



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES February 18, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 18, 2021. Due to Proclamation 20-25 Stay Home – Stay Healthy (Open Public Meetings Act and Public Records Act) set forth by Governor Jay Inslee, the meeting was closed to on-site public attendance. A notice providing the call-in information was posted on the Department's website and the front door of Station 61.

PRESENT:

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was dispensed due to the meeting being held off-site via Zoom conferencing.

ROLL CALL

PUBLIC COMMENT:

- Mr. Dee, Lake Forest Park (LFP) resident and member of LFP Citizen's Commission, attended the meeting and thanked the District for the extensive Covid-19 report, including pictures and media video. Also thanked the Department for dropping people off at the severe weather shelter at St. Dunstan's Church, which was activated last week.

CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:**
 - Administrative Staff Salary Adjustments
 - North City Water District Minutes Discussion
 - Resolution 21-02 – Inclusion of Information on Benefit Charge in Voters' Pamphlet
- **EXECUTIVE SESSION:** No additional agenda items.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve the February 4, 2021 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet – Commissioner Fischer suggested this item be removed from future agendas, as there is no action required at the meetings.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
FEBRUARY 18, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210207001-210207023	27,611.23	2/17/21
Vendor Voucher(s)	210213001-210213022	34,385.54	2/24/21
Payroll Vouchers	22521A - 22521L	52,358.39	2/24/21
ACH Payment Request - Payroll Direct Deposit	ACH	591,585.08	2/23/21
ACH Payment Request - HRA/VEBA	ACH	59,240.12	2/25/21
ACH Payment Request - ALERUS (457 Plan)	ACH	80,764.01	2/25/21
ACH Payment Request - WA DCP	ACH	15,172.48	2/25/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,319.07	2/25/21
ACH Payment Request - Dept. of Retirement Systems	ACH	137,842.27	2/25/21
ACH Payment Request - DSHS	ACH	2,212.84	2/25/21
ACH Payment Request - Payroll Taxes	ACH	129,415.08	2/24/21

\$ 1,143,906.11

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210208001-210208008	4,182.58	2/17/21
	210209001-210209005	10,437.48	2/24/21
Payroll Vouchers	ALS22521A - ALS22521J	19,523.11	2/24/21
ACH Payment Request - Payroll Direct Deposit	ACH	258,832.64	2/23/21
ACH Payment Request - HRA/VEBA	ACH	23,897.91	2/25/21
ACH Payment Request - ALERUS (457 Plan)	ACH	35,433.45	2/25/21
ACH Payment Request - WA DCP	ACH	16,365.81	2/25/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	2/25/21
Dept of Retirement Systems	ACH	60,562.01	2/25/21
ACH Payment Request - Payroll Taxes	ACH	61,808.42	2/24/21

\$ 496,925.99

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)	20202001-20202002	21,798.02	2/17/21
	210211001-210211003	9,738.64	2/24/21

\$ 31,536.66

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	20203001-20203002	1,777.50	2/17/21
	210212001	3,925.46	2/24/21

\$ 5,702.96

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	20201001	800.40	2/17/21
	210210001	574.00	2/24/21

\$ 1,374.40

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 :		\$	1,679,446.12

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to accept disbursements for \$1,679,446.12 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT

- Commissioner Callahan attended on February 13 via Zoom, the N.A.F.E.O Post 2020 Election Perspective with Congressional Fire Service Institute seminar hosted by Executive Director Bill Webb. Of the 19 people that attended, six were from King County and five from City of Shoreline. Shoreline was well represented.
- Commissioner Fischer also attended the seminar, found it very informative and was impressed with the legislative accomplishments.
- Commissioner Sullivan listened to the King County Council meeting with Kathy Lambert discussing an active shooter drill. Commissioner Sullivan commented that she was in the building at Shorecrest High School last year for a drill when the staff realized no one was at the front door to let in the firefighters. Commissioner Heivilin assured her the firefighters would have a way to get in for a real-life incident.

FINANCIAL REPORT

- The January 2021 financial report will be presented at the March 4 Board meeting.

STATISTICS REPORT

- The Department's statistical reports are provided twice per year and presented at the second Board meetings in January and July. These reports include staffing profiles, emergency response summaries, and incident response times.

IMPACT MITIGATION FEE/UPDATES:

- The Department's Impact Mitigation Fee updates are provided quarterly and presented at the first Board meeting of the first month in that quarter.

STRATEGIC PLAN DISCUSSION

- The Department continues to work on the Fire Benefit Charge (FBC) educational campaign.

DISTRICT ACTIVITY REPORTS

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Heivilin asked for clarification on the NORCOM move to a single CAD system. Chief Cowan responded that back in 2011 both fire departments and police agencies opted for a single CAD, which was New World. New World did not work out for the fire departments, so fire switched to Tri-Tech and police stayed on New World, which has now been bought out and renamed Tyler. Two CADs is very inefficient for NORCOM and there has always been a desire to get back to one CAD at some point, which will also create significant financial savings. Currently there is an ongoing evaluation of whether the fire departments are moving to Tyler or police to Tri-Tech. If fire departments move to Tri-Tech, then NORCOM would save over \$2,000,000 over the next five years. There are two dissenting votes amongst the Zone 1 Operations Chiefs, and they are asking for one more month to make a decision. There is a deadline as potential savings of \$500,000 could be realized in 2021, if the switch can be made by June or July.

- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Fischer inquired about the purchase of counterfeit N-95 masks by King County (at a cost of \$2.2 million). Chief Cowan explained that there is an estimated 70-80% of the masks are counterfeit. It was discovered that the counterfeiters were using actual duplicated 3M lot numbers. In the meantime, the masks that were already distributed are being gathered.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Heivilin had a question about a voucher for 40 black badge covers. Chief Taylor explained these were created to use for line of duty death (LODD) recognition.

OLD BUSINESS

- **Station 63 Construction Update:** None.
- **North King County Training Consortium (NKCTC):**
 - Chief Cowan had discussions with Director Wallgren and things are being addressed, including action items from the leadership retreat. The fall recruit academy, setting up the budget, along with operational challenges across the four agencies was discussed. Since Woodinville and Northshore Fire Departments are moving to smoothbore nozzles and having a wholesale change in their hoses, the impacts to Bothell and Shoreline Fire departments are operational, and the Consortium will now need to teach fire attack with two different systems.
- **COVID-19 Update:**
 - **DC Nankervis** provided a written report detailing the COVID impacts to the Department, which is attached and incorporated by reference.
 - Division Chief Pompeo, Lieutenant Gabe DeBay, and Public Services Officer Michelle Pidduck were recognized and thanked for their efforts leading the team to vaccinate the Shoreline residents. KIRO and Getty Images recently visited the Mobile Vaccination Team (MVT) to report on the vaccination efforts. The Department is limited in its supply, but not desire, to vaccinate our citizens. The affordable housing residents and staff are now vaccinated, and the MVT will be moving to senior housing residents in Lake Forest Park, Kenmore and Bothell.
- **Sound Transit Contract:**
 - Chief Cowan was in contact with Terry Beals from Sound Transit for authorization to finish the contract in order to present to the Board. The Department will continue to bill Sound Transit quarterly services.

- **Fire Benefit Charge (FBC) Ballot Measure:**
 - Chief Cowan submitted a resolution to be on the ballot, along with a cover letter and explanatory statement. It is optional to be in the Voters' Pamphlet, but the Board needs to authorize the inclusion into the Voter's Pamphlet. King County requires language in a resolution to authorize adding the Department's information to the Voter's Pamphlet. The resolution must be to the County by February 26, along with committee assignments for pro/con. The Department has made flyers ready to hand out to the public.

NEW BUSINESS

- **Administrative Staff Salary Adjustment:**
 - In preparing for the 2021 budget, it was determined that no raise or a flat salary adjustment was appropriate for union represented labor. This was subsequently also successfully negotiated. However, it was also agreed that our five Administrative Assistant positions should receive a CPI, or COLA, adjustment. This adjustment was not included in the 2021 budget. The CPI rate for 2021 is .9%. It is therefore recommended the Department correct this error and approve a raise of .9% for our Administrative Assistant staff, and retroactively apply it to January 1, 2021.

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to authorize the Fire Chief to provide a COLA raise of .9% for our five Administrative Assistant positions, retroactively to January 1, 2021. The motion passed; five ayes. Commissioner Fischer asked that in the future, the commissioners be given a two-week notice on items such as this.*

- **North City Water District Minutes Discussion:**
 - Chief Cowan requested if the Commissioners have any edits, please let Chief Cowan know. The Department can adopt the updated minutes at the next BOC meeting.
- **Voter's Pamphlet Resolution:**
 - The Board of Commissioners finds and declares that it is in the best interest of the District to have information regarding the Benefit Charge included in the local Voter's Pamphlet. Furthermore, that the appropriate costs there of shall be paid by the District. The Board of Commissioners further authorizes and directs the Fire Chief to provide such information to King County Elections for inclusion and to take other actions as necessary to that end.
 - It is recommended the Board of Fire Commissioners adopt Resolution 21-02, authorizing the Fire Chief to include information in the Voter's Pamphlet regarding the upcoming Benefit Charge re-authorization ballot measure on April 27, 2021.
 - The estimated cost of this inclusion is \$3,500.

MOTION: *Commissioner Fischer moved, and Commissioner Harris seconded, a motion to authorize the Board of Fire Commissioners to adopt Resolution 21-02, authorizing the Fire Chief to include information in the Voter's Pamphlet regarding the upcoming Benefit Charge re-authorization ballot measure on April 27, 2021. The motion passed; five ayes.*

PROJECTED AGENDA:

- Bid Laws, Procurement and Public Works Webinar - February 26, 9:00 a.m. – 12:00 p.m.
- Public Hearing Fire Benefit Charge reauthorization ballot measure - March 4, 5:00 p.m.
- Fire Service Employment Law Webinar – March 12, 9:00 a.m. – 12:00 p.m.
- Public Hearing Fire Benefit Charge 2021 Appeals – March 18, 5:00 p.m.

EXECUTIVE SESSION

The regular meeting of the Board of Commissioners adjourned at 5:45 p.m. and immediately moved to Executive Session at 5:46 p.m. for 20 minutes, per RCW 42.30.110(1)(g) Applicant Qualifications/Employee Performance, with no decision expected. The Executive Session was extended by 20 minutes, and ended at 6:26 p.m. The Executive Session closed and the regular meeting reconvened at 6:26 p.m.

MOTION: *Commissioner Fisher 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: K. Parker


Respectfully submitted,

Joyce Brown

Joyce Brown
Secretary to the Board



Rod Heivilin, Chair



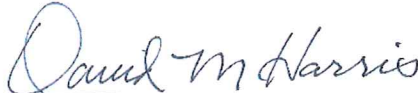
Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner

ELECTRONICALLY SIGNED ON

3 / 4 / 21
B. Goldsmith