



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

September 1, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 1, 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  
Kimberly Fischer, Commissioner  
Barb Sullivan, Commissioner  
Rod Heivilin, Commissioner  
David Harris, Vice-Chair

Matt Cowan, Chief  
Steve Taylor, Deputy Chief (DC)

**ABSENT:** Mark Foster, Deputy Chief (DC)

### PLEDGE OF ALLEGIANCE

The order of business was moved to accommodate public comment and Resolution 22-03 discussion and approval.

### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the August 18, 2022, regular meeting minutes as written. The motion passed; five ayes.*

### PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF President, attended the meeting virtually at 5:05 p.m. and provided a presentation on the Shoreline Fire Department's Post Retirement Employment program (PEMB).

### CONSIDERATION OF AGENDA:

- **Old Business: Resolution 22-03 Post-Employment Medical Benefits Coverage (PEMB):**
  - Chief Cowan discussed the updates made to Resolution 22-03 Post Employment Medical Benefits program.
  - The Board requested further clarification of the additional number of employees allowed to participate in the program. Chief Cowan clarified that the Department is requesting to increase the number of eligible employees allowed to participate in the program, to six Union represented, and one non-represented. The updated resolution allows the inclusion of Evergreen Medics to combine their years of service.
  - The Board made a motion to approve the updated resolution 22-03:

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve changes made to Resolution 22-03 specifically identifying up to six union represented, and one non-represented employee for a total of seven eligible for the program, not including employees on personnel contracts. The motion passed; five ayes.*

### CORRESPONDENCE:

- None.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**Second Board Meeting  
SEPTEMBER 1, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	220825001-220825032	48,261.24	8/31/22
Vendor Voucher(s)	220906001-220906031	272,745.13	9/7/22
Payroll Voucher	91522A - 91522CQ	137,169.28	9/14/22
Payroll - Taxes	ACH	17,511.08	9/13/22
Dept of Retirement Systems	ACH	21,556.97	9/14/22
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

**\$ 497,243.70**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	220821001-22821007	10,219.47	8/24/22
Vendor Voucher(s)	220902001-220902011	100,526.12	9/7/22
Payroll Voucher	91522A - 91522AA	60,366.12	9/14/22
Payroll - Taxes	ACH	11,092.96	9/13/22
Dept of Retirement Systems	ACH	10,381.89	9/14/22
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 192,586.56**

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

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	220901001	263,409.42	9/7/22

**\$ 263,409.42**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	220823001	7,222.21	8/31/22
	220904001-220904004	10,406.73	9/7/22
Interfund Transfer- OUT to EXPENSE fund		18,910.02	8/29/22
		<b>\$ 36,538.96</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	220824001-220824002	436.03	8/31/22
Vendor Voucher(s)	220903001	10,502.01	9/7/22
		<b>\$ 10,938.04</b>	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	220822001	52.65	8/31/22
Vendor Voucher(s)	220905001-220905010	18,219.32	9/7/22
		<b>\$ 18,271.97</b>	

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

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

<b>MOTION</b>	
Move to accept disbursements in the amount of :	<b>\$ 1,018,988.65</b>

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,018,988.65 per the detail above. The motion passed; five ayes.*

- At the July 21, 2022 Board meeting, the motion to accept the warrant disbursements was incorrect. See Voucher Cover Correction Sheet for details, which is attached and incorporated by reference.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to accept the corrected disbursements in the amount of \$648,078.90 for the July 21, 2022 voucher approval sheet. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- Provided at the second Board meeting of the month.

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

- Provided quarterly at the first Board meeting of the month. Chief Cowan noted it was confirmed that the Department received 2<sup>nd</sup> quarter fees.

#### **STATISTICS REPORT:**

- No report.

#### **STRATEGIC PLAN DISCUSSION:**

- No update.

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

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the potential reinstatement of an legacy Northshore Firefighter. Chief Cowan is working with legal counsel to discuss options.
  - Commissioner Heivilin requested an update on the revised schedules of the Department's mechanics. Chief Cowan noted that the Department has worked with the Union to create a schedule that will benefit the employees and the Department's needs.
  - Commissioner Fischer requested an update on the recent public records requests. Chief Cowan provided a brief update and noted that the Department has met with the Deputy Attorney General to discuss options.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the Department's apparatus bay door purchase at Station 57. DC Taylor noted that, due to supply issues, the door replacement project could not begin until April 2023.

#### **NORTHSHORE CONSOLIDATION UPDATE:**

- Chief Cowan provided a brief update:
  - Messaged out the direction of the legacy Northshore vacation blending.
  - The legacy Northshore audits will be completed soon.
  - Working on replacing legacy Northshore patches, badges, and decals.
  - Working through the Northshore Utility District contract.
  - Working on strengthening relationships with the Kenmore and Lake Forest Park Police Chiefs.

#### **OLD BUSINESS**

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- **North King County Training Consortium (NKCTC) Update:**
  - Chief Cowan has continued discussions of the involvement of the Bothell Fire Department in the NKCTC. It was agreed to develop two different 2023 budgets, one to include Bothell and the other without. Bothell Fire Departments Chief, Bruce Kroon will attend the September 13 or 20 Bothell City Council meeting to request approval to join the Eastside Training Consortium. Chief Cowan asked if his attendance at the City Council meeting would be acceptable to the Board. The Board concurred for Chief Cowan to attend the meeting on behalf of the Shoreline Fire Department.

- There have been discussions on the 2023 curriculum, which included the evaluation of a new Learning Management System (LMS), which the South County Consortium is currently using, and Seattle Fire will be exploring. Vector Solutions is the LMS program, and a demonstration will be provided to help evaluate the inclusion in the 2023 budget.
- **Fircrest Master Plan Opportunity:**
  - Chief Cowan provided a brief update:
    - The Department has been considering the opportunity to acquire land for a future fire station as part of the Fircrest Master Plan project.
    - The Department has contracted with Levrum Data Technologies to provide an analysis evaluating performance benefits and viable fire station location options. The Department has requested a re-evaluation of two other models. Once the data has been provided, Chief Cowan, will prepare a report out to the Board or request a special meeting to discuss the report and potential options.

**NEW BUSINESS:**

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- **Personnel Services Contract:**
  - The Administrative Director and Assistant Administrative Director’s employment agreements need modifications to reflect the transition of personnel and changing roles and responsibilities.
 

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to authorize the Board of Commissioners to approve the Administrative Director and Assistant Administrative Director’s employment agreements. The motion passed; five ayes.*
- **King County Properties Interlocal Agreement (ILA):**
  - This Interlocal Agreement for providing services to King County, exempt, properties has not been modified since 1993, but negotiations to modify the agreement have been ongoing for the past three years.
  - Chief Cowan provided a copy of the 1993 agreement, a new modified Exhibit A, and a new ILA for the non-legacy properties, to the Board for their review and approval. The contract has also been provided to the Department’s legal for review.
 

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize the Fire Chief to enter into an Interlocal Agreement with King County to provide services to said properties, pending the Department’s legal review and approval. The motion passed; five ayes.*

**PROJECTED AGENDA:**

- September 17, open house at Station 61.
- September 19-20, National Association of Emergency and Fire Officials (NAEFO) Commissioner conference.
- October 26-29, Washington Fire Commissioners Seminar.
- Commissioner Callahan may not attend the October 6 and 20 Board meetings.

**EXECUTIVE SESSION:**

- The regular meeting of the Board of Commissioners did not move to Executive Session.

The Commissioners adjourned the regular meeting at 6:26 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:26 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith




Joyce Brown  
Secretary to the Board



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Kenneth G. Callahan, Chair



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David M. Harris, Vice-Chair



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Kimberly A. Fischer, Commissioner



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Barb Sullivan, Commissioner



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Rod Heivilin, Commissioner