



SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING

MINUTES
March 2, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on March 2, 2017 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

Present:

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

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

The following items were added to the agenda:

- Old Business: Chief Cowan added IT Structure and Light Rail Negotiations.
- New Business: Chief Cowan added Fleet Staffing Structure.
- Executive Session: Chief Cowan requested a 15-minute Executive Session per RCW 42.30.140 Negotiations, with no potential decision following.

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to approve the February 16, 2017 regular meeting minutes as written. The motion passed; four ayes. (Note: Commissioner Callahan was not in attendance at the February 16, 2017 meeting therefore could not approve).*

CORRESPONDENCE

The following were included in the Board of Commissioners' meeting packets as information only:

- Chief Cowan provided the Commissioner's with a copy of a thank you letter from Nicola Smith, City of Lynnwood Mayor referencing the multi-family fire.
- Chief Cowan provided the Commissioner with a copy of a thank you letter from the founder of the Jensen Suicide Prevention Incorporated, Randi Jensen, and referencing assistance from the Shoreline Fire Department.

STANDING AGENDA

WARRANTS

Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to accept disbursements in the amount of \$295,811.15 per the detail below. The motion passed; five ayes.

Fund	Voucher Number	Amount
Expense Fund	0152-0204	49,486.29
Expense Fund / Payroll	31517A-31517AU	64,016.77
ALS Expense Fund	0055-0075	52,710.96
ALS Expense Fund / Payroll	ALS31517A-ALS31517W	41,600.95
ALS Capital	No Activity	0.00
CMT Expense Fund	0005	14,453.51
Capital Expense	0011-012	2,996.38
CIP Fund	0006-0007	34,487.16
Benefits Fund	0013-0015	36,059.13
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		295,811.15

COMMISSIONERS' REPORT

None.

FINANCIAL REPORT

None.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

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

- Portal Update: The Department's new portal will run on a new Sharepoint infrastructure, which requires Office 2016 to operate. A decision will need to be made on whether to purchase enough licenses to install on all 53 Department and Station computers, or to purchase Office 2016 licenses for only the content creators and high-end users and low-end licenses for other users. Office 2007 support ends in October 2017. Mike will review the costs and options with Chief Cowan to get approval to move forward.
- Chief Cowan and Mike met with DPE's Account Manager on Monday, February 27 to review the IT support proposal for the Shoreline Fire Department (the "Department").

Assistant Chief (AC) Dahl provided an overview on the following topics:

- AC Dahl met with the Washington State Rating Bureau (WSRB) and received a draft feedback report that to be reviewed with the Executive Team.
- A maintenance employee is currently on extended leave with an unknown return date.
- Multiple Facility Issues:
 - HVAC at Station 64 – the heat exchange units need to be replaced.
 - AC Dahl is working with contractors to resolve the performance issues of the gate at Station 61.
 - Roof repairs at Station 61 and 64 will need further follow-up.
 - A bid was submitted to replace the fuel pump on the tank at Station 61.
- AC Dahl attended the Eastside Public Safety Communications Agency (EPSCA) meeting to discuss the PSERN System.
- AC Dahl attended the Zone Operations meeting. They are continuing to align their operational practices and procedures with what the County is doing to be consistent with what the Fire Chiefs are proposing.
- AC Dahl and AC Nankervis attended the Code 3 workgroup, which consists of IT professionals that cooperate with NORCOM to test a Code 3 software simulation system. This simulation software will be demonstrated to the Fire Chiefs and other interested parties.
- AC Dahl discussed a potential partnership for a ladder truck with Eastside Fire and Rescue (ESFR). This partnership would provide ESFR a reserve ladder truck and the Department with the option of sharing it.
- AC Dahl attended the Snohomish County Fire Tactical meeting, which included discussions around SnoCom and SnoPak creating a countywide group to align practices and procedures.
- AC Dahl attended the East Metro Training Group (EMTG) Board Meeting with the Fire Chiefs. A learning management system was presented, which is a training website that personnel can review training calendars, videos, training records etc. The EMTG is looking into a similar system that South King County uses and may prepare a Request for Qualifications (RFQ) in the next few weeks.
- One of the Department's gas detectors is not working, and AC Dahl attended a meeting to decide if the Department will repair it or upgrade to a newer model. AC Dahl prepared a survey of the gas detectors in the Zone and found that most departments use a multi-gas detector that can detect five gases, which includes hydrogen cyanide a highly documented product of combustion fires. The Department decided to replace the broken gas detector and include in next year's budget funds to purchase another one that will be placed on our truck.

- Policy and Procedure Writing Course: The Department will be hosting a Policy and Procedure course led by Jordan Peabody at Station 61 on May 30 and 31. Other departments were invited to attend to help offset the Departments' costs.
- Academy Update: The Departments four recruits are at the top of the class, and the Academy is doing very well overall.

Assistant Chief (AC) Nankervis provided an overview on the following topics:

- PSERN continues to meet monthly on operations issues. They are officially behind in acquiring the necessary permits and local government approval for the 54 radio sites they have to install. The Crista site is complete for the Shoreline area, and the Suquamish site will be several hundred feet taller than the existing across the sound site. We will have significantly improved radio coverage in the Richmond Beach area.
- ALS funding issue is finally wrapping up. The Department has preliminary approval from the EMS financial committee to increase the ALS Funding allocation by \$104,000 per medic unit per year retroactive back to the beginning of 2016. This should get our medic program very close to whole for the 2016 shortfall we experienced. Final approval will be at the EMSAC meeting later this month.
- The Department is working with Emergency Service Officers (ESO) to identify several missing incident records from 2016. Late in the year, the Department identified a workflow breakdown and found that some records were not created in the system. The Department is currently re-training our employees on the changes necessary to catch these issues moving forward.
- The Department just completed the Emergency Medical Technician (EMT) Nasal Narcan training for Northshore Fire. The Department provided 4 kits to get them up and running as there is a current shortage of available Narcan kits, and will begin training Bothell and Woodinville agencies in the near future.
- The Department received three new Life Pak 15's, which were purchased to outfit the new Turn Key back up medic unit. The medic unit will be located at Station 42 later this year and will allow the day shift Medic position to be able to respond in the back up unit at Station 61 with a fully staffed vehicle if necessary.
- The Department will be having a staffing shortage in ALS over the next few months. The Department will be detailing two medics to teach the regional EMT class starting on April 17, as well as two disabilities scheduled for the same period. The Department will be moving staff into different positions to cover the vacancies.

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

- The Department hosted the Red Cross Alarm Event last Saturday, installed two to three alarms per home, and will be considering installing more fire alarm systems with the 10-year battery systems.
- Michelle met with the City of Shoreline's Safety Team to discuss procedures of calling 911, the AED Safety CPR classes, and the requirements of County personnel certifications.
- Michelle will be meeting later in March with the Meridian Parks community group to provide a Safety Talk.
- King County provided funding to the Department for instructors of the Senior Fall Prevention Program.
- Kids Safety Day will be in June.

Chief Cowan provided an overview on the following topics:

- Two Elected Officials from Woodway are interested in an evolutions training program. The Department may be providing this training next month.

Chief Cowan provided an overview of Project Manager Rick Ashleman's project notes:

NEW STATION 63 DISCUSSION/UPDATES

- Station 64 Bay Doors: The Department is making sure that the slower speed doors similar to what is currently in use are efficient. The next step would be to install the new bay doors at Station 64.
- Station 61 Video Surveillance: There was further work needed on the server to get this up and running
- Station 63 Temporary Quarters: Rick toured the structure at Pierce County Fire Department, as there is a turnkey modular manufactured home they are looking to sell. The Department suggested an intergovernmental transfer of assets where we would pay a "fair" price and they would receive a "fair" price. They will research their finance policy to explore what the Department's options are to acquire one or both of the structures.
- TCA Architects: TCA is working with The Robinson Company on a construction cost estimate for the new Station 63 at the current design state. The Department hopes to have the estimate sometime next week.
- Property Acquisition: The Department received a counter offer from Mr. Grossinger's attorney, but this was not a valid offer so it was not brought to the Board to review.
- Appraisals: Rick and the Department's attorney have inspected the Myers and Erlandson properties. No access dates have been established for an appraisal or inspection on the Grossinger properties. The Department has directed the attorney to start a more formalized process to allow access.
- Survey: A Request for Qualifications (RFQ) has been sent to ten surveyors off the MRSC roster list. The Department will evaluate firms and select one in March.

OLD BUSINESS

- Impact Fee Mitigation Program: Chief Cowan met with the City of Shoreline to discuss the impact fee program and associated timelines. The City requested additional information on multi-family call volume.
- Auxiliary Communication Service (ACS) Structure: As requested, Chief Cowan attended a meeting to discuss the future of the ACS structure. Further information will be provided in the coming weeks.
- IT Structure: Chief Cowan, Mike Henderson, AC Dahl and AC Nankervis met to evaluate the pros and cons of contracting with either NORCOM or DPE. A final recommendation was made to contract with NORCOM. NORCOM will present this proof of concept at their next Governing Board meeting, and if the Governing Board approves the next step would be to create an MOU.
- Light Rail Negotiations: Chief Cowan has continued conversations on the Light Rail negotiations topic. The Department prepared a proposal and is still waiting on a response. Chief Cowan will prepare a letter on this ladder truck mitigation and will provide a copy to the Commissioners.

NEW BUSINESS

- Fleet Staffing Structure: As a result of a maintenance mechanic who is currently on extended leave, an overflow of work is being put on the Fleet and Facilities division. The Department will be restructuring the work within other Departments and may need to contract out some of the facilities work to minimize the needs. The timeline is possibly two months, and the Department will work with the Union, as required to discuss the changes.

PROJECTED AGENDAS

- March 16 FBC Appeals
- March 21 Special Meeting with North City Water District

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners moved to Executive Session at 6:01 p.m. per RCW 42.30.140 for fifteen (15) minutes, and extended for another five (5) minutes, with no decision. The regular meeting reconvened and immediately adjourned at 6:21 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:14 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,

Joyce Brown

Joyce Brown
Secretary to the Board

Rod Heivilin

Rod Heivilin, Chair

Ken Callahan

Ken Callahan, Vice Chair

Kimberly A. Fischer

Kimberly A. Fischer, Commissioner

David Harris

David Harris, Commissioner

Jon Kennison

Jon Kennison, Commissioner