



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

July 21, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 21, 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
David Harris, Vice-Chair
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner
Rod Heivilin, Commissioner

Matt Cowan, Chief
Steve Taylor, Deputy Chief (DC)

ABSENT: Mark Foster, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant, Local 1760 IAFF President, attended the meeting and provided a presentation on the Shoreline Fire Department's Post-Employment Medical Benefits (PEMB) program.

CONSIDERATION OF AGENDA:

- Added an Executive Session under RCW 42.30.140 Negotiations for 15 minutes.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the July 7, 2022 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- The Department received a letter of appreciation from the Shoreline Christian School regarding the recent trench rescue in the City of Shoreline. Chief Cowan met with Joel Ingebritson, Chaplain for the Seattle Fire Department/King County Sheriff's Office, who also thanked the Department for their efforts in the rescue.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting
JULY 21, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220706001-220706033	375,944.01	7/13/22
Vendor Voucher(s)	220715001-220715028	100,142.91	7/27/22
Payroll Vouchers		No Activity	
ACH Payment Request - Payroll Direct Deposit		No Activity	
ACH Payment Request - HRA/VEBA		No Activity	
ACH Payment Request - ALERUS (457 Plan)		No Activity	
ACH Payment Request - WA DCP		No Activity	
ACH Payment Request - Dept. of Retirement Systems		No Activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No Activity	
ACH Payment Request - DSHS		No Activity	
ACH Payment Request - Payroll Taxes		No Activity	

\$ 476,086.92

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)			
Vendor Voucher(s)	220717001-220717009	38,560.00	7/27/22
Payroll Vouchers		No Activity	
ACH Payment Request - Payroll Direct Deposit		No Activity	
ACH Payment Request - HRA/VEBA		No Activity	
ACH Payment Request - ALERUS (457 Plan)		No Activity	
ACH Payment Request - WA DCP		No Activity	
Dept of Retirement Systems		No Activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No Activity	
ACH Payment Request - Payroll Taxes		No Activity	

\$ 38,560.00

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)			
Vendor Voucher(s)	220716001	155.53	7/27/22

\$ 155.53

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	
		\$	-
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220705001-220705008	107,314.55	7/13/22
Vendor Voucher(s)			
Vendor Voucher(s)	220714001-220714002	11,535.98	7/27/22
		\$	118,850.53
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220703001	1,000.00	7/13/22
Vendor Voucher(s)	220713001	214.70	7/27/22
		\$	1,214.70
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220704001-220704004	3,211.22	7/13/22
Vendor Voucher(s)			
		\$	3,211.22
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 :		\$	638,078.90

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept disbursements for \$638,078.90 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the King County Commissioners General meeting on July 15. The speaker of the evening was Captain Anthony John, Training Officer from South King County Fire, who provided a presentation on Emergency Extrications and Rescue.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the June 2022 Financial Summary Report, which is attached and included by reference.

FINANCIAL SUMMARY REPORT: JUNE 2022

Regular Board Meeting: July 21, 2022

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of JUNE Balance	\$	28,650,600.43
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JUNE 2022		Notes
Percentage Remaining	54.4%	Budget Amended 5/19/22 to include Northshore
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	4.40%	Under budget

General Expense Fund- OVERTIME COSTS

Data as of JUNE 2022		Notes
Total Overtime	\$ 166,991.71	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 130,021.16	Overtime processing period: May 13 - Jun 9, 2022
BLS/EMS Staffing Overtime	\$ 36,970.55	Overtime processing period: May 13 - Jun 9, 2022

General Expense Fund- CASH ON HAND

Data as of JUNE 2022		Notes
Cash on hand, end of JUNE balance	\$ 13,912,348.50	

Interfund Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 1,938,105.00		Transfer to CAP, BEN & RES funds, annual budget allocation
CAPITAL		\$ 1,000,000.00	Receipt from EXP fund, annual budget allocation
BENEFITS		\$ 788,105.00	Receipt from EXP fund, annual budget allocation
FIRE IMPACT FEE	\$ 678,300.00		Transfer to LTGO Bond fund for interest/principal payments
RESERVE		\$ 150,000.00	Receipt from EXP fund, annual budget allocation
CAPITAL			
LTGO BOND		\$ 678,300.00	Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
TOTALS	\$ 2,616,405.00	\$ 2,616,405.00	

Interfund Transfers: Northshore-Shoreline Fire ILA

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	from Fire 16 Expense	\$ 5,811,258.00	Northshore/Shoreline Fire ILA
CAPITAL	from Fire 16 Expense	\$ 35,000.00	Northshore/Shoreline Fire ILA
BENEFITS	from Fire 16 Expense	\$ 1,244,296.00	Northshore/Shoreline Fire ILA
TOTALS		\$ 7,090,554.00	

- The Department will be requesting quotes for HVAC repairs and/or replacement, and will update the Board at the next meeting.
- Commissioner Heivilin asked if the Northshore and Shoreline budgets were combined into one. Chief Cowan clarified that Northshore continues to keep a separate budget for specific purchases pertaining to legislative purchase, but we have combined the remainder of the budgets. Chief Cowan will provide ongoing updates to the Board.

IMPACT MITIGATION FEE/UPDATES:

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

STATISTICS REPORT:

- The Department's 2022 statistics report is postpone 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.
 - Chief Cowan provided an update on the meeting room policies for Stations 51 and 61.
 - Commissioner Heivilin requested an update on the reassignment of the Department nozzles and hoses. Chief Cowan noted that the Department is reassigning hose and nozzles on all apparatus to make them consistent.
 - The Department is on target to staff Aid 157 beginning August 1.
 - The Department has been working on upgrading the Departments website.
 - Chief Cowan noted that CPI-U for June to June is currently at 10.1 percent.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the Northshore and Shoreline office moves. Chief Taylor noted that the office moves would begin next week.

NORTHSHORE CONSOLIDATION UPDATE:

- Currently focusing on operational staffing, blending, and rebranding.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - There will be 45 candidates in the Fall Academy, which will begin at the end of August. There is a plan in place to help support and accommodate the larger group.
 - The NKCTC provided live-fire training last week, which went very well.
- **Modification of Resolution on Post-Employment Medical Benefits Program (PEMB):**
 - Chief Cowan noted that the information topics presented by Doug Loeser on the PEMB was accurate and noted that one of the biggest advantages of the program is the foresight of staffing levels. However, Chief Cowan could not confirm some of the financial numbers without further review.
 - Further discussion was tabled for the executive session.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Commissioner Fischer may attend the August Board meetings via Zoom.
- Commissioner Callahan may not attend the October 6 and 20 Board meetings.
- Commissioner Harris will not attend the August 4 Board meeting.
- September 19-20 National Association of Emergency and Fire Officials (NAEFO) Commissioner conference.

EXECUTIVE SESSION:

- The regular meeting of the Board of Commissioners took a short break at 5:45 p.m. and moved to Executive Session at 6:00 p.m. under RCW 42.30.140 Negotiations for 15 minutes, with a decision expected.
- The Commissioners returned to open session at 6:15 p.m. and motioned to approve Resolution 22-03 to include six personnel.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to authorize the Board of Commissioners to approve and sign Resolution 22-03 Post Employment Medical Benefits Coverage. The motion passed; five ayes.*

The Commissioners adjourned the regular meeting at 6:18 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Heivillin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:18 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