



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 6, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on January 6, 2022, 2021. 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	Mark Foster, Division Chief (DivC)
Rod Heivilin, Commissioner (attended via Zoom)	

ABSENT: None.

CONSIDERATION OF AGENDA:

- None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

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

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the December 16, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Thank you letter to the Department for their support and efforts on a recent emergency call.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET

First Board Meeting
JANUARY 6, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	211217002-211217016	300,452.83	12/22/21
Vendor Voucher(s)	211221001-211221024	35,368.46	12/29/21
Vendor Voucher(s)	211222001-211222009	8,046.06	12/29/21
Vendor Voucher(s)	220104001-220104027	268,371.17	1/12/22
Payroll Voucher	11422A - 11422CC	149,081.31	1/14/22
Payroll - Taxes	ACH	20,457.06	1/13/22
Dept of Retirement Systems	ACH	22,519.88	1/14/22
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 804,296.77

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	211214001-211214014	84,659.40	12/22/21
	211218001-211218005	2,194.68	12/29/21
	220101001-220101012	70,868.47	1/12/22
Payroll Voucher	ALS11422A - ALS11422AE	120,539.15	1/14/22
Payroll - Taxes	ACH	22,165.84	1/13/22
Dept of Retirement Systems	ACH	20,654.45	1/14/22
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 321,081.99

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)	211215001-211215003	23,060.17	12/22/21
Vendor Voucher(s)	211220001-211220003	18,524.07	12/29/21
Vendor Voucher(s)	220103001	4,526.71	1/12/22
		\$ 46,110.95	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	211216001-211216002	9,068.20	12/22/21

\$ 9,068.20

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	211219001-211219002	483.49	12/29/21
Vendor Voucher(s)	220102001-220102004	10,862.67	1/12/22

\$ 10,862.67

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 :		\$ 1,191,420.58

MOTION: Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,191,420.58 per the detail above. The motion passed; five ayes.

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Provided at the second Board meeting of the month.

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.

IMPACT MITIGATION FEE/UPDATES:

- The Department's Impact Mitigation Fee will be presented at the next Board meeting.

STRATEGIC PLAN DISCUSSION:

- No Update.

DISTRICT ACTIVITY REPORTS:

- **Deputy Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan formally recognized the new Deputy Chief of Operations, Mark Foster. The promotion will be effective February 1. The Department's promotional pinning ceremony was confirmed for January 19, and will begin at 4:30 p.m.
 - The Union Local 1760 approved the Department's Uniform Collective Bargaining Agreement (CBA) and the Chief Officer CBA with associated policies. The final copy will be prepared for the next Board meeting for approval.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the snow event meeting with the City of Shoreline. Chief Nankervis clarified that the meeting was held to discuss the availability of City services and the challenges due to the heavy snow. It was further noted that historically the City of Shoreline would plow the Department's facilities, which ended a few years ago. The Department reached out to its landscaping company to utilize their plow service, but due to reduced staffing, the service was limited.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the punch list items for Station 63. Chief Taylor noted that there are only minor items left for completion.
 - Commissioner Heivilin requested an update on the roof leaks. Chief Taylor noted that there were water leaks from the roofs at Station 64 and 61 due to the heavy amounts of snow. The Department will address issues next week.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - Chief Cowan noted that all the Consortium Fire Chiefs signed and approved the letter that included the goals to expand programs, addition of a fifth training officer, and the 2022 budget.
 - A proposal from Eastside Fire Department was presented requesting to expand the rest of their personnel into the Consortium. A committee was created to discuss the structure, plans, and benefits of expanding. The first meeting will be held next week.
 - Eastside Fire Department had also prepared a letter requesting to opt-out of the Consortium at the end of the year, determinant upon if the expansion moves forward. Chief Cowan clarified that this request was solely to protect Eastside Fire's financial interest for 2023.
 - Shoreline Fire Department's employees Andres Orams and Michael Majeed were appointed as the new NKCTC Battalion Chief and Captain respectively.
- **COVID-19 Update:**
 - The Department has updated the mask mandate to help minimize the impacts of the pandemic.
 - There are multiple employees currently impacted by COVID-19.
 - The vaccination site at Shoreline Community College re-opened on Tuesday in a smaller space and is only serving approximately 300 individuals per day instead of the 700 previously.
- **Vaccine Mandate:**
 - One Department employee who had requested a vaccination exemption is now returning to work. All employees who requested medical or religious exemptions were granted one.
- **Sound Transit Contract:**
 - Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, is finalizing a draft contract.
- **Contract with the Northshore Fire Department:**
 - A Meeting was held this week in which Northshore Fire swore in their new Commissioners Lisa Wollum and Tyler Byers.
 - Northshore has reviewed the evaluation criteria for the contract for services proposals. Timelines have been confirmed with a February 1 decision date and March 1 implementation expected. They will be holding an open house forum on February 18 at 6:00 p.m.
 - The Department has created a regionalization committee with the first meeting tentatively scheduled for February 2, assuming that Shoreline is awarded the contract on February 1.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- The Commissioners have rescheduled the January 20 regular Board meeting to January 19 at 5:00 p.m. to accommodate attendance at the Department's new recruit Academy graduation. The meeting time has also been rescheduled to 4:30 p.m. to accommodate the Department's pinning ceremony.
- Chief Cowan will be out of the office next week and Chief Nankervis will be the Acting Fire Chief.
- The Board has confirmed the joint meeting with North City Water would be held on February 10 via Zoom meeting. Chief Cowan has a meeting set with North City Water on the January 13 to discuss the Fircrest master development plan and potentially the Department's role.
- The Board discussed the potential dates for the Department's Leadership Retreat for 2022.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:32 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:32 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