



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES

January 21, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on January 21, 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 attended the meeting, but had no public comment.

### CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:**
  - Snure Seminars
  - Fire Chief Review
- **EXECUTIVE SESSION:** No additional agenda items.

### MINUTES

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to approve the January 7, 2021 regular meeting minutes as written. The motion passed; five ayes.*

### CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet.
- City of Shoreline Resident Thank You Letter.

### STANDING AGENDA

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**Second Board Meeting  
JANUARY 21, 2021**

| TYPE OF TRANSACTION                                | INVOICE NUMBER      | DISBURSEMENT AMOUNT        | RELEASE DATE |
|----------------------------------------------------|---------------------|----------------------------|--------------|
| <b>EXPENSE FUND: 10-004-0010</b>                   |                     |                            |              |
| Vendor Voucher(s)                                  | 210110001-210110025 | 204,460.38                 | 1/20/21      |
| Vendor Voucher(s)                                  | 210112001-210112018 | 17,806.89                  | 1/27/21      |
| Payroll Vouchers                                   |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - Payroll Direct Deposit       |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - HRA/VEBA                     |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - ALERUS (457 Plan)            |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - WA DCP                       |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - IAFF Local 1760 (Union Dues) |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - Dept. of Retirement Systems  |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - DSHS                         |                     | to be provdied Feb 4, 2021 |              |
| ACH Payment Request - Payroll Taxes                |                     | to be provdied Feb 4, 2021 |              |

**\$ 222,267.27**

|                                                    |                     |                            |         |
|----------------------------------------------------|---------------------|----------------------------|---------|
| <b>ALS EXPENSE FUND: 10-004-6080</b>               |                     |                            |         |
| Vendor Voucher(s)                                  | 210106001-210106013 | 102,854.50                 | 1/20/21 |
|                                                    | 210113001-210113009 | 9,171.05                   | 1/27/21 |
| Payroll Vouchers                                   |                     | to be provdied Feb 4, 2021 |         |
| ACH Payment Request - Payroll Direct Deposit       |                     | to be provdied Feb 4, 2021 |         |
| ACH Payment Request - HRA/VEBA                     |                     | to be provdied Feb 4, 2021 |         |
| ACH Payment Request - ALERUS (457 Plan)            |                     | to be provdied Feb 4, 2021 |         |
| ACH Payment Request - WA DCP                       |                     | to be provdied Feb 4, 2021 |         |
| ACH Payment Request - IAFF Local 1760 (Union Dues) |                     | to be provdied Feb 4, 2021 |         |
| Dept of Retirement Systems                         |                     | to be provdied Feb 4, 2021 |         |
| ACH Payment Request - Payroll Taxes                |                     | to be provdied Feb 4, 2021 |         |

**\$ 112,025.55**

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

**\$ -**

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

**\$ -**

|                                          |                     |           |         |
|------------------------------------------|---------------------|-----------|---------|
| <b>CAPITAL EXPENSE FUND: 10-004-0020</b> |                     |           |         |
| Vendor Voucher(s)                        | 210108001-210108002 | 23,832.22 | 1/20/21 |

**\$ 23,832.22**

|                                |           |        |         |
|--------------------------------|-----------|--------|---------|
| <b>NKCTC FUND: 10-004-0100</b> |           |        |         |
| Vendor Voucher(s)              | 210107001 | 576.16 | 1/20/21 |

**\$ 576.16**

|                                   |                     |          |         |
|-----------------------------------|---------------------|----------|---------|
| <b>BENEFITS FUND: 10-004-6050</b> |                     |          |         |
| Vendor Voucher(s)                 | 210109001-210109002 | 5,254.82 | 1/20/21 |
| Vendor Voucher(s)                 | 210111001           | 367.55   | 1/27/21 |

**\$ 5,622.37**

|                                       |  |             |  |
|---------------------------------------|--|-------------|--|
| <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>\$</b> | <b>364,323.57</b> |

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to accept disbursements for \$364,323.57 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT**

- Commissioners Fischer, Callahan, and Sullivan attended the King County Commissioners general meeting. Ashley Blazina, Community Wildlife Preparedness Coordinator with the Department of National Resources, provided a presentation on the Fire Wise Program. The program is provided through the National Fire Protection Association, which encourages homeowners and communities to prepare for wildfires. The Program is also working with insurance companies to provide discounts as an incentive to participate.

**FINANCIAL REPORT**

- Chief Cowan provided a brief summary of the December 2020 Financial Summary Report that is listed below and included by reference:

**FINANCIAL SUMMARY REPORT: DECEMBER 2020**

Regular Board Meeting: **January 21, 2020**

**ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS REPORT**

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

|                         |    |               |
|-------------------------|----|---------------|
| End of DECEMBER Balance | \$ | 17,257,069.77 |
|-------------------------|----|---------------|

**General Expense Fund - BUDGET OVERVIEW (budget position report)**

| Data as of December 31, 2020  |      | Notes                |
|-------------------------------|------|----------------------|
| Percentage Remaining          | 1.8% |                      |
| Targeted Percentage Remaining | 0.0% |                      |
| Over/Under Budget             | 1.8% | Under budget by 1.8% |

**General Expense Fund- OVERTIME COSTS**

| Data as of December 31, 2020   |              | Notes                                                   |
|--------------------------------|--------------|---------------------------------------------------------|
| Total Overtime                 | \$ 90,983.37 |                                                         |
| Firefighting Staffing Overtime | \$ 46,916.68 | Overtime processing period: Nov 13, 2020 - Dec 11, 2020 |
| Aid 161 Staff Overtime         | \$ 44,066.69 | Overtime processing period: Nov 13, 2020 - Dec 11, 2020 |

**General Expense Fund- CASH ON HAND**

| Data as of December 31, 2020  |                 | Notes |
|-------------------------------|-----------------|-------|
| Cash on hand, end of DECEMBER | \$ 9,216,253.93 |       |

**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         | \$ 79,680.00        |                     | Offset negative cash balance for bond principal & interest payments |
| LTGO BOND       |                     | \$ 79,680.00        | Offset negative cash balance for bond principal & interest payments |
| <b>TOTALS</b>   | <b>\$ 79,680.00</b> | <b>\$ 79,680.00</b> |                                                                     |

- Commissioner Callahan gave kudos to the Department's management staff for their efforts in keeping under budget for 2020.
- Chief Cowan noted that the Department expects an additional \$32,000 in reimbursements from the Federal Emergency Management Agency (FEMA) from costs associated with the pandemic.

#### STATISTICS REPORT

- DC Nankervis provided an overview of the 2020 semi-annual statistical report, which is attached and incorporated by reference.
  - Commissioner Heivilin asked if the people who had requested Advanced Life Support (ALS) services had refused to go to the hospital due to the concerns with potential exposures. DC Nankervis clarified that there were not many refusals, but there was a lot of concern of potential exposures associated with going to the hospital.

#### 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

- 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 were provided:
  - Commissioner Harris requested an update on the recent Labor and Industries (L&I) complaint discussed at the last Board meeting. Chief Cowan noted that the Department responded to the complaint and has not received any further feedback, but will follow up next week.
- **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 Heivilin requested an update on the four Department medics that were recently quarantined. DC Nankervis stated they are negative for COVID-19. It was clarified that the current Department procedures for exposures are that each employee will be quarantined for a week and will receive the rapid COVID-19 test for 7-days, and if negative, they are cleared for work.
- **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 were provided:
  - DC Taylor noted the Department is running behind on the fire engines' manufacturing due to issues with receiving parts.

## OLD BUSINESS

- **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 63 UPDATE:**

- **Remote Reception Issues (FourFold Doors):** The contractor was able to install remote antennas on each of the bay doors in hopes of resolving the issues. The Department will test to ensure they are working.
- **Lighting Issues:** The project's electrician replaced the defective parts and found that the switch was defective. The parts have been ordered, and they will be returning to replace the switch and complete the programming and training.
- **Kitchen Drain Issues:** Lake Ridge Plumbing is researching the solution of adding a second drain in the kitchen. They will prepare a proposal for the Department's approval prior to proceeding.
- **Shower Issues:** The Department contacted the distributor for the shower enclosures and arranged for their field technician to evaluate the shower issues. A meeting has been scheduled with the contractors on January 28 to discuss proposed solutions.
- **Signage:** A Fast Signs representative will be visiting the station to provide options for the exterior signage.

- **North King County Training Consortium (NKCTC):**

- There were many challenges and concerns with the initial start of the Consortium in 2020. A meeting was held with Shoreline Fire Chief Matt Cowan, Woodinville Fire Chief Greg Ahearn, Bothell Fire Chief Bruce Kroon, and NKCTC Director Erik Wallgren. Chief Cowan believes the concerns and expectations have been identified and will be provided as action items for follow-up by Director Wallgren. Shoreline Fire believes that the agencies' biggest issues have been with engagement, which will need to be resolved for the Consortium to be successful.

- **COVID-19 Update:**

- **DC Nankervis provided the below updates:**

- **Vaccinations:** The Department's emergency responders have received the second COVID-19 vaccination. There have been some side effects from the second dose of people feeling sick for a day or two. The Department believes that 75% have received the vaccine.
  - The Department was unable to move forward with the vaccination distribution for the Administrative support staff due to vaccination requirements, but an email was provided outlining the current options.
  - King County requested that the Department set up a vaccination site. A meeting is set for next week to discuss the logistics and next steps.
- **Rapid Testing:**
  - The Department's efforts with rapid testing have been successful.

- There was an incident at the Northshore Fire Department Station 42, in which one of their employees came to work for a 24-hour shift sick, but waited to be tested only to find out they were positive for COVID-19. Four Department employees were exposed that day, but all had been vaccinated and continue to test negative for COVID-19.
    - **Personal Protective Equipment (PPE):** The Department received 250,000 N-95 masks, which have not been approved for distribution yet, as King County is currently testing to ensure the masks are official N-95 masks.
  - Mr. Dee requested clarification via Zoom chat regarding the Northshore Fire employee's exposure and if rapid tests were available to them. DC Nankervis stated yes, but the Administration was not aware that the employee was sick to administer the test prior to any exposures.
  - Commissioner Heivilin requested clarification regarding the adverse reactions to the second vaccine. DC Nankervis stated that doctors believe the reactions from the second vaccine show it is working and for people to continue with the vaccinations.
  - Commissioner Heivilin asked if the Department's employees have received the same types of vaccines. DC Nankervis noted that they believe they have all received the Pfizer vaccine.
- **Sound Transit Contract:**
  - Chief Cowan is continuing to follow up with Sound Transit regarding the current contract.
- **Uniform Contract Negotiations:**
  - The 2018-2020 Non-Uniform Collective Bargaining Agreement between the Shoreline Fire Department and the IAFF Local 1760 has been discussed, and revisions are needed. The Union has proposed to delay any changes until the next contract negotiations, scheduled for later this year.
- Commissioner Heivilin requested clarification regarding the letter submitted to the Station 63 project contractor, Shreve Construction. Chief Cowan stated the Department continues to keep its legal counsel apprised of the situation to help develop a response.
- **Fire Benefit Charge (FBC) Ballot Measure:**
  - Chief Cowan has been working on the educational tri-fold and has scheduled a meeting with the City of Shoreline's City Manager, Debbie Terry, to discuss the FBC election. The Department will be preparing a Resolution for review and approval at the next Board meeting.
  - Commissioner Heivilin requested an update on the Fire Benefit Charge (FBC) letter that is sent to everyone and recent responses. Chief Cowan gave Kudos to Kimberly Parker for her support in fielding calls and questions.

## NEW BUSINESS

- **Lease Agreement with Bothell Fire Department (BFD) for Medic Quarters:**

- At its January 7, 2021 Board meeting, Chief Cowan presented a draft lease agreement between the Department and BFD to purchase a modular trailer for Station 42 to be used during construction. The Board requested to suspend approval until a final agreement was provided. The lease agreement has been finalized and will go before the Bothell City Council for final approval.
- The modular monthly rent will be \$8,000, pro-rated for any partial months, and the Advanced Life Support (ALS) program will be requesting funds from the King County Emergency Medical Services.
- Chief Cowan requested the Board motion to approve:

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to authorize Fire Chief Matt Cowan to sign the lease agreement with the Bothell Fire Department to provide temporary quarters for M142, after the Bothell City Council's approval. The motion passed; five ayes.*

- **Increase of the Basic Life Support (BLS) Fee Rates:**

- Chief Cowan provided a brief summary of the BLS Transport Fee increase for approval.
  - The BLS transport fee rates have not been adjusted since January of 2019, and it has been recommended that the rates be reviewed on an annual basis to ensure the Department remains similar to other fire departments in King County.
  - A recent review of rates around King County revealed that AMR charges a base rate of \$1,050 per transport and \$19.50 per mile. The average for fire departments in King County is \$891.00 and \$17.00, respectively. The Department is currently at a base rate of \$750.00 and \$16.00 per mile. Therefore, the Department recommended increasing the BLS transport base fees from \$750.00 to \$850.00 and the mileage from \$16.00 to \$17.00 effective January 1, 2021. A revised Appendix was added to Resolution 12-05, increasing the fee.
  - Since the municipal waiver is in effect, there is currently no cash out of pocket fees to Shoreline residents. A revenue increase is expected from the savings of the Department's automobile insurance.
  - Chief Cowan requested the Board motion to approve the increase:

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$750.00 to \$850.00 and increase mileage from \$16.00 to \$17.00 effective January 1, 2021. The motion passed; five ayes.*

- **Snure Seminars:**

- Commissioner Heivilin noted that Attorney Brian Snure would be hosting two seminars via Zoom. The Bid Laws, Procurement and Public Works will be hosted on February 26, and the Fire Service Employment Law on March 12.



- Commissioner Heivilin suggested that the Department register for a full Department Access Pass to allow all employees to attend. Chief Cowan stated that he was in favor of purchasing the full Access Pass, as the seminars would be very informative and the costs difference minimal.
- **Fire Chief Review:**
  - Commissioner Heivilin noted that the Fire Chief's review is completed annually, and proposed scheduling an executive session at the second Board meeting in February. The Commissioners agreed and will prepare questions for the review.

**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 6:06 p.m.

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:06 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,

Joyce Brown  
Secretary to the Board

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Rod Heivilin, Chair

\_\_\_\_\_  
Kenneth G. Callahan, Vice-Chair

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Kimberly A. Fischer, Commissioner

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Barb Sullivan, Commissioner

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David M. Harris, Commissioner