



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

MINUTES June 1, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on June 1, 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	Jon Nankervis, Assistant Chief
David Harris, Commissioner	Rick Ashleman, Project Manager
Kim Fischer, Commissioner	
Jon Kennison, Commissioner	

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

None.

PUBLIC COMMENT

None.

MINUTES

Commissioner Fischer requested an amendment to the May 18, 2017 meeting minutes. Commissioner Fischer noted the Commissioners attendance at the retirement party for Bob Van Horne on May 15, 2017.

MOTION: *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to approve the May 18, 2017 regular meeting minutes with the amendment noted above. The motion passed; five ayes.*

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to approve the May 18, 2017 amended regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE

None.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to accept disbursements in the amount of \$152,482.73 per the detail below. The motion passed; five ayes.*

Fund	Voucher Number	Amount
Expense Fund	0443-0469	20,044.84
Expense Fund / Payroll	61517G-61517AF, 6151Q-61517AR, and 61517AK-A	71,717.02
ALS Expense Fund	0181-0191	6,748.97
ALS Expense Fund / Payroll	ALS61517V - ALS61517Y	41,032.69
ALS Capital	No Activity	0.00
CMT Expense Fund	No Activity	0.00
Capital Expense	0032-0033	9,189.21
CIP Fund	0023 *(0024, 0025)	3,750.00
Benefits Fund	No Activity	0.00
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		152,482.73

**King County Superior Court Station 63 land acquisition charges for warrant voucher #0020 in the amount of \$801,020.00 was approved at the May 18, 2017 Board meeting. The vendor King County Superior Court requested two separate checks for the two properties. The control number 0020 was voided and two separate checks were issued with control #0024 in the amount of \$410,010.00 and #0025 in the amount of \$391,010.00 (which total \$801,020.00) on May 23, 2017. The Disbursement amount was already approved in the amount of \$801,020.00 therefore the control #0023 and 0025 are only noted in the current Voucher Approval sheet.*

COMMISSIONERS' REPORT

- Commissioner Kennison noted that he will attend a meeting Wednesday next week at the King County Commissioner's Board meeting to get the final decision on t-shirts.
- Commissioner Harris noted he and Chief Cowan attended the Station 63 Design Meeting on May 18, 2017.
- Commissioner Callahan noted he and Chief Cowan attended at the State of the City breakfast.

FINANCIAL REPORT

None.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

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

- King County Emergency Medical Services (EMS) Levy meeting: He and Chief Cowan attended a kick-off meeting to educate the individuals that has not participated in a levy planning process. At this meeting, it was decided to move the discussion of the Community Medicine Technician program to a separate group.
- Policy and Procedures Course: He attended a two-day Peabody Policy and Procedures class which provided valuable information for future use in the Department's Policy and Procedures guidelines.
- Medic and Aid Unit: He will be traveling to Chehalis tomorrow morning to pick up the new aid and medic unit. After a few minor changes are made, the new vehicle will increase the Department's fleet to four functional aid units, after Aid Unit 63 is put back in service. The new Medic unit will allow Bothell Fire to house a turnkey back up ALS unit that will assist the Department in keeping Medic 47 in their service area as often as possible.
- Chiefs Emergency Medical Services (EMS) Conference: The EMS Conference was held last week in Nevada. MSO Kathy Pompeo, Paramedic, Rich Sewell and MSO, Shawn White attended. A few topics discussed were the national push of mobilized health, and how the fire service should handle increased call volumes.

Chief Cowan provided an overview of the following topics:

- The State of the City Address: At the meeting, Chief Cowan discussed with Deputy Mayor Winstead the possibility of his representation as the future City designee.
- Labor Management Meeting (LMC): At the April 23 LMC meeting negotiation dates were set
- Chief Cowan met with King County EMS Director, Michelle Plorde on levy issues.
- NORCOM MOU has been signed and directions on how to request NORCOM IT support was sent to all employees. NORCOM is in the process of hiring a new IT employee who will likely become the on-site representative for the Department.
- Chief Cowan and Brian Dixon discussed the various ACS and CERT team's roles and the current support from the City and the Fire Departments. PIO Pidduck will attend a meeting next week to discuss this next week.

NEW STATION 63 DISCUSSION/UPDATES:

- The Department has scheduled a neighborhood meeting that is required for development on the two western most lots zoned MU235. The meeting will be held at the Shoreline Fire Department Headquarters classroom at 7:00 p.m., Thursday, June 29. After the meeting is completed, the Department can then apply for the required conditional use permit.
- A community open house for the New Station 63 will be planned in the future.
- Rick Ashleman, Project Manager attended a very productive Station 63 Design Committee meeting on May 18, 2017. TCA Architecture, their mechanical consultants Sider & Buyers Mechanical Associates, and their electrical consultant Case Engineering were in attendance. Copies of the current design was provided to the Commissioners.
- The Department has acquired the Erlandson property located at 18025 14th Ave. NE. Rick Ashleman met with Mr. Erlandson and accepted the property. The Department's insurance company has been notified to add liability coverage to the insurance policy.

OLD BUSINESS

- DSHS Proposal: Proposal is still forthcoming.
- Light Rail Negotiations: Proposal is still forthcoming, and the Department will cease further work until a contract is in place.
- Impact Mitigation Fee Program Update: Chief Cowan emailed a pdf copy of the Impact Mitigation Program outline to the Commissioners for their review. Next steps are to complete the Capital Improvement outline, internally adopt the methodology and policies, then forward to the City of Shoreline for review and insertion to the agenda for the Comprehensive Plan Review meeting.
- Rules of Procedure for the Board of Fire Commissioners: The Board has reviewed the Rules of Procedures for the proposed changes to pages 2, 9, 11, 14, and 15.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to authorize the Board of Commissioners to authorize the Board of Commissioners to adopt the proposed changes in the Rules of Procedure. The motion passed; five ayes.*

- Mike Henderson Contract: Chief Cowan provided by email the Commissioners an updated contract for their review and comments. The Commissioners noted there were no changes needed, and the Board confirmed their approval of Chief Cowan to sign it.

NEW BUSINESS

- Volunteer Opportunities: The Department was approached from a local resident of Shoreline, who was interested in volunteer opportunities with the Shoreline Fire Department. The Department does not currently have a volunteer program, but will give further consideration of creating a program for future opportunities.

PROJECTED AGENDAS

- June 2-4 - Commissioner Association conference in Chelan, WA
- June 5-9 – Chief Cowan will be on vacation

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners moved to Executive Session at 4:48 p.m. per RCW 42.30.110(1)(i) Litigation for fifteen (15) minutes, with a decision.

MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded a motion to authorize the Chief to enter into contract terms as agreed to in the negotiations for the purchase of the Grossinger property. The motion passed; five ayes.*

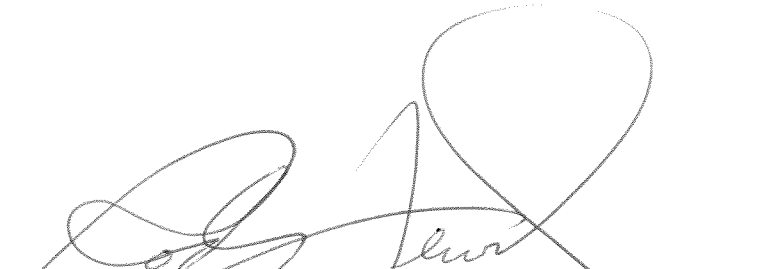
The regular meeting reconvened and immediately adjourned at 5:05 p.m.

Minutes prepared by: B. Goldsmith


Respectfully submitted,

Joyce Brown

Joyce Brown
Secretary to the Board



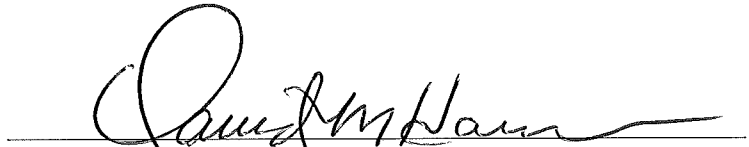
Rod Heivilin, Chair



Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner

Jon Kennison, Commissioner