



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES November 3, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 3, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

Ken Callahan, Chair	Matt Cowan, Chief
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Rod Heivilin, Commissioner	Mark Foster, Deputy Chief (DC)
Barb Sullivan, Commissioner	
David Harris, Vice-Chair	

ABSENT:

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- Removed under new business, Resolution 22-09 approval, as this is not required to be updated on an annual basis.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the October 20, 2022, regular meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the October 25, 2022, special joint meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE:

- Letters received from Shoreline residents thanking on-duty crews for their life-saving efforts.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
NOVEMBER 3, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	221013001-221013026	36,389.30	10/26/22
	221104001-221104044	56,166.03	11/9/22
Payroll Voucher	111522A - 111522CC	100,820.16	11/14/22
Payroll - Taxes	ACH	11,845.19	11/15/22
Dept of Retirement Systems	ACH	15,608.28	11/15/22
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

\$ 220,828.96

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)		No activity	
Payroll Voucher	ALS111522A - 111522Z	54,665.49	11/14/22
Payroll - Taxes	ACH	8,267.57	11/15/22
Dept of Retirement Systems	ACH	9,131.79	11/15/22
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 72,064.85

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)	221102001-221102004	3,151,825.69	11/9/22
		\$	3,151,825.69
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	221101001-221101002	8,173.80	11/9/22
		\$	8,173.80
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	221103001-221103004	358,973.91	11/9/22
		\$	358,973.91
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 :		\$	3,811,867.21

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$3,811,867.21 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the Washington Fire Commissioners Association (WFCA) Annual Conference in Spokane, Washington last week. Keynote speaker was Jason Schechterle, who spoke on his story and book entitled 'Burning Shield'.
- A full list of seminar topics can be found at <https://wfca.wa.gov/page/2022conference>.
- Commissioner Fischer discussed the Firefighter mental health coin program, which reaches out to those in need.
- Chair Callahan, on behalf of the Shoreline Board of Commissioners, presented Chief Cowan with the coveted "Management Excellence Award." This award is given by the "Washington Fire

Commissioners Association” (WFCA) to Fire Service Leaders who have demonstrated excellence in managing a fire department, providing the best service possible to the citizens we serve.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the September 2022 Financial Summary Report, listed below and included by reference.

FINANCIAL SUMMARY REPORT: SEPTEMBER 2022

Regular Board Meeting: November 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 SEPTEMBER Balance	\$ 26,014,838.56

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

Data as of SEPTEMBER 2022		Notes
Percentage Remaining	27.4%	Budget Amended 5/19/22 to include Northshore
Targeted Percentage Remaining	25.0%	
Over/Under Targeted Budget Remaining	2.40%	Under budget

General Expense Fund- OVERTIME COSTS

Data as of SEPTEMBER 2022		Notes
Total Overtime	\$ 274,486.49	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 201,445.22	<i>Overtime processing period: Aug 12 - Sep 9, 2022</i>
BLS/EMS Staffing Overtime	\$ 73,041.27	<i>Overtime processing period: Aug 12 - Sep 9, 2022</i>

General Expense Fund- CASH ON HAND

Data as of SEPTEMBER 2022		Notes
Cash on hand, end of SEPTEMBER balance	\$ 10,038,641.94	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			
CAPITAL			
BENEFITS			
FIRE IMPACT FEE			
RESERVE			
CAPITAL			
LTGO BOND			
TOTALS	\$ -	\$ -	

IMPACT MITIGATION FEE/UPDATES:

- No report.

STATISTICS REPORT:

- No report.

STRATEGIC PLAN DISCUSSION:

- Discussions have been centered on future growth impacts.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the public records requests. Chief Cowan provided a brief update.
 - Currently, 12 candidates are interviewing for the Department's lateral Firefighter positions. Final interviews with the Department Chiefs will be held in a couple of weeks.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the Puget Sound Emergency Radio Network (PSERN) project. Chief Foster noted that the project keeps being delayed, but distribution will likely be completed by June of 2023.
 - Chief Foster noted that two Department employees have been impacted by COVID-19.
 - Commissioner Heivilin requested an update on the Tyler data issues. Chief Foster noted that Tyler is a new dispatch system, which was implemented in June of this year. There have been inaccuracies with data downloads, and Chief Cowan spoke with the Assistant Director of NORCOM to discuss the current issues.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

NORTHSHORE CONSOLIDATION UPDATE:

- Chief Cowan provided a brief update:
 - The Northshore Board approved the 2023 budget.
 - The Department went live with the new combined Shoreline and Northshore website.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - The 2023 budget was adopted. As part of the budget, the per capita and financial commitment was lowered.
 - The Consortium curriculum and goals were set.

- The next Consortium Academy will begin in early February. It is unclear if other Fire Departments will be combining training efforts with Shoreline Fire.

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NEW BUSINESS:

- **Resolution 22-07 – 2023 Budget Adoption:**

- Chief Cowan presented Resolution 22-07 for the Board’s approval.
 - A public hearing for citizen input was held on October 20, 2022. It was recommended that the Board approve Resolution 22-07 adopting the 2023 budget in its entirety, including the below expenditures by Division:

<u>Expenditure Division Budget Amount</u>		
<u>Budget</u>		<u>Amount</u>
General Expense*	\$	34,009,940
General Capital	\$	983,412
General Benefits	\$	1,767,025
ALS Expense	\$	10,071,070
ALS Capital	\$	202,500
CMT Expense	\$	599,684
TOTAL	\$	47,633,631

* General Expense Budget includes interfund transfers out.

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to adopt Resolution 22-07 approving the 2023 budget, (General Expense, General Capital, General Benefits, ALS Expense, ALS Capital, and CMT Expense budgets) in the amount of \$47,633,631. The motion passed; five ayes.

- **Resolution 22-08 – 2023 Fire Benefit Charge:**

- Chief Cowan presented Resolution 22-08 for the Board’s approval.
- The Board of Fire Commissioners of a fire district may, by Resolution, for fire protection district purposes authorized by law, fix and impose a benefit charge on personal property and improvements to real property. In 2021, the voters of the District re-authorized the imposition of a benefit charge for a period of ten (10) years. It is recommend that the Board approve Resolution 22-08 setting the fire benefit charge for the calendar year 2023 at \$6,946,000.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to adopt Resolution 22-08 establishing the fire benefit charge for the calendar year 2023 at \$6,946,000. The motion passed; five ayes.

- **Resolution 22-10 – Increase Regular Property Tax Levy:**

- Chief Cowan presented Resolution 22-10 for the Board’s approval.
 - Recommend that the Board authorize an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property for the 2023 levy in the amount of \$171,072 which is a 1.61% increase from the previous year in 2022.

MOTION: Commissioner Sullivan moved, and Commissioner Fischer seconded a motion to approve Resolution 22-10 Resolution 22-10 increasing the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to

property and any increase in the value of state-assessed property for the 2023 levy in the amount of \$171,072 which is a 1.61% increase from the previous year in 2022. The motion passed; five ayes.

- **Resolution 22-11 – Certification of Regular Property Tax Levy and Bond Levy**

- Chief Cowan presented Resolution 22-11 for the Board’s approval.
 - To maintain and pay for the costs of fire protection and medical services within the District, the King County Council must levy, and the Treasury Division Manager of King County, Washington must collect, in 2023 a regular tax levy for the Department’s General Expense Fund.
 - Recommend that the Board certify to the King County Council a regular property tax levy in the principal amount of \$10,770,197 and the Excess Tax Levy for the Department’s Bond Fund in the amount of \$1,256,811. Further, recommend that the Board authorize and direct the Treasury Division Manager of King County, Washington to collect said amount in 2023.

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to adopt Resolution 22-11 certifying to the King County Council a regular property tax levy in the principal amount of \$10,770,197 and the Excess Tax Levy for the Department’s Bond Fund in the amount of \$1,256,811. Further, I recommend that the Board authorize and direct the Treasury Division Manager of King County, Washington, to collect the said amount in 2023. This motion is made understanding that calculations were done using preliminary numbers provided by King County and may be adjusted by King County, if necessary. The motion passed; five ayes.*

- **Fire Benefit Charge Letter 2023:**

- Chief Cowan provided the Board with the updated draft 2023 Fire Benefit Charge letter for review and recommendation. The Commissioners agreed that there are no changes needed, and the letter is ready to be submitted.

PROJECTED AGENDAS:

- Chief Cowan noted that Legislative Day is February 17, 2023.
- The Commissioners scheduled a Department promotional ceremony for the December 1, 2022 Board meeting, which will begin at 4:30 p.m.

EXECUTIVE SESSION:

- None.

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

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

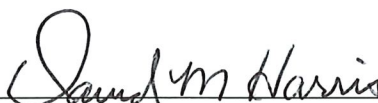
Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Board



Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner