



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING**

**MINUTES
February 16, 2017**

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on February 16, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Callahan’s excused absence was read into record.

Present:	Rod Heivilin, Commissioner, Chair	Matt Cowan, Fire Chief
	David Harris, Commissioner	Tim Dahl, Assistant Chief
	Kim Fischer, Commissioner	John Nankervis, Assistant Chief
	Jon Kennison, Commissioner	Mike Henderson, IT Manager
Excused Absence	Ken Callahan, Commissioner	Rick Ashleman, Project Manager

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

None.

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded, a motion to approve the February 2, 2017 regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE

None.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to accept disbursements in the amount of \$1,633,620.15 per the detail below. The motion passed; four ayes.*

Fund	Voucher Number	Amount
Expense Fund	0091-0151	203,751.04
Expense Fund / Payroll	22717A-22717Y	884,924.39
ALS Expense Fund	0037-0054	81,448.00
ALS Expense Fund / Payroll	ALS22717A-ALS22717Q	408,003.84
ALS Capital	0004-0006	1,784.42
CMT Expense Fund	0004	1,3288.74
Capital Expense	00005-0010	12,374.83
CIP Fund	0003-0005	17,499.56
Benefits Fund	0009-0012	10,545.33
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		1,633,620.15

COMMISSIONERS' REPORT

Commissioner Fischer reported all the Commissioners attended the monthly King County Commissioner meeting.

FINANCIAL REPORT

Chief Cowan presented the Financial Report ending in January 2016 and briefly noted the associated costs:

- January financials are usually higher a result of an annual onetime payments of the following:
 - Disability insurance, HRA-VBA contribution, sick leave incentive, clothing allowance
- The overall out-of pocket costs associated with the outside instructor for the Gordon Graham event was just under \$575.00.
- Fire Benefit Charge Management from King County and the Commissioners/Chiefs Association dues, were included in the January costs.
- Overtime was higher in January, which included Christmas overtime pay, cash-outs for retirees. sick leave overtime and comp time cash-outs.
- Apparatus equipment, repair and maintenance is currently at 73%.
- License software and maintenance budget is currently at 79%.
- The Department is currently 1.67 % over budget for 2017.
- Cash on hand for beginning 2017 is \$3.3 million, which is typical for previous years for January.
- Basic Life Support (BLS) transport tickets were up about 32%.

There was a brief discussion on the current gate at Station 61 headquarters, future discussions for the purchase of a new gate will be presented next year.

STATISTICS REPORT

None

STRATEGIC PLAN DISCUSSION

Chief Cowan noted that the Department is developing an after action report from the Washington Surveying and Rating Bureau information, as part of the long term Strategic Plan.

DISTRICT ACTIVITY REPORT

Rick Ashleman, Project Manager:

- Rick visited Lynnwood Honda to see the Ryteck high-speed roll up doors. Ryteck will prepare quotes and provide recommendations on options for new door options at Station 64.
- The video surveillance installation at station 61 has been scheduled for the week of February 21. The install team will be on site at Station 61 next week Wednesday through Friday.

Chief Cowan:

- Coordinated Complex Terrorists Attack Grant (CCTA):
 - The CCTA is a Pierce, King and Snohomish County collaborative grant. The Department submitted a letter of support for the grant, which is just under \$2 million dollars. A decision on the application will be made by April 10, 2017.

Mike Henderson, IT Manager:

- Building*i*:
 - Mike attended an online meeting with the Engineer/Project Manager from Building*i* and received a test drive of the new portal. The next meeting with the internal portal team will occur next week to continue in the implementation process.

NEW STATION 63 DISCUSSION/UPDATES:

Rick Ashleman, Project Manager:

- New Station 63:
 - The attorney is working on the Departments behalf, and has established public use and necessity on all three (3) parcels.
 - Rick met with the attorney yesterday to sign a CR 2A Settlement Agreement, which is a document that outlines a timeline process flow and provides the Department access to be on-site for appraisals and surveys.
 - Appraisals are scheduled for the Erlandson and Myers properties on February 21st
 - The valuation date is scheduled for March 31st.
 - The mediation date will be scheduled for June 1st.
 - The Department will have access to the properties effective July 1st.
 - Rick distributed the latest TCA Architecture plans, which will be submitted to the estimator, Robinson & Company. The estimator will provide the cost breakdown to the Department, which will help determine budget costs.
 - A Request for Qualifications (RFQ) for surveyors will be sent out next week, and next steps will be to review the RFQ's that were submitted and choose a surveyor.

- Rick toured two temporary fire stations in Seattle late last year. One of which may become available.
- Rick is waiting on a proposal from Modern Building Systems, for lease or purchase options on a temporary fire station building.
- Rick contacted a department in Pierce County that purchased one of the temporary fire stations from Seattle. The building should be available in October or November of this year. Rick has a meeting scheduled in the next couple of weeks to tour the building and a portable tent that they are using for fire apparatus.

OLD BUSINESS

- Incident Command System (ICS) Training for Elected Officials:
 - Chief Cowan provided the Commissioners with materials for ICS training courses. Chief Cowan recommended the ICS 402 training.
 - The Commissioners agreed to have Chief Cowan coordinate a PPT workshop on ICS 402 training at Station 61. Chief Cowan will provide the Commissioners with possible dates in the future.
- Point Wells Station Location:
 - Chief Cowan spoke with the BSRE Lawyer and discussed the Point Wells Fire and Police support stations. Chief Cowan asked to prepare a letter identifying that the Department's position is to have a station located outside Point Wells to provide services on a more regional level. Chief Cowan will provide the Commissioners with a copy of the letter.
- IT Restructure:
 - Chief Cowan provided the Commissioners with an IT restructure comparison that includes NORCOM, DPE, and the Departments current IT Manager's costs. Chief Cowan discussed the comparison and options.

NEW BUSINESS

- Impact Fee Mitigation Program:
 - The City of Shoreline is requesting the Department to provide information on the Department's use of the Impact Fees. Once the meeting with the City occurs, Chief Cowan will provide an outline and timeline what the implementation looks like.
- Auxiliary Communications Services (ACS) Structure:
 - Chief Cowan discussed the ACS structure letter that was sent. The Department is helping to support and collaborate with the City on next steps.
- Commissioner Handbook Review:
 - The Commissioner Handbook should be reviewed annually. Chief Cowan discussed the need to schedule a meeting with the Commissioners to review the current handbook, and will work on scheduling a time after the ICS training is completed.

PROJECTED AGENDAS

- March 16 FBC Appeals
- March 3 Awards Ceremony
- March 21 Special Meeting with North City Water District at 4:00 pm

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners moved to Executive Session at 6:30 p.m. per RCW 42.30.110(1)(g) for five (5) minutes, and extended five (5) minutes with no decision. The regular meeting reconvened and immediately adjourned at 6:40 p.m.

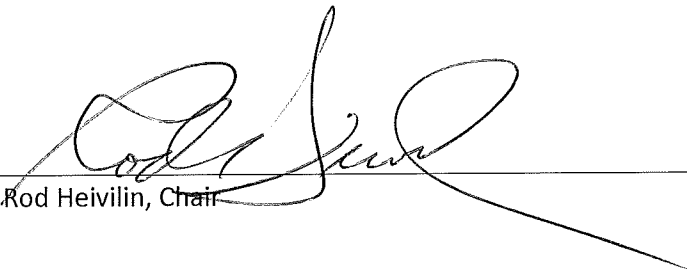
MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:40 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,

Joyce Brown

Joyce Brown
Secretary to the Board



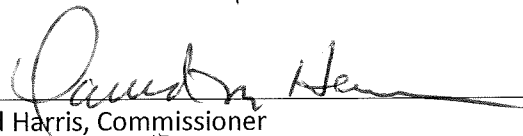
Rod Heivilin, Chair

Excused Absence


Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner



Jon Kennison, Commissioner