



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES December 16, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on December 16, 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	Mark Foster, Division Chief (DivC)
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 via Zoom with no comment.
- Doug Loeser, the Department's Lieutenant and Local 1760 IAFF Union President, attended via Zoom with no comment.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the December 2, 2021, regular meeting minutes as written. The motion passed; five ayes.*

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

CORRESPONDENCE:

- 2022 Warrant/Board Meeting Cut Date Calendar

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET

Second Board Meeting
DECEMBER 16, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	211211001-211211017	163,256.81	12/15/21
Vendor Voucher(s)			
Payroll Vouchers	121521BQ	821.12	12/15/21
Payroll Vouchers	123021A - 123021Q	61,398.41	12/30/21
ACH Payment Request - Payroll Direct Deposit	ACH	612,528.54	12/28/21
ACH Payment Request - HRA/VEBA	ACH	58,374.90	12/30/21
ACH Payment Request - ALERUS (457 Plan)	ACH	134,742.71	12/30/21
ACH Payment Request - WA DCP	ACH	15,935.75	12/30/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,842.44	12/30/21
ACH Payment Request - Dept. of Retirement Systems	ACH	138,599.30	12/30/21
ACH Payment Request - DSHS	ACH	2,531.80	12/30/21
ACH Payment Request - Payroll Taxes	ACH	142,509.84	12/29/21

\$ 1,344,541.62

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	211213001-211213011	70,308.69	12/15/21
Payroll Vouchers	ALS123021A - ALS123021K	23,146.96	12/30/21
ACH Payment Request - Payroll Direct Deposit	ACH	269,702.09	12/28/21
ACH Payment Request - HRA/VEBA	ACH	24,631.24	12/30/21
ACH Payment Request - ALERUS (457 Plan)	ACH	70,898.65	12/30/21
ACH Payment Request - WA DCP	ACH	14,233.91	12/30/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,779.07	12/30/21
Dept of Retirement Systems	ACH	61,996.92	12/30/21
ACH Payment Request - Payroll Taxes	ACH	67,343.58	12/29/21

\$ 608,041.11

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	211212001-211212002	70,885.76	12/15/21

\$ 70,885.76

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	211208001-211208003	55,827.24	12/15/21

\$ 55,827.24

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	211210001-211210002	36,300.00	12/15/21

\$ 36,300.00

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	211209001	3,872.80	12/15/21

\$ 3,872.80

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 :		\$	2,119,468.53

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,119,468.53 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners noted their attendance at the National Association of Emergency and Fire Officials (NAEFO) 'Using Your District's Website for Citizen Interaction' webinar.

FINANCIAL REPORT:

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

FINANCIAL SUMMARY REPORT: NOVEMBER 2021

Regular Board Meeting: December 16, 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 NOVEMBER Balance	\$	23,907,435.25
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of NOVEMBER 30, 2021		Notes
Percentage Remaining	5.7%	Including 100% interfund transfers out in June
Targeted Percentage Remaining	8.3%	
Over/Under Targeted Budget Remaining	2.6%	Over targeted budget remaining by 2.6%

General Expense Fund- OVERTIME COSTS

Data as of NOVEMBER 30, 2021		Notes
Total Overtime	\$ 184,157.68	Overtime high due to: Mandatory overtime.
Firefighting Staffing Overtime	\$ 180,673.78	<i>Overtime processing period: October 15 - November 12, 2021</i>
Aid 161 Staff Overtime	\$ 3,483.90	<i>Overtime processing period: October 15 - November 12, 2021</i>

General Expense Fund- CASH ON HAND

Data as of NOVEMBER 30, 2021		Notes
Cash on hand, end of NOVEMBER balance	\$ 10,613,019.88	

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

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.
- The City of Shoreline continues to see growth in construction of "five-over-two" and multi-family structures. As part of the strategic planning process, the Department will address the potential impacts.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on Puget Sound Emergency Radio Network (PSERN) implementation to begin in 2022. Chief Cowan noted that the Department's Station 63 would be used as a site to swap mobile radios.
 - Commissioner Harris requested an update on the hose evolution changes. Chief Nankervis noted that the changes made were to consolidate and have fewer evolutions, which will begin January 1, 2022.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the vaccination process. DC Nankervis noted that the Department has provided close to 27,000 vaccinations through the University of Washington site at the Shoreline Community College. The Department has provided between 45,000-50,000 vaccinations since the program started. The workload has increased, but the support from the Northshore and Bothell Fire Departments has been instrumental. Due to the winter break schedule, the vaccination site's last day will be December 17. The site will re-open on January 4, 2022.
 - The Department will be assisting in providing vaccinations at pop-up clinics located at the City of Shoreline, Northshore School District, and Government-sponsored housing facilities.
 - The Department has been providing about 700 vaccinations on a normal day at the Shoreline Community College clinic. Over the last weekend, 2,500 vaccinations were administered to children ages five years and older.
 - Commissioner Heivilin requested an update on the Department's Deputy Chief of Operations hiring process. DC Nankervis noted that the requests for resumes closed and there are two potential candidates.

- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the generator failure. Chief Taylor noted that the generator at Station 63 failed during a windstorm, which has since been repaired.
 - The replacement of the roof HVAC system at Station 64 was installed on December 15.
 - The security gate project at Station 64 is now complete.

OLD BUSINESS

- **Fire Marshal Services Interlocal Agreement (ILA):**
 - Chief Cowan discussed the draft ILA for Fire Marshal Services to the Northshore Fire Department. The Department's Attorney Brian Snure and Northshore Fire District Attorney Matt Paxton made changes to the ILA. The draft was provided to the Board for their review.
 - Commissioner Heivilin requested that Department's title be changed in the ILA.
 - Commissioner Sullivan noted that a large section of language was added under the heading "Level of Service". Chief Cowan stated that Attorney Matt Paxton added this, which is relevant to the scope of work.

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to authorize the Fire Chief to enter into an Interlocal Agreement with the Northshore Fire Department for Fire Marshal Services, contingent upon further review by the Department's Attorney. The motion passed; five ayes.*

- **North King County Training Consortium (NKCTC):**
 - The Consortium agreed to a plan for 2022 including expansion of some programs, the budget and the addition of a fifth Training Officer.
 - It was also agreed to create a workgroup in 2022 to discuss the expansion of the Consortium and future partnerships.
- **COVID-19 Update:**
 - Chief Cowan noted that due to the high vaccination rate and current mandates for King County, there continues to be a general decline in new cases, but the Omicron variant is gaining momentum.
- **Vaccine Mandate:**
 - The Department has provided accommodations to a number of employees. One employee is approaching the point of starting their three-month leave without pay.
 - The Chief reminded the Board of 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. Proposals are being reviewed and a decision will likely be made in January of 2022.

NEW BUSINESS:

- **Commissioners Oath of Office:**
 - At the recent 2021 King County Election, Commissioner Heivilin was reappointed as Commissioner Position No. 3, and Commissioner Sullivan was reappointed as Commissioner Position No. 1. Chief Cowan swore in the Commissioners.

- **Election of 2022 Officers - Board Chair and Vice-Chair:**

***MOTION:** Commissioner Fischer nominated Commissioner Callahan as Chairperson for 2022, and Commissioner Harris seconded the nomination. The motion passed; four ayes.*

***MOTION:** Commissioner Fischer nominated Commissioner Harris as Vice-Chairperson for 2022, and Commissioner Callahan seconded the nomination. The motion passed; four ayes.*

- **Station 62 Purchase Offer.**
 - The Department received an offer to purchase the Shoreline Fire Department's Station 62. Chief Cowan recommended that if the Board is interested in reviewing this offer, that it be discussed in an executive session. Commissioner Heivilin requested to table the request until after the regular Board meeting agenda items have been addressed.

- **Joint Shoreline Fire Department and North City Water District Board of Commissioners Meeting:**
 - The Board discussed scheduling the joint Shoreline Fire Department and North City Water (NCW) District Board meeting. It was requested to be scheduled on February 10 at 5:00 p.m. and hosted by the Department. Chief Cowan will check with NCW to confirm the date and time.

PROJECTED AGENDA:

- The Commissioners have rescheduled 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.
- Commissioner Callahan asked if the Department planned to have the holiday truck with Santa drive through the Richmond Beach neighborhood. Chief Cowan noted this is still being determined.
- Chief Cowan thanked the volunteers and specifically the Department's Lieutenant Michael Merrick, who helped with the Shoreline Fire Department Holiday Toy drive.

The Board stated that they would like to move to an executive session to discuss the offer to purchase Station 62.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:57 p.m. per RCW 42.30.110(1)(b) Real Estate / Site or Acquisition for approximately five minutes to discuss the offer for the purchase of Station 62, with a decision expected.

The Commissioners resumed to open session at 6:02 p.m. and rejected the offer to purchase Station 62.

The regular meeting of the Board of Commissioners adjourned at 6:03 p.m.

MOTION: *Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:03 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