



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES May 20, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on May 20, 2021. Due to the current COVID-19 guidelines, the meeting was held on-site, with a limited capacity of 50%. The Department posted a notice on its website and the front door of Station 61 providing a link and call-in information.

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

PINNING CEREMONY: Following the pledge of allegiance, the regular order of business was suspended to recognize and honor the following newly promoted employees:

- **Todd Wollum** Division Chief – EMS
- **Gabe DeBay** Captain – MSO
- **Ruslan Cherkasskikh** Lieutenant

The regular order of business resumed at 5:00 p.m.:

PUBLIC COMMENT: None.

CONSIDERATION OF AGENDA: **OLD BUSINESS:** Hiring of three additional Firefighters for 2021.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the May 6, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter from the Medic One Foundation thanking Chief Cowan for his participation in the Chiefs Council.
- Letter from Mountain View Fire and Rescue thanking the Department for their assistance with the Green River Valley brush fire.
- Chief Cowan noted that the Department had received quite a few emails thanking the Department for their participation in vaccinations efforts.
 - There has been a shift in the vaccination efforts due to the opening of eligible age requirements. To help accommodate this shift, the Department has set up pop-clinics at the district schools.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET

Second Board Meeting
MAY 20, 2021

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT AMOUNT | RELEASE DATE |
|--|---------------------|---------------------|--------------|
| EXPENSE FUND: 10-004-0010 | | | |
| Vendor Voucher(s) | 21051001-210510027 | 58,157.49 | 5/19/21 |
| Vendor Voucher(s) | 210513001-210513033 | 36,085.38 | 5/26/21 |
| Payroll Vouchers | 52721A - 52721S | 67,701.97 | 5/26/21 |
| ACH Payment Request - Payroll Direct Deposit | ACH | 614,028.33 | 5/25/21 |
| ACH Payment Request - HRA/VEBA | ACH | 59,106.79 | 5/27/21 |
| ACH Payment Request - ALERUS (457 Plan) | ACH | 82,850.67 | 5/27/21 |
| ACH Payment Request - WA DCP | ACH | 15,280.98 | 5/27/21 |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH | 13,414.41 | 5/27/21 |
| ACH Payment Request - Dept. of Retirement Systems | ACH | 144,825.80 | 5/27/21 |
| ACH Payment Request - DSHS | ACH | 2,212.84 | 5/27/21 |
| ACH Payment Request - Payroll Taxes | ACH | 140,961.32 | 5/26/21 |

\$ 1,234,625.98

| | | | |
|--|-----------------------|------------|---------|
| ALS EXPENSE FUND: 10-004-6080 | | | |
| Vendor Voucher(s) | 210511001-210511008 | 3,195.69 | 5/19/21 |
| | 210514001-210514010 | 8,766.27 | 5/26/21 |
| Payroll Vouchers | ALS52721A - ALS52721L | 31,637.50 | 5/26/21 |
| ACH Payment Request - Payroll Direct Deposit | ACH | 281,660.43 | 5/25/21 |
| ACH Payment Request - HRA/VEBA | ACH | 24,631.24 | 5/27/21 |
| ACH Payment Request - ALERUS (457 Plan) | ACH | 36,912.72 | 5/27/21 |
| ACH Payment Request - WA DCP | ACH | 16,365.81 | 5/27/21 |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH | 5,882.58 | 5/27/21 |
| Dept of Retirement Systems | ACH | 66,928.18 | 5/27/21 |
| ACH Payment Request - Payroll Taxes | ACH | 72,755.11 | 5/26/21 |

\$ 548,735.53

| | | | |
|--------------------------------------|--|-------------|--|
| 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) | 210508001-210508003 | 13,553.49 | 5/19/21 |
| Vendor Voucher(s) | 210512001-210512003 | 706.38 | 5/26/21 |

\$ 14,259.87

| | | | |
|--------------------------------|---------------------|----------|---------|
| NKCTC FUND: 10-004-0100 | | | |
| Vendor Voucher(s) | 210509001-210509002 | 1,942.41 | 5/19/21 |
| Vendor Voucher(s) | | | |

\$ 1,942.41

| | | | |
|-----------------------------------|--|-------------|--|
| BENEFITS FUND: 10-004-6050 | | | |
| 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 : | | \$ | 1,799,563.79 |

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,799,563.79 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Fischer attended the Washington Fire Commissioners Associations (WFCA) webcast on *PIOs Telling Your Agency's Story: PIOs in the Fire Service*, which provided information on the roles of fire service PIOs through community connections and improved safety through education.
- Commissioner Fischer attended the National Association of Emergency and Fire Officials (NAEFO) *COVID Relief Funds* webcast and noted that there was available funding through the American Rescue Plan ACT (ARP) for responding to public health emergency impacts
 - Chief Cowan noted that the King County Fire Chiefs Association reached out to King County Executive Dow Constantine's office to request support towards the emergency efforts. The Department is now fully-funded for the vaccination efforts, and most funding has been provided through emergency allocations.
- Commissioners Harris, Sullivan, and Fischer attended the WFCA webcast on *Labor Negotiations*, which provided information on successfully negotiating and administering Collective Bargaining Agreements (CBAs).
- Commissioner Callahan attended the King County Fire Commissioners meeting via Zoom. Brittany Blue, Chief Marketing and Philanthropy of the Office for Sound Generations hosted the presentation for that evening. The presentation provided information on comprehensive services for aging adults and their loved ones.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the April 2021 Financial Summary Report, listed on the following page and included by reference:

FINANCIAL SUMMARY REPORT: APRIL 2021

Regular Board Meeting: May 20, 2021

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

| | | |
|----------------------|----|---------------|
| End of APRIL Balance | \$ | 18,508,973.11 |
|----------------------|----|---------------|

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

| Data as of April 30, 2021 | | Notes |
|-------------------------------|-------|----------------------|
| Percentage Remaining | 71.4% | |
| Targeted Percentage Remaining | 66.7% | |
| Over/Under Budget | 4.7% | Under budget by 4.7% |

General Expense Fund- OVERTIME COSTS

| Data as of April 30, 2021 | | Notes |
|--------------------------------|---------------|--|
| Total Overtime | \$ 112,271.26 | |
| Firefighting Staffing Overtime | \$ 104,287.10 | Overtime processing period: Mar 12 - Apr 9, 2021 |
| Aid 161 Staff Overtime | \$ 7,984.16 | Overtime processing period: Mar 12 - Apr 9, 2021 |

General Expense Fund- CASH ON HAND

| Data as of April 30, 2021 | | Notes |
|------------------------------------|------------------|-------|
| Cash on hand, end of APRIL balance | \$ 11,673,042.68 | |

Interfund Transfers: NO ACTIVITIES

| FUND NAME | TRANSFERS-OUT | TRANSFERS-IN | Purpose |
|-----------------|---------------|--------------|---|
| EXPENSE | | | Transfer to RES & CAP funds, annual report allocation |
| CAPITAL | | | Transfer to LTGO Bond Fund for interest/principal payments |
| FIRE IMPACT FEE | | | Transfer to LTGO Bond Fund for interest/principal payments |
| RESERVE | | | Receipt from EXP fund, annual budget allocation |
| CAPITAL | | | Offset negative cash balance for bond principal & interest payments |
| LTGO BOND | | | Offset negative cash balance for bond principal & interest payments |
| TOTALS | \$ - | \$ - | |

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 in that month.

STRATEGIC PLAN DISCUSSION:

- Chief Cowan noted the Department scheduled the long-range planning meeting for May 26. A report out will be provided at the next Board meeting.

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 Fischer requested clarification on the Station 63 closeout. Chief Cowan noted that the project is almost complete, and the Department is exploring options for new signage.
 - Commissioner Fischer requested clarification of the Department's staffing challenges. Chief Cowan clarified that due to vaccination clinic needs, and staffing vacancies, the Department had to mandatory employees to fill positions.
 - Commissioner Fischer requested an update on the increased tensions in the area. Chief Cowan reached out to Debbie Terry, City Manager for the City of Shoreline and Shawn Ledford, Chief of Police for the City of Shoreline to discuss what Fire, Police, and the City can do to help address the increased tensions, and ensure safety for the public. Commissioner Callahan suggested having a special meeting with Debbie Terry and Chief Ledford to discuss this topic. Chief Cowan will continue to reach out.
 - Commissioner Harris requested an update on the reimplementation of Pulse Point. Pulse Point is a smartphone mobile application that alerts users trained in CPR if someone nearby in a public place has called 911. Chief Cowan provided a brief history of the Department's involvement with Pulse Point and the issues with prior implementation. The reimplementation of the app was discussed at the Zone 1 King County Fire Chiefs, where it was decided that further research was needed before committing. Northeast King County Regional Public Safety Communication Agency (NORCOM) is researching the technical application and costs. Zone 1 KC Fire Chiefs will reach out to The Medic One Foundation to request funding for the first year of implementation of Pulse Point.
- **Deputy Chief Nankervis** 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. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Heivilin requested an update on the delivery of the new fire engines. DC Taylor noted there was a delay in delivery due to unforeseen issues, and the new fire engine should arrive in a couple of weeks.

OLD BUSINESS

- **Station 63 Construction Update:**
 - DC Taylor noted that the 2nd drain construction should be completed shortly.

- **North King County Training Consortium (NKCTC):**
 - Chief Cowan provided a brief update and noted that a meeting was held with Greg Ahearn, Woodinville Fire Chief, Bruce Kroon, Bothell Fire Chief, and Eric Wallgren, Director of NKCTC, to discuss the need for additional openings in the Academy.
 - The meeting also included a discussion on how to proceed with filling of the Battalion Chief (BC) of training position that will be open at the end of this year. The expectation is that the BC position is a three-year commitment. Chief Cowan prepared a document that was formally accepted by the Labor groups, which provides direction on how to fill vacancies.
 - There will be 29 recruits at the NKCTC Fall Academy, which will be located at the Northshore Fire Station 51.

- **COVID-19 Update:**
 - Chief Cowan noted that the Mobile vax sites have been closed. The Department is shifting its focus on the fixed vaccination site and pop-up clinics in Shoreline and Northshore Schools

- **Sound Transit Contract:**
 - No current updates.

NEW BUSINESS:

- **Hiring of three additional Firefighters for 2021:**
 - Due to some unexpected vacancies and staffing needs, the Department is requesting to hire additional Firefighters in 2021 as opposed to waiting until early 2022. These positions are covered in the 2021 budget, and Chief Cowan noted this should not have any negative impacts on the Department's overall budget.
 - Commissioner Harris asked if hiring the additional Firefighters this year would supersede the motion approved at the last meeting to provide a hiring bonus, Chief Cowan clarified; yes, it would remove that request.

MOTION: *Commissioner Fischer moved, and Commissioner Harris seconded a motion to authorize the Fire Chief to add three more Firefighters to the current hiring process in preparation for the September NKCTC academy. The motion passed; five ayes.*

PROJECTED AGENDA:

- June 3 Board meeting was moved to June 10 due to the Commissioners availability.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:57 p.m.

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:57 p.m. The motion passed; five ayes.*

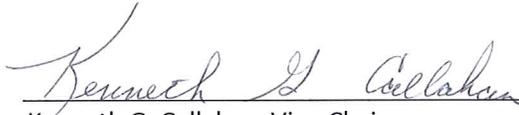
Minutes prepared by: Beatriz Goldsmith

Joyce Brown

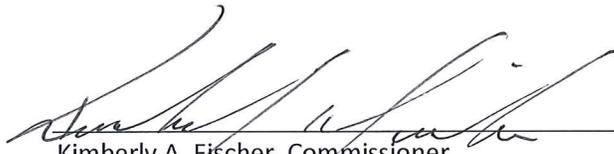
Joyce Brown
Secretary to the Board



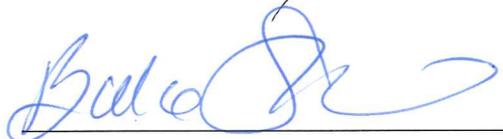
Rod Heivilin, Chair



Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner