



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

SPECIAL MEETING MINUTES – JOINT MEETING

February 8, 2024

Shoreline Fire Department (SFD) Board of Commissioners
and
North City Water District (NCWD) Board of Commissioners

Chair Fischer called the special Joint meeting to order at 5:00 p.m. on February 8, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. As required by RCW 42.30, the special meeting notice was posted on January 11, 2024.

PLEDGE ALLEGIANCE:

ROLL CALL

SHORELINE FIRE DEPARTMENT

Kim Fischer, Chair
Barb Sullivan Vice-Chair
David Harris, Commissioner
Ken Callahan, Commissioner
Rod Heivilin, Commissioner
Matt Cowan, Fire Chief

NORTH CITY WATER DISTRICT

Charlotte Haines, NCWD Commissioner (attended via Zoom)
Patricia Hale, NCWD Commissioner
Ron Ricker, NCWD Commissioner
Diane Pottinger, NCWD District Manager
Max Woody, NCWD Director of Operations/Engineering

OLD BUSINESS/NEW BUSINESS

SOUND TRANSIT (ST):

- **SFD Sound Transit:** Chief Cowan provided the following updates:
 - Work hours in the Fire Marshal's office have tapered off, but may increase due to the compliance testing that still needs to be completed.
 - The Department has completed two-thirds of the required training to ensure compliance to run the trains with paying customers.
 - All Department personnel will undergo training with a particular emphasis on the Technical Rescue Team (TRT) training. The disciplines still needed to ensure compliance are machinery and heavy rescue training. ST has not yet provided higher-level training.
- **NCWD Sound Transit:** Max Woody provided the below updates:
 - Filling will begin at the end of February. ST is hoping for occupancy in both buildings by March or April. The Testing process will last about six months, but revenue service will not begin until October 24, depending on the completion of work.
 - ST staff have been focusing on the upstart work on the East link light rail, which may delay the Shoreline startup.

FIRCREST FACILITY:

- **SFD Fircrest Facility:** Chief Cowan provided the following updates:
 - The Department completed a study of the City's south end to determine if Station 65 should be divided into two stations. It was determined that where Station 65 is currently located is the best location to serve that portion of the City. The study further determined that the best location to add a station would be in the Westminster Triangle.
 - The Department is no longer interested in the Fircrest site, but continues to support the NCWD upgrade systems.
- **NCWD Fircrest Facility:** Diane Pottinger provided the following updates:
 - In 1992, Fircrest signed an agreement with the District to be its own water purveyor. As part of the agreement, a water system plan was supposed to be developed by the Department of Social and Health Services (DSHS) in 1992. That plan is currently being developed and is scheduled for completion in 2024.
 - NCWD has been working with Larry Covey, Office of Capital Programs, Chief with DSHS, who oversees the Capital programs at Fircrest. It was determined the best way to move forward, with a water extension agreement, was to piecemeal the project. Fircrest will remain its own water system for up to 20-30 years, still complying with other water systems requirements, such as lead services lines inventory and other requirements for a public water system. The total duration depends on capital funding from Washington State as to when the site is redeveloped.
 - Two large projects are currently planned for the site: the nursing facility in the NW corner and the laundry facility, and the Department of Health lab expansion project along the southern part of the campus.
 - Diane noted that the NCWD Commissioners will not move forward with a developer extension unless a memorandum of understanding is prepared to help determine what Fircrest and NCWD will be planning.

SHORELINE FIRE DEPARTMENT UPDATES:

- **SFD Regionalization:** Chief Cowan provided the following updates:
 - City of Bothell Fire Department is preparing a Request for Proposal (RFP) to contract for executive-level administrative services. The Department is unclear about the flexibility or the stipulations of the RFP. This contract will not be a long-term solution. The proposals are scheduled to be reviewed in mid to late March, as their interim Fire Chief position ends in April.
- **SFD Staffing Update:** Chief Cowan provided the following updates:
 - The Department is at its target for operational staffing, but may need to look into more staffing due to Paid Family Medical Leave (PFML) and other impacts. Chief Cowan noted that mandatory overtime has dropped off.
 - The Department would like to relieve some of the pressure off Aid 164 and believes adding a fourth member to the engine will help.
 - Due to forecasted retirements, the Department is looking to hire five to seven Firefighters for a January 2025 start date.

- Six Paramedics are graduating in July of 2024. Due to the impacts of Paid Family Medical Leave outages and forecasted retirements, the Department will likely send four to six more Paramedics to school in 2024, with an anticipated graduation date of July 2025. The Department will be at the Advanced Life Support (ALS) staffing level target at the end of this year.
 - To help relieve training workload, the Department plans not to hold a Fall Academy. The next Academy would be in January 2025, with an anticipated graduation date of late May 2025.
 - To help support the Department's administrative staffing needs, hiring a data analyst and a social media coordinator is possible. These positions might be contract, part-time, or full-time employment.
 - The Department is in the process of hiring a Human Resource Specialist to help fill workload issues.
- **SFD Training Opportunities:-** Chief Cowan provided the following updates:
 - Training for 2024 is focused on Sound Transit and improving the TRT certification process.
 - The Department plans to continue working with Seattle Public Utilities (SPU) on the Hydrant project in the western part of the City of Shoreline and the southeast corner of Shoreline/southern corner of Lake Forest Park.
 - Chief Cowan noted the Department's Washington State Rating Bureau (WSRB) rating dropped from 3 to 2, the top 2.6 percent for the State of Washington. Annual hydrant inspections are essential to help keep a good WSRB rating.
- **SFD Capital Projects Update:** Chief Cowan provided the following updates:
 - The Department purchased a Ladder Truck in 2023, which will take three years to build. The impact fees were utilized for the purchase.
 - The Department is researching long-term solutions to help relieve the workload at Station 64. The Department's feasibility study will help determine if building a station near Station 62 in Richmond Beach would be feasible.
 - The Department's Unlimited Tax General Obligation Bond (UTGO) and Limited Tax General Obligation Bond (LTGO) that was utilized for the Station 63 project will sunset in the next two to three years, and the Department will begin researching more in-depth the potential to build a new Station 62 at that time.

NORTH CITY WATER DISTRICT UPDATES:

- **NCWD Flexnet System/Lease Station 65:** Max Woody provided the following updates:
 - In 2014, automatic meters were installed and read out of a vehicle. Max Woody helped change this process to a fixed base station system.
 - NCWD has three fixed base stations: one located at the 3.7 million gallon reservoir, a second at the 2.0 million gallon reservoir in Lake Forest Park, and a third contracted site with SFD at Station 65 off NE 155th Street. The fixed base stations are utilizing the reads and working well.
 - Diane noted the new fixed base system will help to identify water main leaks sooner than the District is able to currently.

- **NCWD Capital Projects Update:** Max Woody provided the following updates:
 - NCWD has two projects slated for this year. The large project includes putting in a 12-inch water line from 145th on Sixth Avenue up to 155th and an 8-inch water line from 155th on Fifth Avenue up to 15th, which will help with development and water quality.
 - The second smaller project includes tying 300 feet of water line at the end of 149th and 3rd Avenue near the pedestrian bridge, improving development and water quality. The project may begin this year, depending on the progress of Sound Transit.
 - NCWD has another project off Bothell Way near Sheridan Beach to connect to dead-end lines. NCWD is waiting for a water permit from the City of Lake Forest Park, and the goal is for the project to go out for bid in March.
 - Another project is located in Lake Forest Park also in Sheridan Beach neighborhood, which includes creating a secondary connection with 300 feet of pipe off 41st Avenue near the Burke Gillman trail. This project is expected to go out to bid also in March.
 - NCWD requested and offered to pay to replace the water line along the edge of the right of way where the Sound Transits project will be located. Sound Transit did not allow a "betterment" or District funded project to occur as part of their project. Sound Transit does not want to include additional improvements in their contract.

- **NCWD SHB 1621:** Diane Pottinger provided the following updates:
 - Washington State Representative Cindy Ryu pushed forward to legislation the SHB 1621 bill in 2023. The bill includes
 - Increases the limit for contracts that require competitive bidding to \$150,000 if two or more trades are involved, or to \$75,000 if only one trade is involved.
 - Allows current employees of first-class cities, second-class cities, water sewer districts, and fire protection districts to perform work under \$300,000 in value without a contract if doing so is accepted industry practice.
 - Provides a standard definition of "lowest responsible bidder" for public utility districts, cities, towns, water-sewer districts, and fire protection districts.
 - Requires the Capital Projects Advisory Review Board to review the provisions and make recommendations to the Legislature by December 31, 2023.
 - The bill was passed last year through the House with a vote of 98 to 0 and is set to go into effect July 1, 2024. The Contractors and Mechanical Contractors Unions added a last requirement that the Capital Projects Advisory Review Board (CPARB) would review before it was implemented. Senator Bob Hasegawa has introduced a new bill this year to allow SHB 1621 to go into effect for two years then be removed back to how the requirements have been in the past. Chief Cowan reached out to the Washington Fire Chiefs Association, and the lobbyists are working together to help resolve the issues with the new bill.

GOOD OF THE ORDER

- None.

The special joint meeting of the Board of Commissioners adjourned at 6:11 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the special joint meeting of the Board of Commissioners at 6:11 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
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Secretary to the Board


Kimberly A. Fischer, Chair


Barb Sullivan, Vice-Chair


David M. Harris, Commissioner


Kenneth G. Callahan, Commissioner


Rod Heivilin, Commissioner