



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES July 15, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 15, 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	Steve Taylor, Deputy Chief (DC)
Ken Callahan, Vice-Chair	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	
Barb Sullivan, Commissioner	
David Harris, Commissioner	

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- Mr. Dee, a Lake Forest Park (LFP) resident and member of LFP Citizen's Commission, attended the meeting, thanked the Commissioners for offering Zoom teleconference as an option, and shared his condolences for the loss of Commissioner Kennison.

#### CONSIDERATION OF AGENDA:

#### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the July 1, 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  
**JULY 15, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	210705001-210705029	209,698.11	7/14/21
Vendor Voucher(s)	210711001-210711018	47,748.19	7/21/21
Payroll Vouchers	72921A - 72921T	62,386.23	7/21/21
ACH Payment Request - Payroll Direct Deposit	ACH	589,152.58	7/27/21
ACH Payment Request - HRA/VEBA	ACH	58,008.22	7/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	81,318.80	7/29/21
ACH Payment Request - WA DCP	ACH	15,768.05	7/29/21
ACH Payment Request - Dept. of Retirement Systems	ACH	135,240.71	7/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,275.94	7/29/21
ACH Payment Request - DSHS	ACH	1,335.56	7/29/21
ACH Payment Request - Payroll Taxes	ACH	133,201.66	7/28/21

**\$ 1,347,134.05**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	210702001-210702010	99,735.54	7/14/21
	210707001-210707013	14,987.91	7/21/21
Payroll Vouchers	ALS72921A - ALS72921J	23,295.65	7/21/21
ACH Payment Request - Payroll Direct Deposit	ACH	259,572.46	7/27/21
ACH Payment Request - HRA/VEBA	ACH	23,897.91	7/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	36,162.72	7/29/21
ACH Payment Request - WA DCP	ACH	14,199.15	7/29/21
Dept of Retirement Systems	ACH	59,640.57	7/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	7/29/21
ACH Payment Request - Payroll Taxes	ACH	61,943.86	7/28/21

**\$ 599,140.09**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	210701001	175,741.41	7/14/21
Vendor Voucher(s)	210706001-210706004	2,176.37	7/21/21

**\$ 177,917.78**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	210703001-210703004	4,265.65	7/14/21
Vendor Voucher(s)	210708001-210708005	12,127.99	7/21/21
Vendor Voucher(s)			
		<b>\$ 16,393.64</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	210709001	2,621.47	7/21/21

**\$ 2,621.47**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	210704001-210704004	12,491.74	7/14/21
Vendor Voucher(s)	210710001	43.00	7/21/21

**\$ 12,534.74**

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>MOTION</b>		
Move to accept disbursements in the amount of :		<b>\$ 2,155,741.77</b>

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,155,741.77 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioners Callahan, Fischer, Heivilin, and Harris attended the memorial service for Commissioner Kennison.

**FINANCIAL REPORT:**

- Deputy Chief Taylor provided a brief summary of the May 2021 Financial Summary Report, listed below and included by reference:

- It was noted that there was a one-time large purchase for Incident Command Boards (ICS) boards that were not originally budgeted, which was due to a Zone change.
- Reimbursements from both the UW COVID-19 vaccination program and the Mobile Integrated Health (MIH) program are forthcoming.
- The June financial report will be presented at the August 5 Board meeting.

## FINANCIAL SUMMARY REPORT: MAY 2021

Regular Board Meeting: July 15, 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 MAY Balance	\$ 19,786,975.74
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### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAY 31, 2021		Notes
Percentage Remaining	64.4%	
Targeted Percentage Remaining	58.3%	
Over/Under Budget	6.1%	Under budget by 6.1%

### General Expense Fund- OVERTIME COSTS

Data as of MAY 31, 2021		Notes
<b>Total Overtime</b>	<b>\$ 106,348.57</b>	Overtime high due to: FF hiring, Promotions, MVT, and UW Vaccine
Firefighting Staffing Overtime	\$ 100,441.73	Overtime processing period: Apr 9 - May 14, 2021
Aid 161 Staff Overtime	\$ 5,906.84	Overtime processing period: Apr 9 - May 14, 2021

### General Expense Fund- CASH ON HAND

Data as of MAY 31, 2021		Notes
Cash on hand, end of MAY balance	\$ 12,054,110.21	

### Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to RES & CAP funds, annual report allocation
CAPITAL			Transfer to LTGO Bond Fund for interest/principal payments
FIRE IMPACT FEE			Transfer to LTGO Bond Fund for interest/principal payments
RESERVE			Receipt from EXP fund, annual budget allocation
CAPITAL			Offset negative cash balance for bond principal & interest payments
LTGO BOND			Offset negative cash balance for bond principal & interest payments
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	

#### STATISTICS REPORT:

- DC Nankervis provided an overview of the January through June 2021 statistical report, which is attached and incorporated by reference. The report includes staffing profiles, emergency response summaries, and incident response times. Highlights are listed below:
  - The vast majority of the statistics are right on target at the six-month mark and are half of what they were in 2020.
  - There was a workload shift to Aid 164 due to Aid 161 not being in service this year. Aid 164 continues to have the heaviest call volume.
  - The highest call volume statistically was in 2016, due to the Department including the Mobile Integrated Health (MIH) incident response numbers, which ended in 2017.

#### 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:

- The Department has scheduled a strategic planning meeting for July 27 at 4:00.

#### DISTRICT ACTIVITY REPORTS:

- **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:
  - Engine (E-164) has arrived and is scheduled to be in service on July 21. A push-in ceremony is scheduled for July 21 at 10:00 a.m. at Station 64.
  - Engine (E-165) should be delivered early next week.
  - Commissioner Heivilin requested further updates on the HVAC replacement project at Station 65. The Department is waiting for a bid to replace the condenser on the HVAC system.
  - The Department's fire sprinklers in the attic of Station 65 were activated during the time of the extreme heat, which caused minor water damage. The Department is looking for solutions to help ensure this would not be an ongoing issue.
- **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 was provided:
  - At least 83.6% of residents in Shoreline District age 50+ have received their vaccinations. Commissioner Heivilin noted this was a great accomplishment.
  - The Department of Health is requesting Shoreline Fire's support in vaccination efforts for demographics that are not performing as well. The funding cycle ends next week for the current vaccination program, but is expected to be extended. The vaccination clinic at Shoreline Center will be closing.

- The Department's Lieutenant, Andrew Leith, was promoted to the position of Captain of Suppression.
- Commissioner Callahan asked if the contract for services between Woodinville and Eastside Fire Departments would cause any conflicts within the North King County Consortium. DC Nankervis noted that there are no known issues at this time.

#### **OLD BUSINESS**

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- **Station 63 Construction Update:** PM Ashleman provided a written report of the Station 63 and Station 61 updates. Highlights are listed below:
  - The Station crews have experienced intermittent problems with the Medic bay door not opening. The Department's contractor has notified the Crawford Door Company to request repairs as soon as possible.
- **North King County Training Consortium (NKCTC):**
  - The 2022 Training Battalion Chief interviews are complete. The position was offered and accepted by Shoreline Fire Captain Andres Orams.
  - The announcement for resumes the new Training Captain will be sent out soon.
  - The NKCTC Academy will begin on Jul 28. There have been eight formal employment offers through the Academy, of which six have accepted.
- **Sound Transit Contract:**
  - A large bridge project is tentatively scheduled to begin in August, which will require Sound Transit to utilize the driveway at Station 65 to position a crane for 12 hours from 6pm to 6am

#### **NEW BUSINESS:**

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- None:

#### **PROJECTED AGENDA:**

- Shoreline Fire Department's Leadership Retreat is scheduled for October 13-14.
- The Washington Fire Commissioners Association's Annual Conference will be held at the Tulalip Casino on October 21-23. There is a conflict with the October 21 Board meeting due to the Commissioners attending the conference. The Board agreed to move the Board meeting to October 25 at 5:00 p.m.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:33 p.m.

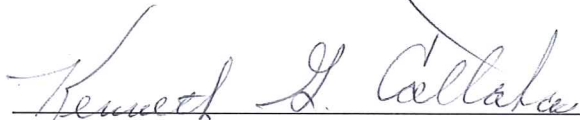
**MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:33 p.m. The motion passed; five ayes.

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