



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

June 17, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 17, 2021. Due to the current COVID-19 guidelines, the meeting was held on-site, with a limited capacity of 50%. 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	Matt Cowan, Fire Chief
Ken Callahan, Vice-Chair	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner (attended via Zoom)	Rick Ashleman, Project Manager
David Harris, Commissioner	

PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance, the regular order of business was suspended to accommodate a presentation and discussion led by Raquel Lackey, Director and Treasurer of the Northwest Region *HOPE Animal-Assisted Crisis Response (AACR)*.

The Department's Mobile Integrated Health (MIH) Team Annie Drummond, Clinical Coordinator, Doug Thornburg, Community Services Officer, and Bethel Spagnolo, Social Worker, attended the meeting and provided a brief summary of the AACR program.

AACR is a volunteer-based, non-profit organization where certified handlers and their canines help those who have experienced a recent crisis, disaster or difficult loss, by providing comfort and emotional support. AACR frequently collaborates with mental health professionals and counselors in response to a crisis.

The Department's MIH team is interested in partnering with the AACR to provide animal-assisted crisis team support to the elderly and those struggling with mental health issues. This collaborative program would potentially be provided one to three days per month, no more than four hours per day. The MIH team would require consent or agreements from their clients, prior to participation in the program.

The regular order of business resumed at 5:22 p.m.:

PUBLIC COMMENT: None.

CONSIDERATION OF AGENDA: The below was added:

- Meeting format discussion under new business.
- An additional five minutes to the Executive Session.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the June 10, 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
JUNE 17, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210613001-210613014	42,436.47	6/23/21
Vendor Voucher(s)			
Payroll Vouchers	62921A - 62921T	64,468.32	6/23/21
ACH Payment Request - Payroll Direct Deposit	ACH	606,766.00	6/25/21
ACH Payment Request - HRA/VEBA	ACH	75,061.29	6/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	87,185.23	6/29/21
ACH Payment Request - WA DCP	ACH	15,829.41	6/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,275.94	6/29/21
ACH Payment Request - Dept. of Retirement Systems	ACH	143,997.17	6/29/21
ACH Payment Request - DSHS	ACH	1,703.56	6/29/21
ACH Payment Request - Payroll Taxes	ACH	139,508.59	6/28/21

\$ 1,190,231.98

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210615001-210615006	3,163.90	6/23/21
Payroll Vouchers	ALS62921A - ALS62921	25,812.36	6/23/21
ACH Payment Request - Payroll Direct Deposit	ACH	309,147.68	6/25/21
ACH Payment Request - HRA/VEBA	ACH	70,361.23	6/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	45,598.55	6/29/21
ACH Payment Request - WA DCP	ACH	29,365.85	6/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	6/29/21
Dept of Retirement Systems	ACH	68,439.92	6/29/21
ACH Payment Request - Payroll Taxes	ACH	89,320.34	6/28/21

\$ 647,092.41

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	
		\$ -	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	210614001	246.28	6/23/21
		\$ 246.28	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210612001-210612004	12,895.60	6/23/21
		\$ 12,895.60	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	21061101-21061102	3,602.84	6/23/21
		\$ 3,602.84	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No Activity	
		\$ -	
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 :		\$ 1,854,069.11	

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,854,069.11 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- The May 2021 financial report will be presented at the July 15 Board meeting.

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 in that month.

STRATEGIC PLAN DISCUSSION:

- Chief Cowan is continuing to work on the strategic plan process.

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 met with Chief Shawn Ledford, Chief of Police, City of Shoreline, to discuss legislative changes in the law, referring to HB 1310 that will affect how police operate and firefighter safety.
 - A follow-up meeting was scheduled with City of Shoreline's City Manager, Debbie Terry, and the Department's Deputy Chief John Nankervis, Division Chief-Emergency Services (EMS) Todd Wollum, and Division Chief-Suppression Mark Foster. More substantial restrictions have been implemented on how citizens are detained, which is determined by an analysis of imminent arrest or imminent harm. Chief Cowan will provide a summary of the new legislative law to the Department and will reinforce training to ensure firefighter safety.
- **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:
 - Commissioner Fischer requested clarification on recent reoccurring false alarms at a local apartment building and asked if they were being charged for the false alarms. DC Nankervis noted that the Fire Marshal's Office follows-up when there are reoccurring alarms to help determine the cause.
- **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:
 - DC Taylor noted the Department's new battalion truck would arrive soon. The final inspection for the new fire engines have been completed and are expected to arrive in July.

OLD BUSINESS

- **Station 63 Construction Update: Project Manager Rick Ashleman** provided a written district activity report, which is attached and incorporated by reference.
 - The second sink drain installation has been completed.
 - The project's contractor will repair a minor water leak in the mechanical room next week.
 - The excavation contractor completed the last remaining punch list item for North City Water District.
 - The alarm company will re-locate the AES antenna to fix the current issues.
 - The kitchen cabinet parts have arrived and will be installed by the end of the month.
 - The Department has selected a company to create the new signage.
 - The Department is researching a warranty issue for premature pavement wear at the north turnaround.
 - The project's contractor has seven outstanding affidavits with the Department of Labor and Industries. Once the affidavits are complete, the Department will submit a Notice of Completion.

- **North King County Training Consortium (NKCTC):**
 - The NKCTC had a meeting to discuss filling the Battalion Chief of Training position, which included the Consortium's Local Unions. Three candidates applied and interviews are scheduled for July 8.

- **COVID-19 Update:**
 - The Shoreline and Northshore School Districts vaccination program has been completed.

- **Sound Transit Contract:**
 - Chief Cowan is continuing to gather financial data and is working with Sound Transit's new representative Kym Williams to develop the new contract for 2022.

NEW BUSINESS:

- **Meeting Format Discussions:**
 - The COVID-19 restrictions are scheduled to be lifted at the end of this month. The mask mandate requiring non-vaccinated people to wear a mask is not expected to change. Since the State will be lifting the restrictions, Chief Cowan suggested the Board could remove the Zoom conferencing at every Board meeting and have it be optional at the Board's discretion.

PROJECTED AGENDA:

- June 22 – Division Chief of EMS Kathy Pompeo’s retirement.
- June 27 - Department Annual Awards Banquet.
- July 15 – Chief Cowan will be unable to attend the Board meeting.
- July 1 – Promotional Pinning Ceremony at 4:15p.m.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 6:00 p.m. per RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance with no decision expected for approximately 15 minutes.

The Executive Session moved to open session at 6:15 p.m. and extended the session for an additional 10 minutes. The executive session closed, and the regular meeting reconvened at 6:25 p.m.

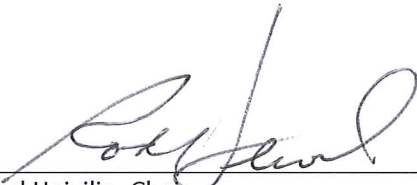
The regular meeting of the Board of Commissioners adjourned at 6:25 p.m.

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:25 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Joyce Brown

Joyce Brown
Secretary to the Board



Rod Heivilin, Chair

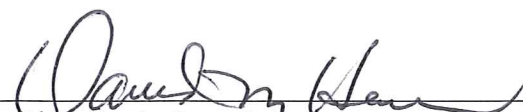


Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner

Barb Sullivan, Commissioner



David M. Harris, Commissioner