



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

MINUTES July 6, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on July 6, 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
David Harris, Commissioner	Tim Dahl, Assistant Chief
Kim Fischer, Commissioner	
Jon Kennison, Commissioner	

Excused Absence:

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

None.

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, to approve the June 15, 2017 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE

- Chief Cowan mentioned a thank you letter and donation to the EMS fund received from ex-Commissioner Jim Fisher.
- Chief Cowan met with a Captain from the Shoreline Police Department to thank the Department for their assistance on a recent call.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to accept disbursements in the amount of \$1,210,638.65 per the detail below. The motion passed; five ayes.*

Fund	Voucher Number	Amount
Expense Fund	0549-0569	11,771.71
Expense Fund / Payroll	71417A - 71417BG	66,149.07
ALS Expense Fund	0227-0251	118,713.63
ALS Expense Fund / Payroll	ALS71417A - ALS71417Y	45,128.84
ALS Capital	0016	3,780.33
CMT Expense Fund	1017	10,288.38
Capital Expense	0038	1,058.60
CIP Fund	0028-0030	941,783.13
Benefits Fund	0040-0044	11,964.96
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		1,210,638.65

COMMISSIONERS' REPORT

- Commissioners Callahan and Fischer mentioned their attendance at the fire station in Kangley, WA. Discussion was held on wildland responsiveness.
- Commissioner Fischer reported that she and Commissioner Harris attended the New Station 63 Neighborhood meeting on June 28. The citizens appeared to be satisfied with the information discussed at the meeting.
- Commissioner Harris received an invitation to the Echo Lake Neighborhood Association Night Out.

FINANCIAL REPORT

None.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

IT Manager, Mike Henderson provided an overview on the following topics:

- Mike mentioned that he has been on a part-time schedule and has been working on a task list provided by the Chief to be completed prior to his last day on June 27, which includes updates to IT procedures, IT budget input for 2018.

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

- The Children's Safety event was held on June 30 at the Museum of Flight. Approximately 1,000 children and adults attended the event.
- The Shoreline Blood Drive was held on July 1 at Station 62.
- Michelle will also hold a talk on EMS topics with Northwest Hospital Nurses, and will try to recruit other volunteers.

- UPCOMING EVENTS:

July

- 11th – School District Camp visit @ Highland Park Terrace – 10:30am
- 12th – Hillwood Neighborhood Ice Cream Social @ Hillwood Park – 6:30-8:30pm
- 19th – Swingin' Summers Eve @ Cromwell Park – 5:30-8:30pm

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, Tim Dahl provided an overview on the following topics:

- The Firefighter initial interviews have been completed and 12 applicants will be moving on to the Executive interviews next week.
- AC Dahl noted there have been quite a few complaints regarding beach fires. The Department met with Burlington Northern, the Shoreline Police Department, and the City of Shoreline to discuss a cooperative approach to these beach fires.
- June 21, there was a critical call in Shoreline and it was noted that the Shoreline Police Department rendered live-saving medical care prior to the Shoreline Fire Department arriving at the scene. The Department will follow up with the executives of the Police Department for recognition.
- Wildland season has begun, and Zone 1 currently has deployed four apparatus's to Eastern Washington. The Shoreline Fire Department is equipped to deploy if needed.

- AC Dahl had a discussion with the North City Water District with regard to the Survey and Rating Bureau evaluations. AC Dahl will forward information to them for their future possible capital improvement plans.
- AC Dahl will attend the Engine 65 Airport disaster drill on June 12.
- AC Dahl is leading a zone wide operations / technology cooperative committee. An inventory of all the department's in Zone 1 applications, software and programs was one of the first tasks completed. The hope is to create smaller work teams to assist in other IT projects such as an upgrade to Telestaff, and a zone wide initiative called Electronic Passport, which is a database system that supports an electronic accountability system.
- The Department responded to approximately 34 calls on July 4. The Department up-staffed an engine to be prepared for any increased calls or any major events. There were none to report.
- Medic 47 and Apparatus 65, which are the newly remounted apparatus that Braun completed, have been sent to Ford to fix wiring issues as a result from the remount.
- Roof repairs will be made next week to fix the leaks at Station 61. In addition, there will be some major appliances replacements for some of the stations completed soon.
- On July 24-27 AC Dahl will travel to Wisconsin to attend the final Ladder Truck inspection.
- AC Dahl will attend the King and Snohomish County Operations Chiefs meeting to discuss PSAPS which is designed to share resources and data across borders.

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

- Apparatus Bay Door Replacement for Station 64 & 65 - Bids were due on July 6 at 5:00 PM. The Department received bids from Specialty Doors, Cressy Door, Crawford Door, Interior Technologies and Rytec.

Chief Cowan provided an overview of the following topics:

- Impact Mitigation Fee Program - Chief Cowan continues to work on the program and will provide the Board with an overview.
- Further discussions with the City of Edmonds for service to the north end of Woodway will occur in the near future. Chief will provide details on what was discussed.

NEW STATION 63 DISCUSSION/UPDATES:

- Station 63 Neighborhood Meeting
 - The Neighborhood meeting was held on June 29 at Station 61. Eric Schaer from TCA, the Chief, Commissioners Fischer and Harris, PIO Pidduck and Project Manager Ashleman were in attendance. There were seven neighbors in attendance along with Steve Szafran, Senior Planner with the City. The Chief provided an overview of the Department project and PM Ashleman explained the specifics.
 - PM Ashleman provided the Board with a copy of the Neighborhood Meeting Summary.
 - The neighbors are supportive of the Department project. Comments were made regarding the dumpster, existing fencing/trees, lighting, the horse trail, training on the old structures, and rodents.

- Land Acquisition
 - Seattle City Light has disconnected power to the Erlandson Property. On inspection, our Project Manager discovered the cottage on the rear of the site had been broken into. Deputy Paula Jones with Shoreline Police was notified as there was a trespassing order initiated by the Department on the property. Deputy Jones requested that the Department continue to make daily visits to the property and notify them in the event it is broken into again.
 - The Department Attorney provided copies of the legal documents for the Erlandson Property that the Department acquired on May 31, 2017.
 - The Department received a Stipulated Judgment and Decree of Appropriation outlining the terms for the acquisition of the Grossinger properties.
 - PM Ashleman met with R. Scott Stephens at 18026 12 Avenue NE regarding the "horse trail". It appears that it may be located on a paved driveway.
- Temporary Quarters
 - Central Pierce: The Department received an email from Pat Donovan stating the need to keep the temporary housing through November and uncertain thereafter. They will know by mid-summer and suggested the Department look for another unit.
- Seattle Fire
 - PM Ashleman contacted the City of Seattle Senior Project Manager to view their units and the project Station 22 which the Department may be able to acquire. The City's Manager of Finance and Administrative Services will be in contact soon. Assistant Chief Dahl spoke with the Seattle Fire Deputy Chief and noted that the Department would like to acquire their temporary FS22. As of today, the information has been pushed up to the decision makers and we are awaiting a decision.
- Survey
 - The Department surveyor will be at Station 63 to mark the property corners surrounding the "horse trail" so the Department will have a clear understanding of the property lines that impact the adjacent property owners at 18016 and 18026 12 Avenue NE. Once the Department has further information, a meeting with the property owners will be scheduled to explore options.
- Design
 - PM Ashleman provided the Board with the latest version of the floor plans for Station 63 from TCA Architecture and Planning.

OLD BUSINESS

- Apparatus Disposal of Trailblazers Chief reached out to the Oso Fire Chief to discuss the option to purchase the Department's surplus trailblazers. The Oso Fire Chief decided to purchase both of the vehicles.

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded a motion to authorize the Board of Commissioners to declare Apparatus #4011 and #4032 of no benefit to the Department declaring the apparatuses as surplus and authorize the Fire Chief or his designee to sell the 2001 and 2003 Chevy Blazers to the Snohomish County Fire District #25 for \$1,000.00. The motion passed, four ayes, one abstained.*

- Rules of Procedure for the Board of Commissioners

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded a motion to authorize the Board of Commissioners to adopt the proposed updates in Section 11 of the Shoreline Fire Department, Rules of Procedure for the Board of Fire Commissioners. The motion passed, five ayes.*

- Department of Social and Health Services (DSHS) Proposal: Chief Cowan emailed the Director of DSHS and received a response that they are still reviewing the proposal.

- Light Rail Negotiations

- Chief Cowan mentioned a email he previously provided to the Board on the Department's position on the Light Rail negotiations. Chief later spoke with John Evans, Project Manager at Sound Transit who stated they were not able to support the mitigation of the ladder truck.
- Further discussion was on the contract for Fire Marshall services and the changes that were made to the contract. Chief Cowan will review the changes and will brief the Board once the contract has been received.
- A new service contract with Sound Transit will need to be developed. The plan is to start that sooner than later.

- Impact Fee Mitigation

- Chief Cowan provided the Board with spreadsheets and cost estimates that included revenue estimates to help with the Impact Fee Mitigation Program.
- Chief Cowan noted that the Department received the Assistance to Firefighters Grant (AFG) for the regional self-contained breathing apparatus (SCBA). Chief will confirm that the grant will be the exact amount that the Department had submitted for.
- Chief Cowan received cost estimates from Jim Blumenthal on the Limited Tax General Obligation (LTGO) bond and the 2028 targeted the replacement of Station 62, which was included in the cost estimate on the Impact Fee Mitigation program.
- Chief will present the final Mitigation plan to the Board at the next meeting for adoption.

NEW BUSINESS

- New Hires for 2018: The Department has completed the initial interviews for the Firefighter new hires. It was noted that there would be upcoming attrition in the near future and it was discussed that there is a possibility of the need for the Department to hire four new hires in 2018. Chief Cowan will gather more information and will bring further discussions to the Board at the next meeting.
- Chief Cowan mentioned the Jazz Walk event coming up in August, and the request by Diane Pottinger, District Manager of the North City Water District that the Department serve as a non-monetary Sponsor at the event.

EXECUTIVE SESSION

None.

The regular meeting of the Board of Commissioners adjourned at 6:33 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:33 p.m. The motion passed; five ayes.*

PROJECTED AGENDAS

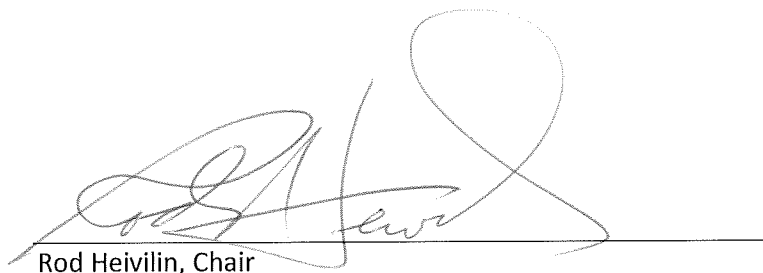
- Commissioner Harris will not be in attendance at the July 20 Board meeting
- Chief Cowan will be out of town at a seminar July 24-29.
- Mike Henderson retirement party will be held on July 27 at Station 61
- Commissioner Heivilin will be absent at the August 17 Board Meeting.

Minutes prepared by: B. Goldsmith

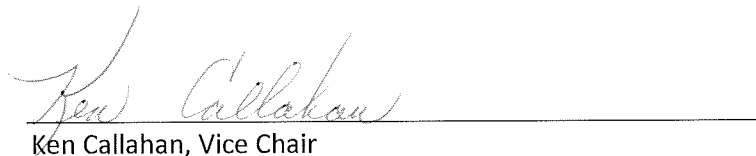
Respectfully submitted,



Joyce Brown
Secretary to the Board



Rod Heivilin, Chair

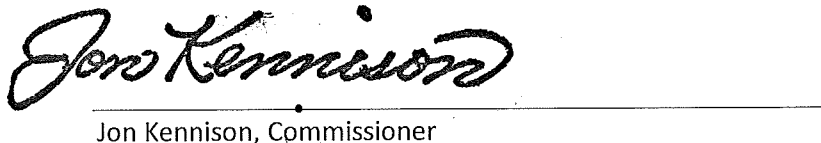


Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner

David Harris, Commissioner



Jon Kennison, Commissioner