



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

December 2, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on December 2, 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	
Barb Sullivan, Commissioner	
David Harris, Commissioner	

ABSENT: None.

CONSIDERATION OF AGENDA:

- Added Executive Session under RCW 42.30.140 Negotiations for five minutes with a decision.
- Old business exempt employee contract topic was moved to be discussed during executive session.

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 Callahan seconded a motion to approve the November 18, 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
DECEMBER 2, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	211201001-211201027	28,766.26	12/8/21
Vendor Voucher(s)	211207001-211207017	33,186.98	12/8/21
Payroll Voucher	1215A - 1215BP	187,258.62	12/15/21
Payroll - Taxes	ACH	32,865.81	12/14/21
Dept of Retirement Systems	ACH	20,715.13	12/15/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 302,792.80

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	211203001-211203017	62,866.55	12/8/21
Payroll Voucher	ALS1215A - ALS1215AC	62,898.28	12/15/21
Payroll - Taxes	ACH	11,353.96	12/14/21
Dept of Retirement Systems	ACH	9,613.33	12/15/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 146,732.12

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	211202001	125,103.15	12/8/21

\$ 125,103.15

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	211206001-211206009	104,862.23	12/8/21
		\$ 104,862.23	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	211204001-211204004	11,596.22	12/8/21

\$ 11,596.22

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	211205001-211205008	14,694.48	12/8/21

\$ 14,694.48

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 :		\$	705,781.00

MOTION: Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$705,781.00 per the detail above. The motion passed; five ayes.

COMMISSIONERS' REPORT:

- Commissioner Callahan noted that the new Treasurer for the King County E-Board is Commissioner Heivilin.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the October 2021 Financial Summary Report, listed below and included by reference.

FINANCIAL SUMMARY REPORT: OCTOBER 2021

Regular Board Meeting: December 2, 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 OCTOBER Balance	\$	22,695,425.96
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of OCTOBER 31, 2021		Notes
Percentage Remaining	12.5%	Including 100% interfund transfers out in June
Targeted Percentage Remaining	16.7%	
Over/Under Targeted Budget Remaining	4.2%	Over targeted budget remaining by 4.2%

General Expense Fund- OVERTIME COSTS

Data as of OCTOBER 31, 2021		Notes
Total Overtime	\$ 267,934.90	Overtime high due to: Mandatory overtime.
Firefighting Staffing Overtime	\$ 261,723.74	Overtime processing period: September 10 - October 15, 2021
Aid 161 Staff Overtime	\$ 6,211.16	Overtime processing period: September 10 - October 15, 2021

General Expense Fund- CASH ON HAND

Data as of OCTOBER 31, 2021		Notes
Cash on hand, end of OCTOBER balance	\$ 10,488,799.78	

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:

- Chief Cowan provided the Long Range Planning Committee an update on the contract for services with the Northshore Fire Department, including the contract for services proposal and clarifying questions.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a brief verbal district activity report.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
 - The Department has provided close to 17,000 vaccinations through the University of Washington vaccination site.
 - Second dose vaccines for the Shoreline & Northshore school districts are scheduled over the next two weekends. Close to 1,300 doses are expected to be given each day.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - The sub-contractor installed the correct color to the repaired cracks. The project is complete.
 - A quiet study area has been designated at Station 63.
 - The HVAC roof system replacement project at Station 64 begins on December 15.

OLD BUSINESS

- The Exempt Employee Contracts topic was moved to be discussed under Executive Session.
- **2022 Budget Narrative:**
 - Chief Cowan provided a brief summary of the 2022 Budget Narrative, which is attached and incorporated by reference. As part of the budget process, the Budget Narrative is brought before the Board for approval.

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to approve the 2022 Budget Narrative. The motion passed; five ayes.*

- **North King County Training Consortium (NKCTC):**
 - A meeting is scheduled to discuss the recent proposal from Eastside Fire to expand their enrollment in the Consortium. Chief Cowan will provide an update at the next Board meeting.
- **COVID-19 Update:** Chief Cowan provided a brief update:
 - The new Omicron variant was found in California, which is said to be more contagious but the symptoms are less severe.
- **Vaccine Mandate:**
 - The Department is still working with some employees that have not been vaccinated.
 - The Department is a sub-contractor with Seattle Public Utilities (SPU) to support their hydrant program. SPU is 100% compliant to the vaccine mandate, and therefore they are confirming if the contract with the Department is in compliance. The Department has argued that we do not need to be fully compliant because the work is outdoors.
 - The Chief provided the Board with a general update on the pending class-action lawsuit surrounding the vaccine mandates.
- **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:**
 - The Department has submitted a contract for services proposal to the Northshore Fire Department. The proposals are being reviewed, and a decision will likely be made in January of 2022.
 - Northshore has an Interlocal Agreement (ILA) with the Bothell Fire Department to provide Fire Marshal services that will be ending this year. The Department is preparing an ILA to provide Fire Marshal services on a short-term basis, starting January 1, 2022. At the Department's next meeting the ILA will be presented to the Board for review and approval.

NEW BUSINESS:

- None.

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.

- The Commissioners are rescheduling the January 20 regular Board meeting to January 19 at 5:00 p.m. to accommodate attendance at the Department's new recruit Academy graduation.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:40 p.m. per RCW 42.30.140 Negotiations for approximately five minutes with a decision expected.

The Commissioners resumed to open session at 5:45 p.m. and motioned to approve the personnel employment agreements.

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to approve the Fire Chief, Deputy Chief of Operations, Administrative Director, Finance Manager and EMS Program Manager's employment agreements. The motion passed; five ayes.*

The regular meeting of the Board of Commissioners adjourned at 5:47 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:47 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