



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES February 4, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 4, 2021. Due to Proclamation 20-25 Stay Home – Stay Healthy (Open Public Meetings Act and Public Records Act) set forth by Governor Jay Inslee, the meeting was closed to on-site public attendance. A notice providing the call-in information was posted on the Department’s website and the front door of Station 61.

PRESENT: Rod Heivilin, Chair
Ken Callahan, Vice-Chair
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner
David Harris, Commissioner

Matt Cowan, Fire Chief
Rick Ashleman, Project Manager

PLEDGE OF ALLEGIANCE

The pledge of allegiance was dispensed due to the meeting being held off-site via Zoom conferencing.

ROLL CALL

CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:** Assistance to Firefighter Grant (AFG) Update
- **EXECUTIVE SESSION:** No additional agenda items.

PUBLIC COMMENT:

- Mr. Dee, Lake Forest Park (LFP) resident and member of LFP Citizen’s Commission, attended the meeting and stated his appreciation regarding the recent news coverage for the Shoreline Fire Department.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve the January 21, 2021 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet
- Public Hearing Notice for the March 18 Fire Benefit Charge Appeals
- City of Shoreline Resident Letter
- Snure Seminars Confirmations

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
FEBRUARY 4, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210204001-210204037	276,021.62	2/10/21
Payroll Vouchers	12821A - 12821M	58,769.82	1/25/21
ACH Payment Request - Payroll Direct Deposit	ACH	625,892.54	1/26/21
ACH Payment Request - HRA/VEBA	ACH	108,108.13	1/28/21
ACH Payment Request - ALERUS (457 Plan)	ACH	235,730.48	1/28/21
ACH Payment Request - WA DCP	ACH	15,172.48	1/28/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,319.07	1/28/21
ACH Payment Request - Dept. of Retirement Systems	ACH	137,885.51	1/28/21
ACH Payment Request - DSHS	ACH	2,212.84	1/28/21
ACH Payment Request - Payroll Taxes	ACH	139,631.54	1/27/21
Payroll Voucher	21621A - 21621BG	50,258.94	2/10/21
Payroll - Taxes	ACH	5,178.11	2/12/21
Dept of Retirement Systems	ACH	7,533.98	2/16/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 1,675,715.06

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210206001-210206012	103,541.02	2/10/21
Vendor Voucher(s)			
Payroll Vouchers	12821A - 12821J	24,506.29	1/25/21
ACH Payment Request - Payroll Direct Deposit	ACH	287,787.27	1/26/21
ACH Payment Request - HRA/VEBA	ACH	141,406.81	1/28/21
ACH Payment Request - ALERUS (457 Plan)	ACH	137,769.48	1/28/21
ACH Payment Request - WA DCP	ACH	15,838.06	1/28/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	1/28/21
ACH Payment Request - Dept. of Retirement Systems	ACH	64,229.07	1/28/21
ACH Payment Request - Payroll Taxes	ACH	69,417.50	1/27/21
Payroll Voucher	ALS21621A - ALS21621X	43,247.06	2/10/21
Payroll - Taxes	ACH	7,462.69	2/12/21
Dept of Retirement Systems	ACH	7,419.03	2/16/21
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 908,506.86

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	
		\$	-
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	210205001	1,197.79	2/10/21
		\$	1,197.79
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210202001-210202003	2,294.87	2/10/21
		\$	2,294.87
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210203001-210203003	6,617.15	2/10/21
		\$	6,617.15
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210201001-210201005	12,055.60	2/10/21
		\$	12,055.60
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 :		\$	2,606,387.33

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded, a motion to accept disbursements for \$2,606,387.33 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT

- Commissioners Fischer and Callahan attended the recent Commissioner E-Board meeting.
 - Commissioner Fischer noted that Tom Sharpe, Emergency Manager for the King County Emergency Management program, attended. It was requested that he speak at the Commissioners general meeting in July, focusing on hazards and chemicals.
 - Concerns were raised at the meeting regarding House Bill 1054, limiting the tactics police departments can use.
 - The Washington Fire Commissioner's Conference scheduled for June in Chelan, WA, will likely be canceled.
 - Commissioner Callahan noted the Local Emergency Planning Committee's discussion was interesting, and noted they had filled a few vacancies with volunteers.

FINANCIAL REPORT

- Presented at the second Board meeting of each month.

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 of the first month in that quarter.

STRATEGIC PLAN DISCUSSION

- Chief Cowan noted he had reached out to the strategic planning committee's citizens and stated the feedback was good. The Department will continue to work on the strategic planning process, ensuring that the information is in a usable format, setting the groundwork for who will be part of the Committee, and scheduling.

DISTRICT ACTIVITY REPORTS

- Chief Cowan provided a written district activity report, which is attached and incorporated by reference.

- **Deputy Chief Nankervis** 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 were provided:
 - Commissioner Fischer requested clarification regarding the ESO transport volume documents provided as part of DC Nankervis's written report. On behalf of DC Nankervis, who was not in attendance, Chief Cowan clarified that the documents provided were a comparison of January 2020 to January 2021 impacts and changes of peak-hour aid car staffing levels. The Department will continue to monitor the impacts, and if there are significant changes, a new model may be considered.

- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- **North King County Training Consortium (NKCTC):**
 - Chief Cowan noted that the recent training drills at the acquired structure in Kenmore have been well received.

- **COVID-19 Update:**
 - **Chief Cowan provided the below updates:**
 - Vaccination Efforts:
 - The Department is currently working with the Shoreline School District to pursue a fixed vaccination site at the Shoreline Center.
 - King County has requested the Department set up a mobile vaccination team focusing on adult family homes for Phase 1a recipients. It was requested that the mobile unit be put in service for six days a week and depending upon the vaccine supply, it could take up to a month or more to complete all adult family homes.
 - The Department's Division Chief of EMS, Kathy Pompeo, and Training Medical Services Officer, Todd Wollum will likely lead the mobile vaccination units. The Department would like to include as part of the team a Paramedic, two Emergency Medical Technicians, and Administrative support personnel.
 - Once Phase 1a has been completed, the Department will likely move to a fixed site to administer the vaccinations, which might be able to perform up to 10 vaccinations at a time.
 - The financial impacts of the mobile and fixed vaccination sites would be minimal as the Department expects to be reimbursed for these costs, but the effect of the workload capacity could be an issue.
 - Commissioner Callahan asked if the Department would entertain the option of allowing volunteers to help support the vaccination efforts. Chief Cowan stated this is a possibility when the fixed site is in service.
 - The Department will be utilizing the reserve medic unit, which includes a refrigerator to ensure we meet the vaccination storage requirements.

- Mike Dee asked via Zoom if the Department has or will have an emergency distribution plan when a freezer is not working. Chief Cowan stated that if this does occur, the Department would prepare an emergency call list to administer vaccinations if needed. King County has made it very clear that if you have extra doses, it needs to go to qualified people. However, the Department will not waste any doses.
- **Sound Transit Contract:**
 - Chief Cowan reviewed the Department's previous contract and believed it could be reused for the current work scope. Chief Cowan suggested the contract be set up with an hourly rate, and has reached out to the Redmond Fire Department to request their estimated hours, to help guide the Department's contract. Updates as available will be provided at the next Board meeting.
- **Station 63 Construction Update:**
 - **PM Ashleman** provided a written update, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - STATION 61:
 - The Department received the final bill and closeout documents from the architect. Once the final bill is paid, a number of close out items will need to be completed before final closeout and release of the retainage.
 - STATION 63 UPDATE:
 - **Remote Reception Issues (FourFold Doors):** The Station 63 crews reported that the FourFold door reception issues have improved.
 - **Lighting Issues:** The kitchen and dayroom lights are working, but the contractor ordered the wrong parts, so only one of the two switches is operational. Following the contractor's visit, the Department was informed that the individual had tested positive for COVID-19, and as a result, two Department employees were tested and quarantined. The employees tested negative and are now out of quarantine.
 - **Shower Issues:** The Department requested a manufacturer's representative evaluate the showers. Deputy Chief Taylor met with the manufacture to discuss a new repair plan.
 - **Signage:** The Department expects a quote for the exterior modifications by the end of this week.
 - Chief Cowan provided an update regarding the current issues with the project's contractor, Shreve Construction.
 - Most issues being addressed have a low financial impact, but the liquidated damages have been the highest impact and are the most contentious.
 - The Department's position was that there was agreement for a revised, scheduled substantial completion date of May 26, 2020. The actual completion date did not occur until August 15, 2020. Therefore, there were 81-days of liquidated damages incurred due to the delay.
 - The contractor believes there are no liquidated damages owed.

- After reviewing schedule information, the Department reduced the liquidated damages to 77 days and requested to have the contractor continue to fix punch list items. The Department continues to incur costs from the need to engage its Attorney to help resolve the issues.

NEW BUSINESS:

- **Fire Benefit Charge (FBC) Ballot Measure Resolution:**

- The Board of Commissioners has determined that the regular real property tax levy income will not be sufficient to cover the cost of the Department's operations needed to maintain a satisfactory level of Department services.
- The Board of Commissioners has further determined the benefit charge, established in conjunction with a lower level of property taxes, provides the most stable, reliable, and cost-effective method for financing the Department's operations needed to maintain a satisfactory level of services.
- It is the intent of the Board of Commissioners to fix and impose a benefit charge on personal property and improvements to real property located within the District, which has or will receive benefits provided by the Department to be paid by owners of such properties in compliance with the statutory procedures listed in Resolution 21-01.
- It is recommended that the Board of Fire Commissioners adopt Resolution 21-01 re-authorizing Shoreline Fire Department to impose annual benefit charges for the next ten years, not to exceed an amount equal to sixty percent of its operating budget and be prohibited from imposing an additional property tax under RCW 52.16.160. This Resolution has been reviewed by legal, and the next steps are to file with King County by the end of the month. Chief Cowan requested the Board motion to approve:

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to authorize the Board of Fire Commissioners to adopt Resolution 21-01 authorizing Shoreline Fire Department to impose annual benefit charges for the next ten years, not to exceed an amount equal to sixty percent of its operating budget and be prohibited from imposing an additional property tax under RCW 52.16.160. The motion passed; five ayes.*

- **Assistance to Firefighters Grant (AFG):**

- The Department is in an open application period for the AFG, a grant to meet the firefighting and emergency response needs of fire departments and non-affiliated emergency medical service organizations.
- The Department is applying for a vehicle and equipment grant, including a medium rescue vehicle and battery-operated e-series rescue tools. The tools' cost would be under \$50,000 under the micro-grant of the AFG, which improves the odds of being awarded. The vehicle price is still being developed. The application for the AFG is due by next Friday. The matching funds of the Department would be 10%.

PROJECTED AGENDA:

- Commissioner Heivilin reminded Chief Cowan that the Commissioners would like to ensure that the executive session is scheduled for the next Board meeting.
- The National Association of Emergency and Fire Officials (NAEFO) webinar is scheduled on February 13.
- Bid Laws, Procurement and Public Works Webinar - February 26, 9:00 a.m. – 12:00 p.m.
- Fire Service Employment Law Webinar – March 12, 9:00 a.m. – 12:00 p.m.
- Fire Benefit Charge 2021 Appeals – March 18, 5:00 p.m.
- A public hearing is required for the Fire Benefit Charge reauthorization ballot measure. The Board agreed to schedule the meeting on March 4. As part of the ballot measure, citizens pro or con committee involvement will need to be advertised this month.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:54 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan 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: B. Goldsmith

*“Electronically signed by the
Commissioners of the Shoreline Fire
Department.”
02/18/2021*

Respectfully submitted,

Joyce Brown

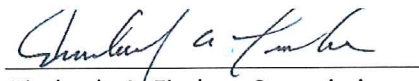
Joyce Brown
Secretary to the Board



Rod Heivilin, Chair



Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner