



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### MINUTES July 20, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on July 20, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

**Present:**

Rod Heivilin, Chair	Matt Cowan, Fire Chief
Ken Callahan, Commissioner	Rick Ashleman, Project Manager
Kim Fischer, Commissioner	Tim Dahl, Assistant Chief
Jon Kennison, Commissioner	John Nankervis, Assistant Chief

**Excused Absence:** David Harris, Commissioner

#### PLEDGE OF ALLEGIANCE

#### CONSIDERATION OF AGENDA

None.

#### PUBLIC COMMENT

None.

#### MINUTES

**MOTION:** *Commissioner Fischer moved, and Commissioner Kennison seconded, to approve the July 6, 2017 regular meeting minutes as written. The motion passed; four ayes.*

#### CORRESPONDENCE

- Thank you letter from Patti and Jim Fisher.

#### STANDING AGENDA

**WARRANTS**

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to accept disbursements in the amount of \$1,732,893.21 per the detail below. The motion passed; four ayes.*

<b>Fund</b>	<b>Voucher Number</b>	<b>Amount</b>
Expense Fund	0570-0639	289,034.16
Expense Fund / Payroll	72817A - 72817V	912,169.13
ALS Expense Fund	0252-0273	56,396.13
ALS Expense Fund / Payroll	ALS72817A - ALS72817P	428,747.95
ALS Capital	017-019	2,853.88
CMT Expense Fund	No Activity	0.00
Capital Expense	No Activity	0.00
CIP Fund	0031-0032	41,001.00
Benefits Fund	0045-0047	2,690.96
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
<b>TOTAL DISBURSEMENTS</b>		<b>1,732,893.21</b>

**COMMISSIONERS' REPORT**

- Commissioners Kennison mentioned the Commissioner’s attendance at the King County Commissioners meeting. One of the main topics was the CRISTA and PSERN rental agreement. Commissioner Heivilin mentioned there was a request made to invite the Chief to the upcoming Disaster Planning meeting.

**FINANCIAL REPORT**

Chief Cowan provided an overview of the May 2017 Financial Report including the following:

- Overall Expense Budget: the overall budget is on track, currently at 50% remaining.
- Overtime Costs: tracking at 25.13% (24.8% over budget).
- Cash On Hand: through the end of June is \$5.5 million. The Department received the 2017 BLS allocation in the amount of \$697,815.00
- Overall expenditures and revenues are on track.
- The Department is reviewing options to our current annual alarm system contract with Fire Protection Services due to the increase in costs. Further research is being conducted with regard to the Department’s lapsed contract with Fire Protection Services and the higher costs associated.

**STATISTICS REPORT**

None.

**STRATEGIC PLAN DISCUSSION**

AC Dahl mentioned that he had a brief discussion with North City Water, and is working on preparing a strategic plan to help assist them.

## DISTRICT ACTIVITY REPORT

### Assistant Chief, Tim Dahl provided an overview on the following topics:

- AC Dahl attended the King County wide Move-Up work group meeting to discuss issues, challenges and initiatives to improve service across the county borders.
- AC Dahl mentioned that E65 participated in the countywide SeaTac Airport crash exercise on July 12.
- AC Dahl met with the facilities divisions to review budget and set up projects for the second half of this year.
- July 13 was the start of the Candidate interviews for the hiring list for next year.
- AC Dahl attended a meeting with the Facilities Manager at Pt. Wells to discuss the current contract. The contract should be finalized within the next month.
- AC Dahl and AC Nankervis attended a meeting on the automatic aid agreements.
- July 20, the Department responded to a 3-alarm fire at Fircrest.
- E61 transmission failed and the diagnosis is still unknown.
- M41 and A65 are at the Ford dealership to fix the electrical issues.
- AC Dahl will be traveling to Appleton Wisconsin to accept the Department's new ladder truck.

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

- July 12 – Hillwood Neighborhood Ice Cream Social was hosted at Hillwood Park.
- July 19 – Swingin' Summers Eve was hosted at Cromwell Park. B61, e64, and A64 were on site.
- July 19 - Bike Safety Talk was located at Ballinger Homes for the Summer Kids Program.
- Donation was provided and the Department was able to purchase more COU alarms.

### UPCOMING EVENTS:

#### August

- 1st – Night Out Against Crime – Shoreline neighborhoods – evening
- 2nd – Summer Reading w/Firefighter – Echo Lake Elem. – 6pm
- 12th – Woodway Town Fair – 10am
- 15th – Jazz Walk – 7pm
- 18th – Ridgecrest Neighborhood Ice Cream Social @ Paramount Park – 6-8pm
- 19th – Celebrate Shoreline @ Cromwell Park – 12-6 pm

### Assistant Chief, John Nankervis provided an overview on the following topics:

- The Department's new EMS units are experiencing equipment failure. Both Medic 47, and Aid 65 have been "stuck in park." It appears to be an electrical issue and related to the chassis and not Braun's modification during the build. Both EMS rigs are currently out of service at Ford awaiting repairs.
- The Department is in the process of working with Bothell Fire to add a shelter to park the new reserve M47A unit in the parking lot. Bothell Fire does not have capacity to house the unit inside the apparatus bay. The Department plans to have the shelter up and functioning by late Fall.

- The Seattle Fire Department is now up and running with ESO. The Bellevue Fire Department will be starting at the end of the year. Soon all agencies will be on a common platform for reporting EMS incidents across King County. Shoreline Fire continues to lead much of the conversation related to workflow and quality assurance processes related to the new system.
- The Department met regionally on the Community Medical Technician (CMT) pilots. There is still funding for 2018 & 2019, but it is unclear if the Department will receive any of those dollars. The County did agree that the term CMT should no longer be used, as it is not recognized nationally. The new term for these programs will be Mobile Integrated Health (MIH), which is the national umbrella title for several different type of similar programs. More to follow in the coming months.
- NORCOM is continuing to work on the migration to the new Office 2016 product. This new version will allow the Department to maintain compliance for public records retention as well as provide an efficient way for researching appropriate documents. The process should be completed in about a month.
- NORCOM has also transferred two older servers, and the Department was able to purchase warranties for two additional years. The two servers will allow the capacity for the next few years so the Department can defer purchases to replace servers in 2020.
- The Department purchased five new computers to replace some of the models that are almost eight years old and unusable.
- The Department is experiencing a significant drug shortage for several emergency medications carried by the ALS program. This is a national issue, and not isolated to just Shoreline Fire. This appears to be a conflict between the FDA and drug manufactures with efforts to increase prices significantly when the drugs come back on the market. The Department hopes to receive support from the Federal Government at some point.

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

- Apparatus Bay Door Replacement for Station 64: The Department received bids higher than expected due to an additional charge of \$3,200 per door for powder coating, prevailing wages and WSST. The Department will need to add an electrical circuit to handle the extra load of the higher horsepower door motors.

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

- Chief Cowan attended the Zone 1 Chiefs meeting and discussed the SCBA grant the Department sent, and automatic aid.
- Chief Cowan attended the NORCOM Board meeting, and Kathy Lambert from State 911 office attended. There were discussions on the significant systematic upcoming changes on hardware and financial challenges.
- Chief Cowan attended a meeting today on the Automatic Aid. The ongoing station numbering system in the County was discussed during the meeting. A Sub-committee has been formed to review the numbering systems and a draft of the new Automatic Aid Agreement for the entire County should be ready in the fall.

## NEW STATION 63 DISCUSSION/UPDATES:

- Land Acquisition
  - Rental agreements were drafted by the Department's attorney for the tenants residing in the Myers and Grossinger properties, which were for \$500 per parcel in the month of August only with no option for renewal. Mr. Grossinger has an offer on a property in Everett off Colby Ave. The property is currently housing a small business in a residential zone. A "non-conforming Use" request has been submitted. If approved, he would be able to move his business there. He will also need to submit plans for a Tenant Improvement Permit.
- Temporary Quarters
  - Central Pierce: Project Manager Ashleman met with Deputy Chief Pat Donovan of Central Pierce to review their capital plan. Their need for the trailer is uncertain until this fall when they expect to receive bids on one of their station projects. Based on the costs they will decide on which direction do go.
  - Seattle Fire: Project Manager Ashleman has been reaching out to contacts each week regarding the purchase of their temporary fire station. There is nothing new to report.
- Survey
  - The Department's surveyor was at the Property on July 7 to mark the property corners surrounding the "horse trail" which will provide the Department a clear understanding of the property lines impacting the adjacent property owners at 18016 and 18026 12 Avenue NE. Project Manager, Ashleman sent copies of the survey to each property owner and offered to review it with them. There has been no response as of yet.
  - According to Mrs. Gloria Myers, the property was a surplus piece of land that her father purchased at auction years ago. Project Manager, Ashleman met with the surveyor and Mr. R. Scott Stephens who resides at 18026 12 Avenue NE regarding the "horse trail". The sliver of land is predominately under Mr. Stephens's driveway. The Department would recommend to selling the strip of land to Mr. Stephens.
- Conditional Use Permit: The westernmost two lots 18015 and 18025 14 NE require that the Department obtain a conditional use permit prior to obtaining any other permits for the project. Project Manager Ashleman assembled a permit package with assistance from TCA and submitted it this morning with the \$7,000 permit fee.

## OLD BUSINESS

- Impact Fee Mitigation: Chief completed the Impact Fee Mitigation Program and provided the Board with the final drafts of the Capital Improvement Plan and the Level of Service Contribution Policy. Resolution 17-03 and 17-04 was brought to the Board for approval.
  - The next steps will be to submit the final plans to the City of Shoreline for voting of the Comprehensive Plan Amendments.

**RESOLUTION 17-03 MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to approve and sign Resolution 17-03 Level of Service Contribution Policy. The motion passed, four ayes.*

**RESOLUTION 17-04 MOTION:** *Commissioner Callahan moved, and Commissioner Kennison seconded a motion to authorize the Board of Commissioners to approve and sign Resolution 17-04 Capital Improvement. The motion passed, four ayes.*

- New Firefighter Hires for 2018 –The Department has completed interviews for the new hires. Chief provided details to the Board on the financial impact for 2018. Chief modified the motion to approve to state “up to four (4) new firefighters from the 2018 eligibility list”.

**MOTION:** *Commissioner Fischer moved, and Commissioner Kennison seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief or his designee to hire up to four (4) Firefighters from the 2018 eligibility list and to offer conditional letters of employment as soon as possible. The motion passed, four ayes.*

- Department of Social and Health Services (DSHS) Proposal: Chief Cowan forwarded a copy of the proposed DSHS counter proposal to the Commissioners for their review, and will discuss at the next Board meeting.
- Light Rail Negotiations : Nothing to report

#### **NEW BUSINESS**

- Plants at Station 63: Chief Cowan mentioned that some Department employees would like to remove some of the plants and shrubs at the Erlandson property at the new Station 63. The Department will not be able to use the plants. Chief Cowan requested that the Board approve to allow some employees to take some of the shrub and plants as there is little to no value in them.
- Limited-Tax General Obligation Bond (LTGO) (Station 63): Chief Cowan met with Jim Blumenthal to discuss the bond, but was unable to disclose specific financial numbers of the bond without a letter of intent. Mr. Blumenthal sent a non-binding Letter of Intent to pursue the LTGO Bond, which the Board authorized Chief Cowan to sign.

#### **EXECUTIVE SESSION**

None.

The regular meeting of the Board of Commissioners 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.*

#### **PROJECTED AGENDAS**

- Chief Cowan will be out of town at a conference July 24-29
- Mike Henderson retirement party will be held on July 27 at Station 61
- Commissioner Heivilin will be absent at the August 17 Board Meeting.
- 2018 Budget calendar dates.

Minutes prepared by: B. Goldsmith

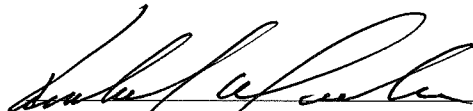
Respectfully submitted,

*Joyce Brown*

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

*Excused Absence*

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David Harris, Commissioner

  
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Jon Kennison, Commissioner