



SHORELINE FIRE DEPARTMENT  
BOARD OF COMMISSIONERS MEETING

**MINUTES**  
**April 6, 2017**

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on April 6, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

**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	Mike Henderson, IT Manager
Jon Kennison, Commissioner	Rick Ashleman, Project Manager

**PLEDGE OF ALLEGIANCE**

The regular meeting of the Board of Commissioners was called to order at 4:00 pm and immediately adjourned to the Special Meeting of the Board to discuss pending real estate litigation with the Department's attorney per RCW 42.30.110(1)(i). The Special Meeting of the Board adjourned at 4:34 p.m. and the regular meeting of the Board was called to order at 5:00 p.m.

**CONSIDERATION OF AGENDA**

The following items were added to the agenda:

- Old Business: IT restructure MOU draft / Discussion with potential approval.
- New Business: Request for a designated representative of the Board of Commissioners to negotiate the Fire Chief's contract.
- The Executive Session per RCW 42.30.140 Negotiations, and RCW 452.30.100(1)(i) Litigation were cancelled.

**PUBLIC COMMENT**

None.

**MINUTES**

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to approve the March 16, 2017 regular meeting minutes as written. The motion passed; five ayes.*

**CORRESPONDENCE**

The following were included in the Board of Commissioners' meeting packets as information only:

- A copy of a thank you letter from the City of referencing Kathy Pompeo's assistance with the Firefighter/Paramedic Candidate selection process.
- A copy of a thank you letter from the City of Kirkland referencing Todd Johnston's assistance in a recent commercial fire.

**STANDING AGENDA**

**WARRANTS**

*Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to accept disbursements in the amount of \$718,729.02 per the detail below. The motion passed; five ayes.*

Fund	Voucher Number	Amount
Expense Fund	0262-0314	268,879.64
Expense Fund / Payroll	41417A-41417BA	65,837.98
ALS Expense Fund	0104-0128	118,619.12
ALS Expense Fund / Payroll	ALS41417A-ALS41417Z	76,618.97
ALS Capital	0008-0009	32,811.07
CMT Expense Fund	0008-0010	30,924.44
Capital Expense	0016-0022	61,704.44
CIP Fund	0008-0011	49,682.34
Benefits Fund	0020-0026	13,651.02
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
<b>TOTAL DISBURSEMENTS</b>		<b>718,729.02</b>

*NOTE: The control number for the CMT Expense Fund was inadvertently entered as 0008-1010 in the accounting system, but noted as 0008-0010 on the approval sheet. There will be a gap for future controls numbers and will start at 1011.*

**COMMISSIONERS' REPORT**

Commissioner Callahan noted the attendance of the Board at the King County Fire Commissioner's Executive Board meeting on April 5, 2017. Next meeting may be held at NORCOM.

**FINANCIAL REPORT**

None.

**STATISTICS REPORT**

None.

**STRATEGIC PLAN DISCUSSION**

None.

**DISTRICT ACTIVITY REPORT**

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

- **Portal Update:** Mike noted that Office 365 is needed to support the new Portal. The Shoreline Fire Department (the "Department") will be purchasing 106 licenses of the Enterprise E1 version for the vast majority of users, which will be cloud based, and 15 licenses of the hard disk Office 365 version for main users.

- BIAS Accounting Software: The Department will be implementing the new BIAS accounting system this year. A version of the BIAS software was installed on the Departments' server and a data conversion was performed to test the functionality of the new accounting software.
- Mike is working with NORCOM on the IT transition.

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

- Ladder Truck: Construction is in progress with the new pre-paint inspections to be scheduled for early May. Final delivery is slated for June or July of this year and the Department is preparing a joint agreement with another agency to utilize the Ladder 61 truck on reserve.
- Academy Update: The EMTG has two Academies' currently in Zone 1 and a third class to begin in September. The Department's recruits are doing very well in the North Academy. In the future, there will likely be two classes per year in Zone 1 and Zone 3, with the Seattle Fire Department running 2-3 classes per year with a 20-25% attrition.
- The Department is working on acquiring residential structures for Live-Fire training in Woodway and at Cedarbrook Elementary School.
- AC Dahl and Lieutenant Yake attended the Wildland Leaders meeting for Zone 1. It is expected that there will be individuals qualified and equipped to be deployable this summer.
- The Department is continuing to discuss plans for how to best support the current Maintenance Department personnel shortage and workload needs.
- Facilities:
  - The Department has received bids for the HVAC repair at Station 64.
  - The Department identified three leaks in the roof at Station 61 and is awaiting bids for the repair.
  - The Department is awaiting specifications for the bay doors at Station 64 and 65 to prepare a formal bid.
  - The Department received a bid for the repairs of the fuel pump tank at Station 61, which is scheduled to be fixed in the next few weeks.
- The training tower has significant refurbishing and maintenance needs. The Department will work on receiving estimates and bids for the repairs with most of the work to be conducted next year.
- March 7, 2017 - AC Dahl attended the Code 3 Users Group meeting, which will move into a Zone 1 fire technology committee.
- March 22, 2017 – AC Dahl and other administrative staff attended the Municipal Research Services Corporation (MRSC) workshop on Government rules for purchasing processes.
- March 23, 2017 – AC Dahl attend a NORCOM Joint Operations meeting that the Seattle Fire Department hosted on training for natural gas disasters.

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

- Video Surveillance: Station 61 system is in place and working and user training was completed on April 6. There are a couple of minor building repairs that are in the process of being resolved.

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

- Community Care Centers: Discussed a new initiative by King County (KC) Public Health to establish regional Community Care centers to assist the hospital's capacity in the event of a large scale

emergency, such as an earthquake. It is in the very early stages, and there are several challenges and incentives currently established for clinics to sign an MOU with KC. This will likely be a long term discussion

- AC Update: The AC updates were timed well with some recent changes such as what KC Emergency Medical Services (EMS) has mandated related to Stroke documentation in ESO. The "missing report" issue from 2016 has been investigated and Captain Kreiger continues to work through about 300 missing ESO records. The 2017 first quarter review of ESO records had only one missing record, which was easily fixed and the workflow issues on this subject have been dealt with.
- KC EMS has reported on the first two months of the ALS Stroke Triage implementation. There were 18 cases transferred to a Comprehensive Stroke Center by ALS during this timeframe (Countywide), and 13 had a true Large Vessel Occlusion, with 10 having a miraculous recovery. The Department will continue to monitor it long term.
- The Emergency Medical Technician (EMT) class is slated to start on April 17. A new electronic system is being used which replaces textbooks and allows online testing.

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

- Michelle attended a certification course for the Youth Fire Service program, and will continue to network.
- The Nick of Time event was a success. 44 kids signed up initially and the final count totaled over 400. The Department helped volunteer at the event.
- Michelle completed the car seat technician course and is now certified to train on the process. Training will be open to Woodway and Shoreline residents only.
- Bartell Drugs is having a toy drive for the Department on Sunday April 9 and Shoreline Fire Department will have volunteers at this event.

**Chief Cowan provided an overview of the following topics:**

- Chief Cowan attended the Shoreline City Council meeting where they approved the Impact Fee Mitigation Program to be added to the Comprehensive Plan Amendments.
- Chief Cowan attended the March LMC meeting in which there was only one Union representative and therefore certain agenda items did not get addressed.
- Chief Cowan attended a Response Assessment Team (RAT) meeting, which is a joint task force team that works to assure that Police and Fire are in sync on complex incidents. Chief Cowan will represent the Department and the County at these meetings.
- ACS Structure: Chief attended a meeting on the ACS structure. The City of Shoreline will lift the suspension of the ACS team. The Department will look into the option of transferring the commercial van to the current MCI Rig once replaced by the future MCI Rig later this year.
- Chief Cowan attended the King County Chiefs Educational committee meeting and is preparing for the Leadership Summit scheduled for September.
- ICS Training: The Department will look into a course in September or will possibly have a joint training with Woodway.
- Mechanic Fleet Workload: The Department will possibly look for someone to fill the Mechanic positions and backfill with the Fleet Facilities and Vehicle position. The Department will also look into the possibility of part-time or contracting out for facilities support.

## NEW STATION 63 DISCUSSION/UPDATES

- Chief Cowan noted that in the Special Meeting that occurred today at 4:00 pm the Department discussed the negotiations and litigation potential of purchasing four properties. A motion to purchase two of the properties is prepared for the Board to approve.
- Station 63 Temporary Quarters: Project Manager Ashleman has been in contact with a Pierce County fire department regarding the acquisition of a modular building that will be available this October. Their policies allow for an intergovernmental transfer, which would allow them to sell the unit directly to the Department.
- Appraisals: The appraisal exchanges occurred on March 30. The Department's attorney negotiated a CR2A agreement for the Erlandson and Myers properties that was presented to the Board at the Special Meeting. The Grossinger Properties have an appraisal exchange date of May 11 and mediation scheduled for May 25.
- Survey: Reid Middleton was selected for survey services through an RFQ process using the MRSC roster. 90% of the new site survey is complete. They will have access to the Grossinger parcels tomorrow morning and should have the completed survey to us early next week. The surveyor discovered a possible issue with a couple of easements that are being researched further by the title company.
- A pre-application meeting has been scheduled for April 20 with the City of Shoreline. TCA and Project Manager Ashleman have prepared a list of questions regarding the Department project that will need to be addressed.
- The next Station 63 Design meeting with the Committee and TCA is scheduled for April 26 at 09:00. TCA will be moving forward on the next phase of design. Commissioner Kennison interest in attending the meeting.
- New Ventures Contract: The contract with New Venture Group has been closed out, but they will be available for further consult on this project if needed.
- Soil Testing: Project Manager Ashleman will be submitting an RFQ for an engineering firm to perform soil testing and hazardous materials evaluation of the two sites.
- The Chief asked for direction on the size and scope of the Station 63 project in order to give the Architect direction on design. The Board approved the size and scope of the project as currently designed with the four-fold bay doors.
- CR 2A settlement Agreements: The Department is in the process of acquiring additional land for the new Station 63 construction project. The Board has met in a Special Meeting with Chief Cowan, Project Manager Ashleman and Kinnon Williams Esq. to discuss the CR 2A settlement agreement on the Erlandson and Myers properties. The following motions authorize Chief Cowan to sign the agreements on behalf of the Board of Commissioners for the Department.

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to sign the CR 2A Settlement agreement between the Department and Myers. The motion passed; five ayes.*

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to sign the CR 2A Settlement agreement between the Department and Erlandson. The motion passed; five ayes.*

## OLD BUSINESS

- Post Employment Medical Benefits Program: As previously discussed with the Board at the March 16, 2017 Board meeting, Chief Cowan worked collaboratively with Labor on revisions to the Post Employment Benefits Coverage program. Revisions have been incorporated into Resolution 17-01 and shall be the governing document moving forward after its adoption.

**MOTION:** *Commissioner Fischer moved, and Commissioner Kennison seconded a motion to authorize the Board of Commissioners to approve to authorize the Board of Commissioners to approve and sign the revisions made by Management and Labor to the Post Employment Medical Benefits Coverage program, Resolution 17-01. The motion passed; five ayes.*

- Purchase 2 CPR AED Manikins for EMT Training: As recently discussed, the Shoreline Fire Department will be hosting a regional 5-week EMT training class later this month and is expanding its EMS training activities to *include* supplementary full scale CPR scenarios for the EMT and Paramedic programs. The Department currently has two functional CPR manikins and will need additional CPR-AED feedback manikins to allow adequate training capabilities moving forward. The Department is requesting additional EMS Donation funds to purchase two full size adult CPR-AED feedback manikins. See attached Quote Q65800.

**MOTION:** *Commissioner Kennison moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief or his designee to purchase two CPR AED manikins with skill reporter feedback for a total of \$10,663.00 from the EMS donations fund. The motion passed; five ayes.*

- Hydrant Inspection Program: A draft contract with Seattle Public Utilities (SPU) is being modified for the 966 hydrant inspection program. The program will require an MOU with Uniformed CBA as this is additional work that is being requested. The timeframe for this contract will be through 2017 only. Discussions on future programs will be held after the programs completion.
- Aid 63 Service Load Review: AC Nankervis provided the Board of Commissioners with a printed overview of the EMS service load, specifically for transports after Aid 63 was placed out of service November 1, 2016. Aid 64 continues to have a heavy workload especially between the hours of 07:00 and 18:00. Aid 65 is taking most of the lost capacity of Aid 63 since it is now staffed 24-hours a day. The Department will look at options to address this issue and conduct a review every six months.
- IT Structure: The Commissioners received a draft MOU between the Shoreline Fire Department and NORCOM. Chief Cowan requested a motion to authorize the Fire Chief to sign the MOU agreement conditional upon NORCOM's approval.

**MOTION:** *Commissioner Kennison moved, and Commissioner Callahan seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to enter into the MOU agreement with NORCOM pending NORCOM's approval of the draft. The motion passed; five ayes.*

## NEW BUSINESS

- Chief Cowan requested a designated representative of the Board of Commissioners to negotiate the Fire Chief's contract. Commissioners Fischer and Heivilin offered to be the designated representative.

**PROJECTED AGENDAS**

- Commissioner Kennison noted he will not be attending the April 20, 2017 Board Meeting.

**EXECUTIVE SESSION**

None.


The regular meeting of the Board of Commissioners adjourned at 6:20 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:20 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

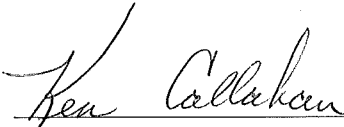
Respectfully submitted,

Joyce Brown  
Secretary to the Board



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Rod Heivilin, Chair



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Ken Callahan, Vice Chair



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Kimberly A. Fischer, Commissioner



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David Harris, Commissioner

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Jon Kennison, Commissioner