



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

MINUTES June 15, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on June 15, 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	John Nankervis, Assistant Chief

Excused Absence: Jon Kennison, Commissioner

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

- NEW / OLD BUSINESS: Apparatus Bay Doors
- EXECUTIVE SESSION: Discussion of the MOU's for 15 minutes per RCW 42.30.140 Negotiations

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, to approve the June 1, 2017 regular meeting minutes with a correction to which Commissioners motioned to approve the past minutes. The motion passed; four ayes.*

CORRESPONDENCE

None.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded, a motion to accept disbursements in the amount of \$2,641,143.08 per the detail below. The motion passed; four ayes.*

Fund	Voucher Number	Amount
Expense Fund	0470-0548	244,190.55
Expense Fund / Payroll	62917A-62917U	1,393,708.44
ALS Expense Fund	0192-0226	96,348.63
ALS Expense Fund / Payroll	ALS62917A-ALS62917P	530,132.87
ALS Capital	0011-0015	160,695.42
CMT Expense Fund	1014-1016	26,071.63
Capital Expense	0034-0037	23,185.07
CIP Fund	0026-0027	156,068.25
Benefits Fund	0034-0038	10,742.22
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		2,641,143.08

COMMISSIONERS' REPORT

- Commissioner Fischer mentioned the Board's attendance at the WFCM Conference in Lake Chelan on June 3. One topic of particular interest was Strategic Planning.
- Commissioner Callahan said that the Conference was well received, and Commissioner Heivilin mentioned the topic of Succession Planning.

FINANCIAL REPORT

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

- **Overall Expense Budget:** the Department should be at 58.33% remaining for the year, the budget is currently at 61% remaining (under budget by 2.67%). There is no unusual line items that have not already been addressed.
- **Overtime Costs:** the Department should be at 58.33% remaining for the year, it is tracking at 33.87% (24.46% over budget).
- **Cash On Hand:** Through the end of May is \$6.3 million. Receipts of first half of property tax and Fire Benefit charge is on track and meeting projections.
- Overall expenditures and revenues are on track.
- 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

None.

DISTRICT ACTIVITY REPORT

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

- The first Distracted Driver's class was held at Shorecrest High School and was well received. The future of the class would consist of programs in all Shoreline High School health classes in the fall.
- Michelle attended the first Certificate Board meeting and agreed to lead a few instruction classes.
- Michelle has lead two more car seat training and it has been well received.
- Red Cross presented a Smoke Alarm event at Meridian Park Elementary last week.
- The Children's Safety day will be held on June 30 at the Museum of Flight from 10 a.m.-1 p.m.. Michelle will be volunteering at the event.
- Michelle will attend the Richmond Beach City meeting for the Project on June 22.
- The media misquoted Michelle's report on a recent incident, and she requested that it be updated and changed.

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

- NORCOM Transition:
 - The NORCOM transition continues to be well received and moving forward. The Department is now using the NOTIS system for reporting IT repair issues. NOTIS is the tracking system within NORCOM that allows them to manage all their requests and work load.
- Last Sunday, the Department presented the first "Citizen CPR Life Saver Award" to an individual in Bothell who performed CPR and used an AED on an individual prior to EMS arrival. The patient was awake and talking on arrival of emergency crews and has made a full recovery.
- The first Zone One Operations Chief's retreat was last Tuesday at the Snoqualmie casino. The retreat included discussions on many regional issues as well as how to improve the relationship and decision making process for the agencies in the area. Attendance was high and there is potential for this to become an annual event.
- AC Nankervis spoke at the Medic One Foundation board meeting about the CMT program. Chief Scoggins from Seattle and Mitch Snyder from Kent also discussed what their agencies are doing to address the continued increase in low acuity response issues.
- The Department's new aid unit is now in service as Aid 65. The new Medic 47 will go into service next week.
- The Bellevue Fire Department has been approved to put into service a 12-hour medic unit in the Sammamish plateau. This is a 6-month temporary unit to address some on-going construction mitigation.
- The Redmond Fire Department has received some funding to move forward with their Mobile Integrated Health proposal, which is similar to the CMT programs but does not have a response component.

Chief Cowan provided an overview of the following topics:

- Impact Mitigation Fee Program: Chief Cowan met with Captain Larry Rabel of the Kent Fire Department to discuss the Impact Mitigation Fee Program. Mr. Rabel is willing to help review the documents that are being prepared. Mr. Rabel participates in a regional logistics support approach consortium that researches ways to gain knowledge as a region on how best to make purchases. Chief Cowan plans to attend a meeting on this topic in the near future.
- Chief Cowan attended the North King County Chief's meeting and discussed the Coordinated Complex Terrorists Attacks Grant (CCTA). A decision will hopefully be made in the next couple of weeks. Other discussions at the meeting were on the Rehab unit and policy changes, and the Police Department is interested in utilizing the Rehab unit as well.

NEW STATION 63 DISCUSSION/UPDATES:

- Land Acquisition
 - Conditional Use Permit needed for MUR 35 lots – The Department anticipates making application with the City in the first half of July.
 - Certificates of water (fire flow) and sewer for the new station have been forwarded to the project mechanical engineer and architect.
 - A notice has been prepared and will be mailed out to property owners within a 500' radius in accordance with City requirements. Thanks to Kimberly Parker for her work on this project.
 - The Erlandson Property was vandalized. BC Bush and his crew secured the property, and posted 'No Trespassing' signs.
 - In researching Station 63's fiber optic cable, Rick was able to determine its routing out of the ground on 15th Avenue NE near the intersection of 15th Place NE. Seattle City Light had replaced the pole it was terminated on, leaving the old pole and associated conduit and communication lines on the old pole. The School District representative had not been notified of the change until Rick called their IT Manager. A number of conduits were found damaged, Station 63's being the worst. The School District will obtain a quote to relocate their fiber optic cable and a separate quote to move Station 63's dedicated fiber optic cable. Rick provided the Department's project electrical engineer with the current routing, temporary station needs and a suggested routing for the new station.
 - The Department's Attorney is preparing the required legal documents for acquisition of the two Grossinger Properties that reside immediately to the North of the existing station.
 - TCA Architecture is interviewing Civil engineering firms and will likely have one on board within a week. Pricing varied significantly.
- Central Pierce: Deputy Chief Banks has retired and his replacement is working with Attorney Joe Quinn on a contract for the Department's purchase of the modular building. They anticipate the contract will be prepared by this Friday.

OLD BUSINESS

- Department of Social and Health Services (DSHS) Proposal: No current update.
- Impact Fee Mitigation: Chief Cowan is working on the Capital Improvement Plan document and hopes to have it completed next week to forward to the City of Shoreline. A draft will be provided to the Commissioners as well. The next step will be to review the Interlocal Agreement and related Resolutions.

- Light Rail Negotiations: The mitigation for the ladder truck has been denied so far. Chief Cowan will gather further information on next step options and will present that to the Board in the near future.

NEW BUSINESS

- Apparatus Bay Doors: Chief Cowan provided a draft copy of the Request for Proposal (RFP) to replace the Bay Doors at Station 64. Chief requested an approval from the Board to purchase the replacement bay doors with funding from the Capital budget that has been allocated for the purchase.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to enter into a contract to replace the front apparatus bay doors at Station 64 & 65 with the successful bidder. The motion passed, four ayes.*

- Apparatus Disposal of Trailblazers: Chief Cowan provided a copy of a letter from the Fire Chief of the Oso Fire Department identifying their need for a new command vehicle under their limited budget. The Board discussed the option of surplus some of the vehicles to the Oso Fire Department. The Board was in agreement and Chief Cowan will present the motion for approval at the next Board meeting.

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners moved to Executive Session at 6:35 p.m. per RCW 42.30.140 Negotiations, with a decision.

The regular meeting reconvened at 6:53 p.m.. The below motions were approved:

- MOU FVT Position

MOTION: *Commissioner Fischer moved, and Commissioner Harris seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to sign a Memorandum of Understanding on FVT Position Wage Modification between IAFF Local 1760 and the Shoreline Fire Department. The motion passed; four ayes.*

- MOU Hydrant

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief to sign a Memorandum of Understanding (MOU) on the Hydrant Inspection Program between IAFF Local 1760 and the Shoreline Fire Department. The motion passed; four ayes.*

The regular meeting adjourned at 7:00 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to adjourn the regular meeting of the Board of Commissioners at 7:00 p.m. The motion passed; four ayes.*

PROJECTED AGENDAS

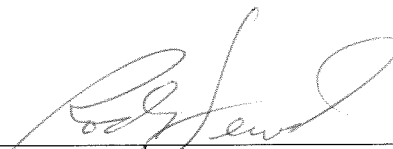
- Commissioner Heivilin will be absent at the August 18 Board Meeting.

Minutes prepared by: B. Goldsmith

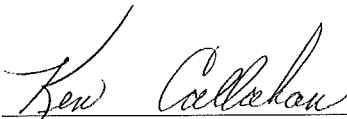
Respectfully submitted,



Joyce Brown
Secretary to the Board



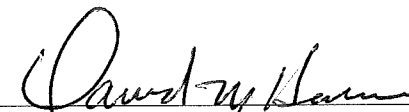
Rod Heivilin, Chair



Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner

Excused Absence

Jon Kennison, Commissioner