



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

August 5, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 5, 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	Steve Taylor, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Rick Ashleman, Project Manager
Barb Sullivan, Commissioner	
David Harris, Commissioner	

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Mr. Dee, a Lake Forest Park (LFP) resident and member of LFP Citizen's Commission, attended the meeting via Zoom.

CONSIDERATION OF AGENDA:

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the July 15, 2021 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter of appreciation thanking the Department for their support at the Cedar Hills Fire sent on behalf of Eastside Fire and Rescue and the community members of Fire Protection District 10, the City of Issaquah and surrounding areas.
- Chief Cowan noted the Department has also received letters and emails of appreciation for the support in the vaccination efforts.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET

Second Board Meeting
AUGUST 5, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210715001-210715031	46,959.05	7/28/21
Vendor Voucher(s)	210805001-210805036	182,313.54	8/11/21
Payroll Voucher	81621A - 81621CB	178,763.71	8/11/21
Payroll - Taxes	ACH	27,990.63	8/16/21
Dept of Retirement Systems	ACH	28,819.80	8/16/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Actiity	

\$ 464,846.73

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210717001-210717005	3,431.61	7/28/21
Vendor Voucher(s)	210802001-210802011	70,063.70	8/11/21
Payroll Voucher	ALS81621A - ALS81621CB	81,149.41	8/11/21
Payroll - Taxes	ACH	12,971.56	8/16/21
Dept of Retirement Systems	ACH	13,707.67	8/16/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 181,323.95

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	210801001-210801002	16,162.84	8/11/21

\$ 16,162.84

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	210716001	125,103.15	7/28/21

\$ 125,103.15

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210714001	5,714.75	7/28/21
Vendor Voucher(s)	210804001-210804005	10,625.99	8/11/21
		\$ 10,625.99	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210713001-210713002	2,842.40	7/28/21
		\$ 2,842.40	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210712001	419.06	7/28/21
Vendor Voucher(s)	210803001-210803004	13,094.16	8/11/21
Vendor Voucher(s)			
		\$ 13,513.22	

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 :		\$ 814,418.28

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$814,418.28 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Fischer noted the King County Fire Commissioner Association E-Board meeting was held on July 21. Tom Sharp, Program Manager for the King County Emergency Management, was the speaker that evening. Commissioner Fischer further noted that future E-Board meetings will be held in person, and the Shoreline Fire Department will be hosting the next E-Board meeting on August 11 at Station 61 Headquarters at 6:30 p.m.

FINANCIAL REPORT:

- The June and July 2021 financial report will be presented at the August 19 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 in that month.

STRATEGIC PLAN DISCUSSION:

- The strategic planning meeting was held on July 27. An audit was conducted and presented on past and future goals. Chief Cowan will be formulating a summary in preparation for the next meeting, which will likely be held in September.

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 requested clarification of the blue card program for the North King County Training Consortium (NKCTC). Chief Cowan noted the blue card program provides good communication and tactical training. Chief Cowan has requested the NKCTC consider modifying the curriculum and for it to be tailored for the King County area before being considered for use in NKCTC. If approved, it would be a phased approach over the 2 to 3 years.
 - Commissioner Harris requested further details on the recent vacancy in the facilities department. Chief Cowan stated that the FVT/Mechanic position is now vacant, and the Department will be seeking candidates for the position of Mechanic. The Department received limited applicants during the previous hiring for a FVT/Mechanic and believes updating the job description and title will help clarify the vision for the position.
- **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.

OLD BUSINESS

- **Station 63 Construction Update:** PM Ashleman provided the below updates:
 - The contractor has three outstanding affidavits with the State Department of Labor and Industries before the close out of the project can be completed.
 - The one-year warranty walk-through with the Station 63 Project's design team is scheduled for August 13.

- The Western Regional Sales Manager for Door Engineering (the Four-Fold Door manufacturer) will be meeting with members of the project's design team and the Department to review paint failure and rust issues.
 - Lakeridge Plumbing will be at Station 63 next week to resolve the loud water hammer noise caused when flushing the toilets.
 - A technician from the sign company will be providing revised drawings next week.
- **North King County Training Consortium (NKCTC):**
 - Chief Cowan met with Woodinville Fire Chief, Greg Ahearn, Bothell Fire Chief, Bruce Kroon, Eastside Fire and Rescue Fire Chief, Jeff Clark, and the NKCTC Director, Erik Wallgren to discuss the challenges and impacts on the Consortium due to Woodinville Fire joining Eastside Fire & Rescue. The biggest concerns are with staff scheduling and blue card tactics/communication models. Director Wallgren has prepared a scheduling calendar to help address the potential issues.
 - NKCTC will be using the City of Shoreline pool for training and a Regional Hazmat drill will be held there on August 15 and 16.
 - The NKCTC Academy will begin on August 30 and the instructors will be refining the curriculum in preparation.
- **COVID-19 Update:**
 - Chief Cowan provided a brief update:
 - There is a substantial COVID-19 outbreak occurring in King County and the Department will likely revise the mask mandate following County guidelines.
 - The Department has 400 rapid COVID-19 tests in stock, which are being distributed to the stations. The Department is encouraging employees who recently traveled, attended a large gathering, or believe they have been exposed to COVID-19 to take the rapid test.
 - The Northshore School District reached out to the Department to discuss supporting a pop-up vaccination clinic for students who did not receive their vaccinations. If age requirements are lowered, they will open to elementary and middle school students as well.
- **Sound Transit Contract:**
 - Chief Cowan met with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, to discuss the current contract, which is progressing well. The contract will include Fire Marshal Office services renewal, training for all personnel, and long-term service delivery.
 - Mike Dee asked if Sound Transit had a special meeting and if they had made a decision on the Realignment Capital Plan. Chief Cowan was not sure and will look into this further.

NEW BUSINESS:

- **Resolution 21-03 - Credit Card Issuance Re-Approval:**

- The Department currently maintains twenty-two (22) VISA credit cards for use by the Board of Fire Commissioners, Fire Chief, Deputy Chiefs, Battalion Chiefs, Training Division, NKCTC Training Division, Maintenance Division, and ALS division.
- The Department recognizes the need to prepare Resolution 21-03 to notate that when a Commissioner or employee is no longer eligible, the credit card shall be re-assigned or deleted as appropriate.

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve Resolution 21-03, replacing resolution 20-12. The motion passed; five ayes.*

- **2022 Budget Process/Representation:**

- Chief Cowan will provide the tentative draft schedule to the Budget Committee next week. The Department is waiting for the Shoreline Area Report to be released, which will provide the forecasted Assessed Value information. The consumer price index for 2022 is set at 5 ½ percent and the Department is currently in negotiations to determine raises.

- **Contract for Services with Northshore Fire District:**

- Chief Cowan noted that the Northshore Fire Department has requested Shoreline Fire Department and Eastside Fire and Rescue to provide a proposal for services, which is due on September 15 and set for a January 1, 2022 implementation.
- Chief Cowan further stated he was in favor of providing a proposal and requested the Board hold a special meeting on August 19, inviting the Department's Local Union 1760 to review a draft proposal for consideration.
- The contract for services from Northshore includes merging all their personnel under Shoreline, keeping separate their district Board Secretary and Commissioners, maintaining their equipment, apparatus, facilities and the same level of service.

- **Granting of Post-Employment Medical Leave:**

- Chief Cowan stated a Department employee submitted a letter of intent to retire, but will be retiring earlier due to unforeseen medical reasons, and requested to join the Department's Post Employment Medical Benefit Plan. The Plan requires employees to retire within a specific timeframe, but can be modified on a case-by-case basis. Chief Cowan recommended that the Board grant the employee the option to join the Plan for his eligibility period of three years. The Board approved the request.

PROJECTED AGENDA:

- The Department will possibly hold a Pinning Ceremony on September 2, which will likely cause the Board meeting to start earlier to accommodate.

- Shoreline Fire Department’s Leadership Retreat is scheduled for October 13-14.
- The October 21 Board meeting has been rescheduled to October 25 due to scheduling conflicts. Commissioner Harris will not be attending in person, but may attend via Zoom.
- Commissioner Heivilin will not be attending the October 7 Board meeting.

EXECUTIVE SESSION:

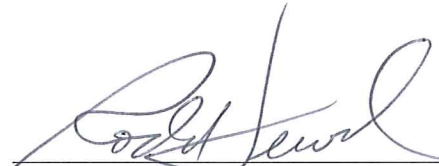
The regular meeting of the Board of Commissioners moved to Executive Session at 6:07 p.m. per RCW 42.30.140 Negotiations for approximately 10 minutes with no decision expected. The executive session closed, and the regular meeting reconvened and immediately adjourned at 6:17 p.m.

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:17 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Joyce Brown

Joyce Brown
Secretary to the Board



Rod Heivilin, Chair



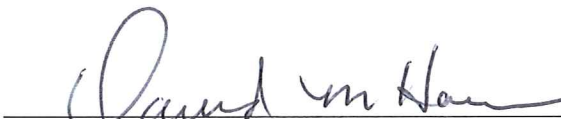
Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner