



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

MINUTES May 18, 2017

Commissioner Heivilin called the regular meeting of the Shoreline Fire Department Board of Commissioners to order at 5:00 p.m. on April 20, 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	
Kim Fischer, Commissioner	
Jon Kennison, Commissioner	

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA

- NEW BUSINESS: Contract with Mike Henderson (IT) / DISCUSSION
- NEW BUSINESS: Department of Transportation (DOT) on Lane Toll Changes / DISCUSSION

PUBLIC COMMENT

None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, to approve the April 20, 2017 regular meeting minutes as written. The motion passed; five ayes.*

MOTION: *Commissioner Fischer, moved, and Commissioner Harris, seconded, to approve the May 4, 2017 special meeting minutes with one minor edit. The motion passed; five ayes.*

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded, to approve the May 11, 2017 special meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE

None.

STANDING AGENDA

WARRANTS

MOTION: *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to accept disbursements in the amount of \$2,197,633.75 per the detail below. The motion passed; five ayes.*

Fund	Voucher Number	Amount
Expense Fund	0422-0442	23,806.60
Expense Fund / Payroll	53017A-53017V	910,978.88
ALS Expense Fund	0169-0180	3,318.75
ALS Expense Fund / Payroll	ALS53017A - ALS53017O	431,395.91
ALS Capital	No Activity	0.00
CMT Expense Fund	No Activity	0.00
Capital Expense	0031	1,181.40
CIP Fund	0018-0022	826,240.91
Benefits Fund	0033	711.30
EMS Donation Fund	No Activity	0.00
Expense Reserve	No Activity	0.00
TOTAL DISBURSEMENTS		2,197,633.75

COMMISSIONERS' REPORT

Commissioner Kennison noted the Board's attendance at the King County Commissioner's meeting on May 17, and Commissioner Fischer noted attendance to the retirement party for Bob Van Horne on May 15.

FINANCIAL REPORT

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

- **Overall:** the Department should be at 66.67% remaining for the year and the budget is tracking 1.33% under budget. There were no unusual line items that have not already been addressed.
- Chief Cowan requested further clarification from the accounting department for the budget line support service/professional services associated with fire and elevator alarm monitoring fees.
- Commissioner Fischer noted that the budget line for the KCFCA meeting food was not correct and requested further research.
- **Cash On Hand:** through the end of April is \$6.1 million. Receipts of first half of property tax and Fire Benefit charge, totaling \$5.3 million. Overall expenditures and revenues are on track.
- **Overtime Costs:** Slightly increased over last month's overtime cost. Further research to confirm that the coding of overtime costs are being correctly inputted.

STATISTICS REPORT

None.

STRATEGIC PLAN DISCUSSION

None.

DISTRICT ACTIVITY REPORT

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

- Department Volunteer Events/Updates:
 - Four-baby ducklings were rescued to Echo Lake on May 18.
 - May 6 -The Department teamed up with Muscular Dystrophy Association (MDA) for the Fill the Boot fundraiser. The Department's new hires volunteer and Jersey Mike's donated lunch.
 - May 6 - The Department hosted the 50th blood drive at the Children's Safety Center in Richmond Beach. The Department received a plaque for its participation.
 - May 6 - The Department participated in the 2nd annual Shoreline Little League Jamboree Event.
 - The Department participated in the Fall Prevention Fair hosted at CRISTA Senior Living Center.
 - Michelle completed the CPR training for the City of Shoreline personnel.
 - May 13 – The Department participated in the Strawberry Festival.
 - May 19 - Station 62 will be opened for kids to visit.
 - 2-Distracted Driver Training will be started next week at the Shorewood and Shorecrest High School.
- Department Upcoming Volunteer Events:
 - September 16 – Open House (date TBD)
 - July 19 – Swinging Summers's Eve
 - August 12 - Woodway Town Fair
 - August 15 – Jazz Walk
 - August 19 – Shoreline Celebration

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

- NORCOM Transition:
 - Ron Tiedeman is the new Director for NORCOM and attended a meeting at the Department with Mike and Chief Cowan.
 - Mike and Chief Cowan met to discuss NORCOM's transition in June-July having NORCOM lead the IT services.
- Portal Update: The portal update work with Buildingi stalled due to issues with the Microsoft conversion. Microsoft will provide a reimbursement to SFD in the form of free Office 365 software in 2018, and Buildingi is working on redeveloping the portal prior to this error.
- Wanna Cry Virus: A recent virus hit nationally on May 14. The Department worked hard to ensure that all computers were updated and patched. The Department's computers were not affected.

Chief Cowan provided an overview of the following topics:

- Leadership Summit: Chief Cowan is working with the KCFCA Education Committee on preparations for the upcoming Leadership Summit September 27-28.
- May 10 - Chief Cowan attended the Seattle Fire Department's Awards luncheon.
- May 11 – Chief Cowan met with Ron Tiedman, Director of NORCOM to discuss the upcoming transition, higher-level governing and long-term efforts.
- Chief Cowan noted the Department will continue to work on the automatic aid agreements around King County, and the next steps will be to forward the vetted document to fire departments then for final review and consideration, more than likely fall of 2017. The restructuring of the Fire Department numbering is being considered by a sub-committee.

NEW STATION 63 DISCUSSION/UPDATES:

- Land Acquisition
 - Appraisals for the Grossinger properties have been reviewed.

- The Department will attend mediation on May 25 from 1:00 p.m. to 5:00 p.m. at Shoreline City Hall. The Department's Attorney, Kinnon Williams submitted a letter to the mediator outlining the issues. Chief Cowan and Commissioner Harris will attend on the Department's behalf. In the event mediation is unsuccessful, a court date has been set for July 31, 2017.
- RFQ – Geotechnical & Environmental Engineering - Using the MRSC Roster, Rick identified a list of consultants that provide the above services along with asbestos testing for asbestos. After evaluating the three firms who responded to the Department's Request for Qualifications (RFQ), Landau and Associates was selected. The Department is in the process of preparing a contract.
- RFQ – Civil Engineering - A Request for Qualifications for civil engineering services has been developed and will be sent out soon.
- Temporary Housing - As previously reported, Rick has been working with Central Pierce Fire to acquire a modular fire station building. The one minor hurdle has been cleared and Central Pierce's attorney is drawing up a contract with an expectation of a \$5,000 down payment with the \$20,000 balance due at pick up. Chief Cowan will sign the contract on the Department's behalf as previously authorized by the Board. Central Pierce had another fire department express interest in the modular; fortunately, they stayed committed to the Department's verbal agreement. The Department will be responsible for moving, storage and setup, and will continue to explore secure storage options until the site is ready - which will necessitate a second move.
- TCA – Design - Copies of the latest plans from TCA Architecture and Planning were provided to the Board. The current version is at 16,249 square feet. TCA will be engaging their consultants at this point so any future changes may have an added higher cost.

OLD BUSINESS

- Department of Social and Health Services (DSHS) Proposal
 - Chief Cowan provided the Commissioners with the draft email and spreadsheet that was prepared for DSHS in response to their recently received proposal.
- Impact Fee Mitigation: Chief Cowan is working to complete the statistics and data research. He expects to forward this information to the Commissioners next week for their review.

NEW BUSINESS

- Resolution 17-02 – Increasing the Credit Limit for Department Credit Cards and Issuing Additional Credit Cards

MOTION: *Commissioner Fischer moved, and Commissioner Kennison seconded a motion to authorize the Board of Commissioners to approve Resolution 17-02- Increasing the credit card limit for two (2) Department VISA credit cards to a \$20,000 monthly credit limit, and approving the issuance of two (2) additional credit cards to the Assistant Chiefs. The motion passed; five ayes.*

- Mike Henderson Contract:
 - Chief Cowan noted that Mike's contract will be revised to define the benefits and proration of salary. He will provide the Commissioners with an updated contract for approval at the next Board meeting.
- Department of Transportation (DOT) on Hot Lane Toll Changes / DISCUSSION

- Mark Correira, Snoqualmie Fire Chief will be addressing Hot Lanes exemption issues, and will be setting up a system to allow the Department to be able to go online and choose the exempt vehicles.

PROJECTED AGENDAS

- June 2-4 - Commissioner Association conference in Chelan, WA
- June 5-9 – Chief Cowan will be on vacation.
- June 1 – State of the City event

EXECUTIVE SESSION

None.

The regular meeting of the Board of Commissioners adjourned at 6:08 p.m.


MOTION: *Commissioner Kennison moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:08 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

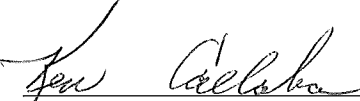
Respectfully submitted,

Joyce Brown

Joyce Brown
Secretary to the Board



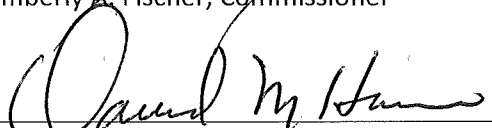
Rod Heivilin, Chair



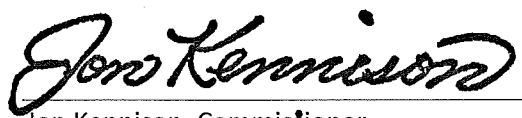
Ken Callahan, Vice Chair



Kimberly A. Fischer, Commissioner



David Harris, Commissioner



Jon Kennison, Commissioner

Goldsmith, Beatriz

From: Amazon.com <ship-confirm@amazon.com>
Sent: Thursday, May 25, 2017 3:40 PM
To: Accounts Payable
Subject: Your Amazon.com order of "Sony ICD-PX820 Digital..." has shipped!



Shipping Confirmation

Hello Shoreline Fire Department,

"Sony ICD-PX820 Digital..." has shipped.

Details

Order #114-8446074-1825003

Arriving:
Friday, May 26

Shipped to:
**Shoreline Fire Department
17525 AURORA AVE N...**

[Track your package](#)

Total Before Tax: \$113.99
Shipment Total: \$113.99

[Order details](#)

RECEIVED

MAY 26 2017

We hope to see you again soon.

Amazon.com

Recommended for you based on Sony ICD-PX820 Di...



iGadgitz Black
Genuine Leather
Case...
\$13.49



Sony ECMCS3 Clip
style...
\$18.94

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