



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES December 1, 2022

Vice Chair Harris called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on December 1, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT: Ken Callahan, Chair (attended via Zoom) Matt Cowan, Chief
Steve Taylor, Deputy Chief (DC)
David Harris, Vice-Chair
Kimberly Fischer, Commissioner
Rod Heivilin, Commissioner
Barb Sullivan, Commissioner

ABSENT: Mark Foster, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PINNING CEREMONY AND CPR LIFE SAVING AWARD: Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the newly promoted employees below, and to present the CPR Life Saving Award to Sally Kennelly, citizen of the City of Kenmore who provided life-saving care on a call in September.

The below promoted employees were recognized:

- Mitchell Larson, Paramedic
- Terrance Lewis, Lieutenant
- Willis Reed, Lieutenant
- Scott Ciraulo, Captain (was not in attendance)
- Matt Hochstein, Deputy Chief of Support Services

Following the ceremony the Board and attendees took a break. The regular order of business resumed at 5:22 p.m.

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- Removed Budget Narrative under new business. This will be added to the next meeting agenda.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the November 17, 2022, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
DECEMBER 1, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	221115001	237,670.44	11/23/22
Payroll Vouchers	112922A - 112922M	102,428.10	11/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	1,156,556.83	11/25/22
ACH Payment Request - HRA/VEBA	ACH	76,585.43	11/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	115,807.99	11/29/22
ACH Payment Request - WA DCP	ACH	45,159.03	11/29/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,232.96	11/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	221,255.92	11/29/22
ACH Payment Request - DSHS	ACH	2,531.80	11/29/22
ACH Payment Request - Payroll Taxes	ACH	310,616.64	11/28/22
Payroll Voucher	121522A - 121522CN	178,070.20	12/14/22
Payroll - Taxes	ACH	28,875.40	12/14/22
Dept of Retirement Systems	ACH	19,784.72	12/15/22
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 2,519,575.46

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	221114001	67,155.16	11/23/22
Payroll Vouchers	ALS112922A - ALS112922M	25,140.54	11/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	295,762.45	11/25/22
ACH Payment Request - HRA/VEBA	ACH	24,199.91	11/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	38,918.38	11/29/22
ACH Payment Request - WA DCP	ACH	17,116.66	11/29/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,315.50	11/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	67,582.97	11/29/22
ACH Payment Request - Payroll Taxes	ACH	72,718.32	11/28/22
Payroll Voucher	ALS121522A-ALS121522AC	90,757.71	12/14/22
Payroll - Taxes	ACH	16,103.39	12/14/22
Dept of Retirement Systems	ACH	14,588.82	12/15/22
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 736,359.81

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)		No activity	
			\$ -
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No activity	
			\$ -
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	221116001	3,872.80	11/23/22
			\$ 3,872.80
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 :			\$ 2,911,627.83

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$2,911,627.83 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Sullivan noted that the pinning ceremony went very well tonight.

FINANCIAL REPORT:

- Financial Summary Reports are provided at the second Board meeting of the month.

IMPACT MITIGATION FEE/UPDATES:

- No report.

STATISTICS REPORT:

- No report.

STRATEGIC PLAN DISCUSSION:

- Discussions will begin in February of 2023.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan provided a brief update on the Peer Fitness Training program.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on hospital wall-times. Chief Cowan noted it is improving slowly, but there is a chance it could get worse through the winter months. Chief Cowan further noted that King County Fire Zone 3 has been successful with wall-time improvements.

NORTHSHORE CONSOLIDATION UPDATE:

- No update.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - Working on staffing structure.
 - The next Consortium Academy will begin in early February 2023.

NEW BUSINESS:

- **Increase Basic Life Support (BLS) Fees:**
 - It is recommended that the BLS Transport Fee rate is reviewed on an annual basis so that the Department remains in line with cost increases as well as other fire departments in King County who bill for transports. The current average for fire departments in King County is \$896.80 per transport and \$17.20 per mile. This is expected to rise due to the annual CPI increase in 2023. The Department is currently at a base rate of \$900.00 and \$17.00 per mile. The Department is requesting to increase the BLS transports to \$990.00 and the mileage to \$18.70.
 - Commissioner Heivilin asked if the Department's transport fees are similar to the AMR Ambulance Services, Chief Cowan noted the Department is lower.
 - Chief Cowan noted that charges are applied from the scene to the hospital.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$900.00 to \$990.00, and increase the mileage from \$17.00 to \$18.70 effective January 1, 2023. The motion passed; five ayes.
- Budget Narrative 2023 was removed from the agenda and will be added to the December 15 Board meeting.

PROJECTED AGENDA:

- Legislative Day is February 17, 2023.
- Election of officers for the Shoreline Board of Commissioners is scheduled for the December 15, 2022 Board meeting.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:51 p.m.


MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:51 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith


Boupha 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