



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES February 17, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 17, 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 Harris's excused absence was read into record.

PRESENT: Ken Callahan, Chair
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner
Rod Heivilin, Commissioner

Matt Cowan, Chief
John Nankervis, Deputy Chief (DC)
Mark Foster, Deputy Chief (DC)
Steve Taylor, Deputy Chief (DC)

ABSENT: David Harris, Vice-Chair (excused)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended the meeting in person with no comment.
- Mr. Dee, a Lake Forest Park (LFP) resident and LFP Citizen's Commission member, attended the meeting via Zoom with no comment.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the February 3, 2022 regular meeting minutes with a correction made to Chief Matt Cowan's title. The motion passed; four ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

- The disbursements approved on January 6, 2022, were incorrect. The total amount approved did not include invoices for \$483.49. The total amount that should have been approved was \$1,191,904.07.

***MOTION:** Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the revised disbursements for January 6, 2022 in the amount of \$1,191,904.07. Documentation is attached and included by reference. The motion passed; four ayes.*

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
FEBRUARY 17, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220210001-220210020	16,071.63	2/14/22
Vendor Voucher(s)	220215001-220215029	99,421.12	2/23/22
Payroll Vouchers	22522A - 22522S	84,164.66	2/23/22
ACH Payment Request - Payroll Direct Deposit	ACH	756,708.59	2/23/22
ACH Payment Request - HRA/VEBA	ACH	60,085.50	2/25/22
ACH Payment Request - ALERUS (457 Plan)	ACH	112,005.14	2/25/22
ACH Payment Request - WA DCP	ACH	17,058.08	2/25/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	15,766.67	2/25/22
ACH Payment Request - Dept. of Retirement Systems	ACH	157,645.20	2/25/22
ACH Payment Request - DSHS	ACH	2,531.80	2/25/22
ACH Payment Request - Payroll Taxes	ACH	184,002.87	2/24/22

\$ 1,505,461.26

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220211001-220211006	1,865.72	2/14/22
Vendor Voucher(s)	220216001-220216008	6,798.64	2/23/22
Payroll Vouchers	ALS22522A - ALS22522K	61,206.30	2/23/22
ACH Payment Request - Payroll Direct Deposit	ACH	335,085.41	2/23/22
ACH Payment Request - HRA/VEBA	ACH	64,723.10	2/25/22
ACH Payment Request - ALERUS (457 Plan)	ACH	64,162.28	2/25/22
ACH Payment Request - WA DCP	ACH	16,243.66	2/25/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,975.88	2/25/22
Dept of Retirement Systems	ACH	66,032.09	2/25/22
ACH Payment Request - Payroll Taxes	ACH	87,599.51	2/24/22

\$ 709,692.59

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

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220208001-220208002	33,637.60	2/14/22
	220214001-220214003	19,414.74	2/23/22
		\$ 53,052.34	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220209001-220209002	2,092.29	2/14/22
Vendor Voucher(s)	220212001	6,278.11	2/23/22
		\$ 8,370.40	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No activity	
Vendor Voucher(s)		No activity	
		\$ -	

EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)	220213001	197.82	2/23/22
		\$ 197.82	

EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No activity	
		\$ -	

MOTION		
Move to accept disbursements in the amount of :		\$ 2,276,774.41

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,276,774.41 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the National Association of Emergency and Fire Officials (NAEFO) "A National Perspective" webcast hosted on February 12. Bill Webb, Executive Director of the Congressional Fire Service Institute, provided an in-depth discussion on the issues facing fire and emergency services organizations at a national level. The Commissioners noted that it was an informative webcast.
- Commissioners Sullivan and Fischer attended the King County Fire Commissioners E-Board meeting. Randy Krause, Port of Seattle Fire Chief, provided an in-depth discussion on mental health issues such as depression and PTSD within the fire service.

FINANCIAL REPORT:

- January's 2022 financial report will be presented at the March 3 Board meeting.

IMPACT MITIGATION FEE/UPDATES:

- No update.

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.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
 - The Department has delivered close to 50,000 COVID-19 vaccinations.
 - DC Nankervis stated that the vaccine clinic at the Shoreline Community College is now closed.
 - There are approximately 95,000 area residents that are now vaccinated.
 - The Department will be reimbursed from the Federal Emergency Management Association (FEMA) for costs associated with the vaccination clinics.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

CONTRACT WITH THE NORTSHORE FIRE DEPARTMENT:

- The Department held a retreat to discuss the current progress of the regionalization. The Regionalization Committee is developing a plan to address potential challenges.
- The sub-committees continue to work on their specific goals. A full committee meeting will be scheduled in a few weeks.
- Chief Cowan is preparing the tentatively agreed upon list of the challenges and solutions to provide an update to the Boards and Unions.
- Discussions have started on the rebranding of the two Departments, as we become a unified organization. There are costs that would be associated with rebranding. Chief Cowan requested the Board provide their feedback on the potential of rebranding.
- Commissioner Callahan asked when the Department planned to let the Citizens know of the rebranding process. Chief Cowan noted that the Citizens would be informed once the process is clearer.
- The Department will investigate the options of working with a marketing firm to help prepare and send out a professional message. Chief Cowan will provide updates of the process to the long-range strategic planning committee.
- Chief Cowan met with the Northshore Interim Chief Mike Morris, Commissioner Rick Webster, and their legal representation, Attorney Matt Baxter to discuss the Integrated Local Agreement (ILA).
- The contract for services tentative implementation date is scheduled for April 1. Once the date has been confirmed, the Department plans to send the message out to the Citizens.
- Commissioner Fischer is not opposed to a name change, but believes it should be held off until the Department has a contract in place, Commissioner Sullivan agreed.
- Chief Cowan will prepare an initial message to send to the Citizens of Shoreline, Lake Forest Park, and Kenmore, and reach out to marketing firms to gather potential costs to prepare a professional marketing message. The Commissioners were in agreement of this initial process.
- Commissioner Callahan asked if the consolidation would affect the Department's State Audits. Chief Cowan noted that two Departments would continue to have separate audits until the two budgets are merged. The Department will ensure that the billing and transfer of funds are completed appropriately following the audit requirements.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - The NKCTC workgroup has been working on a model for the potential expansion of adding Eastside Fire and possibly Kirkland Fire into the Consortium, but there is a pause in developing the business model.
- **COVID-19 Update. Chief Cowan provided a brief update:**
 - The Department updated the mask requirements so that a vaccinated employee has the option to take a point of care test prior to the start of the workday, and if negative, is able to remove their mask while in the building. In the last ten days, there have been no COVID-19 cases within the Department.

- **Vaccine Mandate:**
 - The mandate still requires non-vaccinated employees to wear N-95 masks.
 - Two Department employees have temporary accommodations and one employee is on unpaid leave.
- **Sound Transit Contract:**
 - Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, is still working on finalizing a draft contract.

NEW BUSINESS:

- None:

PROJECTED AGENDA:

- State Audit State 2020 Exit Conference will be held at the March 3 Board meeting.
- The Department’s annual banquet is tentatively scheduled for May 20.

The regular meeting of the Board of Commissioners adjourned at 5:38 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:38 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith

Joyce Brown

Joyce Brown
Secretary to the Board

Kenneth G. Callahan

Kenneth G. Callahan, Chair

Absent

David M. Harris, Vice–Chair

Kimberly A. Fischer

Kimberly A. Fischer, Commissioner

Barb Sullivan

Barb Sullivan, Commissioner

Rod Heivilin

Rod Heivilin, Commissioner