



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

May 19, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 19, 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)  
Mark Foster, Deputy Chief (DC)

#### ABSENT:

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- Janis Birt, City of Shoreline resident
- Rich Stapf, Department Captain/Medical Services Officer, and City of Port Townsend resident
- Melissa Birt, City of Shoreline resident
- Karla Birt, City of Shoreline resident
- Troy Crossley, Department Lieutenant, Local 1760 IAFF Vice President, and City of Oak Harbor resident
- Gabe DeBay, Department Captain/Medical Services Officer, Local 1760 IAFF President Emeritus
- Vicki Thompson, City of Shoreline resident
- Matt Peterson, City of Shoreline resident
- **Attend virtually:** David Peterson, City of Marysville resident
- Chief Cowan responded to the public comments.

#### CONSIDERATION OF AGENDA:

- Added under new business the 2022 Expense Budget Amendment discussion and potential motion.

#### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the May 5, 2022 regular meeting minutes as written. The motion passed; five ayes.*

#### CORRESPONDENCE:

- Letter from a citizen thanking the Department for their efforts on deployment at the North Lake Tahoe fire in 2021.

# STANDING AGENDA

## WARRANTS

### SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting  
MAY 19, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	220512001-220512031	80,269.89	5/16/22
Vendor Voucher(s)	220514001-220514018	24,409.84	5/25/22
Payroll Vouchers	52722A - 52722M	72,891.60	5/25/22
ACH Payment Request - Payroll Direct Deposit	ACH	668,103.73	5/25/22
ACH Payment Request - HRA/VEBA	ACH	61,006.93	5/27/22
ACH Payment Request - ALERUS (457 Plan)	ACH	88,943.66	5/27/22
ACH Payment Request - WA DCP	ACH	17,102.87	5/27/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	15,190.44	5/27/22
ACH Payment Request - Dept. of Retirement Systems	ACH	151,707.81	5/26/22
ACH Payment Request - DSHS	ACH	2,531.80	5/27/22
ACH Payment Request - Payroll Taxes	ACH	152,399.71	5/26/22

**\$ 1,334,558.28**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	220508001 - 220508008	8,990.74	5/16/22
Vendor Voucher(s)	220513001 - 220513007	2,901.14	5/25/22
Payroll Vouchers	ALS52722A - ALS52722J	25,572.86	5/25/22
ACH Payment Request - Payroll Direct Deposit	ACH	273,433.63	5/25/22
ACH Payment Request - HRA/VEBA	ACH	22,472.63	5/27/22
ACH Payment Request - ALERUS (457 Plan)	ACH	36,820.53	5/27/22
ACH Payment Request - WA DCP	ACH	16,391.99	5/27/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,469.30	5/27/22
Dept of Retirement Systems	ACH	64,220.72	5/26/22
ACH Payment Request - Payroll Taxes	ACH	68,875.53	5/26/22

**\$ 525,149.07**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

\$ -

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	220511001-220511002	4,644.06	5/16/22
Vendor Voucher(s)			
		\$ 4,644.06	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	220509001-220509002	1,656.90	5/16/22
Vendor Voucher(s)			
		\$ 1,656.90	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	220510001	761.94	5/16/22
		\$ 761.94	

<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 :	\$ 1,866,770.25	

**MOTION:** Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept disbursements for \$1,866,770.25 per the detail above. The motion passed; five ayes.

#### COMMISSIONERS' REPORT:

- Commissioner Fischer attend the general King County Board meeting.

#### FINANCIAL REPORT:

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



## FINANCIAL SUMMARY REPORT: APRIL 2022

Regular Board Meeting: May 19, 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 APRIL Balance	\$ 21,608,000.58
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### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of APRIL 2022		Notes
Percentage Remaining	63.8%	
Targeted Percentage Remaining	66.7%	
Over/Under Targeted Budget Remaining	2.90%	Over by 2.90%

### General Expense Fund- OVERTIME COSTS

Data as of APRIL 2022		Notes
Total Overtime	\$ 233,172.42	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 191,129.98	Overtime processing period: Mar 11 - Apr 15, 2022
BLS/EMS Staffing Overtime	\$ 42,042.44	Overtime processing period: Mar 11 - Apr 15, 2022

### General Expense Fund- CASH ON HAND

Data as of APRIL 2022		Notes
Cash on hand, end of APRIL balance	\$ 11,784,858.39	

### 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:

- 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:**

- Continued work on the Northshore/Shoreline consolidation efforts.

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

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the Executive Leadership Academy (ELA). Chief Cowan noted he is on the Governing Board of the ELA and recently attended the presentation of projects and graduation. Congratulations to Doug Loeser, Department Lieutenant, and John Burrow, Northshore Fire Department Training Captain, who graduated from the program.
  - Chief Cowan met with Northshore Utility District to discuss the transition of the Northshore fleet.
  - Commissioner Harris requested an update on the economics webinar. Chief Cowan works with the western division of the International Association of Fire Chiefs (IAFC), who sponsored the economics webinar. Topics of discussion were inflation, the potential of a recession, and construction supply issues.
  - The Northshore Board is requesting an update on the pending transition items to be completed by the June 1 implementation date. Chief Cowan stated the North King County Regional Public Safety Communication Agency (NORCOM) is delayed due to a Single CAD upgrade.
  - Commissioner Fischer requested an update of the Fircrest meeting and asked if the City of Shoreline was a part of the meeting. Chief Cowan stated yes and noted that the Department is working on a forecasting model to determine growth over the next 30-40 years.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Harris requested clarification on the Wildland meetings. Chief Foster noted that the Zone Wildland Coordinator holds meetings weekly. The meetings include individuals from the weather service, the Department of Natural Resources, and all Wildland Department personnel. The topics of discussions are weather conditions around the area and major incidents or resources that are deployed.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
- **Northshore Consolidation Update:**
  - Chief Cowan noted the current priorities to prepare for implementation are to complete impact negotiations, work on preparing an integrated budget, and 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:**
  - A meeting is scheduled next week to discuss changes and improvements for the fall Academy.
  - Working on evaluation transition points as Eastside Fire will be leaving the Consortium and Bothell Fire Department confirmed it is their intent to leave.
- **COVID-19 Update/ Vaccine Mandate:**
  - Department has one employee in quarantine.
  - Commissioner Callahan requested to continue discussions on the vaccination mandate at the next Board meeting, the Board agreed.

## NEW BUSINESS:

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- **Resolution 22-02 – Amending the 2022 Expense Budget**
  - The Department has modified the 2022-working budget to reflect the inclusion of Northshore Fire Department (NFD) expenses for the remainder of 2022. This effort started with the Interlocal Agreement (ILA) negotiations, a review of existing Northshore Fire Department expenses, discussion with Commissioners and the Northshore Fire Chief, and an estimate of the impacts on the individual line items. These increases are an estimate only with the expectation that a more accurate budget will be developed for 2023 as part of our annual budget preparation.
  - The State Auditor's Office has been included in discussions on how to migrate the budgets, which is why this budget amendment is being proposed.
  - Commissioner Fischer asked if there would be a reimbursement to the Department. Chief Cowan stated yes, and noted the increases that are made would be refunded after the Northshore transfer of funds.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adopt Resolution 22-02 – Amending the 2022 Expense Budget. The motion passed; five ayes.*

## 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 6:18 p.m. under RCW 42.30.140 Negotiations for ten minutes with no decision expected.

The Commissioners resumed to open session at 6:28 p.m. and immediately adjourned the regular meeting.

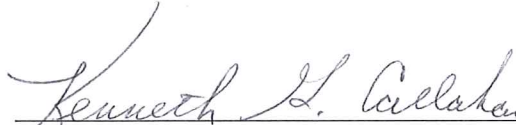
**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:30 p.m. The motion passed; five ayes.*



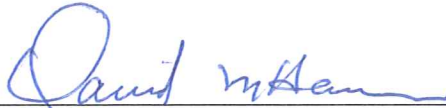
Minutes prepared by: Beatriz Goldsmith



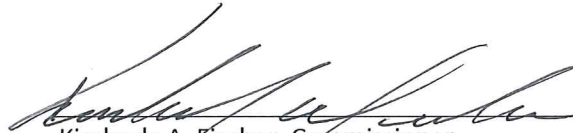
Joyce Brown  
Secretary to the Board



Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner