



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 7, 2020

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on January 7, 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	Matt Cowan, Fire Chief
Ken Callahan, Vice-Chair	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner	Rick Ashleman, Project Manager (PM)
David Harris, Commissioner	

PLEDGE OF ALLEGIANCE

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

ROLL CALL

- All regular attendees were present.

PUBLIC COMMENT:

- Mr. Dee, Lake Forest Park (LFP) resident and member of LFP Citizen’s Commission, asked via Zoom chat if there were any ties to or developments from the recent City of Shoreline arsons over the past year. Chief Cowan stated the Department did not have any current updates at this time, and DC Nankervis clarified that the incidents were all unrelated.

CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:** No additional agenda items.
- **EXECUTIVE SESSION:** No additional agenda items.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve the December 17, 2020 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet.
- Special Joint Meeting Notice.
- Special Joint Meeting Agenda.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
JANUARY 7, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210105001-210105037	255,370.26	1/13/21
Payroll Vouchers	123020A - 1230200	63,584.86	12/23/20
ACH Payment Request - Payroll Direct Deposit	ACH	611,625.57	12/28/20
ACH Payment Request - HRA/VEBA	ACH	59,977.84	12/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	135,562.06	12/30/20
ACH Payment Request - WA DCP	ACH	16,788.12	12/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,806.41	12/30/20
ACH Payment Request - Dept. of Retirement Systems	ACH	142,879.37	12/30/20
ACH Payment Request - DSHS	ACH	2,212.84	12/30/20
Payroll - Taxes	ACH	139,877.07	12/29/20
Payroll Voucher	11521A - 11521BR	90,020.56	1/13/21
Payroll - Taxes	ACH	9,014.80	1/14/21
Dept of Retirement Systems	ACH	13,178.13	1/15/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 1,553,897.89

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210102001-210102009	68,036.12	1/13/21
Payroll Vouchers	ALS123020A - ALS123020K	24,379.58	12/23/20
ACH Payment Request - Payroll Direct Deposit	ACH	278,676.81	12/28/20
ACH Payment Request - HRA/VEBA	ACH	24,631.24	12/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	60,081.81	12/30/20
ACH Payment Request - WA DCP	ACH	14,213.06	12/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,060.84	12/30/20
ACH Payment Request - Dept. of Retirement Systems	ACH	65,304.28	12/30/20
Payroll - Taxes	ACH	69,850.22	12/29/20
Payroll Voucher	ALS11521A - ALS11521AB	48,495.59	1/13/21
Payroll - Taxes	ACH	7,815.63	1/14/21
Dept of Retirement Systems	ACH	8,693.81	1/15/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 676,238.99

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	
		\$ -	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	210101001	6,862.03	1/13/21
		\$ 6,862.03	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210104001-210104002	2,531.98	1/13/21
		\$ 2,531.98	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No Activity	
		\$ -	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210103001	2,938.20	1/13/21
		\$ 2,938.20	
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 :		\$ 2,242,469.09	

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded, a motion to accept disbursements for \$2,242,469.09 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT

- Commissioners Fischer, Callahan, and Heivilin mentioned that the Department's engine holiday drive-by in the City of Shoreline was well received.

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:

- Chief Cowan provided a brief year-to-date Impact Fee summary identifying projects within the City of Shoreline under review or that have submitted permits.

STRATEGIC PLAN DISCUSSION

- The Department continues to work on the Fire Benefit Charge (FBC) educational campaign.

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 the Department received a Labor and Industries (L&I) complaint regarding a recent retirement tone-out event presented at the end of 2020. Chief Cowan noted that, while all attendees were wearing masks, one of the complaints issued was regarding the number of people who attended. Chief Cowan responded to the L&I complaint by addressing the concerns and posting the official complaint at all the Department stations. Further details were provided to everyone via e-mail. Chief Cowan commented that this complaint was an opportunity for the Department to re-educate, re-communicate, and re-inform employees of the Department's steps and standards during this pandemic.
 - Chief Cowan provided a brief update on the City of Shoreline sprinkler ordinance. The Master Builders Association voiced opposition, but it appears that the ordinance is moving forward.
- **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

- **North King County Training Consortium (NKCTC):**
 - A special meeting was held to discuss plans for 2021. Shoreline Fire discussed the NKCTC efforts in 2020 and its expectations and concerns for 2021. These concerns will be provided to NKCTC Training Director Eric Wallgren, with an update to the Board at its next meeting.
 - Commissioner Heivilin asked if the current concerns within the NKCTC were related to the pandemic. Chief Cowan clarified that although there were challenges due to the pandemic, most of the concerns were regarding the Consortium's visions, goals, and management.

- **COVID-19 Update:**
 - **DC Nankervis provided the below updates:**
 - **Personal Protective Equipment (PPE):** The Department is waiting for a PPE shipment to arrive from King County (KC). KC purchased 500,000 N-95 masks from 3M to be split between the Department and South County Fire, and distributed to all Zone 1 fire departments. Our Department will retain approximately 40,000 masks. KC has also purchased eye protection to be distributed, and the Federal Emergency Management Agency (FEMA) provided large amounts of disposable gowns.
 - **Vaccinations:** Approximately 64 COVID-19 vaccinations have already been provided to Department personnel. There is a mixture of Moderna and Pfizer vaccines available. The decision of which vaccine will be provided is based on when and where appointments are made.
 - **Exposures:** The Department has had a few off-duty exposures that required quarantine. The Department can now provide rapid COVID-19 tests, and if negative, employees can return to work within 7-days. The Department continues to defog stations. Due to the current stock of N-95 masks, there is no need to continue the mask decontamination process.
 - DC Nankervis gave kudos to Division Chief Kathy Pompeo who has been the main point of contact and has provided much support during the pandemic.
 - Mr. Dee asked via Zoom chat how many rapid COVID-19 tests the Department has in stock. DC Nankervis stated that the Department has approximately 110 tests left and is confident that when the Department is close to running out, King County would provide more.
- **Sound Transit Contract:**
 - Chief Cowan is continuing to follow up with Sound Transit regarding the current contract.
- **Non-Uniform Contract Negotiations:**
 - Chief Cowan provided a brief update regarding the current Non-Uniformed Contract Negotiations. A modification to the 2018-2020 Non-Uniform Collective Bargaining Agreement between the Shoreline Fire Department and the IAFF Local 1760 has been completed. The modifications included:
 - A 7% salary increase for the Mechanic and FVT position.
 - Additional Mechanic position added.
 - Removal of the Maintenance Division Manager position.
 - The Part-time Social Worker position moved to a full-time position.
 - Chief Cowan requested the Board motion to approve:

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to authorize Fire Chief Matt Cowan to sign the MOU modifying the current 2018-2020 Non-Uniform Collective Bargaining Agreement, including the one-year extension to expire on December 31, 2021, negotiated between the Shoreline Fire Department and IAFF Local 1760. The motion passed; five ayes.*

- **Station 61 & 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:
 - Chief Cowan provided an update of the letter provided by the project contractor. The Department is currently working with its attorney to discuss how to formulate our response. Further updates and information will be provided at the next Board meeting, which may require an executive session.
 - Commissioner Fischer stated there were many cracks in the flooring at the new station. PM Ashleman clarified that the Department has been monitoring the cracks. The cracks were initially evaluated by the project architect and structural engineer, and considered normal due to the thickness of the poured slab. It was further noted that the cracks do not affect the structural integrity and are more of an aesthetic issue. The Department will continue to monitor into next year and fill as needed to help with functionality.
 - Commissioner Fischer stated that during her recent visit to the new station, a fire engine was called out, and when the bay doors opened the length of time to close was quite long. Commissioner Fischer believes this is a potential security issue. PM Ashleman noted that the Department is waiting on a resolution by the contractor to fix the remotes, and will continue to monitor the situation.
 - Commissioner Fischer requested clarification as to why the new station had old furniture brought in. DC Taylor noted that since it was difficult to find matching furniture, the best solution to not have mix and matched recliners, all of the Station 65 chairs were moved to Station 63. New recliners were purchased to replace the ones from Station 65.

NEW BUSINESS

- **Lease Agreement with BFD for Medic Quarters:**

- Station 42 will be demolished in spring of 2021, and a new station built in the same location. During construction, temporary quarters will be needed to house Medic 142 and some of the Bothell Fire Department personnel. Bothell and Shoreline Fire have been working collaboratively to find temporary quarters and have evaluated many options. A final decision was made to purchase our modular trailer and utilize it. The lease cost associated with the temporary quarters would be approximately \$8,000 per month.
- Commissioner Heivilin requested clarification as to how the costs were decided. Chief Cowan clarified that during the initial research there was a proposal for costs of \$10,000 monthly. As this was higher than expected, and the Department still owned the modular and could have used it, an \$8,000 a month rate was agreed to. The Department hopes that King County will help with a portion of these costs. A draft contract was prepared, and accepted by the City of Bothell's attorney. Chief Cowan believes the contract is in its final form, and will be accepted by the City next week. The Board agreed to wait until it is final and will approve at the next Board meeting.

- **Fire Benefit Charge Ballot Measure:**

- Chief Cowan provided an update on the Fire Benefits Charge (FBC) ballot measure and requested that the Board determine if language should be included within the voter's pamphlet. The costs would be approximately \$1,600 - \$4,400. Chief Cowan believes it would be good marketing and a great way to get the Department's message out to the public.

- Commissioner Harris asked what the costs of a full District mailing might be. Chief Cowan noted the costs would likely be \$20,000 to \$40,000, and suggests moving forward with only the pamphlet. The Commissioners were in favor of including language in the voter’s pamphlet only and not a full District mailing.
- Chief Cowan noted that costs of the spring elections have gone up, and would be approximately \$83,000 to \$113,000. The Department was unaware of the rise in costs and therefore the higher number was not included in the 2021 budget. Chief Cowan further noted although the fall election would be cheaper, he recommends still moving forward with the spring election. Chief Cowan will continue to work on the reallocation of the budget as needed, and preparing the educational information. An update will be provided to the Board by the end of the month.

PROJECTED AGENDA:

- The Board's annual joint meeting with North City Water District is scheduled for January 28, 2021, and will be held via phone conference.
- The January National Association of Emergency and Fire Officials (NAEFO) webinar has been moved to February 13.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 6:09 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:09 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

*“Electronically signed by the
Commissioners of the Shoreline Fire
Department.”
01/21/2021*

Respectfully submitted,

Joyce Brown
Joyce Brown
Secretary to the Board

Rod Heivilin

Rod Heivilin, Chair

Kenneth G. Callahan

Kenneth G. Callahan, Vice-Chair

Kimberly A. Fischer

Kimberly A. Fischer, Commissioner

Barb Sullivan

Barb Sullivan, Commissioner

David M. Harris

David M. Harris, Commissioner