



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES

February 3, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 3, 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:** John Nankervis, Deputy Chief (DC)

### PLEDGE OF ALLEGIANCE

### PRESENTATION OF NEW FIREFIGHTERS TO THE BOARD

Following the Pledge of Allegiance, the regular order of business was suspended to recognize the following new employees:

- |                      |                  |
|----------------------|------------------|
| ➤ Clayton Feis       | ➤ Aidan Noel     |
| ➤ Christopher Harris | ➤ Tess Parkhouse |
| ➤ William Mosman     | ➤ Ted Tanner     |

### PUBLIC COMMENT:

- Mr. Dee, a Lake Forest Park (LFP) resident and LFP Citizen's Commission member, attended the meeting via Zoom, but had no comment.

### CONSIDERATION OF AGENDA:

- Extended the Executive Session RCW 42.30.140 Negotiations to twenty minutes with a decision expected.
- Added Deputy Chief Mark Foster's employment contract, which will be discussed under Executive Session RCW 42.30.140 Negotiations.

### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the January 19, 2022 regular meeting minutes as written. The motion passed; five ayes.*

### CORRESPONDENCE:

- Letter received from a citizen thanking the Department for their efforts on a recent 911 call.

### STANDING AGENDA

### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**FEBRUARY 3, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	220114001-220114028	41,298.44	1/26/22
Vendor Voucher(s)	220201001-220201032	40,626.00	2/9/22
Vendor Voucher(s)	220205001-220205021	178,878.72	2/9/22
Payroll Vouchers	12822A - 12822Q	71,835.10	1/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	647,755.84	1/26/22
ACH Payment Request - HRA/VEBA	ACH	58,374.90	1/28/22
ACH Payment Request - ALERUS (457 Plan)	ACH	84,242.78	1/28/22
ACH Payment Request - WA DCP	ACH	15,793.88	1/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,790.69	1/28/22
ACH Payment Request - Dept. of Retirement Systems	ACH	145,351.46	1/28/22
ACH Payment Request - DSHS	ACH	2,531.80	1/28/22
ACH Payment Request - Payroll Taxes	ACH	147,882.50	1/27/22
Payroll Voucher	21522A - 21522BO	103,250.13	2/14/22
Payroll - Taxes	ACH	14,511.67	2/14/22
Dept of Retirement Systems	ACH	16,094.57	2/15/22
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

**\$ 1,582,218.48**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	220115001-220115003	2,624.87	1/26/22
Vendor Voucher(s)	220207001-220207012	99,989.87	2/9/22
Payroll Vouchers	ALS12822A - ALS12822J	25,366.48	1/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	267,030.88	1/26/22
ACH Payment Request - HRA/VEBA	ACH	23,897.91	1/28/22
ACH Payment Request - ALERUS (457 Plan)	ACH	36,263.88	1/28/22
ACH Payment Request - WA DCP	ACH	15,410.32	1/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	1/28/22
ACH Payment Request - Dept. of Retirement Systems	ACH	61,200.65	1/28/22
ACH Payment Request - Payroll Taxes	ACH	62,722.46	1/27/22
Payroll Voucher	ALS21522A - 21522X	39,109.22	2/14/22
Payroll - Taxes	ACH	6,464.65	2/14/22
Dept of Retirement Systems	ACH	6,629.21	2/15/22
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 652,414.72**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	220206001	5,677.32	2/9/22

**\$ 5,677.32**

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

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	220113001-220113004	87,884.44	1/26/22
Vendor Voucher(s)	220204001-220204005	7,701.44	2/9/22

**\$ 95,585.88**

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	220112001	4,462.50	1/26/22
Vendor Voucher(s)	220202001-220202002	9,099.00	2/9/22

**\$ 13,561.50**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	220203001-220203005	15,854.49	2/9/22

**\$ 15,854.49**

<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 :		<b>\$ 2,365,312.39</b>

**MOTION:** *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept disbursements for \$2,365,312.39 per the detail above. The motion passed; five ayes.*

### COMMISSIONERS' REPORT:

- Commissioner Fischer attended the King County Commissioners E-Board meeting. The Executive Director for the Puget Sound Emergency Radio Network (PSERN), Mike Webb, provided an update on the transition to the new PSERN system that will be utilized by law enforcement and emergency personnel.
- Commissioner Sullivan noted her attendance at the North King County Training Consortium 2021-1 Recruit Academy Graduation via Zoom.
- Commissioners Heivilin and Harris attended the Washington State Commissioners Association legislative webinar. The topic of discussion was on the 2022 legislative session. Commissioner Harris noted that the webinar included discussion of the current and projected revenue surplus over the next 8-years, a delay of the long-term care insurance, the efforts towards police reform, and the volunteer pension increase.

### FINANCIAL REPORT:

- Provided at the second Board meeting of the month.

### IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan provided the Commissioners the 6-Year Capital Improvement Annual Update via email. The update breaks down the Impact Mitigation Fee program from 2022 through 2027.

### 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. Chief Cowan will provide an update to the planning committee.

### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a verbal district activity report.
  - Internal discussions on succession development within the administrative staff.
  - Internal discussions on the future of the NKCTC and the potential expansion of the Consortium.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the MSO 161 vehicle accident. DC Taylor noted that the damage done during the accident is repairable and expected to be completed in March.

- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the Station 61 security wall repairs. DC Taylor noted that the repairs would begin this week.

## **OLD BUSINESS**

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- **North King County Training Consortium (NKCTC):**
  - The NKCTC workgroup is preparing for the potential expansion of adding all of Eastside Fire and possibly Kirkland Fire into the Consortium.
- **COVID-19 Update. Chief Cowan provided a brief update:**
  - The Department received a shipment of more COVID-19 tests.
  - The Department received a pandemic relief reimbursement from The Federal Emergency Management Association (FEMA) for about \$56,000.
- **Vaccine Mandate:**
  - All employees who requested medical or religious exemptions were granted one.
  - A few employees are on unpaid leave. One has decided to separate from the Department.
  - Two employees who requested accommodations have been working on various projects within the Department.
- **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:**
  - The Northshore Fire Department unanimously voted to approve a contract for services with the Shoreline Fire Department.
  - The Department's first regionalization committee was held to discuss the proposal and next steps. A retreat will be planned to include all the committee members to help guide implementation.
  - Chief Cowan's next steps are to prepare the Interlocal Agreement (ILA) and meet with the Shoreline and Northshore Unions to negotiate the impacts of bargaining. The Shoreline and Northshore Unions have started a blending committee to collaborate on impacts and next steps.
  - The Northshore Board is interested in billing for Basic Life Support (BLS) transports, which would add a higher level of service to the Kenmore and Lake Forest Park citizens. To help offset the impacts of starting the BLS transport program; Northshore will begin staffing a peak-hour aid car at Station 57.
  - Chief Cowan met with the Northshore administrative staff to help better understand current skill sets and position request.
  - Chief Cowan noted that the addition of the Northshore administrative staff could provide better representation and training within the Human Resources department, as well as backup to the

Payroll and Finance departments. However, we are still evaluating staffing options and have not made any decisions yet.

- Chief Cowan clarified that the contract for services with Northshore is a collaboration of two agencies forming a larger agency.
- The Department will work with Northshore to discuss attrition to one Battalion Chief, and the support of the District Chief concept to help with representation and supervision during the transition.
- The Department is working to ensure transparent and clear communication throughout the transition.
- Chief Cowan suggested adding the Northshore contract for services transition as a standing agenda topic, the Board agreed.
- Commissioner Callahan requested to have the Department document the costs savings of this contract for services as appropriate.

#### **NEW BUSINESS:**

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- **Deputy Chief, Mark Foster Personal Contract:**
  - A copy of the draft contract was provided to the Board via email, which will be discussed during the executive session.
- **King County Contract for Services:**
  - Will be discussed under executive session.

#### **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:**

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:45 p.m. per RCW 42.30.140 Negotiations for approximately twenty minutes with decisions expected.
- The Commissioners returned to open session at 6:05 p.m. and extended the executive session for an additional fifteen minutes.
- The Commissioners resumed to open session at 6:20 p.m. and extended the executive session for an additional ten minutes.
- The Commissioners returned to open session at 6:30 p.m. and motioned to approve the below:

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to approve the Deputy Chief of Operations contract with Mark Foster. The motion passed; five ayes.*

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to direct Chief Cowan to negotiate with King County for a services contract. The motion passed; five ayes.*

The regular meeting of the Board of Commissioners adjourned at 6:35 p.m.

**MOTION:** *Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:35 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