



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

September 15, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 15, 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	
Barb Sullivan, Commissioner	
Rod Heivilin, Commissioner	

ABSENT: Steve Taylor, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the September 1, 2022, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter from a Shoreline resident thanking the on-duty crew for their life-saving efforts.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
AUGUST 18, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	22082001-220820023	81,206.09	8/24/22
Payroll Vouchers	83022A-83022N	97,037.59	8/29/22
ACH Payment Request - Payroll Direct Deposit		984,256.53	8/26/22
ACH Payment Request - HRA/VEBA		73,373.53	8/30/22
ACH Payment Request - ALERUS (457 Plan)		98,554.33	8/30/22
ACH Payment Request - WA DCP		46,513.83	8/30/22
ACH Payment Request - IAFF Local 1760 (Union Dues)		23,170.22	8/30/22
ACH Payment Request - Dept. of Retirement Systems		217,254.09	8/30/22
ACH Payment Request - DSHS		2,531.80	8/30/22
ACH Payment Request - Payroll Taxes		218,246.37	8/29/22

\$ 1,842,144.38

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220816001-220816006	4,354.44	8/17/22
Payroll Vouchers	ALS83022A-ALS83022J	24,392.68	8/29/22
ACH Payment Request - Payroll Direct Deposit		285,923.88	8/26/22
ACH Payment Request - HRA/VEBA		22,476.92	8/30/22
ACH Payment Request - ALERUS (457 Plan)		36,848.90	8/30/22
ACH Payment Request - WA DCP		16,933.66	8/30/22
ACH Payment Request - IAFF Local 1760 (Union Dues)		5,739.30	8/30/22
Dept of Retirement Systems		65,527.54	8/30/22
ACH Payment Request - Payroll Taxes		72,000.56	8/29/22

\$ 534,197.88

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	220815001	1,931.35	8/17/22
		\$ 1,931.35	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	220814001	1,560.84	8/17/22
		\$ 1,560.84	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220819001-220819004	12,045.20	8/24/22
		\$ 12,045.20	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220817001-220817002	11,856.06	8/24/22
		\$ 11,856.06	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220818001	55.00	8/24/22
		\$ 55.00	
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 :		\$ 2,403,790.71	

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept disbursements for \$2,403,790.71 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Heivilin, Callahan, and Fischer attended the King County Fire Commissioners E-Board meeting. Commissioner Sullivan noted reports and meeting minutes regarding wall-times and other topics could be located on the King County Fire Commissioners website under the Coalitions tab.
- Commissioner Fischer requested an update on the Puget Sound Emergency Radio Network (PSERN) project. Chief Cowan noted that Department's radio deployment would be part of the last phase of delivery.

- The Commissioners held a special meeting workshop on 9/15/22 to discuss the Shoreline Fire Department 2023 budget and to update the Board of Commissioners Rules of Procedure Handbook.

FINANCIAL REPORT:

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

FINANCIAL SUMMARY REPORT: AUGUST 2022

Regular Board Meeting: September 15, 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 AUGUST Balance	\$	26,120,476.84
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of AUGUST 2022		Notes
Percentage Remaining	35.7%	Budget Amended 5/19/22 to include Northshore
Targeted Percentage Remaining	33.3%	
Over/Under Targeted Budget Remaining	2.40%	Under budget

General Expense Fund- OVERTIME COSTS

Data as of AUGUST 2022		Notes
Total Overtime	\$ 270,231.44	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 218,746.65	Overtime processing period: Jul 15 - Aug 12, 2022
BLS/EMS Staffing Overtime	\$ 51,484.79	Overtime processing period: Jul 15 - Aug 12, 2022

General Expense Fund- CASH ON HAND

Data as of AUGUST 2022		Notes
Cash on hand, end of AUGUST balance	\$ 11,582,037.94	

Interfund Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE		\$ 18,910.02	Redistributed funds from Capital budget to Expense budget for new hire bunker gear and structural boots.
CAPITAL	\$ 18,910.02		
BENEFITS			
FIRE IMPACT FEE			
RESERVE			
CAPITAL			
LTGO BOND			
TOTALS	\$ 18,910.02	\$ 18,910.02	

- Commissioner Fischer noted that the Department's Puget Sound Energy bill at Station 51 was quite high and requested to find ways to reduce the costs. Chief Cowan will look into possible cost reduction options.
- Commissioner Heivilin noted that diesel and gas costs at Northshore Utility District were higher than here at Shoreline Fire Department. Chief Cowan will research the difference in costs.

IMPACT MITIGATION FEE/UPDATES:

- Provided quarterly at the first Board meeting of the month.

STATISTICS REPORT:

- No report.

STRATEGIC PLAN DISCUSSION:

- No report.

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 Callahan requested an update of the recent wildfire deployment. Chief Foster noted that the Department deployed four employees to the Bolt Creek Fire in Skykomish under a mutual aid response, which then transitioned to a State Mobilization and therefore the Department will be reimbursed for costs associated with the deployment.

NORTHSHORE CONSOLIDATION UPDATE:

- No report.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - A meeting is scheduled for Monday, September 19, 2022 to discuss transitions for the City of Bothell and Training Director position.
- **Pierce Ladder Truck Purchase:**
 - The Department has one ladder truck approximately five years old and limited access to a reserve ladder truck as part of a regional cache. Due to continued growth within the City of Shoreline and the need for a more readily available reserve truck, the Department recommends the Board of Commissioners approve the purchase of a new ladder truck. The Department plans to utilize impact fees from the mitigation program to pay for the purchase. The truck will take approximately 30 months to build, and the exact cost may adjust during the preconstruction meeting due to modifications to the build specification. Chief Cowan noted this would be a documented sole-source purchase.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize Chief Cowan to purchase a new ladder truck from Pierce Manufacturing for an approximate cost of \$2,036,262. The motion passed; five ayes.*
- **Fircrest Master Plan Opportunity:**
 - Chief Cowan received an updated evaluation analysis and requested Levrum Technologies incorporate the data into an executive summary. Chief Cowan asked the Board if they would like to schedule a meeting to discuss further. The Commissioners agreed to schedule a special executive meeting on Monday, October 3, at 5:00 p.m.

NEW BUSINESS:

- None.

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 Commissioners adjourned the regular meeting at 5:44 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:44 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