



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING**

**MINUTES
April 20, 2017**

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on April 20, 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

Excused Absence Jon Kennison, Commissioner

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

- Intergovernmental Purchase for Temporary Quarters for Station 63

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, to approve the April 6, 2017 regular meeting minutes as written. The motion passed; four ayes.*

MOTION: *Commissioner Fischer, moved, and Commissioner Callahan, seconded, to approve the April 6, 2017 special meeting minutes with one minor edit. The motion passed; four ayes.*

CORRESPONDENCE

- Chief Cowan provided the Commissioners with an invitation to celebrate the retirement of Fire Chief Bob Van Horne on May 15, 2017.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to accept disbursements in the amount of \$1,482,578.32 per the detail below. The motion passed; four ayes.*

Fund	Voucher Number	Amount
Expense Fund	0315-0373	64,321.00
Expense Fund / Payroll	42717A-42717V	908,104.12
ALS Expense Fund	0129-0149	16,003.94
ALS Expense Fund / Payroll	ALS42717A-ALS42717P	425,005.68
ALS Capital	No Activity	0.00
CMT Expense Fund	1011	3,200.79
Capital Expense	0023-0030	23,097.07
CIP Fund	0012-0017	32,115.95
Benefits Fund	0027	56.15
EMS Donation Fund	0001-0002	10,673.62
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		1,482,578.32

COMMISSIONERS' REPORT

- Commissioner Harris noted his attendance of a tour and discussion of PSERN at NORCOM.
- Commissioner Fischer and Commissioner Callahan noted their attendance for a dispatch center tour.
- Commissioner Callahan noted his attendance at the NORCOM Principals Assembly meeting on April 14, 2017.

FINANCIAL REPORT

Chief Cowan presented the Financial Report ending in March 2017 and briefly noted the associated costs:

- Overall, the Department is under budget by 1% with 76% remaining for the year.
- Cash On Hand through the end of March is \$2.0 million.
- Receipts and expenditures are on track.
- Overtime Costs for Fire Suppression in March has improved; it is starting to taper down.
- Overtime Chart, please note data included the overtime amount of current year
- Disbursements - Expense Fund
 - Annual Drivers Record Audit budget expended for the year.
 - Printing budget line is low due to a re-stock of imprinted envelopes for the Department.
 - Department liability insurance policy has been paid for the entire year.
- Disbursements - Capital Fund
 - Carpet replacement at Station 61, \$2,838.
 - Staff vehicle-FMO purchased, \$27,419.

- Disbursements - ALS Capital Fund
 - Life Pak (3) purchased, \$101,514.
- Revenue - Expense Fund
 - Property tax and Fire Benefit Charge collection, on target.
 - BLS Transport fees collected on target.
- Revenue - ALS Expense Fund
 - Annual EMS Pre-hospital grant was received, \$1,270.
 - Staff vehicle purchased, \$27,419.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

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

- The IT Memorandum of Understanding (MOU) was approved by NORCOM, and a meeting is scheduled next week to discuss the transition.
- Mike worked with DPE Systems Engineering on a virus and anti-spam filter issue. Mike was able to resolve the anti-spam issue, and is currently working with DPE on the virus issue.
- The Department received the Office 365 licenses' and will implement for the line personnel first.

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

- The Shoreline Fire Department sponsored its annual Easter Egg Hunt on April 15, 2017, which was a very successful event.
- The CPR/First Aid training for City employees has begun. It is estimated that about 60 employees will be attending the training this month with the same amount for next month.
- On May 4, 2017 the Department will be teaming up with California Casualty Insurance to provide the Train the Trainer for Distracted Driving training.
- Michelle will provide a presentation on behalf of the Department at North Seattle Community College on adult family home DNR orders and the interaction between the fire departments and adult family homes.
- The Bike Rodeo for Neighborhoods is scheduled for June 3, 2017 at Sunset Park. The Department will be providing volunteer efforts to support the event.
- Michelle will be attending the Public Information Officer's course next week.

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

- Video Surveillance – Essentially complete. They have repaired the masonry damage on the south side above the bay doors and have a light fixture shade on order to replace the one they damaged. There is one camera in the lobby they will come back to adjust.
- Bay Doors Station 64 - RFP specifications are expected to be published next week.

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

- The one-week Emergency Medical Services (EMS) training course has started. Participants from Port of Seattle Fire and the Program Manager for King County EMS are attending the class.
- It is recommended that that all Emergency Medical Technicians (EMS) attend the EMS training 5-week courses.
- The contract with Braun has been executed and the Department's Rehab unit and MCI trailer is expected to be completed and delivered by the end of the year.
- The Aid car and Medic Unit rebuild is expected to be completed by the end of May or first week of June.
- A contract has been signed with King County for reimbursement of the instructor costs for the EMS training from 2016. The 2017 EMT instructor reimbursement costs have increased.

Chief Cowan provided an overview of the following topics:

- ACS Structure: The suspension? has been removed and a meeting will be scheduled.
- Proposal is forthcoming from DSHS.
- Chief Cowan attended the King County Chief's Association Meeting with a briefing from the Deputy Executive from King County on PSERN, taxation, reform, and levy that provides assistance for Veterans and challenged individuals.

NEW STATION 63 DISCUSSION/UPDATES:

- Land Acquisition – The Department signed the CR 2A Agreements for both the Erlandson and Myers properties. Erlandson plans to be moved out by May 31 and Myers on July 31.
 - April 7, 2017 the Department's appraiser and surveyors were able to gain access to the Grossinger properties to complete their fieldwork.
 - The appraisal exchange date for the Grossinger properties is set for 5:00 p.m. on May 11, 2017.
 - The Department potentially will go to mediation on May 25, 2017 from 1:00 p.m. to 5:00 p.m. at City Hall, and the attorney has requested that Chief Cowan and one Commissioner attend. Commissioner Harris plans to attend. In the event mediation is unsuccessful, a court date has been assigned for July 31, 2017.
 - RFQ – Geotechnical & Environmental Engineering - Utilizing the Municipal Research and Services Center (MRSC) Roster, a list of consultants have been identified and the plan is to select a firm and prepare a contract the first week of May.
 - Temporary Housing - As previously reported, Rick has been working with one of the Chiefs at Central Pierce F&R to acquire a modular fire station building. The requested cost to acquire the building is \$25,000 with a \$5,000 down payment. The balance is due on the moving date, which will be the week of August 21. Review of the draft contract offer will occur next week. The Department will be responsible for demobilization, moving, storage and setup, and due to the accelerated timeline, the Department will need to secure off-site storage until the site is ready.
 - Pre-Application Meeting – Rick and TCA met with representatives from the City of Shoreline the ("City") for the required Pre-Application Meeting. Shoreline Water, Ronald Sewer, Shoreline Fire and three representatives from the City confirmed that the Transportation Impact Fee will not apply to the Department and a traffic engineering report will not be needed. The items required are:
 - Demolition Permit;
 - Site Development Permit;

- Three Building Permits (Metal storage building, temp. quarters, fire station); and
- Conditional Use Permit for the MUR 35 portion of the site. The CUP will require a neighborhood meeting.
- The Department will need to complete a Lot Merger application after the four additional parcels have been acquired.
- State Environmental Policy Act (SEPA) Checklist will not be required due to the 30,000 SL building area and less than 1,000 cubic yards of earth work.

OLD BUSINESS

- Assistance to Firefighters Grant (AFG) / DISCUSSION
 - Documentation to support the established MOU was requested from FEMA and has been sent to them for review.

NEW BUSINESS

- IT MOU with NORCOM - Chief Cowan discussed the NORCOM transition changes.
 - The Department's need to accelerate the IT transition presented a challenge for NORCOM to provide a Level II IT personnel. NORCOM has now decided to hire a new employee who will be dedicated as the Department IT on-site employee. The Department will work with NORCOM on the official hiring process.
- Intergovernmental Purchase for Temporary Quarters for Station 63:

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to sign the contract between Central Pierce Fire and Rescue and the Shoreline Fire Department. The motion passed; four ayes.*

PROJECTED AGENDAS

- May 4, 2017 Commissioner Kennison excused absence
- May 15, 2017 Fire Chief Bob Van Horne retirement party
- June 2-4 2017 Commissioner Association conference in Chelan, WA

EXECUTIVE SESSION

None.

The regular meeting of the Board of Commissioners adjourned at 6:06 p.m.

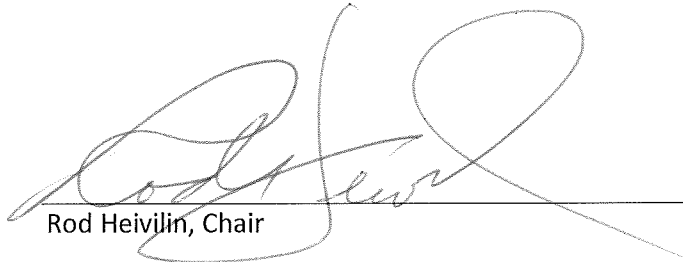
MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:06 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

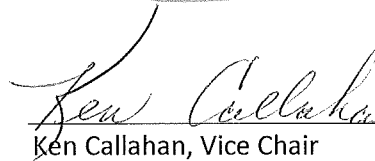
Respectfully submitted,

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