



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES April 7, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on April 7, 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	Mark Foster, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner	
Rod Heivilin, Commissioner	

ABSENT:

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 John Henson
- Lieutenant Jason Lamar
- Division Chief of Suppression Travis Pitts

The regular order of business began at 5:00 p.m.

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the March 17, 2022 regular meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the March 24, 2022 special meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE:

- Letter received from a citizen thanking the Department for their efforts on a recent response call.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET

Second Board Meeting
APRIL 7, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220317001-220317020	20,117.76	3/30/22
Vendor Voucher(s)	220401001-220401019	162,410.54	4/13/22
Vendor Voucher(s)	220408001-220408026	217,832.35	4/13/22
Payroll Voucher	41522A - 41522BM	138,994.15	4/13/22
Payroll - Taxes	ACH	19,474.06	4/14/22
Dept of Retirement Systems	ACH	22,610.48	4/15/22
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfold Transfer- OUT to BENEFIT fund		No activity	

\$ 581,439.34

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220318001-220318005	4,170.31	3/30/22
Vendor Voucher(s)	220404001-220404013	105,403.98	4/13/22
Payroll Voucher	ALS41522A - ALS41522Z	81,259.66	4/13/22
Payroll - Taxes	ACH	12,679.03	4/14/22
Dept of Retirement Systems	ACH	13,638.12	4/15/22
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 217,151.10

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	220403001	8,000.00	4/13/22

\$ 8,000.00

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	220402001	3,898.94	4/13/22

\$ 3,898.94

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220316001-220316004	242,098.54	3/30/22
Vendor Voucher(s)	220407001	13,511.75	4/13/22

\$ 255,610.29

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	22045001	262.50	4/13/22

\$ 262.50

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220406001-220406003	13,031.78	4/13/22

\$ 13,031.78

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 :		\$	1,079,393.95

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,079,393.95 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Heivilin, Fischer, Callahan and Sullivan attended via Zoom the Washington Fire Commissioners Association seminar hosted by Brain Snure. The seminar was for newly elected, appointed and experienced Commissioners, Chiefs and Secretaries. The seminar topics were on municipal finances for fire districts & regional fire authorities and fire service personnel roles, status, and duties. A takeaway from the seminar was to continue providing the option of Zoom attendance at Board of Commissioner meetings.

FINANCIAL REPORT:

- Provided at the second Board meeting of the month.

IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan will provide an update at the next meeting.

STATISTICS REPORT:

- The Department's statistical reports are provided twice per year and presented at the second Board meetings in January and July. These reports include staffing profiles, emergency response summaries, and incident response times.

STRATEGIC PLAN DISCUSSION:

- The strategic planning process has been centered on the Northshore Fire Department (Northshore) contract for services.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin asked if the Department plans to fill the open spots in the current Academy due to the separation of two recruits. Chief Cowan noted that the Department is currently in the process of hiring entry-level and lateral firefighters for the Fall NKCTC Academy, which will help address the needs of the Department.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - The new Aid 164 was put in service yesterday.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
- **Contract Proposal with the Northshore Fire Department:**
 - Chief Cowan noted that the draft Interlocal Agreement (ILA) had minor changes made by Matt Paxton, Attorney representing Northshore. The financial details of the ILA are still pending review. The Department plans to schedule a joint Board meeting to discuss and approve the final ILA.

OLD BUSINESS

- **North King county Training Consortium (NKCTC) Update:**
 - Eastside Fire Department is currently planning for its new training consortium.
 - Bothell Fire has not confirmed if they will be leaving the NKCTC.
 - The NKCTC plans to discuss the replacement of the NKCTC Training Director

- **COVID-19 Update/ Vaccine Mandate:**
 - No employees currently in quarantine.
 - Three Department employees are still on temporary vaccine mandate accommodations.
 - Commissioner Callahan asked if the Department plans to provide support for providing the second booster of the Covid-19 vaccine, Chief Cowan stated not at this time.

- **Sound Transit Contract:**
 - The Department has negotiated an amendment to the original contract with Sound Transit. The original contract was for “90% Build”, which has been achieved. The project is now into the construction phase, so an amendment is required. This amendment will allow for the completion of construction including testing and confirmation of going into service, planned for 2024.
 - Future amendments to the contract will include training and other post operational support.
 - MOTION:** Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize the Fire Chief to sign the amendment to the contract with Sound Transit. The motion passed; five ayes.*

NEW BUSINESS:

- **Data Collection Contract:**
 - The Department is required to complete an intensive Federal audit on its transport program. This will be required of all Departments that bill for transports and will run from July 1, 2022 to June 30, 2023. The report will be due in the fall of next year and require quite a bit of labor to complete.
 - The Department reviewed different options and resource impacts for different levels of contracting out some of the work. The Department is requesting to increase the current contract to provide additional audit support. This increase would include representation to the Department for any challenges resulting from the report.
 - Commissioner Heivilin asked if this contract includes Northshore data. Chief Cowan clarified that the data would include both Northshore and Shoreline once merged.
 - Commissioner Fischer requested clarification if the contract was an actual audit. DC Foster noted that Federal Government requires fire departments to provide this data to justify Ground Emergency Medical Transportation (GEMT) funding.
 - Commissioner Fischer asked how the contract would be funded as it was not part of the current budget. Chief Cowan noted that transport revenues would be used and Northshore Fire would be providing a portion of the funding. Invoices for payment will likely not be until 2023.
 - MOTION:** Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize the Fire Chief to sign the contract with Public Consulting Group for audit support. The motion passed; five ayes.*

- Chief Cowan thanked DC Taylor for extending his retirement date to the end of December.

PROJECTED AGENDA:

- Shoreline Fire Department's Annual Appreciation Banquet is scheduled for May 20, 2022.
- The June 2 Board meeting was rescheduled to June 9 at 5:00 p.m.

EXECUTIVE SESSION:

- None.

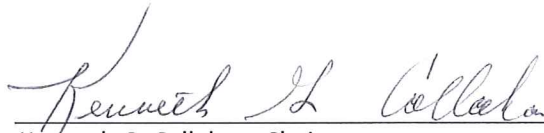
The regular meeting of the Board of Commissioners adjourned at 5:48 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:48 p.m. The motion passed; five ayes.*

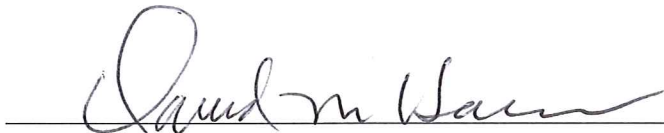
Minutes prepared by: Beatriz Goldsmith



Joyce Brown
Secretary to the Board



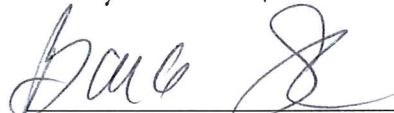
Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner