



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

June 9, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 9, 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:

- Troy Crossley, Department Lieutenant, Local 1760 IAFF Vice President, and City of Oak Harbor resident
 - Karlee Birt, City of Shoreline resident
 - Gabe DeBay, Department Captain/Medical Services Officer, Local 1760 IAFF President Emeritus
 - Bjorn Hodneland, Department FF/Paramedic
 - Scott Johnson, City of Camano Island resident
- Attend virtually:**
- Kenneth Dorin, City of Twisp resident
 - David Johnson, City of Olympia resident

OLD BUSINESS

- **COVID-19 Update/ Vaccine Mandate Moved up on Agenda:**
 - Chief Cowan responded to the public comments:
 - The Board opened the meeting for any further questions or comments.
 - Commissioner Callahan, on behalf of the Board of Commissioners, stated the comment below:
 - *On behalf of the Shoreline Fire Department and the Board of Commissioners, we concur with Chief Cowan's decision on the vaccine mandate. As stated, our Medical Program Director (MPD) is convinced that King County is in compliance with the law. The Board of Commissioners have an obligation to the citizens of the City of Shoreline. Dr. Rea is a subject matter expert, and we are not. He has a firmly held conviction that he is doing the right thing*

for King County in compliance with the law. It appears going against the recommendation of the medical director would open the Department up to possible litigation that would not be covered by the insurance company. This is a risk we cannot afford to take. There is a concern that not following the medical director's recommendation carries the possibility of losing some or all of our Medic-One funding. Should that be the case, we would be forced to extremely reduce staffing and services. Again, this is a risk we cannot afford to take. To date, Shoreline Fire Department has fired no employees. We have made accommodations for each person.

We all took the oath "that we would obey all policies and regulations adopted by the Shoreline Fire Department." To this end, we are committed to assist the Chief in this effort.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to approve the May 19, 2022 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- The Department received a thank you letter to Captain, Bruce Rice from the City of Everett Fire Department. The letter expresses gratitude for his participation as an evaluator for the Captain Assessment process held May 24-25, 202 Chief Cowan will provide a copy via email to the Commissioners.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**First Board Meeting
JUNE 09, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220602001-220602035	92,958.33	6/8/22
Vendor Voucher(s)	220606001-220606013	360,974.05	6/8/22
Vendor Voucher(s)	220609001-220609020	148,039.02	6/15/22
Payroll Voucher	61522A - 61522BK	116,877.87	6/15/22
Payroll - Taxes	ACH	15,969.23	6/14/22
Dept of Retirement Systems	ACH	19,178.87	6/15/22
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

\$ 753,997.37

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220607001 - 220607019	150,227.07	6/8/22
Vendor Voucher(s)	220610001-220610006	72,748.08	6/15/22
Payroll Voucher	ALS61522A - ALS61522AC	69,932.57	6/15/22
Payroll - Taxes	ACH	12,378.70	6/14/22
Dept of Retirement Systems	ACH	12,025.11	6/15/22
Interfund Transfer- OUT to ALS CAPITAL fund		No activity	

\$ 317,311.53

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)	220605001-220605005	103,397.45	6/8/22
Vendor Voucher(s)			

\$ 103,397.45

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220604001	1,488.00	6/8/22

\$ 1,488.00

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220601001-220601009	16,191.70	6/8/22
Vendor Voucher(s)	220603001	3,872.80	6/8/22
	220608001	285.48	6/5/15

\$ 20,349.98

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 :		\$	1,196,544.33

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,196,544.33 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the Washington Fire Commissioners annual conference in Lake Chelan. Some of the topics on the agenda were risk management, issues affecting the fire service and its leadership, vaccine mandate, and securing grants to maximize fire districts operational success.

FINANCIAL REPORT:

- Provided the second Board meeting of the month, but due to King County it may be delayed.

IMPACT MITIGATION FEE/UPDATES:

- Growth is continuing, and a full report will be presented at the July meeting.
- Commissioner Harris requested that Chief Cowan reach out to Mark Thompson, Board President of the King County Fire Chiefs Association to ensure they are aware that this is also a city and local issue. Chief Cowan noted there is a big impact due King County Housing Authority and other tax-exempt properties. It was recommended that Mark Thompson reach out to the other presidents of the county commissioner associations, and look into the county efforts and not state. Chief Cowan and Commissioner Fischer will discuss further and reach out as applicable.

STATISTICS REPORT:

- The Department's statistical reports are provided twice yearly and presented at the second Board meetings in January and July. These reports include staffing profiles, emergency response summaries, and incident response times. Chief Cowan asked the Board if an annual report only would be feasible for this year due to work-load concerns. The Board requested to postpone the mid-year report for 2022.

STRATEGIC PLAN DISCUSSION:

- Postponed.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Northshore Fire Department's Board of Commissioners has approved the format of Chief Cowan's district activity report.
 - The Department interviewed 28 entry-level firefighter candidates, and gave conditional offers of employment to 9 entry-level, and 2 lateral-entry, for the fall Academy and 4 entry-level for the winter Academy. Of the 15 conditional offers, four were Shoreline Fire Department Cadets.
 - Current public records requests are causing significant impacts on the staff's workload.
 - Chief Cowan noted that the final decision of the arbitration/grievance was made in favor of the Department and upheld the discipline levied against the individual.
 - The Department let go of a legacy Northshore recruit.
- **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 asked why the fire engine at Station 63 was parked backward. Chief Taylor noted that it was due to issues with a bay door, which was fixed today.

- **Northshore Consolidation Update:**
 - Current priorities are to continue preparing for implementation.
 - The blending committees are working well. A report out should be provided next week, and June is the target month to begin the blending process.
 - Working on the revised Northshore Fire Department (NFD) budget with the NFD Board of Commissioners.
 - Developing a contract with Northshore Utility District to continue maintenance support.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - A draft amendment to the NKCTC Interlocal Agreement will be presented to the Board for consideration at the next meeting. The amendment includes approval of the withdrawal of the Bothell Fire Department at the end of the year, and the exit of Director Erik Wallgren's position in August, which will be unfilled for the remainder of the year.
 - Continuing work on transition aspects due to the departure of Eastside and Bothell fire Departments from the Consortium.

NEW BUSINESS:

- **H&W Fire Engine Surplus – Apparatus Sale:**
 - The 1999 H&W Fire Engine (Apparatus 2991), which has been used to support the Fire Academy training, was scheduled for surplus this year due to age, wear and tear.
 - The Assistant Chief of the Thurston County Bucoda Volunteer Fire Department reached out to the Department expressing interest in purchasing the 1999 H&W Fire Engine for the price of \$10,000. This was the same price as a recent, similar sale.
 - The Department's desire is to sell the H&W Fire Engine to Bucoda Volunteer Fire Department.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to authorize the Fire Chief or designee to declare the 1999 H&W Fire Engine to be of no significant benefit to the Department and to declare the equipment surplus to be sold. The motion passed; five ayes.*

- **Non-Uniformed Collective Bargaining Agreement:**

- Local 1760 and Management successfully negotiated the Non-Uniformed Collective Bargaining Agreement (CBA) for January 1, 2022 to December 31, 2024. The CBA was ratified by Local 1760 members at a meeting on May 26, 2022.
- Chief Cowan thanked Troy Crossley, Department Lieutenant and Local 1760 IAFF Vice President for his work on the Non-Uniformed CBA.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize the Board of Commissioners and Fire Chief Matt Cowan to sign the Non-Uniformed Collective Bargaining Agreement, January 1, 2022 to December 31, 2024. The motion passed; five ayes.*

- **Northshore Fire Department Contract Impact Negotiations:**

- Local 1760, Shoreline, and Northshore Fire Departments have successfully negotiated solutions for integrating operationally, administratively, and contractually the two departments. The initial impacts have been identified in the attached document.
- Commissioner Heivilin asked why it was noted as tentatively agreed to. Chief Cowan suggested a friendly amendment to change the name of the document to the agreed to solutions on integration and will provide a modified document for the Board's records.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to authorize the Board of Commissioners to approve the solutions on integration for the Northshore Fire Department contract negotiations. The motion passed; five ayes.*

PROJECTED AGENDA:

- None.

EXECUTIVE SESSION:

- None.

The regular meeting of the Board of Commissioners adjourned at 6:33 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:33 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