



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

July 1, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 4:15 p.m. on July 1, 2021, at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Barb Sullivan's excused absence was read into record.

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) |
| David Harris, Commissioner | |

PLEDGE OF ALLEGIANCE

PINNING CEREMONY: Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the following newly promoted employees:

- Karl Drechsler Driver Engineer
- Andy Morehouse Lieutenant
- Todd Johnston Assistant Fire Marshal
- Jake Yake Battalion Chief

PUBLIC COMMENT: None.

The regular order of business resumed at 4:50 p.m.:

CONSIDERATION OF AGENDA:

- Commissioner Heivilin requested an Executive Session per RCW 42.30.110(1)(g) Applicant Qualifications for approximately 20 minutes with no decision expected.
- Commissioner Callahan read into the record a memorial message honoring late Commissioner Kennison.

MINUTES:

MOTION: Commissioner Fischer moved, and Commissioner Harris seconded a motion to approve the June 17, 2021, regular meeting minutes as written. The motion passed; four ayes.

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the June 23, 2021, special executive meeting minutes as written. The motion passed; four ayes.

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the June 28, 2021, special executive meeting minutes as written. The motion passed; four ayes.

CORRESPONDENCE: None.

STANDING AGENDA:

WARRANTS:

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
JULY 1, 2021

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT AMOUNT | RELEASE DATE |
|---|---------------------|------------------------|--------------|
| EXPENSE FUND: 10-004-0010 | | | |
| Vendor Voucher(s) | 210618001-210618027 | 30,963.58 | 6/30/21 |
| Payroll Voucher | 71521A - 71521BQ | 123,609.11 | 7/14/21 |
| Payroll - Taxes | ACH | 18,891.54 | 7/14/21 |
| Dept of Retirement Systems | ACH | 18,892.29 | 7/15/21 |
| Interfund Transfer- OUT to RESERVE fund | | No Activity | |
| Interfund Transfer- OUT to CAPITAL fund | | No Activity | |
| Interfund Transfer- OUT to BENEFIT fund | | No Activity | |

\$ 192,356.52

| | | | |
|---|------------------------|-------------|---------|
| ALS EXPENSE FUND: 10-004-6080 | | | |
| Vendor Voucher(s) | 210620001-210620007 | 8,281.55 | 6/30/21 |
| Payroll Voucher | ALS71521A - ALS71521AA | 63,633.71 | 7/14/21 |
| Payroll - Taxes | ACH | 10,710.42 | 7/14/21 |
| Dept of Retirement Systems | ACH | 11,140.34 | 7/15/21 |
| Interfund Transfer- OUT to ALS CAPITAL fund | | No Activity | |

\$ 93,766.02

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

\$ -

| | | | |
|--------------------------------------|-----------|----------|---------|
| CMT EXPENSE FUND: 10-004-6070 | | | |
| Vendor Voucher(s) | 210619001 | 2,607.25 | 6/30/21 |

\$ 2,607.25

| | | | |
|---|---------------------|----------------------|---------|
| CAPITAL EXPENSE FUND: 10-004-0020 | | | |
| Vendor Voucher(s) | 210617001-210617002 | 3,976.59 | 6/30/21 |
| | | \$ 3,976.59 | |
| NKCTC FUND: 10-004-0100 | | | |
| Vendor Voucher(s) | | No Activity | |
| | | \$ - | |
| BENEFITS FUND: 10-004-6050 | | | |
| Vendor Voucher(s) | 210616001-210616002 | 788.34 | 6/30/21 |
| | | \$ 788.34 | |
| 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 : | | \$ 293,494.72 | |

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$293,494.72 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- None.

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 shared the Fire Impact Mitigation Summary and provided a brief update.

STRATEGIC PLAN DISCUSSION:

- Chief Cowan noted the Department is scheduling a meeting in late July with the Strategic Planning Committee to discuss the audit for the Department's previous six-year strategic plan.

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:
 - Commissioner Heivilin requested an update on the meeting held with Adrian Sheppard, Chief of the Redmond Fire Department. Chief Cowan stated that he and Chief Sheppard are working collaboratively with the State of Washington in reorganizing the Fire Marshal State certifications and education. This is part of a larger plan of re-evaluating all State certifications.
- **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. In addition to the written report, an overview of the following topics was provided:
 - Chief Cowan gave kudos to DC Taylor and the Department's maintenance division on their support with the recent HVAC system issues due to the extreme heat. The Department will research options for an updated HVAC system to help prevent future problems.

OLD BUSINESS

- **Station 63 Construction Update:**
 - The Department is working with the signage company to create the new sign for Station 63.
- **North King County Training Consortium (NKCTC):**
 - Live-fire and extrication training was suspended due to the heat.
 - The Consortium is preparing for the upcoming Academy in the fall.
 - The NKCTC Training Battalion Chief interviews are scheduled for July 8. Three candidates from Shoreline, Northshore, and Bothell Fire Departments have applied.
- **COVID-19 Update:**
 - The Department's indoor mask mandate for non-vaccinated individuals is still in place.
 - The Department's vaccination clinic will shut down on July 20 and will no longer be in service. Citizens can seek vaccinations at local pharmacies or through their Personal Care Providers.

- The partnership between the Department and the University of Washington (UW) vaccination programs went well. Close to 14,000 vaccine doses have been administered through the program within the last three months.
 - DC Nankervis gave kudos to the Department's Medical Services Officer, Gabe DeBay for his support in the vaccination process.
 - The Department's decontamination process will decrease to once a month.
 - Sliding plexiglass doors will be placed into all the future Department's EMS vehicles.
 - The Department has been continuing to receive recovery cost reimbursements from the Federal Management Agency (FEMA).
- **Sound Transit Contract:**
 - The Department has provided the 2020 and 2021, through April, billable hours for the new contract with Sound Transit.
 - Sound Transit will use that history to design a new contract for services to be completed in the near future.

NEW BUSINESS:

- **Surplus Vehicles:**
 - The Department would like to declare the vehicles listed below for surplus due to the age and mechanical unreliability. The vehicles will be auctioned off through Ritchie Bros. Auctioneers, located in Chehalis, WA. There will be a minimal auction process fee as part of the cost, and therefore it is recommend that the Board of Fire Commissioners approve the vehicles to be disposed of through auction.
 - 1994 CHEV SUBURBAN ID# 4941
 - 1999 H&W PUMPER ID# 2993
 - 1998 FORD EXPEDITION ID# 4981
 - 2012 GMC MODULE (Chassis only) ID # 1121

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to declare the apparatus listed above to be of no benefit to the Department and to declare the apparatus surplus and authorize the Fire Chief or his designee to dispose the vehicles through auction. The motion passed; four ayes.*

PROJECTED AGENDA:

- None.
- Chief Cowan gave kudos to Medical Services Officer Gabe DeBay for his service at a recent incident.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:27 p.m. per RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for approximately 20 minutes, with no decision expected.

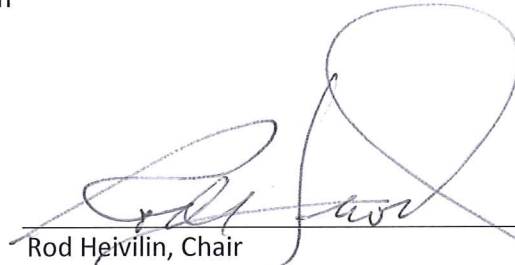
The Executive Session moved to open session at 5:47 p.m. and extended the session for an additional 35 minutes. The Executive Session closed, and the regular meeting reconvened and immediately adjourned at 6:22 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:22 p.m. The motion passed; four 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

Excused Absence

Barb Sullivan, Commissioner



David M. Harris, Commissioner