



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

November 18, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 18, 2021. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to the current COVID-19 guidelines, the meeting was also available virtually via Zoom conferencing. 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, Chief
Ken Callahan, Vice-Chair	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner	
David Harris, Commissioner	

**ABSENT:** None.

### CONSIDERATION OF AGENDA:

- None.

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT:

- Mr. Dee, a Lake Forest Park (LFP) resident and LFP Citizen's Commission member, attended the meeting via Zoom, but had no comment.

### MINUTES

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

**MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the November 10, 2021, special meeting minutes as written. The motion passed; five ayes.

### CORRESPONDENCE:

- Thank you letter to the Department for their support and efforts to the citizens of Shoreline.
- Thank you letter to the Department for their support and efforts at the vaccination clinic.

### STANDING AGENDA

### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**NOVEMBER 18, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	211108001-211108019	19,163.98	11/17/21
Vendor Voucher(s)	211114001-211114025	51,781.51	11/24/21
Payroll Vouchers	112921A - 112921O	61,494.19	11/29/21
ACH Payment Request - Payroll Direct Deposit	ACH	636,097.44	11/24/21
ACH Payment Request - HRA/VEBA	ACH	59,108.23	11/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	83,114.77	11/29/21
ACH Payment Request - WA DCP	ACH	15,935.75	11/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,990.68	11/29/21
ACH Payment Request - Dept. of Retirement Systems	ACH	143,949.14	11/29/21
ACH Payment Request - DSHS	ACH	2,531.80	11/29/21
ACH Payment Request - Payroll Taxes	ACH	147,138.06	11/26/21

**\$ 1,234,305.55**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	211109001-211109010	5,949.44	11/17/21
	211111001-211111006	6,276.33	11/17/21
Payroll Vouchers	ALS112921A - ALS112921K	23,628.33	11/29/21
ACH Payment Request - Payroll Direct Deposit	ACH	288,095.30	11/24/21
ACH Payment Request - HRA/VEBA	ACH	24,631.24	11/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	36,571.38	11/29/21
ACH Payment Request - WA DCP	ACH	14,233.91	11/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	11/29/21
Dept of Retirement Systems	ACH	65,244.22	11/29/21
ACH Payment Request - Payroll Taxes	ACH	70,314.35	11/26/21

**\$ 540,827.08**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	211110001-211110003	6,785.22	11/24/21

**\$ 6,785.22**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	211106001-211106005	59,829.00	11/17/21
Vendor Voucher(s)	211113001-211113005	29,260.09	11/24/21
		<b>\$ 89,089.09</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	211112001-211112002	4,004.28	11/24/21
		<b>\$ 4,004.28</b>	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	211107001	184,420.87	11/17/21
		<b>\$ 184,420.87</b>	

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>MOTION</b>		
Move to accept disbursements in the amount of :	<b>\$ 2,059,432.09</b>	

**MOTION:** Commissioner Harris moved, and Commissioner Callahan seconded a motion to accept disbursements for \$2,059,432.09 per the detail above. The motion passed; five ayes.

#### COMMISSIONERS' REPORT:

- Commissioner Callahan noted that the Commissioners attended the National Association of Emergency and Fire Officials (NAEFO) Save Time & Money with Cooperative Purchasing seminar. The seminar provided information on how cooperative procurement programs work, how they can be utilized, and viable cooperative purchasing options. Sourcewell, a 40-year government agency, hosted the seminar. The presenter of the evening was Crosby Grindle, who leads their public safety cooperative procurement initiative.

#### FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the September 2021 Financial Summary Report, listed below and included by reference. October's financials will be presented at the December 2 meeting.
  - September's expense fund cash on hand is at the lowest for the year.
  - Overtime was higher due to double pay for mandatory and deployments.

- Chief Cowan attended the Audit interview for the fiscal year 2020, and noted the 2020 Audit will not be completed until January 2022.

## FINANCIAL SUMMARY REPORT: SEPTEMBER 2021

Regular Board Meeting: November 18, 2021

### 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	\$	18,050,690.79
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### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of SEPTEMBER 30, 2021		Notes
Percentage Remaining	20.5%	Including 100% interfund transfers out in June
Targeted Percentage Remaining	25.0%	
Over/Under Budget	4.5%	Over budget by 4.5%

### General Expense Fund- OVERTIME COSTS

Data as of SEPTEMBER 30, 2021		Notes
Total Overtime	\$ 307,596.46	Overtime high due to: Deployments, deployment replacements, and mandatory overtime.
Firefighting Staffing Overtime	\$ 303,363.28	Overtime processing period: August 13 - September 10, 2021
Aid 161 Staff Overtime	\$ 4,233.18	Overtime processing period: August 13 - September 10, 2021

### General Expense Fund- CASH ON HAND

Data as of SEPTEMBER 30, 2021		Notes
Cash on hand, end of SEPTEMBER	\$ 5,901,646.31	

### Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to CAP & BEN funds, annual budget allocation
CAPITAL			Receipt from EXP fund, annual budget allocation
BENEFITS			Receipt from EXP fund, annual budget allocation
FIRE IMPACT FEE			Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			
LTGO BOND			Receipt from FIRE IMPACT Fee fund for bond interest/principal 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:

- No update.

#### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested clarification on the Fircrest Master Development meeting. Chief Cowan noted the Department's interest is in the southeast or southwest corner of the site. Washington State Representative Cyndi Ryu is working to incorporate the Department into the budget process.
  - Commissioner Heivilin requested an update on the Zone 1 Pulse Point project. Chief Cowan noted that Pulse Point was approved and is in the process of being implemented.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
  - Woodinville Board of Commissioners submitted a 2022 Mobile Integrated Health (MIH) program withdrawal letter to the Department. Chief Cowan stated that The Department plans to keep its commitment to the MIH program.
  - Commissioner Heivilin requested an update on the damage to the Department's Battalion Chief's vehicle. DC Nankervis noted that the vehicle light bar was not installed to the Department's specification, but was replaced at no cost. There was also damage to the wing doors, which is scheduled for repair.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
  - The Department's station door codes are scheduled to be changed on December 7.

#### OLD BUSINESS

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- **North King County Training Consortium (NKCTC):**
  - Chief Cowan briefed the Board on the recent proposal from Eastside Fire to expand their enrollment in the Consortium. Chief Cowan was in opposition to the proposal, as it did not include a specific plan or support from the Union. The discussion was tabled, and a special meeting was scheduled for December to prepare and develop a plan for review.

- **COVID-19 Update:** DC Nankervis provided a brief update:
  - The Department's COVID guidelines are still in place.
  - The Department has provided 5,000 pediatric vaccinations for the Shoreline & Northshore school districts.
  - The Commissioners shared their gratitude for the Department's efforts in the vaccination process.
- **Vaccine Mandate:**
  - All employees at local stations are vaccinated.
- **Sound Transit Contract:**
  - Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit is finalizing a draft contract.
- **Contract with the Northshore Fire Department:**
  - Discussions have been on the timeline and financial analysis for the contract for services. Chief Cowan has reviewed the financial analysis and provided input. A decision to approve the contract proposal will likely be in January 2022.

#### **NEW BUSINESS:**

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- **Basic Life Support (BLS) Transport Fee Increase for 2022**
  - BLS transport rates are reviewed on an annual basis to ensure the Department remains in line with other fire departments in King County who also bill for transports. The 2022 base fee for BLS transports is recommended to increase from \$850.00 to \$900.00 and to maintain the mileage at \$17.00. This rate increase will become effective January 1, 2022. A revised Appendix was added to Resolution 12-05, increasing the fee.
  - Commissioner Harris asked if the Department's transport rates are comparable to other agencies. DC Nankervis noted that other public agencies in King County range from about \$500 – \$2,000 per transport, and the Department would be at \$900.00.

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to increase the base fee for BLS transports from \$850.00 to \$900.00, and maintain the mileage charge at \$17.00 effective January 1, 2022. The motion passed; five ayes.*
- **Resolution 21-05 – 2022 Budget Adoption:**
  - Chief Cowan presented Resolution 21-05 for the Boards approval.
  - A public hearing for citizen input was held on November 4, 2021. It was recommended that the Board approve Resolution 21-05 adopting the 2022 budget in its entirety, including the below expenditures by Division.

**Expenditure Division Budget Amount**

<b>Budget</b>		<b>Amount</b>
General Expense*	\$	23,615,308
General Capital	\$	1,259,395
General Benefits	\$	1,765,948
ALS Expense	\$	9,086,884
ALS Capital	\$	151,500
CMT Expense	\$	564,780
<b>TOTAL</b>	<b>\$</b>	<b>36,443,815</b>

\* General Expense Budget includes interfund transfers out.

**MOTION:** Commissioner Sullivan moved, and Commissioner Fischer seconded a motion to adopt Resolution 21-05 approving the 2022 budget, (General Expense, General Capital, General Benefits, ALS Expense, ALS Capital and CMT Expense budgets), in the amount of \$36,443,815. The motion passed; five ayes.

- **Resolution 21-06 – 2022 Fire Benefit Charge:**

- Chief Cowan presented Resolution 21-06 for the Boards approval.
- The Board of Fire Commissioners of a fire district may, by Resolution, for fire protection district purposes authorized by law, fix and impose a benefit charge on personal property and improvements to real property. In 2021, the voters of the District re-authorized the imposition of a benefit charge for a period of ten (10) years. It is recommend that the Board approve Resolution 21-06 setting the fire benefit charge for the calendar year 2021 at **\$7,363,000**

**MOTION:** Commissioner Callahan moved, and Commissioner Fischer seconded a motion to adopt Resolution 21-06 establishing the fire benefit charge for the calendar year 2022 at \$7,363,000. The motion passed; five ayes.

- **Resolution 21-07 – Increase Regular Tax Levy and Bond Levy:**

- Chief Cowan presented Resolution 21-07 for the Boards approval.

**MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to adopt Resolution 21-07 increasing the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property for the 2022 levy in the amount of \$364,631, which is a 3.56% increase from the previous year in 2021. The motion passed; five ayes.

- **Resolution 21-08 – Certification of Regular Property Tax Levy and Bond Levy**

- Chief Cowan presented Resolution 21-08 to the Board for approval.
- To maintain and pay for the costs of fire protection and medical services within the District, the King County Council must levy, and the Treasury Division Manager of King County, Washington must collect, in 2022 a regular tax levy for the Department's General Expense Fund.

**MOTION:** Commissioner Callahan moved, and Commissioner Fischer seconded a motion to adopt Resolution 21-08 certifying to the King County Council a regular property tax levy in the principal amount of \$10,599,125 and the Excess Tax Levy for the Department's Bond Fund in the amount of \$1,250,977. Further, I recommended that the Board authorize and direct the Treasury Division Manager of King County, Washington to collect said amount in 2022. This motion is made understanding that calculations were done using preliminary numbers provided by King County and may be adjusted by King County, if necessary. The motion passed; five ayes.

- **Resolution 21-09 – Certification of Regular Property Tax Levy and Bond Levy**

- Chief Cowan presented Resolution 21-09 to the Board for approval.

**MOTION:** Commissioner Sullivan moved, and Commissioner Fischer seconded a motion to adopt to adopt Resolution 21-09, replacing Resolution 14-08, increasing the target minimum from 10% to 15% of the annual operating expenses. The motion passed; five ayes.

- **Fire Benefit Charge Letter 2022:**

- Chief Cowan provided the Board with the updated draft 2022 Fire Benefit Charge letter for review and recommendation. The Commissioners agreed that there are no changes needed, and the letter is ready to be submitted.

- **Update on NKCTC Academy and Hiring Process for February Academy:**

- The Department has provided conditional employment offers to eight Firefighter candidates for a start date in February of 2022, of which two have been accepted so far.
- An employee currently in the Academy was separated from the Department due to performance issues. The current Academy has dropped from seven to six candidates, and the Department will reevaluate the needs for the upcoming Academy starting late January of 2022.

**PROJECTED AGENDA:**

- The Commissioners have scheduled a Special Workshop meeting to review and update the Commissioner Handbook on December 6 at 3:00 p.m.
- December 11 - NAEFO Seminar "Using Your District's Website for Citizen Interaction".
- December 16 - Election of the 2022 Board Chair and Vice Chair.

**EXECUTIVE SESSION:**

The regular meeting of the Board of Commissioners moved to Executive Session at 6:12 p.m. per RCW 42.30.140 Negotiations, and RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for approximately 20 minutes with a decision expected.

The executive meeting moved to open session at 6:32 p.m. and was extended for an additional 15 minutes.

At 6:47 p.m., the Commissioners resumed to open session, with a decision directing Chief Cowan to negotiate the exempt employee's contracts and salaries as discussed during the executive meeting, which included a 4% pay raise for Chief Cowan in 2022, with CPI increases in 2023 and 2024. The regular meeting adjourned at 6:51.

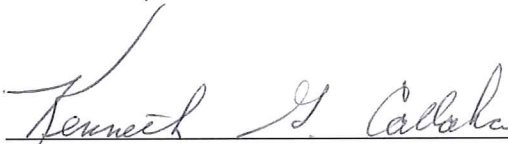
**MOTION:** *Commissioner Fisher moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:51 p.m. The motion passed; five ayes.*

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