



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING**

**MINUTES
February 2, 2017**

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 4:59 p.m. on February 2, 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

CONSIDERATION OF AGENDA

None

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve the January 19, 2017 regular meeting minutes as written. The motion passed; fives ayes.*

CORRESPONDENCE

None.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to accept disbursements in the amount of \$287,427.15 per the detail below. The motion passed; five ayes.*

Fund	Voucher Number	Amount
Expense Fund	0050-0090	30,335.17
Expense Fund / Payroll	21517A-21517BE	85,040.10
ALS Expense Fund	0024-0036	5,162.13
ALS Expense Fund / Payroll	ALS21517A-ALS21517AB	76,841.16
ALS Capital	No Activity	0.00
CMT Expense Fund	0002-0003	20,209.85
Capital Expense	0003	886.44
CIP Fund	No Activity	0.00
Benefits Fund	0004-0008	68,952.30
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		287,427.15

COMMISSIONERS' REPORT

None.

FINANCIAL REPORT

None.

STATISTICS REPORT

The Department is working on gathering statistics for the 2016 Annual Report and Chief Cowan will provide the information to the Board at a later date.

STRATEGIC PLAN DISCUSSION

AC Dahl:

- AC Dahl will attend a meeting on February 3, 2017 with Washington State Survey and Rating Bureau to review a recent read rate. The discussion will include identifying and eliminating deficiency points. Review of the findings will occur at the February 16, 2017 Board meeting.

DISTRICT ACTIVITY REPORT

Mike Henderson, IT Manager:

- Surplus, Valueless, Inoperable Electronic Equipment:
 - Mike has been gathering the surplus equipment to remove and dispose of broken or old equipment.

Assistant Chief Tim Dahl

- Station Security Committee Meeting:
 - Station 61 staff met to discuss security safety measures. A draft policy will be forwarded to the Management Team for review.
- King County Operations Chiefs Meeting, FEB 25, 2017:
 - Discussed consolidated efforts and responses around the County.
- EMTG Technology Committee Meeting, FEB 27, 2017:
 - Discussed website content training.
- Emergency Procedure Workgroup Meeting, FEB 30, 2017:
 - Completed the King County Operations Procedures to be consistent countywide and will be forwarded to the Chief of Operations in April.
- Fire Marshall Operations Meeting:
 - Discussed pre-fire planning that will be included in the strategic planning discussions.
- Facilities Division Meeting, FEB 1, 2017:
 - Discussed long-term facilities planning.
- : Safety Committee Meeting, FEB 2, 2017:
 - Meeting included Ergometrics, the Applied Personnel Research Company who designs the tests for the Shoreline Fire Department's (the Department") entry-level firefighters. Ergometrics is interested in engaging the Department in a validation study of the firefighter entry-level tests.

Assistant Chief John Nankervis:

- King County Hospital Diversion Program:
 - Background: In 2011 a countywide agreement was made stating that hospitals will no longer be able to divert EMS patients, and is only available for specialty care. The policy does not apply outside of King County, which causes inundation of a large volume of patients to some hospitals. Diversion of hospitals will cause delay in patient care.
 - The diversion program does have some operational impacts, but there has not been any formal documentation of prolonged delays with Department's Aid cars.
- Regional EMT Class:
 - The County is funding the Regions EMT classes. At the end of the current EMTG Academy the Department will be teaching a 5-week EMT class for 28 EMTG recruits led by the Departments team, and a 5-day course for 10 of the experienced EMT's also led by the Department and an individual from Redmond Medic One.
- The Code CVA Stroke protocol in King County has been implemented. The first case for the Shoreline Fire Department was very successful and there have been 3 other cases countywide.
- EMT Education Program:
 - The EMT Education Program is a joint venture program that includes Shoreline, Northshore, Bothell, and Woodinville and includes 100 EMT and 35 medic students.

- Harborview and Swedish Cherry Hill:
 - AC Dahl is scheduling a meeting with Northwest Hospital to discuss the commitment of comprehensive stroke care, which will allow the Department to transfer patients to Northwest Hospital instead of Downtown Seattle area.
- NARCAN:
 - NARCAN has been fully implemented on the BLS units. The Department will meet with Lake Forest Park Police and the Northshore Fire Department to review the use.

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
- Chief Cowan attended the Redmond Leadership Symposium on January 31, 2017, which included the CEO of the International Association of Fire Chiefs (IAFC).
- DSHS:
 - Chief Cowan spoke with the President of the Washington State Fire Chiefs and the Director of DSHS to discuss the Department's Fircrest contract, which is currently at a point where mediation may be needed
- Light Rail Negotiations:
 - Chief Cowan is working with Sound Transit on revisions to the Light Rail proposal.
- Edmonds/Sno1 Inter Local Agreement (ILA):
 - The ILA has been approved by Edmonds and Sno1. Further discussion with the Shoreline Fire Department on collaboration with the north end of Woodway may occur at a later date.
- NORCOM IT Meeting - FEB 2, 2017:
 - Chief Cowan attended the NORCOM IT transition meeting. Discussion was focused on the scope of services. The Department is working on the next steps, and has requested financial numbers to prepare a full scope of work to provide to the Commissioners for review and approval.

Rick Ashleman, Project Manager:

- New Station 63:
 - Rick provided the Board with the Architect's updated draft drawings for review. Copies will also be submitted to the Design Committee members for further review and input.
 - Rick is continuing to work with the Attorney on the property appraisal and evaluation process. Public Use and Necessity motions were accepted.

OLD BUSINESS

- The Joint North City Water Commissioners Meeting has been scheduled for March 21, 2017 @ 4:00 pm, to be held at the North City Water District.

NEW BUSINESS

- New Rehab Unit & Replacement MCI Trailer / APPROVAL BY MOTION

- AC Nankervis noted there is a need to replace the current MCI Vehicle. As an ALS provider, the Department is required to have MCI capabilities; therefore, the Department is pursuing the purchase of a trailer to meet the MCI requirements and a rehab unit. A joint proposal was accepted into the 2017 budget and costs will be split between suppression and ALS capital budgets. The total costs of the purchases will likely be under budget. The purchases will be made with Braun Northwest using the HGACBuy membership consortium.

MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to approve the Fire Chief to enter into an Intergovernmental Cooperative Purchasing Agreement as the "Participating Agency" with HGACBuy, to be able to "piggy back" onto other agency bids to purchase a Rehab Vehicle & MCI Trailer through Braun Northwest. The motion passed; five ayes.*

- Surplus, Valueless, Inoperable Electronic Equipment / APPROVAL BY MOTION

- Mike Henderson, IT Manager, provided the Board with a list of surplus electronic equipment that is valueless and inoperable.

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to approve to authorize the Fire Chief or designee to surplus and declare valueless the listed electronic equipment and properly dispose of it. The motion passed; five ayes.*

- Bay Door Replacement at Station 64 / DISCUSSION

- The Bay door at Medic 63 and at Station 64 is not working well and the cost to fix the doors is very high. The 2017 budget includes funds for the replacement of the frontbay doors, and it was suggested to move forward with the replacement of these doors as soon as possible with roll-up doors.
- Rick Ashleman, Project Manager met with the Rytek representative to discuss the advantages of their new product. Their new bay door product has a high R-Value rating, and the Department will review the product details to see if it fits the Departments needs.
- The Department will brief the Board of Commissioners with further information as appropriate and will move forward with the purchase of the bay doors.

- Impact Fee Mitigation Program / DISCUSSION

- The unit reliability statistics were provided at the last Board meeting. The Board agreed to allow Chief Cowan to move forward with the Impact Fee Mitigation Program. Chief Cowan will provide an outline plan of the program at the next Board meeting.

- Auxiliary Communication Service (ACS) Structure / DISCUSSION

- A letter from the City of Shoreline was drafted with regard to the ACS structure and its future with the City and the Shoreline Fire Department. The ACS has engaged in an agreement to move their operations to the Department of Health Labs.

PROJECTED AGENDAS

- February 16 Commissioner Callahan Excused Absence
- March 16 FBC Appeals
- March 3 Awards Ceremony
- March 21 Special Meeting with North City Water District

EXECUTIVE SESSION

None.

The regular meeting of the Board of Commissioners adjourned at 6:14 p.m.

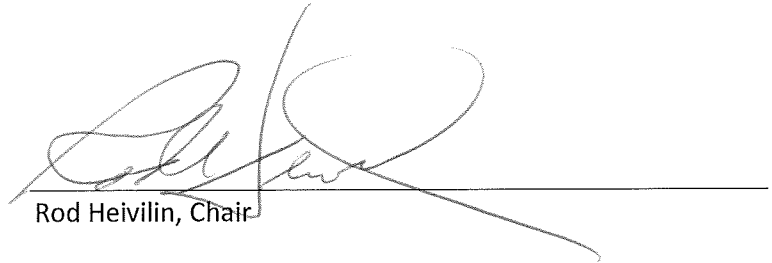
MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:14 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,



Joyce Brown
Secretary to the Board

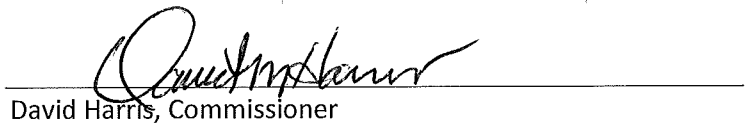


Rod Heivilin, Chair

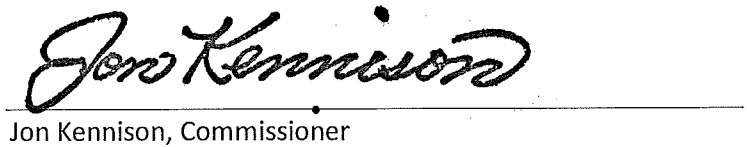
Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner



Jon Kennison, Commissioner