



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES August 4, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 4, 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. Commissioner Callahan read into record Commissioner Harris's excused absence.

PRESENT: Ken Callahan, Chair
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner
Rod Heivilin, Commissioner
Matt Cowan, Chief
Mark Foster, Deputy Chief (DC)

ABSENT: Steve Taylor, Deputy Chief (DC)
David Harris, Vice-Chair

PLEDGE OF ALLEGIANCE

NEW BUSINESS:

- **Northshore Utility District (NUD) Maintenance Agreement:**

- Chief Cowan provided background on the Interlocal Agreement (ILA) with NUD to provide maintenance services.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize Fire Chief to enter into an Interlocal Agreement with NUD for Fuel Supply and Maintenance Services. The motion passed; four ayes.*

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF President, attended the meeting with no comments.
- Eric Adman, Northshore Fire Commissioner and Shoreline Fire Paramedic, attended the meeting with no comments.

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the July 21, 2022, regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
AUGUST 4, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220710001-220710023	71,100.09	7/25/22
Vendor Voucher(s)	220803001-220803018	36,797.81	8/3/22
Vendor Voucher(s)	220806001 - 220806005	61,436.31	8/10/22
Vendor Voucher(s)	220810001-220810033	285,725.80	8/10/22
Payroll Vouchers	81522A - 81522CH	109,073.91	7/27/22
ACH Payment Request - Payroll Direct Deposit	ACH	1,029,667.18	7/25/22
ACH Payment Request - HRA/VEBA	ACH	63,273.59	7/28/22
ACH Payment Request - ALERUS (457 Plan)	ACH	99,193.28	7/28/22
ACH Payment Request - WA DCP	ACH	48,158.29	7/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	22,579.34	7/28/22
ACH Payment Request - Dept. of Retirement Systems	ACH	224,985.79	7/29/22
ACH Payment Request - DSHS	ACH	2,531.80	7/28/22
ACH Payment Request - Payroll Taxes	ACH	236,422.63	7/27/22
Payroll Voucher	81522A - 81522CH	131,387.44	8/15/22
Payroll - Taxes	ACH	25,880.11	8/12/22
Dept of Retirement Systems	ACH	22,312.75	8/15/22
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 2,470,526.12

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220712001-220712009	9,009.09	7/25/22
Vendor Voucher(s)	220804001-220804009	43,705.34	8/3/22
Payroll Vouchers	ALS81522A - ALS81522Z	25,744.98	7/27/22
ACH Payment Request - Payroll Direct Deposit	ACH	281,878.62	7/25/22
ACH Payment Request - HRA/VEBA	ACH	22,476.92	7/28/22
ACH Payment Request - ALERUS (457 Plan)	ACH	36,870.59	7/28/22
ACH Payment Request - WA DCP	ACH	16,933.66	7/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,469.30	7/28/22
ACH Payment Request - Dept. of Retirement Systems	ACH	64,922.56	7/29/22
ACH Payment Request - Payroll Taxes	ACH	71,679.86	7/27/22
Payroll Voucher	ALS81522A - ALS81522Z	65,979.04	8/15/22
Payroll - Taxes	ACH	10,950.92	8/12/22
Dept of Retirement Systems	ACH	11,174.40	8/15/22
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 666,795.28

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	220711001-220711002	2,111.85	7/25/22
Vendor Voucher(s)	220805001	8,000.00	8/10/22

\$ 10,111.85

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)			

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220709001-220709004	14,323.90	7/25/22
Vendor Voucher(s)	220802001-220802005	42,852.81	8/4/22
Vendor Voucher(s)	220808001-220808006	40,625.49	8/10/22

\$ 97,802.20

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220707001	4,638.42	7/25/22
Vendor Voucher(s)	220809001-220809003	5,665.72	8/10/22

\$ 10,304.14

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220708001-220708002	529.19	7/25/22
Vendor Voucher(s)	220801001	6,363.62	8/3/22
Vendor Voucher(s)	220807001-220807002	6,811.00	8/10/22

\$ 13,703.81

EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)			

\$ -

EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)			

\$ -

MOTION	
Move to accept disbursements in the amount of :	\$ 3,269,243.40

MOTION: Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept disbursements for \$3,269,243.40 per the detail above. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Provided at the second Board meeting of the month.

IMPACT MITIGATION FEE/UPDATES:

- Provided quarterly at the first Board meeting of the month.

STATISTICS REPORT:

- The Department's 2022 statistics report is postponed until next year.

STRATEGIC PLAN DISCUSSION:

- No update.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the meeting with Bob Ferguson, Washington State Attorney General. Chief Cowan noted that the meeting was held to discuss volume and responses to public records requests, and modifications to future legislation of the public records act. Chief Cowan will be scheduling a meeting with Washington State Representative Cyndi Ryu to discuss future legislative changes.
 - Commissioner Heivilin requested an update on Chief Cowan's invitation to speak on the changing expectations and roles of Paramedics within King County. Chief Cowan noted that the ALS providers in Zone 1 have been meeting monthly to discuss the current roles and challenges within Shoreline, Bellevue, and Redmond fire department Paramedic programs. The goal is to help bridge the gaps in BLS/ALS interactions, enhance training and performance, and create consistency across the region. The plan will be to utilize reserves from the EMS Levy to help augment the needs of the Paramedic programs.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Callahan asked if the Department would be deploying personnel to the recent Wildland fires. DC Foster noted that the Department had just deployed four personnel and a fire engine to provide Wildland support to the Cheney fire.
 - Chief Cowan and DC Foster attended the National Night Out in Kenmore. The National Night Out event enhances the relationship between neighbors and law enforcement while bringing back a sense of community.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan noted the Department has addressed many facility issues. The HVAC systems at Stations 51 and 65 have required additional work and replacement.

NORTHSHORE CONSOLIDATION UPDATE:

- The Department has started BLS transports out of the City of Kenmore and Lake Forest Park, and staffing Aid 157 at peak hour. DC Foster provided a brief update to the Board on the transfer of care wait times.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - Preparing for the Fall Academy, which will train 45 recruits and will begin at the end of August.
- **HVAC Replacement at Station 65 Update:**
 - Chief Cowan briefed the Board on the HVAC replacement program under the District Activity Reports. In 2023, we will be replacing Station 64 HVAC systems.

NEW BUSINESS:

- **Surplus Vehicle:**
 - The Department would like to declare the vehicles listed below for surplus due to age and mechanical unreliability. The vehicles will be auctioned off through Ritchie Bros. Auctioneers, located in Chehalis, Washington. There will be a minimal auction process fee as part of the cost to the Department.

2004 CHEV SUBURBAN ID# 4041

License 68098C

Vin: 3GNGK26U14G193122

Mileage: 101,121

1999 H&W PUMPER ID# 2992

License 51664C

Vin: 4S7AT4191XC030762

Mileage: 63,459

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to declare the apparatus listed above to be of no benefit to the Department and declare the apparatus surplus and authorize the Fire Chief or his designee to dispose of the vehicles through auction. The motion passed; four ayes.*

- **Ladder Truck Purchase:**
 - Chief Cowan briefed the Board on the potential purchase of a new ladder truck, due to significant growth within the City of Shoreline. The Department has been collecting fees from the impact mitigation program, which is more than has been forecasted, due to growth that has exceeded expectations. These funds can only be used for capital purchases to help mitigate the impacts of new growth. The Department would then move the current ladder truck to a cross-staffed position or reserve status once a new ladder truck is purchased. Chief Cowan asked the Board if there were any concerns in further exploring this option. The Board was in approval of moving forward in addressing two questions; confirming that impact fees can fulfill this purchase, and a rough estimate on the cost of a new ladder truck.
 - Chief Cowan noted that the Department is also currently evaluating future land purchases and will provide an update to the Board. The impact mitigation fee program is expected to help fund future land purchases.

PROJECTED AGENDA:

- September 19-20 National Association of Emergency and Fire Officials (NAEFO) Commissioner conference.
- Commissioner Callahan may not attend the October 6 and 20 Board meetings.

EXECUTIVE SESSION:

None.

The Commissioners adjourned the regular meeting at 6:00 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:00 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith




Joyce Brown
Secretary to the Board



Kenneth G. Callahan, Chair

Absent

David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner