



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

August 19, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 19, 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	

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Mr. Dee, a Lake Forest Park (LFP) resident and LFP Citizen's Commission member, attended the meeting via Zoom. Mr. Dee thanked Chief Cowan for his attendance at the Northshore Fire Department Board meeting and noted there had been some public confusion that Northshore is dissolving and becoming part of Shoreline, and he understands how this can be confusing.

CONSIDERATION OF AGENDA:

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the August 5, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting
AUGUST 19, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210808001-210808021	33,710.39	8/18/21
Vendor Voucher(s)	210811001	20,519.68	8/18/21
Vendor Voucher(s)	210819001-21089027	33,270.48	8/25/21
Payroll Vouchers	83021A - 83021N	56,145.90	8/25/21
ACH Payment Request - Payroll Direct Deposit	ACH	638,569.46	8/26/21
ACH Payment Request - HRA/VEBA	ACH	57,274.89	8/30/21
ACH Payment Request - ALERUS (457 Plan)	ACH	81,601.30	8/30/21
ACH Payment Request - WA DCP	ACH	15,768.05	8/30/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,198.19	8/30/21
ACH Payment Request - Dept. of Retirement Systems	ACH	148,727.02	8/30/21
ACH Payment Request - DSHS	ACH	1,335.56	8/30/21
ACH Payment Request - Payroll Taxes	ACH	153,382.38	8/27/21

\$ 1,253,503.30

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	21081001-210810010	37,675.28	8/18/21
	210815001-210815009	4,891.74	8/25/21
Payroll Vouchers	ALS83021A - ALS83021J	25,491.09	8/25/21
ACH Payment Request - Payroll Direct Deposit	ACH	329,073.42	8/26/21
ACH Payment Request - HRA/VEBA	ACH	26,042.16	8/30/21
ACH Payment Request - ALERUS (457 Plan)	ACH	36,314.25	8/30/21
ACH Payment Request - WA DCP	ACH	14,244.61	8/30/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	8/30/21
Dept of Retirement Systems	ACH	77,541.82	8/30/21
ACH Payment Request - Payroll Taxes	ACH	91,950.01	8/27/21

\$ 648,928.70

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	210814001-210814003	9,808.45	8/25/21

\$ 9,808.45

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	210809001-210809002	1,612.14	8/18/21

\$ 1,612.14

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210806001-210806005	14,517.08	8/18/21
Vendor Voucher(s)	210813001	2,587.86	8/18/21
Vendor Voucher(s)	210818001-210818004	12,323.24	8/25/21
		\$ 29,428.18	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210807001	150.00	8/18/21
Vendor Voucher(s)	210812001	1,799.95	8/18/21
Vendor Voucher(s)	210817001-210817003	23,257.81	8/25/21
		\$ 25,207.76	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210816001-210816002	1,272.06	8/25/21
		\$ 1,272.06	

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 :		\$ 1,969,760.59

MOTION: Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,969,760.59 per the detail above. The motion passed; five ayes.

COMMISSIONERS' REPORT:

- Commissioners Fischer and Sullivan noted their attendance at the King County Fire Commissioners general meeting. The speaker that evening was Steve Lamay, Director of Operations for Air Lift NW.
- Commissioner Callahan thanked the Department's Administrative staff, Kimberly Parker and Gina Chanthavong, for their support at the King County Fire Commissioners E-Board meeting.

FINANCIAL REPORT:

- The July 2021 financial report will be presented at the September 2 Board meeting.
- Chief Cowan provided a brief summary of the June 2021 Financial Summary Report, listed below and included by reference:
 - Kudos was given to Boupha Siharath, Financial Manager, for her detailed preparation and clear information of the Department's monthly financial reports.

FINANCIAL SUMMARY REPORT: JUNE 2021

Regular Board Meeting: August 19, 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 JUNE Balance	\$	18,294,163.22
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JUNE 30, 2021		Notes
Percentage Remaining	55.5%	
Targeted Percentage Remaining	50.0%	
Over/Under Budget	5.5%	Under budget by 5.5%

General Expense Fund- OVERTIME COSTS

Data as of JUNE 30, 2021		Notes
Total Overtime	\$ 149,964.35	Overtime high due to: Comptime cash out and deployment OT
Firefighting Staffing Overtime	\$ 146,551.84	Overtime processing period: May 14 - June 11, 2021
Aid 161 Staff Overtime	\$ 3,412.51	Overtime processing period: May 14 - June 11, 2021

General Expense Fund- CASH ON HAND

Data as of JUNE 30, 2021		Notes
Cash on hand, end of JUNE balance	\$ 7,968,386.87	

Interfund Transfers: ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 2,487,326.00		Transfer to CAP & BEN funds, annual budget allocation
CAPITAL		\$ 1,429,686.00	Receipt from EXP fund, annual budget allocation
BENEFITS		\$ 1,057,640.00	Receipt from EXP fund, annual budget allocation
FIRE IMPACT FEE	\$ 672,990.00		Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			
LTGO BOND		\$ 672,990.00	Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
TOTALS	\$ 3,160,316.00	\$ 3,160,316.00	

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 will schedule the next meeting in late September, providing a briefing on the contract for services submitted to Northshore.

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:
 - Chief Cowan stated that Deputy Chief, Doug McDonald, the Zone 1 Operations Committee Chair, would present a final report and recommendation to move forward with a Single CAD system, likely hosted by Tyler. The Zone 1 Fire Chiefs will then present their recommendation to the NORCOM Governing Board. Chief Cowan noted that moving to a Single CAD system would be financially beneficial.
 - Commissioner Callahan requested an update on the meeting regarding Fircrest. Chief Cowan met with Washington State House Representative's Cindy Ryu and Lauren Davis, and the Washington State Department of Social and Health Services (DSHS) Assistant Director of Capital and Facilities Management, Bob Hubenthal to discuss the Fircrest master plan and options for use.
 - The City of Shoreline is requiring an all-encompassing comprehensive plan for all uses.
 - DSHS is interested in working with the Department on acquiring the southeast corner of the property.
 - Chief Cowan also discussed the policing enforcement changes with Representative Davis.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the Station 63 signage. DC Taylor noted that the Department is working with Fast Signs to complete the front sign design.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the vaccination site at Shoreline Community College. DC Nankervis noted that the site opened yesterday, and will be in service three days a week, Monday, Wednesday, and Friday.

- The Department is scheduling dates to help provide further vaccination services to the Shoreline School Districts.
- The King County Department of Public Health is working with the Department to institute a plan to begin vaccinating children five years old, which is scheduled for approval in late September or early October. Vaccination boosters will be approved in late September and will be available for those eligible, eight-months post the second vaccination.

OLD BUSINESS

- **Station 63 Construction Update:** DC Taylor provided the below updates:
 - The final warranty walk-through occurred on August 13.
 - The landscaping warranty walk-through occurred on August 18.
- **North King County Training Consortium (NKCTC):**
 - Chief Cowan met with Training Battalion Chief Andres Orams and Director Erik Wallgren to discuss before and after workload schedule impacts from the Woodinville Fire contract with Eastside Fire. One of the current positions is that Blue Card will not be part of the training until reconsideration in the future.
 - The Academy's family orientation night was held yesterday. The Department will likely drop to seven candidates for the Fall Academy and one candidate would begin in the Winter Academy.
- **COVID-19 Update:**
 - Chief Cowan provided a brief update:
 - Some issues are arising within the Department regarding the emergency proclamation mandating public and private health care and long-term care workers be fully vaccinated against COVID-19 by October 18. The Department is required to follow the law and enforce it as necessary, and the internal directive will be revised to include what the law and proclamation states.
 - Chief Cowan clarified that all Department personnel seeing patients shall be fully vaccinated two weeks post final doses by October 18 or request an exemption for medical or religious reasons. The Department will no longer accept attestation forms.
 - If an employee is not vaccinated and continues to work in the health care system, or the Department knows or allows it, there will be a \$5,000 fine and or up to a year in jail. The Department will follow the law.
 - A mask mandate has also been put in place. Chief Cowan will be meeting with the Department's Union to discuss the impacts of the proclamation.
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- **Sound Transit Contract:**
 - Chief Cowan continues to work with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, to discuss and prepare the draft contract that is expected to be ready for review in September.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- The Department will be holding a Pinning Ceremony on September 2 at 4:30pm.
- Shoreline Fire Department's Leadership Retreat is scheduled for October 13-14.
- The October 21 Board meeting has been rescheduled to October 25. 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:

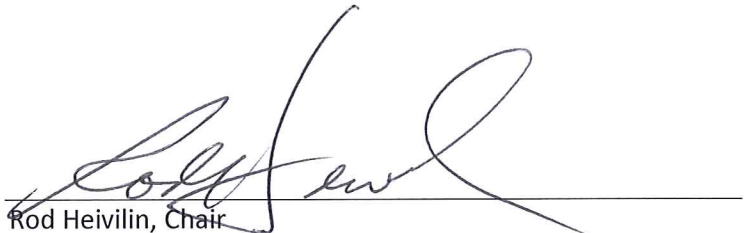
The regular meeting of the Board of Commissioners moved to Executive Session at 5:43 p.m. per RCW 42.30.140 Negotiations for approximately 10 minutes with no decision expected. The executive session closed at 5:53 p.m. and the regular meeting reconvened.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:54 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Joyce Brown

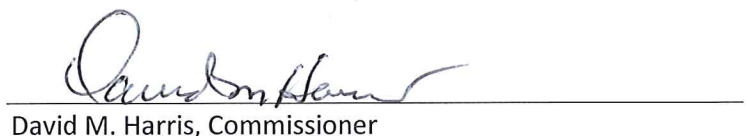
Joyce Brown
Secretary to the Board


Rod Heivilin, Chair


Kenneth G. Callahan, Vice-Chair


Kimberly A. Fischer, Commissioner


Barb Sullivan, Commissioner


David M. Harris, Commissioner