



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 19, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on January 19, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to the current COVID-19 guidelines, the meeting was also available virtually via Zoom conferencing. The Department posted a notice on its website and the front door of Station 61 providing a link and call-in information.

PRESENT:

Ken Callahan, Chair	Matt Cowan, Chief
David Harris, Vice-Chair	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner	
Rod Heivilin, Commissioner	

ABSENT: None.

CONSIDERATION OF AGENDA:

- None.

PLEDGE OF ALLEGIANCE

PINNING CEREMONY

Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the following newly promoted employees:

- Deputy Fire Marshal, Mark Merlino
- Driver / Engineer, Josh Psillos
- Deputy Chief of Operations, Mark Foster
- Lieutenant, Jason Lamar (was not in attendance and pinning ceremony will be scheduled on a different day)

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended via Zoom with no comment.

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the January 6, 2022 regular meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting
JANUARY 19, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220109001-220109028	202,617.35	1/19/22
Vendor Voucher(s)	220111001-220111002	20,444.45	1/19/22
Payroll Vouchers		Will be provided at next Board Meeting	
ACH Payment Request - Payroll Direct Deposit		Will be provided at next Board Meeting	
ACH Payment Request - HRA/VEBA		Will be provided at next Board Meeting	
ACH Payment Request - ALERUS (457 Plan)		Will be provided at next Board Meeting	
ACH Payment Request - WA DCP		Will be provided at next Board Meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be provided at next Board Meeting	
ACH Payment Request - Dept. of Retirement Systems		Will be provided at next Board Meeting	
ACH Payment Request - DSHS		Will be provided at next Board Meeting	
ACH Payment Request - Payroll Taxes		Will be provided at next Board Meeting	

\$ 223,061.80

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220105001-220105011	111,035.64	1/19/22
Payroll Vouchers		Will be provided at next Board Meeting	
ACH Payment Request - Payroll Direct Deposit		Will be provided at next Board Meeting	
ACH Payment Request - HRA/VEBA		Will be provided at next Board Meeting	
ACH Payment Request - ALERUS (457 Plan)		Will be provided at next Board Meeting	
ACH Payment Request - WA DCP		Will be provided at next Board Meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be provided at next Board Meeting	
Dept of Retirement Systems		Will be provided at next Board Meeting	
ACH Payment Request - Payroll Taxes		Will be provided at next Board Meeting	

\$ 111,035.64

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	220106001	975.81	1/19/22

\$ 975.81

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220107001	150.66	1/19/22
		\$ 150.66	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220110001	1,096.52	1/19/22
		\$ 1,096.52	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220108001	3,872.80	1/19/22
Vendor Voucher(s)			
		\$ 3,872.80	
EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	
		\$ -	
EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Activity	
		\$ -	
MOTION			
Move to accept disbursements in the amount of :		\$ 340,193.23	

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to accept disbursements for \$340,193.23 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Harris attended the National Association of Emergency and Fire Officials (NAEFO) Webcast, "A National Perspective".
- Commissioner Sullivan attended the King County Fire Commissioner's January Commissioner 101 virtual seminar.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the December 2021 Financial Summary Report, listed below and included by reference. In addition to the summary report, the 2021 Year-End statement, which provides the projected and actual revenues and expenditures for the Department's expense fund was included.
 - The Department was over budget by 3.2% due to sick leave replacements, mandatory overtime, deployment overtime, and vaccination site support. The Deployment overtime and vaccination personnel costs are and will be reimbursed to the Department, which is recorded as revenue instead of budget line reimbursements

- Commissioner Heivilin inquired about the election budget line. Chief Cowan noted that the election invoice was received earlier than anticipated, which caused an overage in the budget, and therefore that budget line will likely be under budget in 2022.

FINANCIAL SUMMARY REPORT: DECEMBER 2021

Regular Board Meeting: January 19, 2022

ALL FUNDS- FUND RESPOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of DECEMBER Balance	\$	20,967,749.62
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of DECEMBER 2021		Notes
Percentage Remaining	-3.2%	Including 100% interfund transfers out
Targeted Percentage Remaining	0.0%	
Over/Under Targeted Budget Remaining	3.2%	Over targeted budget remaining by 3.2%

General Expense Fund- OVERTIME COSTS

Data as of DECEMBER 2021		Notes
Total Overtime	\$ 238,628.95	Overtime high due to: Mandatory overtime/Sick Leave
Firefighting Staffing Overtime	\$ 234,619.00	Overtime processing period: Nov. 12 - Dec. 10, 2021
Aid 161 Staff Overtime	\$ 4,009.95	Overtime processing period: Nov. 12 - Dec. 10, 2021

General Expense Fund- CASH ON HAND

Data as of DECEMBER 2021		Notes
Cash on hand, end of DECEMBER balance	\$ 9,462,200.12	Jan 1, 2022 beginning cash balance

Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to CAP & BEN funds, annual budget allocation
CAPITAL			Receipt from EXP fund, annual budget allocation
BENEFITS			Receipt from EXP fund, annual budget allocation
FIRE IMPACT FEE			Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			
LTGO BOND			Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
TOTALS	\$ -	\$ -	

IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan shared the Fire Impact Mitigation Summary and provided a brief update. The summary provides statistical fees, permitted, and pre-applications from 2018 through 2021.

STATISTICS REPORT:

- DC Nankervis provided an overview of the 2021 semi-annual statistical report, which is attached and incorporated by reference.
 - There was an increase in Emergency Medical Services (EMS) transports, overall call volume, and commercial automatic fire alarms.
- Chief Cowan attended a meeting regarding the Fircrest school master plan with representatives from the Department of Health Services to discuss options of acquiring land for a future fire station in the southeast portion of the Fircrest campus site. A meeting is also scheduled with the Department of Natural Resources to discuss the southwest portion of the site.

STRATEGIC PLAN DISCUSSION:

- No Update.

DISTRICT ACTIVITY REPORTS:

- **Deputy Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the Department's ladder truck that was in the shop. DC Nankervis noted it was in need of routine maintenance.
 - Commissioner Fischer asked if the three Fire Prevention employees ending their 24-hour shift assignments will affect staffing levels. DC Nankervis stated the six academy recruits would be on shift, which will help relieve some of the staffing issues.
 - DC Nankervis recognized the Department Paramedic, Rich Sewell's retirement of 31-years of service.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - There is a committee evaluating the possibility of expanding the Consortium to include Eastside Fire and other agencies such as Kirkland Fire. The past few meetings have been informative, but no decisions have been made.
- **COVID-19 Update:**
 - Multiple employees have COVID-19 and staffing continues to be a challenge due to the vacancies.
- **Vaccine Mandate:**
 - One Department employee who had previously requested a vaccination exemption has returned to work.
 - The vaccination mandate class action lawsuit was dismissed.
- **Sound Transit Contract:**
 - Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, is still working on finalizing a draft contract.
- **Contract with the Northshore Fire Department:**
 - Chief Cowan attended the open house forum and noted there were no comments made.
 - The Department created a regionalization committee with the first meeting scheduled for February 2, assuming that Shoreline is awarded the contract on February 1.

NEW BUSINESS:

- **Uniformed Collective Bargaining Agreement (January 1, 2022-December 31, 2024):**
 - Local 1760 and Management successfully negotiated the Uniformed Collective Bargaining Agreement (CBA) for January 1, 2022 to December 31, 2024. The CBA was ratified by Local 1760 members at a meeting on January 4, 2022. This agreement package includes the CBA and all negotiated policies.
 - Admin 102, 102B, 105, 108, 110, 124, 133, 136, and 139
 - Training 607, 612, 616
 - FMO 300
 - OPS 225 and 230
 - Safety and Health 517

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to authorize the Board of Commissioners and Fire Chief, Matt Cowan to sign the Uniformed Collective Bargaining Agreement, January 1, 2022 to December 31, 2024. The motion passed; five ayes.*

- **Chief Officer Collective Bargaining Agreement (January 1, 2022-December 31, 2024):**

- Local 1760 and Management successfully negotiated the Uniformed Collective Bargaining Agreement (CBA) for January 1, 2022 to December 31, 2024. The CBA was ratified by Local 1760 members at a meeting on January 4, 2022. This agreement package includes the CBA and all negotiated policies.
 - Admin 102, 102B, 105, 108, 110, 124, 133, 136, and 139
 - Training 607, 612, 616
 - FMO 300
 - OPS 225 and 230
 - Safety and Health 517

MOTION: *Commissioner Sullivan moved, and Commissioner Fischer seconded a motion to authorize the Board of Commissioners and Fire Chief, Matt Cowan to sign the Uniformed Collective Bargaining Agreement, January 1, 2022 to December 31, 2024. The motion passed; five ayes.*

- **Surplus Equipment:**

- As the Department has upgraded its fire hose as part of the normal service life rotation, a number of sections are ready to be cycled out of service:
 - Approx. 3000' of 5" supply Hose - Insignificant Value
 - Approx. 200' of 2 ½" Attack line - Insignificant Value
 - Approx. 3500' of 1 ¾" Attack line - Insignificant Value
 - Approx. 33' of 3" Fire Hose - Insignificant Value
 - 50' section of 1" Fire Hose - Insignificant Value

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to declare the listed fire hoses as surplus and authorize the Fire Chief or designee to send these items to the Washington State Department of Enterprise Services. The motion passed; five ayes.*

PROJECTED AGENDA:

- Joint meeting with North City Water will be held on February 10 via Zoom meeting.
- Commissioner Harris will be absent for the February 17 Board meeting.
- Commissioner Fischer will likely be absent for the February 10 joint special meeting.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:46 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:46 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Joyce Brown

Joyce Brown
Secretary to the Board

Kenneth G. Callahan

Kenneth G. Callahan, Chair

David M. Harris

David M. Harris, Vice-Chair

Kimberly A. Fischer

Kimberly A. Fischer, Commissioner

Barb Sullivan

Barb Sullivan, Commissioner

Rod Heivilin

Rod Heivilin, Commissioner