



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

**MINUTES**  
**March 7, 2019**

Commissioner Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 7, 2019 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

**Present:**

David Harris, Chair	Matt Cowan, Fire Chief (Chief)
Jon Kennison, Vice Chair	Tim Dahl, Deputy Chief (DC)
Rod Heivilin, Commissioner	John Nankervis, Deputy Chief (DC)
Ken Callahan, Commissioner	Rick Ashleman, Project Manager (PM)
Kimberly Fischer, Commissioner	

**Excused Absence:**

- None.

**PLEDGE OF ALLEGIANCE**

**CONSIDERATION OF AGENDA:**

- OLD BUSINESS: Approval form for surplus list for 63 AND update on receptionist recruitment process
- NEW BUSINESS: None
- EXECUTIVE SESSION: None
- PROJECTED AGENDA: None

**PUBLIC COMMENT:**

- None

**MINUTES**

**MOTION:** *Commissioner Fischer moved, and Commissioner Kennison seconded, to approve the February 21, 2019 regular meeting minutes with a modification of the previously approved adjournment time. The motion passed; five ayes.*

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, to approve the February 24, 2019 special meeting minutes with a modification of the previously approved adjournment time. The motion passed; five ayes.*

**CORRESPONDENCE**

- Thank you card for efforts during February snow storm were sent via email to Commissioners.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**First Board Meeting  
MARCH 7, 2019**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	190214001-190214047	40,154.44	2/27/19
Payroll Voucher	31519A - 31519AU	26,349.92	3/15/19
Payroll - Taxes	ACH	2,157.51	3/14/19
ACH - Department of Retirement Systems	ACH	3,791.84	3/15/19
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

**\$ 72,453.71**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	190213001-190213009	21,771.45	2/27/19
Payroll Voucher	ALS31519A - ALS31519AA	56,879.26	3/15/19
Payroll - Taxes	ACH	10,834.27	3/14/19
ACH - Department of Retirement Systems	ACH	10,108.53	3/15/19
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 99,593.51**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)		No Activity	
		\$ -	
<b>CIP FUND: 10-004-3010</b>			
Vendor Voucher(s)	190301001-190301005	54,334.85	3/15/19
		\$ 54,334.85	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)		No Activity	
		\$ -	
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	
		\$ -	
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	
		\$ -	
<b>MOTION</b>			
Move to accept disbursements in the amount of:		\$ 226,382.07	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to accept disbursements in the amount of \$226,382.07 per the above detail. The motion passed; five ayes.*

**COMMISSIONERS' REPORT**

- Commissioner Heivilin provided a brief update on the risk management seminar attended by the commissioners on March 2.
- Commissioner Fischer stated she attended the King County e-Board meeting. She also noted the King County Commissioner Meeting is at Station 61 on Wednesday, July 10.

**FINANCIAL REPORT**

- None.

**STATISTICS REPORT**

- None.

**STRATEGIC PLAN DISCUSSION**

- Chief Cowan stated he is working on gathering data for five years of calls to use for modeling and that this remains a work in progress and probably an April project.

## DISTRICT ACTIVITY REPORT

- **Deputy Chief Dahl** provided a written district activity report which is attached and incorporated by reference. In addition to the written report, an overview of the following topics were discussed:
  - Commissioner Heivilin asked for clarification on the problem with intermittent radio transmissions. DC Dahl responded that the Ops Chiefs have discussed ongoing communications issues with the dispatch center. Ultimately, the county-wide radio system has the potential to be a huge issue until the new system is in place. The current radio system is 25-30 years old and has a 20 year life.
  
- **Deputy Chief Nankervis** provided a written district activity report which is attached and incorporated by reference. In addition to the written report, an overview of the following topics were discussed:
  - Chair Harris asked about the condition of old L61 as it appears to have been stored outside and shows some obvious damage and wear. Crews spent a full day preparing it for service.
  
- **Chief Cowan** provided a written district activity report which is attached and incorporated by reference. In addition to the written report, an overview of the following topics were discussed:
  - On February 28, Chief Cowan attended the annual celebration at Bothell Fire Department where the two departments were awarded \$5000 by the Green Acres Retirement Community in Bothell. The MSO and M142 were in attendance, as well as the Chief of Bothell FD, the BFD PIO and a Bothell crew.
  
  - The 2005 ¾ ton pickup was towing the trailer to 63 and had a non-injury accident, the fault of the other driver. The truck was heavily damaged, with little to no damage to the trailer, but the truck may end up being totaled. This gives the Department an opportunity to re-evaluate the needs of a replacement truck.

## NEW STATION 163 PROJECT (“Project”) DISCUSSION/UPDATES:

- PM Ashleman provided an overview of the current Station 63 construction status, including:
  - Station 63 will not be changed to 163, only the apparatus will have updated numbers. This is across Zone 1.
  - The building inspector visited on March 6, and identified a few things to be fixed. The electrical is signed off as of March 7. Adjustments have been made to alarms.
  - The crews have been very helpful with the move, especially with re-purposing of items from old 63.
  - Heat and IT are up and running in the modular.
  - DC Dahl gave kudos to D Shift for taking on much of the work, along with PM Steve Richardson.
  - The new forklift was well-utilized in the move.
  - A surplus sale is scheduled for Monday, March 11.
  - Groundbreaking is scheduled for March 25 at 1500 – bring your own shovel or other implement.

## OLD BUSINESS

- **SURPLUS EQUIPMENT**

- As the Department has upgraded its gas-powered equipment, a number of tools have been identified as ready to be cycled out of service. It is recommended that the Board approve the surplus sale of the gas-powered equipment and authorize the sale of said equipment at the Station 63 surplus sale on March 11.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to declare the listed power equipment as surplus and authorize the Fire Chief or his designee to offer it for sale at fair market value at the Department Surplus Sale. In the event the items do not sell, the items have been declared valueless and may be recycled or disposed of. The motion passed; five ayes.*

## NEW BUSINESS

- **RECEPTIONIST UPDATE:** After Executive Team interviews with three finalists, the position was offered to Viddy Bannavong. Her tentative start date is March 26.

## PROJECTED AGENDA:

- March 8, 2019 Annual Appreciation Banquet at Spin Alley @ 5:30 p.m.
- March 21, 2019 FBC Appeal Public Board Meeting (it was noted that there are currently 11 appeals and all 11 have been reconciled)
- March 25, 2019 Groundbreaking event for Station 63 at 3:00 p.m.
- April 4, 2019 Commissioner Heivilin will be excused for the April 4<sup>th</sup> Board Meeting.
- April 12, 2019 Graduation Date for Bellevue Academy
- July 10, 2019 King County Commissioners Meeting at Station 61

Question of availability for Harris week of September 16-20 for leadership retreat. Chief Cowan will choose a date for the retreat.

## EXECUTIVE SESSION

None.

The regular meeting of the Board of Commissioners adjourned at 5:40 p.m.


**MOTION:** *Commissioner Fischer moved, and Commissioner Kennison seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:40 p.m. The motion passed; five ayes.*

Minutes prepared by: K. Parker

Respectfully submitted,



Joyce Brown  
Secretary to the Board



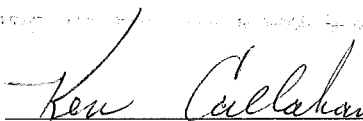
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David Harris, Chair



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Jon Kennison, Vice Chair




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Ken Callahan, Commissioner



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Kimberly A. Fischer, Commissioner



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Rod Heivilin, Commissioner