



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING**

**MINUTES
January 19, 2017**

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on January 19, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Kennison's excused absence was read into record. The regular meeting broke at 5:29 p.m. for a short break and reconvened at 6:32 p.m.

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
Excused Absence:	Jon Kennison, Commissioner	Rick Ashleman, Project Manager

PLEDGE OF ALLEGIANCE

The regular order of business was suspended to accommodate the following guest speaker.

Eric Shaer, TCA Architecture / New Station 63 discussions

- Rick Ashleman, Project Manager, provided copies of the updated draft of the New Station 63 floor plan.
- Eric Shear discussed the general environmental costs for the LEED Program for the New Station and noted that he has signed up for the program.
- The next Design Committee meeting is scheduled for January 25th. Updates from this meeting will be discussed at the next Board meeting.
- A motion was made to approve the choice for the bay doors for the New Station 63 (costs of approximate \$129,000 upgrade costs).

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve TCA Architecture to move forward with the purchase of bifold bay doors in front and high-speed roll up doors in the back for Station 63. The motion passed; four ayes.*

CONSIDERATION OF AGENDA

The following items were added to the agenda:

- Old Business: Unit reliability review discussion
- New Business: Station 63 discussion with speaker Eric Shears was previously moved to the top of the agenda. Chief Cowan requested to add Station 63 as a standing agenda item.
- Executive Session: Commissioner Heivilin requested a fifteen (15) minute Executive Session per RCW 42.30.110(1)(g) to discuss employee performance with no decision.

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve the January 5, 2017 regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE

None.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to accept disbursements in the amount of \$2,146,534.35 per the detail below. The motion passed; four ayes.*

Fund	Voucher Number	Amount
Expense Fund	0001-0049	270,067.41
Expense Fund / Payroll	13017A-13017X	1,114,170.53
ALS Expense Fund	0001-0023	202,954.95
ALS Expense Fund / Payroll	ALS13017A-ALS13017Q	525,567.04
ALS Capital	0001 - 0003	705.34
CMT Expense Fund	0001	14,785.49
Capital Expense	0001-0002	1,284.91
CIP Fund	0001	6,752.50
Benefits Fund	0001-0003	10,246.18
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		2,146,534.35

COMMISSIONERS' REPORT

Commissioner Fischer noted that the Commissioners attended the King County Fire Commissioners Association banquet on January 18, 2017.

FINANCIAL REPORT

Chief Cowan presented the Financial Report ending in December 2016. Briefly:

- Overtime budget was approximately 1.1% higher than projected.
- Our 1997 general obligation bond is paid in full. Our current capital bond is for \$9.5 million.
- At the end of December 2016 the Departments overall budget was 2.2% under budget than what was projected.
- Cash on hand for the beginning of 2017 is \$4.6 million.
- Basic Life Support (BLS) transport revenue was about \$50,000 higher than projected due to increases incidents.
- 2016 revenue was ½ % higher than what was projected.
- 2016 expenses was 3% under budget than what was projected.
- 2016 low for the year was \$1.4 million cash on hand I March.
- 2016 high for the year was \$6.22 million cash on hand in October.

STATISTICS REPORT

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

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

Mike Henderson, IT Manager:

- Department Portal:
 - Weekly meetings with the Portal team have been scheduled. The team has reviewed and selected the Portal interface and Building*i* will move forward with implementation. The team also prioritized the development for the Portal.
- Office 365:
 - Mike downloaded Office 365 as trial and noted that all the Day Shift and Line Personnel will be using soon.
- Statistics Report:
 - Mike worked with the ESO Department to gather statistics on the number of calls for 2015-2016 and will continue to work with one of our regional assets, Kevin Bryson for producing some of the statistics and data. The Zone has a contract with AMR that helps to pay for his assistance.
 - Mike noted that the 2016 IT budget was about \$15,000 under budget.

Michelle Pidduck, PIO:

- Events/Meetings:
 - PIO Pidduck will attend a Car Seat Technician course in March.
 - The Red Cross Smoke Detector event is scheduled for February 25th. The Department will be a part of the event, with Michelle Involved all day. As a benefit of the Department's involvement we will receive free smoke alarms.
 - Station 62 was opened on Martin Luther King Day with an approximate attendance of 100 people within a 2-hour timeframe. The opening event was a success, and non-Shoreline resident childcare groups are interested in visiting. Michelle is working on setting up a system that will allow the visits for a donation that will go to the center.
 - Michelle is teaching CPR/First Aid classes to low income parents in the school district and will start teaching a CPR class to a cardiac arrest survivor who requested a course for their family and friends
 - Michelle has received feedback from residents regarding the Department and will provide to Chief Cowan.
 - Michelle attended the Safety Talk with retired the federal employees group and is working with AEGIS and other senior housing to set up Safety Talks.

Rick Ashleman, Project Manager:

- New Surveillance Systems:
 - Rick revised the punch list for the surveillance systems at Stations 64 and 65.
 - Chief Cowan signed the notice to proceed for Station 61 video surveillance.
- New Station 63:
 - Rick is working with the Attorney on the Department's invoices.
 - Rick will attend a hearing at the King County Superior Court for public use and necessity on the Meyers Property.
 - An evaluation date will be scheduled for February to order appraisals.
 - Future motion court dates will be scheduled to allow access on site.

Chief Cowan:

- Meeting w/ Zone 1:
 - Chief Cowan attend a meeting on the PulsePoint topic. Councilmember Lambert was one of the attendees. At this meeting the user service agreement was adjusted and NORCOM is still reviewing data points, but the contract is being considered again.
 - Redmond is starting a 3-month pilot program that will roll into a Community Medical Technician (CMT) program.
 - There will be a sub-committee formed to specifically look at future CMT programs in the region and collaborate on a type of program that can be reproduced in different areas around the County.
 - Chief Cowan is working with AC Nankervis on the Departments CMT Program to assess the needs, which will be addressed with Labor Management.
- Woodway Council Meeting:
 - The meeting was centered around the annual report and the Edmonds Sno1 Inter Local Agreement (ILA). The City Manager and Mayor, expressed their appreciation of their relationship with the Shoreline Fire Department.
- NORCOM Governing Board Meeting:
 - First time from moving to NewWorld there were no critical issues. NORCOM is obligated now to release the hold back funding to move to the next version.

Assistant Chief John Nankervis:

- AC Nankervis discussed a Stroke protocol in King County that is scheduled to be in place February 1st. Training for Bothell and Woodinville started and recently crew from that training used the protocol and the candidates life was saved.
- Attended a regional meeting on ESO electronic systems, seven agencies are joining, and there is a lot of training involved.

OLD BUSINESS

- DSHS Negotiations / DISCUSSION:
 - Chief Cowan provided an update on the most recent proposal with DSHS. DSHS would like to have a mediator help in reviewing and finalizing the contract.
- Light Rail Negotiations / DISCUSSION:
 - Chief Cowan is working with Sound Transit on revisions to the Light Rail proposal, and will review a new proposal next week.

- Gordon Graham Event – January 26th / REMINDER:
 - The Department’s Headquarters Station will be closed for this event.
- Unit reliability review / DISCUSSION:
 - Chief Cowan received the reliability statistics referenced in the mitigation impact fee proposal and reviewed the information with the Board.

NEW BUSINESS

- Joint North City Water Commissioners Meeting / DISCUSSION:
 - Chief Cowan is working with the Commissioners to schedule the next meeting with North City Water District. Potential dates will be reviewed next week and a date scheduled possibly in March.
- Coordinated Complex Terrorists Attacks Grant (CCTA) / DISCUSSION:
 - Chief Cowan attended a Joint Training Facility meeting in South Seattle centered around the CCTA grant. Chief Cowan shared the Departments concerns with the grant and will continue to review the opportunity before making a decision to support.
- Consultant Agreement / Pamela Webb / APPROVAL BY MOTION:
 - Chief Cowan reviewed the Consultant Agreement for Pamela Webb with the Board. The agreement wage rate is \$45.00/hr. as needed with no set hours.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to authorize the Board of Commissioners to approve the Consultant Agreement between Shoreline Fire Department and Pamela Webb. The motion passed; four ayes.*

- Interlocal Contract for Cooperative Purchasing / APPROVAL BY MOTION:
 - The H-GACBuy Interlocal Contract is a consortium to purchase a Rehab Unit and a MCI trailer. This contract will allow the Department to make maxiizing purchasing power.

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to approve the Fire Chief to sign and enter into an Interlocal Cooperative Purchasing Agreement as the “Participating Agency” with Houston-Galveston Area Council (“H-GAC”). The motion passed; four ayes.*

PROJECTED AGENDAS

- January 25 Station 63 Design Committee Meeting
- January 26 Gordon Graham Event
- February 16 Commissioner Callahan Excused Absence
- March 16 FBC Appeals
- March 3 Awards Ceremony

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners moved to Executive Session at 6:43 p.m. per RCW 42.30.110(1)(g) for fifteen (15) minutes, with no decision. The regular meeting reconvened and immediately adjourned at 7:08 p.m.

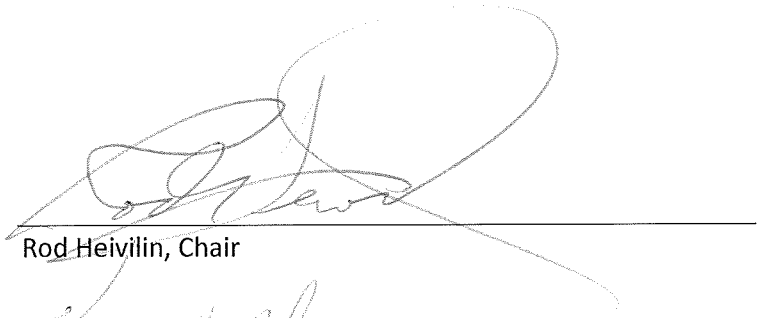
MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to adjourn the regular meeting of the Board of Commissioners at 7:08 p.m. The motion passed; four ayes.

Minutes prepared by: B. Goldsmith

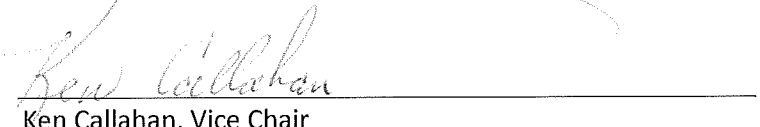
Respectfully submitted,

Joyce Brown

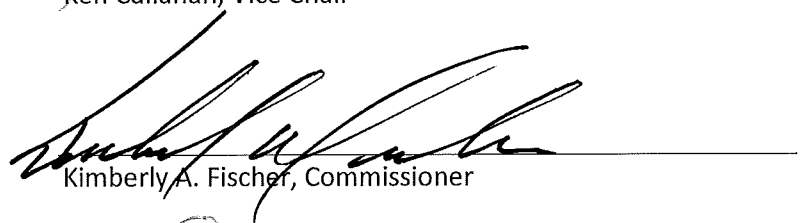
Joyce Brown
Secretary to the Board



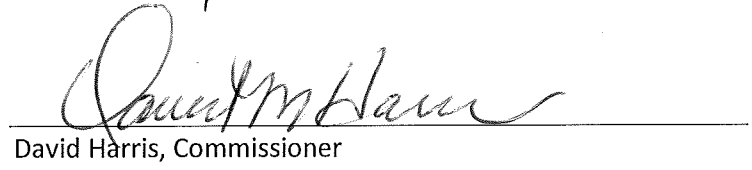
Rod Heivilin, Chair



Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner

Excused Absence

Jon Kennison, Commissioner