



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

March 17, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 17, 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 Fire Benefit Charge Appeal Hearing. Commissioner Callahan opened the Public Hearing at 5:00 p.m.

FIRE BENEFIT CHARGE APPEALS:

- Chief Cowan provided a brief summary of the 2022 Fire Benefit Charge (FBC) appeals.
 - There were eight appeals, six of which were due to availability of fire sprinklers that were confirmed, therefore the FBC was reduced. Two appeals were denied due a concrete structure on the property and a request for a fire sprinkler deduction that had already been applied.

The regular order of business began at 5:01 p.m.

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- Removed the Non-Uniformed Contract motion to approve.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the February 17, 2022 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter received from a citizen thanking the Department for their efforts on a recent 911 call.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
MARCH 17, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220309001-220309034	505,966.54	3/15/22
Vendor Voucher(s)	220315001-220315026	67,271.58	3/23/22
Payroll Vouchers	33022A - 33022M	72,152.09	3/30/22
ACH Payment Request - Payroll Direct Deposit	ACH	718,201.18	3/28/22
ACH Payment Request - HRA/VEBA	ACH	62,085.50	3/30/22
ACH Payment Request - ALERUS (457 Plan)	ACH	169,378.80	3/30/22
ACH Payment Request - WA DCP	ACH	16,772.27	3/30/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	15,375.84	3/30/22
ACH Payment Request - Dept. of Retirement Systems	ACH	154,357.84	3/30/22
ACH Payment Request - DSHS	ACH	2,531.80	3/30/22
ACH Payment Request - Payroll Taxes	ACH	170,207.69	3/29/22

\$ 1,954,301.13

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220310001-220310012	130,669.14	3/15/22
Vendor Voucher(s)	220314001-220314002	2,381.31	3/23/22
Payroll Vouchers	ALS33022A - ALS33022J	25,517.66	3/30/22
ACH Payment Request - Payroll Direct Deposit	ACH	266,507.96	3/28/22
ACH Payment Request - HRA/VEBA	ACH	22,453.24	3/30/22
ACH Payment Request - ALERUS (457 Plan)	ACH	36,278.86	3/30/22
ACH Payment Request - WA DCP	ACH	16,391.99	3/30/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,469.30	3/30/22
Dept of Retirement Systems	ACH	61,186.77	3/30/22
ACH Payment Request - Payroll Taxes	ACH	65,473.12	3/29/22

\$ 632,329.35

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	220313001	8,000.00	3/23/22

\$ 8,000.00

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020				
Vendor Voucher(s)	220308001-220308007		33,896.88	3/15/22
Vendor Voucher(s)	220312001-220312004		32,970.20	3/23/22
			\$ 66,867.08	

NKCTC FUND: 10-004-0100				
Vendor Voucher(s)	220311001-220311003		4,669.41	3/23/22
			\$ 4,669.41	

BENEFITS FUND: 10-004-6050				
Vendor Voucher(s)	220307001-220307002		4,032.59	3/15/22
Vendor Voucher(s)				
			\$ 4,032.59	

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 :			\$ 2,670,199.56	

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,670,199.56 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the King County Fire Commissioners general meeting. The speaker of the evening was Mike Webb, Dave Mendel, and Kimberly Nuber from the Puget Sound Emergency Radio Network (PSERN).

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the February 2022 Financial Summary Report and included by reference.

FINANCIAL SUMMARY REPORT: FEBRUARY 2022

Regular Board Meeting: March 17, 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 FEBRUARY Balance	\$	17,496,186.01
-------------------------	----	---------------

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of FEBRUARY 2022		Notes
Percentage Remaining	83.1%	Including 100% interfund transfers out
Targeted Percentage Remaining	83.3%	
Over/Under Targeted Budget Remaining	0.2%	Over by .2%

General Expense Fund- OVERTIME COSTS

Data as of FEBRUARY 2022		Notes
Total Overtime	\$ 140,811.94	Overtime high due to: Mandatory overtime, comptime cash out
Firefighting Staffing Overtime	\$ 104,464.16	Overtime processing period: Jan 14 - Feb 11, 2022
BLS/EMS Staffing Overtime	\$ 36,347.78	Overtime processing period: Jan 14 - Feb 11, 2022

General Expense Fund- CASH ON HAND

Data as of FEBRUARY 2022		Notes
Cash on hand, end of FEBRUARY balance	\$ 6,787,984.39	

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 contract for services.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer noted that the Shoreline Area News recently posted an article about the new Response Awareness, De-escalation and Referral (RADAR) program that will help the Shoreline Police Department understand behavioral health issues. Commissioner Fischer asked if the Department was a part of the program. Chief Cowan noted we are not, but the Department has a similar program to address acute needs.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - The Station 63 project is complete and the next step is to close the project with the State. Commissioner Heivilin asked if an open house for Station 63 would be scheduled. Chief Cowan noted that the Department has been looking into the possibility of hosting an open house in the fall.
 - Commissioner Harris requested an update on the Puget Sound Emergency Radio Network (PSERN) storage building. DC Taylor noted the Department is allowing PSERN to utilize the Station 63 storage building for a couple of months to swap out radios.
- **Contract with the Northshore Fire Department:**
 - Northshore and Shoreline have been collaborating on the Interlocal Agreement (ILA). The next steps are to complete the ILA, approve the changes and then bring before the Northshore and Shoreline Board of Commissioners to adopt.
 - Chief Cowan suggested scheduling a joint special meeting with the Shoreline and Northshore Board's to finalize and adopt the ILA, on March 31. Chief Cowan will confirm time and availability with Northshore.
 - The Board requested prior to the joint special meeting to schedule a special executive meeting with only the Shoreline Board of Commissioners to review the draft ILA on March 23 at 4:00 p.m.

OLD BUSINESS

- **New Fire Cost Analysis:**
 - The Department has determined the need to hire four to eight new firefighters for the winter academy in January of 2023. Chief Cowan briefed the Board on the cost analysis that was prepared, which determined a substantial cost savings due to vacated positions that were accounted for in the 2022 budget.
- **North King County Training Consortium (NKCTC):**
 - Bothell Fire Department has made a preliminary decision to vacate the NKCTC Consortium and join the new Eastside Fire Consortium. Chief Cowan noted the NKCTC would then consist of Shoreline and Northshore Fire Departments.
- **COVID-19 Update/ Vaccine Mandate:**
 - The indoor mask mandate ended on March 12. Responders will still be required to wear N-95 masks on Emergency Medical Service (EMS) calls.
 - Two Department employees have tested positive for COVID-19.
 - The availability of free testing kits will end this month.
 - The Department has invoiced the University of Washington for the Department's costs associated with the vaccine clinic.
- **Sound Transit Contract:**
 - Chief Cowan received the draft contract from Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit and will forward to the Board for review, and prepare for adoption at the next Board meeting.

NEW BUSINESS:

- **Resolution 22-01 Appointing Auditing Officers:**
 - King County Finance requires an updated Accounts Payable Authorization Signature Form whenever there is a change of signers – which is authorized by Department resolution. Due to Deputy Chief John Nankervis's upcoming retirement and replacement by Deputy Chief Mark Foster, a new resolution and authorization form was needed.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to authorize the Board of Commissioners to sign Resolution 22-01 updating the list of auditing officers for the Department. The motion passed; five ayes.*

- The Department held Paramedic and Deputy Fire Marshal interviews. All three Paramedic candidates were offered positions. A Deputy Fire Marshal candidates was offered a position.
- Chief Cowan noted for the record that this was Deputy Chief Nankervis's final Board meeting prior to his retirement and thanked him for the many years of service.

PROJECTED AGENDA:

- Washington Fire Commissioners Association (WFCA) Saturday Seminar - April 2 via Zoom at Station 61.
- Pinning Ceremony for Division Chief of Suppression Travis Pitts and Deputy Fire Marshal John Henson on April 7 at 4:30 p.m.
- Commissioner Fischer will be absent for the April 7 Board meeting.
- Shoreline Fire Department's Annual Appreciation Banquet is scheduled for May 20, 2022.

EXECUTIVE SESSION:

- None.


The regular meeting of the Board of Commissioners adjourned at 5:52 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:52 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



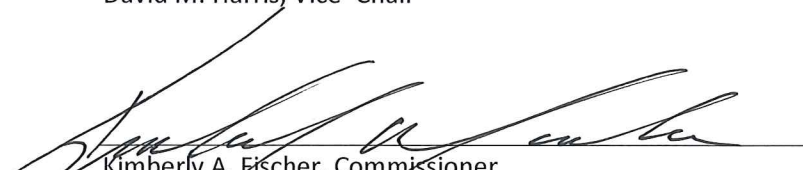
Joyce Brown
Secretary to the Board



Kenneth G. Callahan, Chair



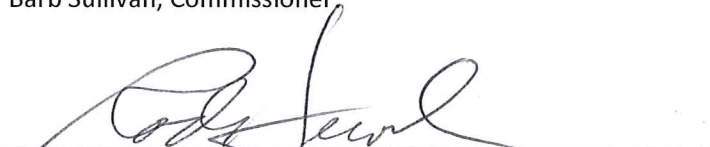
David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

SPECIAL EXECUTIVE BOARD MEETING MINUTES March 24, 2022

Chair Callahan called the special meeting of the Board of Commissioners to order at 4:00 p.m. on March 24, 2022 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Per RCW 42.30, the special meeting notice was posted on March 21, 2022. The purpose of the special meeting was a work session to review the draft Northshore Fire Department Interlocal Agreement (ILA), per RCW 42.30.140 Negotiations, with no decision expected.

Present: Ken Callahan, Chair
David Harris, Vice Chair
Kim Fischer, Commissioner
Rod Heivilin, Commissioner
Barb Sullivan, Commissioner
Matt Cowan, Fire Chief
Mark Foster, Deputy Fire Chief

The Board opened the special meeting at 4:00 p.m. and moved immediately to Executive Session per RCW 42.30.140 Negotiations, with no decision expected.

The executive meeting moved to open session and adjourned at 6:15 p.m. with no decision.

MOTION: *Commissioner Fisher moved, and Commissioner Heivilin seconded, a motion to adjourn the special meeting of the Board of Commissioners at 6:15 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