



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

July 7, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 7, 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:** None

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant, Local 1760 IAFF President, attended the meeting with no public comment.

### CONSIDERATION OF AGENDA:

- Extended the Executive Session under RCW 42.30.140 Negotiations to 15 minutes.

### MINUTES

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the June 16, 2022 regular meeting minutes as written. The motion passed; five ayes.*

### CORRESPONDENCE:

- Chief Cowan has received words of appreciation regarding the recent trench rescue in the City of Shoreline.

### STANDING AGENDA

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**JULY 7, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	220621012-220621025	38,966.47	6/29/22
Payroll Vouchers	62922A - 62922O	101,976.46	6/29/22
ACH Payment Request - Payroll Direct Deposit	ACH	959,339.04	6/27/22
ACH Payment Request - HRA/VEBA	ACH	73,140.20	6/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	93,016.02	6/29/22
ACH Payment Request - WA DCP	ACH	39,152.17	6/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	208,503.18	6/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	21,994.62	6/29/22
ACH Payment Request - DSHS	ACH	2,531.80	6/29/22
ACH Payment Request - Payroll Taxes	ACH	211,786.32	6/28/22
Payroll Voucher	71522A - 71522CK	181,372.53	7/13/22
Payroll - Taxes	ACH	21,697.63	7/14/22
Dept of Retirement Systems	ACH	28,829.10	7/15/22
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

**\$ 1,982,305.54**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	220619001 - 220619007	6,032.02	6/29/22
Vendor Voucher(s)	220702001-220702007	93,743.70	7/13/22
Payroll Vouchers	ALS62922A - ALS62922J	24,980.10	6/29/22
ACH Payment Request - Payroll Direct Deposit	ACH	265,392.68	6/27/22
ACH Payment Request - HRA/VEBA	ACH	22,472.63	6/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	36,820.53	6/29/22
ACH Payment Request - WA DCP	ACH	16,391.99	6/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	62,687.55	6/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,469.30	6/29/22
ACH Payment Request - Payroll Taxes	ACH	66,540.82	6/28/22
Payroll Voucher	ALS71522A - ALS71522AB	97,077.43	7/13/22
Payroll - Taxes	ACH	18,302.68	7/14/22
Dept of Retirement Systems	ACH	16,770.93	7/15/22
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 732,682.36**

ALS CAPITAL FUND: 10-004-6060				
Vendor Voucher(s)	220620001	789.42	6/29/22	
Vendor Voucher(s)	220701001	16,000.00	7/13/22	
		\$ 16,789.42		
CMT EXPENSE FUND: 10-004-6070				
Vendor Voucher(s)		No activity		
		\$ -		
CAPITAL EXPENSE FUND: 10-004-0020				
Vendor Voucher(s)	220616001-220616003	15,392.50	6/29/22	
		\$ 15,392.50		
NKCTC FUND: 10-004-0100				
Vendor Voucher(s)	220617001	4,775.00	6/29/22	
		\$ 4,775.00		
BENEFITS FUND: 10-004-6050				
Vendor Voucher(s)	220618001-220618002	1,087.12	6/29/22	
		\$ 1,087.12		
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 :		\$ 2,753,031.94		

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,753,031.94 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioners shared their appreciation for the Department's efforts during the trench rescue.

## FINANCIAL REPORT:

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

## FINANCIAL SUMMARY REPORT: MAY 2022

Regular Board Meeting: July 7, 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 MAY Balance	\$	24,243,168.78
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### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAY 2022		Notes
Percentage Remaining	63.8%	Budget Amended 5/19/22 to include Northshore
Targeted Percentage Remaining	58.3%	
Over/Under Targeted Budget Remaining	5.50%	Under by 5.50%

### General Expense Fund- OVERTIME COSTS

Data as of MAY 2022		Notes
Total Overtime	\$ 154,227.30	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 113,430.92	Overtime processing period: Apr 15 - May 12, 2022
BLS/EMS Staffing Overtime	\$ 40,796.38	Overtime processing period: Apr 15 - May 12, 2022

### General Expense Fund- CASH ON HAND

Data as of MAY 2022		Notes
Cash on hand, end of MAY balance	\$ 11,699,959.01	

### Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to CAP & BEN funds, annual budget allocation
CAPITAL			Receipt from EXP fund, annual budget allocation
BENEFITS			Receipt from EXP fund, annual budget allocation
FIRE IMPACT FEE			Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			
LTGO BOND			Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
TOTALS	\$ -	\$ -	

## IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan provided an update on the current impact mitigation statistics.

## 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.
  - Chief Cowan and Deputy Chiefs Foster and Taylor provided a verbal report and further details regarding the recent trench rescue efforts.
    - Chief Cowan thanked the Department's crews for their quick response to the scene.
    - The Department received support from various fire Department, City and local organizations and a formal thank you letter will be sent to those agencies involved.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.

#### **NORTHSHORE CONSOLIDATION UPDATE:**

- Currently focusing on operational staffing and blending.
- The Department is working to ensure all personnel are consistent in branding.

#### **OLD BUSINESS**

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- **North King County Training Consortium (NKCTC) Update:**
  - Currently preparing for the Fall Academy, which will begin at the end of August.
  - Eastside Fire Department submitted a request to add 15 additional candidates to the Academy, which the Consortium approved.
  - The City of Bothell Fire Department is preparing an Interlocal Agreement (ILA) requesting to withdraw from the Consortium. The ILA will likely not go before the City of Bothell's Council for approval until September.
- **Modification of Resolution on Post-Employment Medical Benefits Program**
  - Tabled for discussion during executive session.

#### **NEW BUSINESS:**

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- None.

#### **PROJECTED AGENDA:**

- September 19-20 National Association of Emergency and Fire Officials (NAEFO) Commissioner conference.
- Commissioner Fischer will be attending the August Board meetings via Zoom.

**EXECUTIVE SESSION:**

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:50 p.m. under RCW 42.30.140 Negotiations for 15 minutes with a decision expected.
- The Commissioners returned to open session and extended the executive session for an additional 10 minutes.
- The Commissioners returned to open session at 6:18 p.m. and motioned to approve Resolution 22-03.

**MOTION:** *Commissioner Heivilin 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 Commissioner discussed concerns with Resolution 22-03. ***The Commissioners voted, and the motion was not approved; five nays.***
- The Commissioners requested further modifications should be made to Resolution 22-03 and then bring back to the Board for consideration at the next Board meeting.

The Commissioners adjourned the regular meeting at 6:28 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:28 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