



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES November 17, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 17, 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 Union President, attended the meeting virtually with no comment.
- Matt Hochstein, Department Battalion Chief, 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 November 3, 2022, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
NOVEMBER 17, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	221108001-221108036	51,102.36	11/16/22
Vendor Voucher(s)			
Payroll Vouchers		No Acvity	
ACH Payment Request - Payroll Direct Deposit		No Acvity	
ACH Payment Request - HRA/VEBA		No Acvity	
ACH Payment Request - ALERUS (457 Plan)		No Acvity	
ACH Payment Request - WA DCP		No Acvity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No Acvity	
ACH Payment Request - Dept. of Retirement Systems		No Acvity	
ACH Payment Request - DSHS		No Acvity	
ACH Payment Request - Payroll Taxes		No Acvity	

\$ 51,102.36

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	221105001 - 221105008	39,708.80	11/9/22
Vendor Voucher(s)	221109001 - 221109011	50,761.02	11/23/22
Vendor Voucher(s)	221014001 - 221014006	3,040.73	10/26/22
Payroll Vouchers		No Acvity	
ACH Payment Request - Payroll Direct Deposit		No Acvity	
ACH Payment Request - HRA/VEBA		No Acvity	
ACH Payment Request - ALERUS (457 Plan)		No Acvity	
ACH Payment Request - WA DCP		No Acvity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No Acvity	
Dept of Retirement Systems		No Acvity	
ACH Payment Request - Payroll Taxes		No Acvity	

\$ 93,510.55

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	221113001 - 221113003	22,046.05	11/23/22

\$ 22,046.05

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Acvitivity	
		\$	-
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	221107001-221107003	54,051.95	11/16/22
Vendor Voucher(s)			
		\$	54,051.95
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No Acvitivity	
		\$	-
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	221106001-221106002	959.78	11/16/22
		\$	959.78
EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Acvitivity	
		\$	-
EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Acvitivity	
		\$	-
MOTION			
Move to accept disbursements in the amount of :		\$	221,670.69

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$221,670.69 per the detail above. The motion passed; five ayes.*

- At the October 6, 2022 Board meeting, the motion to accept the warrant disbursements was incorrect. See Voucher Cover Correction Sheet for that is attached and incorporated by reference. The Commissioners made a motion to re-approve the corrected disbursements.

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to approve the corrected disbursements in the amount of \$934,963.13 for the October 6, 2022 voucher approval sheet. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Fischer attended the King County Fire Commissioners E-Board meeting. The speaker of the evening was John Madson on the Zone 3 Fire Explorer programs.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the October 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	Overtime processing period: Aug 12 - Sep 9, 2022
BLS/EMS Staffing Overtime	\$ 73,041.27	Overtime processing period: Aug 12 - Sep 9, 2022

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 will begin in February of 2023.

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.
 - Chief Foster met with the Kellogg Middle school staff to discuss emergency preparedness, planning and response. The Department may help to lead staff in training and drills at the school.
 - Commissioner Fischer requested an update on the Tyler data discrepancy. Chief Cowan provided a brief update on the recent challenges and noted the King County Fire Chiefs requested a deadline of December 8 to address the issues.
 - Chief Cowan noted that one of the probationary firefighters has been separated from the Department.
 - The Lateral hiring process was completed on November 16. The Department interviewed seven candidates, in which three candidates received conditional offers.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Taylor noted that the Departments door codes will be changed.

NORTHSHORE CONSOLIDATION UPDATE:

- Chief Cowan provided a brief update:
 - Worked with the Northshore Board to finalize the Fire Benefit Charge letter.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - Working on the staffing structure.
 - The next Consortium Academy will begin in early February, and Eastside Fire will be leaving the NKCTC in 2023.

NEW BUSINESS:

- **Resolution 22-06 – Post-Employment Medical Benefits Program (PEMB):**

- Revisions to the Post-Employment Medical Benefits Coverage Resolution are updated to reflect yearly increases for CPI-U. Changes to Resolution 22-06 have been made to incorporate the CPI increase of 10.1%, effective beginning on January 1, 2023.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve and sign Resolution 22-06 Post-Employment Medical Benefits Coverage. The motion passed; five ayes.*

- **Surplus Vehicle:**

- The Department would like to declare the vehicle listed below for surplus due to age and mechanical unreliability. The vehicle will be auctioned off through Ritchie Bros. Auctioneers, located in Chehalis, Washington. There will be a minimal auction process fee as part of the cost to the department.

1999 Ford Expedition ID# 4992
License 41953C
Vin: 1FMPU18L7XLB78886
Mileage: 68,303

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to approve and sign Resolution 22-06 Post-Employment Medical Benefits Coverage. The motion passed; five ayes.*

- **Personal Employment Contract Extension:**

- The Deputy Chief of Suppression has extended his official retirement date to late January 2023, and the current employment agreement is set to expire December 31, 2022. An additional change was made to remove the Department clothing allowance that would be due in January of 2023.
- Commissioner Heivilin made a friendly amendment to update the motion to title Deputy Chief of Suppression to that of Deputy Chief of Support Services.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to authorize the Board of Commissioners to approve extending the Deputy Chief of Support Services employment agreements until January 31, 2023. The motion passed; five ayes.*

PROJECTED AGENDAS:

- The Departments promotional ceremony is scheduled for the December 1, 2022, Board meeting, which will begin at 4:30 p.m.
- Legislative Day is February 17, 2023.
- Election of officers for the Shoreline Board of Commissioners will be done at the second Board meeting in December 2022.

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.*

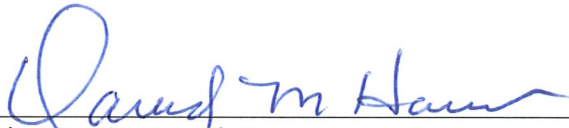
Minutes prepared by: Beatriz Goldsmith



Boupka K. Siharath
Secretary to the Board



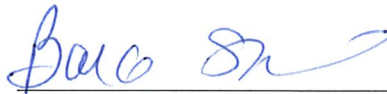
Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner