



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

May 5, 2022

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:**

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

**CONSIDERATION OF AGENDA:**

- Chief Cowan added an Executive Session under RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for five minutes with no decision expected.

**MINUTES**

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the April 21, 2022 regular meeting minutes as written. The motion passed; five ayes.*

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the April 28, 2022 joint special meeting minutes as written. The motion passed; five ayes.*

**CORRESPONDENCE:**

- None.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**MAY 5, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	220507001-220507032	479,059.70	5/11/22
Payroll Voucher	51622A - 51622BE	96,054.05	5/16/22
Payroll - Taxes	ACH	11,973.90	5/13/22
Dept of Retirement Systems	ACH	15,235.29	5/16/22
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

**\$ 602,322.94**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	220503001-220503007	96,736.64	5/11/22
Payroll Voucher	ALS51622A - ALS51622X	48,915.94	5/16/22
Payroll - Taxes	ACH	8,135.07	5/13/22
Dept of Retirement Systems	ACH	8,284.40	5/16/22
Interfund Transfer- OUT to ALS CAPITAL fund		No activity	

**\$ 162,072.05**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	220502001	8,000.00	5/11/22

**\$ 8,000.00**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	220501001	118.75	5/11/22

**\$ 118.75**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	220504001-220504003	1,599.96	5/11/22
Vendor Voucher(s)			

**\$ -**

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	220505001-220505004	31,717.23	5/11/22

**\$ 31,717.23**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	220506001-220506002	6,811.00	5/11/22

**\$ 6,811.00**

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No activity	

**\$ -**

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No activity	

**\$ -**

<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 811,041.97</b>	

**MOTION:** *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept disbursements for \$811,041.97 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioners Fischer attended the Department's recognition ceremony for probationary firefighter Chris Harris.

**FINANCIAL REPORT:**

- Chief Cowan provided a brief summary of the March 2022 Financial Summary Report, which is attached and included by reference.
- Commissioner Fischer asked for an update on the support staff vehicles, parts, and supplies budget, as the remaining balance is low. Chief Taylor noted that the Department had many unanticipated repairs.

# FINANCIAL SUMMARY REPORT: MARCH 2022

Regular Board Meeting: May 5, 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 MARCH Balance	\$	16,491,196.69
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## General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MARCH 2022		Notes
Percentage Remaining	73.1%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	1.90%	Over by 1.90%

## General Expense Fund- OVERTIME COSTS

Data as of MARCH 2022		Notes
<b>Total Overtime</b>	<b>\$ 169,792.85</b>	Overtime high due to: Mandatory overtime, comptime cash out
Firefighting Staffing Overtime	\$ 132,913.14	<i>Overtime processing period: Feb 11 - Mar 11, 2022</i>
BLS/EMS Staffing Overtime	\$ 36,879.71	<i>Overtime processing period: Feb 11 - Mar 11, 2022</i>

## General Expense Fund- CASH ON HAND

Data as of MARCH 2022		Notes
Cash on hand, end of MARCH balance	\$ 6,531,594.12	

## 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
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	

#### **IMPACT MITIGATION FEE/UPDATES:**

- None.

#### **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:**

- Chief Cowan provided a consolidation process update to the long-range strategic planning committee.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer asked if the Northshore transition target date of June 1 is still feasible. Chief Cowan will review the timeline with the Human Resource Department to confirm, and provide an update at the next Board meeting.
- **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.
- **Northshore Consolidation Update:**
  - Chief Cowan noted that there are three current priorities to prepare for implementation, first would be to finish impact negotiations, second to work on an integrated budget, and third to prepare for staff integration. The Department is also waiting for a copy of the new combined insurance coverage.

#### **OLD BUSINESS**

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- **North King county Training Consortium (NKCTC) Update:**
  - Bothell Fire Department has confirmed that it is their intent to leave the NKCTC.
  - The NKCTC plans to discuss the replacement of the NKCTC Training Director.
- **COVID-19 Update/ Vaccine Mandate:**
  - Cases are increasing and the Department has one employee in quarantine.
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  - There are still a lot of questions and concerns regarding the vaccine mandate. Chief Cowan noted that the Department is still following the medical expert's direction.

**NEW BUSINESS:**

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- None.

**PROJECTED AGENDA:**

- Shoreline Fire Department's Annual Appreciation Banquet is scheduled for May 20, 2022.
- The June 2 Board meeting was rescheduled to June 9 at 5:00 p.m.

**EXECUTIVE SESSION:**

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:25 p.m. under RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for five minutes with no decision expected.

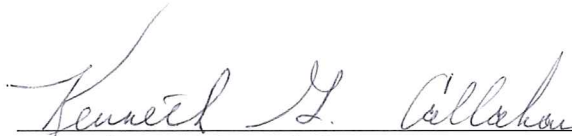
The Commissioners resumed to open session at 5:30 p.m. and immediately adjourned the regular meeting.

**MOTION:** *Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:30 p.m. The motion passed; five ayes.*

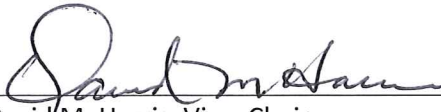
Minutes prepared by: Beatriz Goldsmith



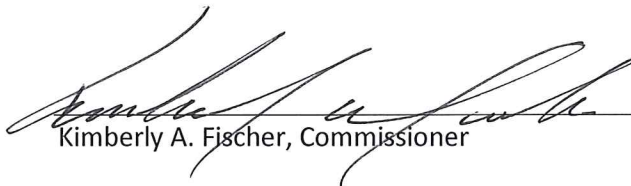
Joyce Brown  
Secretary to the Board



Kenneth G. Callahan, Chair



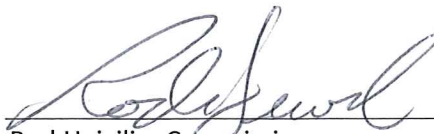
David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner