



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

MINUTES PUBLIC BOARD MEETING / FIRE BENEFIT CHARGE APPEALS March 16, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on March 16, 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: Commissioner Heivilin added ICS Training.

PUBLIC COMMENT

None.

FIRE BENEFIT CHARGE

- Chief Cowan distributed a copy of the 2017 Appeal of the Fire Benefit Charge (FBC) summary and provided an overview.
 - 19 appeals were submitted, 14 were approved which primarily referenced sprinkler concerns that had been verified by the Fire Marshall's office, and five (5) were denied.
 - Total Adjustments were \$1,479.96.

MOTION: *Commissioner Kennison moved, and Commissioner Callahan seconded, a motion to approve the 2017 Appeals of the Fire Benefit Charge. The motion passed; five ayes.*

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to approve the February 16, 2017 updated regular meeting minutes as written. The motion passed; four ayes.*

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to approve the March 2, 2017 regular meeting minutes as written. 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 \$1,785,508.34 per the detail below. The motion passed; fives ayes.*

Fund	Voucher Number	Amount
Expense Fund	0205-0261	257,902.04
Expense Fund / Payroll	33017A-33017V	886,970.87
ALS Expense Fund	0076-0103	97,567.51
ALS Expense Fund / Payroll	ALS33017A-ALS33017O	409,209.54
ALS Capital	0007	101,514.59
CMT Expense Fund	0006-0007	19,554.74
Capital Expense	0013-0015	3,135.50
CIP Fund	No Activity	0.00
Benefits Fund	0016-0019	9,653.55
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		\$ 1,785,508.34

COMMISSIONERS' REPORT

- The Commissioners' attended the King County Fire Commissioner Meeting where they heard from the King County Meeting led by the State Fire Marshal.

FINANCIAL REPORT

- Overall Expenditures: The Shoreline Fire Department (the "Department") is on target with 83.3% remaining for the year.
- Overtime Costs: Fire Suppression overtime costs continues to increase due to sick leave replacements and a signification amount of comp time cash out.
- Memberships Budget: Mostly expended as they are due at the beginning of the year.
- Annual Contributions: Disability insurance and sick leave incentive payments to 401(a) plan, have occurred.
- Cash on Hand: Cash on hand is on track.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

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

- The Department just finished a 2-year formal review of the Assisted Life Support (ALS) funding level for agencies across King County. All of the ALS agencies were underfunded in 2016 with Shoreline being about \$500,000 of uncompensated costs. The Department was able to cover these expenses by utilizing ALS funding received for delivering service to the Snohomish County portion of Medic 47's service area. The Department was successful in having a mid levy ALS allocation adjustment made which is retroactive back to January 2016. The new allocation will increase by \$105,000 per medic unit per year with an annual inflated based on CPI-W. This will cover \$315,000 of our 2016 loss and should make us whole for 2017 and beyond.
- The schedule to start the regional Emergency Medical Services (EMS) committees for the 2020 EMS levy is being established. There will be four (4) committees, ALS, Basic Life Support (BLS), Regional Services, and Financial. AC Nankervis will represent the Department in all four groups.
- The Regional Emergency Medical Technician (EMT) class is starting on April 17 led by Gabe DeBay and Mike Coolidge. The EMT class will run for 5-weeks. The Department will also provide a 1-week EMS orientation for experienced EMT's that will run concurrently. Rich Sewell and MSO Kathy Pompeo will be managing that activity. Both classes are being delivered at other facilities.
- The Department's EMS units at Braun are progressing. The units are dismantled and expected to be delivered to Shoreline by the end of June, which allow the Department to have a turnkey ALS backup vehicle in Bothell to help address some coverage issues. The Department's Rehab unit and MCI trailer is still on track for delivery by the end of the year.
- A summary review of the BLS Aid unit workload (the Department placed Aid 63 out of service and moved Aid 65 to 24-hours) will be provided at the next Board meeting.

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

- Bay Doors: After a meeting with the Chiefs, the Department is seriously considering purchasing the Rytec Spiral VP doors for Stations 64 and 65. These doors use the same components as the high-speed roll up door, but utilizes a track so it will fit in the existing bays without significant modifications. Rytec lowered material price 15%, agreed to provide 2-years of quarterly service, a 2-year all inclusive warranty and their standard 20-year warranty on tracks, rollers etc.
- Station 61 Video Surveillance: The software configuration has been completed. Software will need to be uninstalled and reinstalled on all machine and then reconfigured. Staff training is scheduled for March 27. The contractor damaged the brick and a light fixture and are in the process of repairing both.

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

- The Tower Climb held on March 12 raised over 2 million.
- Station 62 had an open house which included a station tour and engine ride.
- The Department is working with Shorewood High School for CPR training. Over 400 students have been trained. The Department will work with Shorecrest in April.
- Nick of Time event will be hosted at Shorecrest in April for children ages 18-24. The Department will volunteer to do vital signs and EKG's.

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

- A couple of Department computers had a virus. The antivirus software was able to identify the virus and he worked with DPE to clean the computers.
- Mike met with BIAS who provides financial software and provided a purchase order module. The Department will be working with BIAS to install the software on a few computers for testing.

Chief Cowan provided an overview of the following topics:

- Labor and Industries (L&I): The Department is continuing to work with L&I to develop a more streamlined process to support the Departments needs.
- NORCOM: Chief Cowan met with NORCOM who currently has a proof of concept for the Departments IT restructuring. A final concept plan will be provided in April.
- North King County Fire Chiefs Meeting (March 16): The Department applied for the Assistance to Firefighters Grant (AFG) for the regional self-contained breathing apparatus (SCBA). The Department is currently waiting on approval. Four of the North King County departments are currently working together to prepare for the grant approval.
- DSHS Negotiations: DSHS is not going to get additional funding, but wants to work with the Department to find other solutions.
- Light Rail Negotiations: Chief Cowan has continued conversations on the Light Rail negotiations topic. The Light Rail is close to the 60% design completion mark.

NEW STATION 63

- A copy of the Pre-Schematic Estimate from The Robinson Company, a Station 63 Construction Project Financial Forecast, and a Cost Reduction Summary was distributed to the Board. Chief Cowan reviewed the costs of the estimate and financial summary and impacts for the construction of the new Station 63. The Impact Fee Mitigation Program the Department is working on could help cover some of the shortages that the New Station 63 may have, depending on projected growth.
- Land Acquisition: Valuation date / Appraisal exchange is scheduled for March 31 for the Myers and Erlandson properties. Appraisal inspection of Grossinger properties will be held on April 7.
- Survey RFQ:
 - The Department utilized the MRSC Roster to submit requests to 10 firms for survey work. Responses have been received from Axis, Pace and Reid Middleton. The Department is now in the process of preparing a contract. Deliverables are due by April 7 with the exception of the Grossinger properties. There will be an updated survey a week or two later.
 - The Department has been working with the New Ventures Group (NVG) to search for property options for Mr. Grossinger. NVG found a possible property for Mr. Grossinger and the Department's attorney has proposed a way to put an amount equal to the appraised value in escrow to expedite his ability to acquire a replacement property. Once mediation is complete any balance would be paid.

OLD BUSINESS

- Post Employment Medical Benefits Program: An amended resolution was submitted to BPAS for review. A copy of the resolution was distributed to the Commissioners. This updated resolution clarifies the incentive for employees who qualify. Once BPAS provides feedback, a final amended resolution will be brought back to the Board for approval.
- Impact Fee Mitigation Program: Chief Cowan will be attending the City of Shoreline Council meeting where the Impact Fee Mitigation Program will be discussed.

- ACS Structure: Chief Cowan attended a meeting that discussed the future of the ACS structure.
- Hydrant Inspection Program: The Department has been in communication with Seattle Public Utilities (SPU) with regard to the Hydrant Inspection Program. Chief Cowan received confirmation that SPU has committed the funding to move forward with the Program. The next steps are to develop and to implement a plan to start the process for the beginning of April.
- ICS Training: Chief Cowan is collaborating with the City to schedule a day to provide ICS training to the elected officials.

NEW BUSINESS

- NORCOM Principals Assembly: Chief Cowan requested a Commissioner represent the Department at the upcoming Principle’s Assembly scheduled for April 14 at Bellevue City Hall. Commissioner Callahan agreed to attend.

PROJECTED AGENDAS

- March 21 Special Meeting with North City Water District.

EXECUTIVE SESSION

None.

The regular meeting of the Board of Commissioners adjourned at 7:08 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 7:08 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