



**SHORELINE FIRE DEPARTMENT  
BOARD OF COMMISSIONERS MEETING**

**MINUTES  
January 5, 2017**

Commissioner Fischer called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 4:59 p.m. on January 5, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Rod Heivilin's excused absence was read into record.

<b>Present:</b>	Ken Callahan, Acting 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
<b>Excused Absence:</b>	Rod Heivilin, Commissioner, Chair	Rick Ashleman, Project Manager

**PLEDGE OF ALLEGIANCE**

**CONSIDERATION OF AGENDA**

The following items were added to the agenda:

- Old Business: Chief Cowan added FBC letter discussion.
- Old Business: Chief Cowan added draft CMT ILA amendment discussion.
- Old Business: Chief Cowan added IT transition discussion.
- New Business: Chief Cowan added Joint North City Water Commissioners meeting discussion.
- Executive Session: Chief Cowan requested a five (5) minute Executive Session per RCW 42.30.110(1)(g) to discuss employee performance with no decision.

**PUBLIC COMMENT**

None.

**MINUTES**

**MOTION:** *Commissioner Kennison moved, and Commissioner Fischer seconded, a motion to approve the December 15, 2016 regular meeting minutes as written. The motion passed; five ayes.*

**CORRESPONDENCE**

None.

**STANDING AGENDA**

**WARRANTS**

**MOTION:** *Commissioner Harris moved, and Commissioner Fischer seconded, a motion to accept disbursements in the amount of \$507,785.67 per the detail below. The motion passed; four ayes.*

<b>Fund</b>	<b>Voucher Number</b>	<b>Amount</b>
Expense Fund	1131-1173	53,239.97
Expense Fund / Payroll	11717A-11717BK	83,756.70
ALS Expense Fund	0429-0442	23,047.49
ALS Expense Fund / Payroll	ALS11717A-ALS11717X	55,835.67
ALS Capital	0066-0067	151,701.75
CMT Expense Fund	0038	23,440.07
Capital Expense	0069-0075	47,242.15
CIP Fund	0019-0020	29,021.87
Benefits Fund	No Activity	0.00
EMS Donation Fund	No Activity	0.00
GO Bond Fund	Interfund Transfer	40,500.00
Expense Reserve	No Activity	0.00
<b>TOTAL DISBURSEMENTS</b>		<b>507,785.67</b>

*Total disbursement from December 19, 2016 voucher detail did not include the GO Bond Fund. The GO Bond Fund has been included in the January 5, 2017 voucher detail.*

**COMMISSIONERS' REPORT**

- Commissioner Kennison noted that the Commissioners attended a Commissioner Board meeting and discussed transitions and vacant positions.
- Commissioner Callahan noted that the King County Fire Commissioners meeting is scheduled for February 15, 2017.

**FINANCIAL REPORT**

None.

**STATISTICS REPORT**

None.

**STRATEGIC PLAN DISCUSSION**

Assistant Chief Dahl will be reaching out to the Survey and Rating Bureau WSRB to request information on the areas of deficiencies identified in their report. Possible post action meeting with the Division Managers to discuss the deficiencies and areas for improvement.

## DISTRICT ACTIVITY REPORT

### Mike Henderson, IT Manager

- Department Portal:
  - Mike has been working on creating the new infrastructure on the Department's portal, and Office 360 will be implemented soon. Mike attended the Portal update meeting to review folder structure and content to transfer to the new Portal. Mike met with Building*i* to discuss and review screen layouts and will present and review with the team at the next Portal meeting
- BARS:
  - Mike spoke with the developer of BARS regarding performance issues. The Department is planning on implementing the new BIAS system in 2017.

### Assistant Chief (AC) Tim Dahl

- December 16:
  - AC Dahl, Battalion Chiefs Monroe and Ryan attended the East Metro Training Group (EMTG) Academy Family Night orientation focused on introducing the Firefighter recruits and their families to the expectations, demands, and to receive educational materials for the program. All candidates passed the State HAZMAT Operations test, which has never been done in any past Academy.
- December 20:
  - AC Tim Dahl attended the All Officers meeting that opened with a PPT presentation by Bothell Battalion Chief, Rob Van Spaandonk the incident Commander of the Bothell Main Street Fire.
- December 20-30:
  - AC Chief Dahl and Chief Monroe attended and audited the Blue Card Incident Command training program in Zone 3 identifying teaching and training concepts for possible implementation to the Department.
- January 4:
  - AC Chief Dahl and Nankervis attended an annual meeting with the Shoreline Police Department Commanders. Areas of cooperative operations and big advancements were identified.
- January 5:
  - AC Chief Dahl attended the Joint Labor Management workgroup meeting on sick leave and disability policies, with an open discussion on concepts in the interest of both Labor and Management. A follow up meeting will be scheduled requesting Labor & Industries (L&I) to participate in a discussion on the Departments overall approach to the policy.

### Assistant Chief John Nankervis:

- Emergency Medical Services (EMS)
  - Medic 65 is in service after remounting.
  - Next two remounts will be sent to Braun in the next week, with a projected completion of all remounts in the next four months.
- EMT Classes:
  - Two EMT classes have been formally funded by King County EMS. There is an instructor budget of \$40,000 for the classes that will accompany each regional Fire Academy. This is the first time King County EMS has funded EMS training activities in conjunction with the Fire Academies.
  - The next Department Academy will have a 5-week EMT class scheduled after EMTG Academy concludes. A meeting is scheduled for next week with our Department Paramedic who is a certified instructor that will lead the EMT class.

- CMT's Don Warner and Patty Hayes have retired from the CMT program.
- Two meetings are scheduled in January to provide King County EMS the financial details in moving forward with additional ALS funding.

Rick Ashleman, Project Manager:

- New Station 63:
  - Rick has requested an update from the Departments Attorney on the court dates and filing for the acquisition of the four parcels.
  - The Department is anticipating surveys to be conducted at the end of February and is currently developing a Request for Qualifications (RFQ) from surveyors'
  - The next Design Committee is scheduled for January 25. Input was requested from all personnel to provide to the Architects to review.
- New Surveillance Systems:
  - Rick is working on the punch list for the surveillance systems at Stations 64 and 65. Before the work is scheduled for Station 61 the Department will confirm all is working well at Station 64 and 65.
- Website Update:
  - At the end of January an RFQ will be prepared for the selection of a developer for the Departments website.

Chief Cowan

- Labor Management Committee Meeting:
  - Discussions went well with regard to the Uniform Policy. The Union is reviewing the policy language, especially as it references Class B uniforms.
  - Line of Duty Death Policy: The Policy was introduced and while non-negotiable, it was important to get the Unions perspective to make sure we are all aligned. The Union is in agreement with the policy and the Department will finalize the adoption.
- Snohomish County Fire District 1 (Sno1) Board of Commissioners Meeting:
  - Chief Cowan provided details to the Commissioners via email. Chief Cowan presented the Department's concerns during public comment with regard to the Edmonds Sno1 Inter Local Agreement (ILA), to provide services to Woodway.
  - Brad Reading is the acting Chief for Sno1 and Lynnwood.
- Chiefs Association Meeting:
  - Discussions were focused around automatic and mutual aid, and resource management around the County. Future movement on this topic will be in the coming months.
- Coordinated Complex Terrorists Attacks Grant:
  - Chief Cowan attended a meeting regarding the Grant. The approach of the grant is regional and involves the County Police and Fire. The grant is for training on policies and procedures up to \$2.5 million. King County Office of Emergency Management is taking the lead, and it is a Pierce, King and Snohomish County collaborative grant. The due date for the application is February 10.
- January 5 Meeting – Red Safety Company:
  - Chief Cowan conference called in on a meeting regarding the Red Safety Company. South County is now experiencing the same challenges our Department has experienced in the past. A countywide approach will be developed potentially involving the State chiefs Association to collaborate on a position with regard to the Red Safety Company's future practices.

- ICS Incident Training :
  - At the December Board of Commissioners meeting, roles for ICS training was discussed and further information was requested.
  - Chief Cowan, the Assistant Chiefs, and Battalion Chiefs will work together to develop a best practices model and provide links to online training.
- Copyrights of Shoreline Fire Logo :
  - As a result of the Shoreline Fire department's logo being used without permission, the Department is looking into copywriting its logo.

#### **OLD BUSINESS**

- CMT Inter Local Agreement (ILA) Amendment:
  - Chief Cowan provided the Commissioners with the draft amendment of the CMT ILA for consideration. The ILA pertains to the CMT Pilot Program.
  - Two actions need to be taken to amend the ILA. First, an ILA amongst the Fire Departments needs to be completed, and second an MOU for the Union will need to be prepared.
  - Chief Cowan provided an overview of the ILA to the Commissioners
  - Chief Cowan will review Commissioners comments or a question, and then send the draft to the Union for review, and expects to approve the final draft at the Board meeting on January 19.
- Fire Benefit Charge (FBC) Letter:
  - The FBC letters will be ready for mailing within the next couple of days. The deadline for the appeals to the Department is March 6, and the Commissioners meeting to review the appeals is scheduled for March 16. The new appeal form is on the Department's website.
- IT Transition:
  - The Department is moving forward with preparing a Scope of Work and IT transition plan with NORCOM. The transition will potentially occur in the middle of the year.

#### **NEW BUSINESS**

- Chiefs Coin:
  - Chief Cowan awarded a Chiefs Coin #12 to Lt. Eric Zender to recognize his work as the lead instructor and Drill Master of the EMTG Academy.
- Joint North City Water District Commissioners Meeting:
  - Chief Cowan received a call from the North City Water District to see if the Board was interested in scheduling another Joint Commissioner meeting
  - The Board was interested in scheduling a Joint Commissioners meeting with the North City Water District. The meeting will likely occur in February or March. Chief Cowan asked the Board to forward any topics they would like to discuss in the meeting.

#### **PROJECTED AGENDAS**

- March 16      FBC Appeals
- February 16      Commissioner Callahan Excused Absence

#### **EXECUTIVE SESSION**

The regular meeting of the Board of Commissioners moved to Executive Session at 5:46 p.m. per RCW 42.30.110(1)(g) for five (5) minutes, with no decision. The regular meeting reconvened and immediately adjourned at 5:53 p.m.

**MOTION:** *Commissioner Kennison moved, and Commissioner Fischer seconded a motion to adjourn the regular meeting of the Board of Commissioners at 5:53 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,



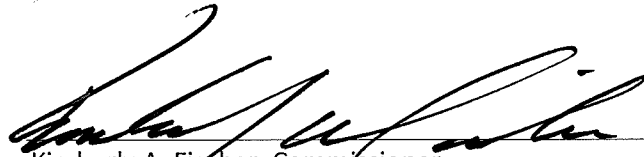
Joyce Brown  
Secretary to the Board

Excused Absence

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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