



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

March 3, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 3, 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	John Nankervis, Deputy Chief (DC)
	Rod Heivilin, Commissioner	

ABSENT: None.

PLEDGE OF ALLEGIANCE

The regular order of business moved to accommodate the 2020 State Audit Exit Conference.

• GUESTS:

- Becky Shaddox, Assistant State Auditor, Office of the Washington State Auditor, attended via Zoom.
- Wendy Choy, Program Manager, Office of the Washington State Auditor, attended via Zoom.
- Joyce Brown, Administrative Director, Shoreline Fire Department.
- Bouphe Siharath, Finance Manager, Shoreline Fire Department.
- Rachel Garlini, EMS Manager, Shoreline Fire Department

2020 STATE AUDIT EXIT:

Wendy Choy and Becky Shaddox opened the Auditors' exit conference and presented the results of the 2020 audit. The scope included the Accountability and Financial Statement audit for January 1, 2020, through December 31, 2020, which is attached and incorporated by reference:

- The following areas were examined during this audit period:
 - Financial condition – review of the Department's ability to continue operations.
 - Self-insurance – review of unemployment compensation and Paid Family Medical Leave (PFML) programs.
 - Interlocal agreement – review of the North King County Training Consortium (NKCTC).
 - Credit cards/purchase cards – review of controls over credit cards and test selected credit card purchases.

- **Internal Control and Compliance over Financial Reporting:**
 - There were no significant deficiencies in internal control.
 - There were no deficiencies considered as a material weakness.
 - There were no instances of noncompliance material to the Department's financial statements.
- The next audit is scheduled to be conducted in Fall 2022 and will cover the following general areas:
 - Accountability for Public Resources
 - Financial Statement
- The Auditors expressed their appreciation for the cooperation received from Joyce Brown, Administrative Director; Bouphe Siharath, Finance Manager; and other Department staff during the audit process.
- Wendy Choy reminded the Department that the next audit would be this fall. If the Department has spent \$750,000 or more in Federal expenditures for the fiscal year 2021, a Federal Grant Compliance Audit would be scheduled earlier in the year.

The regular order of business resumed at 5:11 p.m.

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to approve the February 10, 2022 special meeting minutes as written. The motion passed; four ayes.*

***MOTION:** Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to approve the February 17, 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
MARCH 3, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220302001-220302026	24,590.66	3/9/22
Vendor Voucher(s)	220306001-220306010	11,136.79	3/9/22
Payroll Voucher	31522A - 31522BH	124,713.84	3/15/22
Payroll - Taxes	ACH	20,228.88	3/14/22
Dept of Retirement Systems	ACH	20,388.53	3/15/22
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 201,058.70

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220303001-220303012	52,257.20	3/9/22
Payroll Voucher	ALS31522A - ALS31522Z	55,422.98	3/15/22
Payroll - Taxes	ACH	8,922.56	3/14/22
Dept of Retirement Systems	ACH	9,268.44	3/15/22
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 125,871.18

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)	220304001-220304002	7,680.75	3/9/22
		\$ 7,680.75	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220305001-220305003	8,167.16	3/9/22

\$ 8,167.16

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220301001-220301009	20,137.98	3/9/22

\$ 20,137.98

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 :		\$ 362,915.77

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$362,915.77 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Harris and Fischer noted their attendance at the National Association of Emergency and Fire Officials (NAEFO) webinar hosted by Bill Webb, Executive Director of the Congressional Fire Services Institute. The webinar was an in-depth discussion of issues facing fire and emergency service organizations on the national scene.
- Commissioner Heivilin noted his attendance at the King County Fire Commissioner Executive Board meeting.
- Commissioner Heivilin received a notice from the LEOFF Retired Firefighters of Washington stating that the Substitute Senate Bill (SSB) 5791, which provides a defined benefit for LEOFF members, passed through the Legislature. Once the Bill is delivered to the Governor for signature, the benefit is slated to be paid out in January 2023.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the January 2022 Financial Summary Report and included by reference.
 - The Department is currently on budget.

FINANCIAL SUMMARY REPORT: JANUARY 2022

Regular Board Meeting: March 3, 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 JANUARY Balance	\$	18,587,348.79
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JANUARY 2022		Notes
Percentage Remaining	91.7%	Including 100% interfund transfers out
Targeted Percentage Remaining	91.7%	
Over/Under Targeted Budget Remaining	0.0%	on target

General Expense Fund- OVERTIME COSTS

Data as of JANUARY 2022		Notes
Total Overtime	\$ 197,014.62	Overtime high due to: Mandatory overtime, X-mas, holidays
Firefighting Staffing Overtime	\$ 151,774.30	Overtime processing period: Dec 10, 2021-Jan 14, 2022
BLS/EMS Staffing Overtime	\$ 45,240.32	Overtime processing period: Dec 10, 2021-Jan 14, 2022

General Expense Fund- CASH ON HAND

Data as of JANUARY 2022		Notes
Cash on hand, end of JANUARY balance	\$ 7,905,234.65	

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:

- 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.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer asked if the Department had received the final project close payment. Chief Cowan noted that the Department has not received payment yet, but will need to ensure there are no liens prior to final approval of the Station 63 closeout.
- **Contract with the Northshore Fire Department:**
 - The Department's legal representative, Brian Snure, has reviewed the Northshore and Shoreline Fire draft Interlocal Agreement (ILA). The ILA might be completed by next Thursday, if so; it could be presented for approval to the Northshore and Shoreline Board of Commissioners the following week.
 - Chie Cowan briefed the Board on the current Administrative staffing and integration of the Northshore personnel. A draft copy of the Shoreline and Northshore Fire Department organizational chart was provided to the Board, which is attached and incorporated by reference.
 - The goals of the Administrative reorganization was to ensure the Department was addressing the need for payroll and finance division backups, address workload concerns, and provide opportunities for succession development.
 - As part of the staffing changes, some of the below positions are being implemented or adjusted:
 - Administrative Assistant – Training/EMS
 - Administrative Assistant – Administrative Specialist
 - Finance Specialist
 - Lead Finance Specialist

- Chief Cowan further discussed the Battalion Chief and Deputy Fire Marshal positions as part of the draft organizational chart.
- Commissioner Fischer asked if all Northshore administrative positions had been incorporated. Chief Cowan stated that the Northshore Human Resource Manager position had not.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - The NKCTC workgroup has been preparing for the potential expansion of the Consortium. Eastside Fire has confirmed they will be opting out of the Consortium and forming their own training consortium. They have invited Kirkland, Bothell, Duvall and Snoqualmie fire departments. NKCTC Director Erik Wallgren, an Eastside Fire employee, notified the Department that he would be leaving his position to become the Training Director of the new Eastside Training Consortium.
- **COVID-19 Update/ Vaccine Mandate:**
 - The State requires Emergency Medical Technicians (EMT) and Paramedic licenses to be recertified, and the Department is therefore required to affirm that every responder is vaccinated to receive their recertification.
 - The indoor mask mandate will end on March 12. Responders will still be required to wear N-95 masks on Emergency Medical Service (EMS) calls.
 - The Department is requesting that employees continue testing daily for COVID-19.
- **Sound Transit Contract:**
 - The Department received the draft contract from Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit.

NEW BUSINESS:

- **New Fire Fighter Hiring:**
 - The Department has advertised a fall joint Northshore and Shoreline firefighter hiring process to include four entry-level and four lateral positions to help address staffing needs.
 - The Department believes there is need to hire four to eight new firefighters for the winter Academy in January of 2023, depending on Department retirements.
 - The Department's 2022 budget did not include a fall hiring process. Chief Cowan believes there should not be a significant impact on the current budget and will prepare a new hire cost analysis to provide to the Board for review at the next Board meeting. The joint Department hiring goals are to ensure 112 suppression employees are assigned to fill the 24-hour minimum staffing levels.

PROJECTED AGENDA:

- Washington Fire Commissioners Association (WFCA) Saturday Seminar - April 2 via Zoom at Station 61.
- Chief Cowan will be out of the office April 25-27 at the FORCE conference.
- Shoreline Fire Department's Annual Appreciation Banquet is scheduled for May 20, 2022.
- Chief Cowan stated that the Department promoted Lieutenant Travis Pitts to the Division Chief of Suppression.

EXECUTIVE SESSION:

- None.

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

MOTION: *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:00 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