



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 6, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 6, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

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)
Mark Foster, Deputy Chief (DC)

ABSENT: None

PLEDGE OF ALLEGIANCE

The order of business was moved to accommodate the Board Secretary's Oath of Office and approval of Resolution 22-05.

MOTION: Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to authorize the Board of Commissioners to sign Resolution 22-05 appointing Bouphe Siharath as the Board Secretary for the Department. The motion passed; five ayes.

- Due to the retirement of Joyce Brown, the current Shoreline Fire Board Secretary, Bouphe Siharath has been selected to become the new Board Secretary. Chief Cowan read into record the Oath of Office for Bouphe Siharath, which is attached and incorporated by reference.

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the September 14, 2022, special meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the September 15, 2022, regular meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the October 3, 2022, special meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE:

- The Department of Health and Services prepared an immediate release to the Department stating that Shoreline Fire Department's Medical Services Officer Gabe DeBay received the federal COVID-19 Pandemic Civilian Service Medal for exemplary service to the nation.

- Letter from Shoreline resident thanking Chief Cowan for his support.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
SEPTEMBER 15, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220912001-220912028	213,854.20	9/14/22
Vendor Voucher(s)	220915001-220915015	111,116.86	9/21/22
Payroll Vouchers	92922A - 92922R	132,862.78	9/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	1,001,960.41	9/27/22
ACH Payment Request - HRA/VEBA	ACH	79,285.43	9/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	101,130.57	9/29/22
ACH Payment Request - WA DCP	ACH	46,941.63	9/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	227,314.03	9/29/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,912.72	9/29/22
ACH Payment Request - DSHS	ACH	2,531.80	9/29/22
ACH Payment Request - Payroll Taxes	ACH	230,022.38	9/28/22
		\$ 2,172,932.81	
ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220909001-220909011	75,170.76	9/14/22
Payroll Vouchers	ALS92922A - ALS92922I	21,876.81	9/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	262,092.61	9/27/22
ACH Payment Request - HRA/VEBA	ACH	21,999.92	9/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	37,528.19	9/29/22
ACH Payment Request - WA DCP	ACH	16,933.66	9/29/22
Dept of Retirement Systems	ACH	60,678.47	9/29/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,759.30	9/29/22
ACH Payment Request - Payroll Taxes	ACH	63,758.21	9/28/22
		\$ 565,797.93	
ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	220908001	8,000.00	9/14/22
		\$ 8,000.00	

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	220907001	131,677.35	9/14/22

\$ 131,677.35

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220910001	280.96	9/14/22
Vendor Voucher(s)	220914001	16,248.30	9/21/22

\$ 16,529.26

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220911001	793.30	9/14/22
Vendor Voucher(s)	220913001-220913002	5,480.20	9/21/22

\$ 6,273.50

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No Activity	
Vendor Voucher(s)		No Activity	

\$ -

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 :		\$ 2,901,210.85

- At the September 15, 2022, Board meeting the disbursements approved, dated for August 18 and in the amount of \$2,403,790.71 was incorrect. The correct disbursements should have been dated September 15, 2022, in the amount of \$2,901,210.85. The Commissioners made a motion to re-approve the corrected disbursements.

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept the corrected disbursements dated for the September 15, 2022 Board meeting for \$2,901,210.85 per the detail above. The motion passed; five ayes.*

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
OCTOBER 6, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220921001-220921031	37,605.68	9/28/22
Vendor Voucher(s)	221004001-221004058	346,070.52	10/12/22
Payroll Voucher	101422A-101422CT	171,102.30	10/12/22
Payroll - Taxes	ACH	22,272.00	10/13/22
Dept of Retirement Systems	ACH	26,846.87	10/14/22
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		\$ 603,897.37	

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220918001-220918006	3,762.91	9/21/22
Vendor Voucher(s)	22092201 - 220922004	5,774.32	9/28/22
Vendor Voucher(s)	221006001 - 221006016	109,840.49	10/12/22
Payroll Voucher	ALS101422A-ALS101422AC	72,432.00	10/12/22
Payroll - Taxes	ACH	12,678.23	10/13/22
Dept of Retirement Systems	ACH	12,369.20	10/14/22
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	
		\$ 216,857.15	

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	220916001	1,141.25	9/22/22
Vendor Voucher(s)	221005001	8,000.00	10/12/22
		\$ 9,141.25	

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	220917001	1,880.68	9/21/22
		\$ 1,880.68	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220920001	3,508.65	9/28/22
Vendor Voucher(s)	221003001-221003004	74,645.45	10/12/22
		\$ 78,154.10	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	221001001-221001002	2,916.49	10/12/22
		\$ 2,916.49	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	220919001	638.70	9/28/22
Vendor Voucher(s)	221002001-221002005	16,398.91	10/12/22
		\$ 17,037.61	
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 :		\$ 929,884.65	

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$929,884.65 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Heivilin, Callahan, and Fischer attended the National Association of Emergency and Fire Officials (NAEFO) conference in Las Vegas. The topics of discussion were on choosing the right Chief for your district, using your district's website for citizen interaction, save time and money with cooperative purchasing, American rescue plan update, legislative update, and saving more than just lives in your community.

- Commissioner Fischer noted that Chief Carl Scarborough, Attorney and Fire Chief of Sni Valley Fire District, Oak Grove, Missouri provided a discussion on vexatious requestors, which is a statute in some states, but not Washington State.
- Commissioner Sullivan noted that the Department's open house went very well.

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 will present at the next Board meeting.

STATISTICS REPORT:

- No report.

STRATEGIC PLAN DISCUSSION:

- Discussions have been on strategic planning and future growth.

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 potential of adding a mental health professional at NORCOM. Chief Cowan clarified there has been discussions on adding a mental health professional at NORCOM's dispatch to triage 911 mental health calls.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Foster noted the Pulse Point application is live and ready to be downloaded.
- **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 of Commissioners thanked the Department for the seamless consolidation transition.
 - Chief Cowan thanked Katie Doll, Lead Finance Specialist, for the presentation on payroll procedures and vacation blending to the legacy Northshore employees.
 - Commissioner Heivilin requested an update on the Aid 157 unit usage. Chief Cowan provided a brief update to the Northshore Board on this topic, and noted that Aid 157 staffing has been getting better and being staffed over 73% of the time. The next significant improvement in staffing will be when the current academy graduates. Evaluation of staffing improvements will continue.
 - The Department will hold the NKCTC Winter Academy in January of 2023.
 - The lateral hiring process has started to help address 2023 attrition.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - Fall Academy is in process.
 - Completed the second 2023 budget meeting and hope to have the budget completed soon.
 - Bothell Fire Department is committed to being in the Consortium for 2023.

- **Strategic Station Location:**
 - Chief Cowan provided a brief update:
 - The Board held a special executive meeting on October 3 to discuss station location options.
 - Chief Cowan recommends preparing a Station 62 analysis that would be discussed during a future executive meeting. Chief Cowan requested to continue moving forward with the station location research, and the Board agreed.
 - Chief Cowan noted that the Department has decided not to build a new station as part of the Fircrest Master Plan, but requested that the Board allow Chief Cowan to continue to be on the Committee and research additional options.

NEW BUSINESS:

- **Pierce Fire Engine Purchase**
 - The Department has three Pierce fire engines manufactured in 2008. One is currently being used as Engine 163, and the two others are in a reserve status mode. The National Fire Protection Association (NFPA) Standards recommend that front-line apparatus be moved to reserve status after ten years.
 - This year, an apparatus committee was formed to develop specifications for a new Pierce fire engine incorporating features from both the past Shoreline Velocity model fire engines and the Northshore Enforcer model fire engines. The new fire engine was scheduled to be part of the Department's strategic plan and ordered in 2023. Due to a two-year construction estimate, the recommendation is to move forward with the ordering of the fire engine now. This would also prevent a cost increase of the engine due to a price hike that will be effective November 1, 2022 by Pierce Manufacturing, the sole source vendor.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize Chief Cowan to purchase a new Fire Engine from Pierce Manufacturing, as the sole source vendor, for an approximate cost of \$1,088,715. The motion passed; five ayes.*

PROJECTED AGENDA:

- Commissioner Callahan may not attend the October 20 Board meeting.
- October 25 - Joint Board meeting with Northshore Fire Commissioners to discuss the 2023 budget.
- October 26-29 - Washington Fire Commissioners Seminar.

EXECUTIVE SESSION:

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


The Commissioners adjourned the regular meeting at 5:55 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:55 p.m. The motion passed; five ayes.*

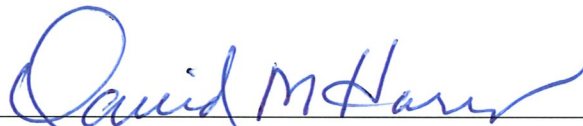
Minutes prepared by: Beatriz Goldsmith



Joyce Brown
Secretary to the Board



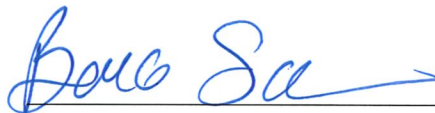
Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner

