in the distant future. This was a recommended change as a result of this being less expensive space to add.
 - Minor change in the layout of the delivery room moving the doors to improve flow.
 - The rooms along the east side of the apparatus bay were rearranged to shorten the trenching distance to the electrical room. The central ALS supply room was moved closer to the front of the station to reduce travel distance for unloading supplies.
 - The exterior stairs leading to the second floor training area were turned out to the north to provide additional clear space on the training wall.
 - A door was added to the north end of the second floor hall to meet the egress requirement.
 - The IT room was enlarged and moved to the south end of the second floor. This will increase needed space in the mechanical rooms.
 - They changed the exterior colors using lighter grays and are requesting feedback.
- TCA would like the Department to confirm that the plans are essentially complete so they can engage their consultants.

OLD BUSINESS

- Impact Fee Mitigation Program Update: Chief Cowan has modified the draft Level of Service Contribution definition document. Further edits are still needed, but once completed Chief Cowan will forward to the Commissioners for their review. Chief Cowan then plans to work on the capital Improvement plan document next.

NEW BUSINESS

None.

PROJECTED AGENDAS

- May 18, 2017 Meeting with Attorney
- May 15, 2017 Fire Chief Bob Van Horne retirement party

- June 2-4 2017 Commissioner Association Conference in Chelan, WA

(Chief Cowan noted that the Leadership Retreat is scheduled for September 13-14, and the Leadership Summit is scheduled for September 27-28.)

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners moved to Executive Session at 6:05 p.m. per RCW 42.30.110(1)(i) for twenty five (25) minutes, with no decision. The regular meeting reconvened and immediately adjourned at 6:30 p.m.


MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to adjourn the regular meeting of the Board of Commissioners at 6:30 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

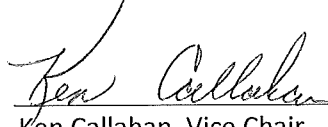
Respectfully submitted,

Joyce Brown

Joyce Brown
Secretary to the Board




Rod Heivilin, Chair




Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner

~~Excused Absence~~ 

Jon Kennison, Commissioner