



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES June 10, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 10, 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	Steve Taylor, Deputy Chief (DC)
Kimberly Fischer, Commissioner	John Nankervis, Deputy Chief (DC)
Barb Sullivan, Commissioner	
David Harris, Commissioner	

#### PLEDGE OF ALLEGIANCE

**PUBLIC COMMENT:** None.

**CONSIDERATION OF AGENDA:** None.

#### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the May 20, 2021, regular meeting minutes as written. The motion passed; five ayes.*

**CORRESPONDENCE:** None.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**JUNE 10, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	210601001-210601023	12,709.57	6/9/21
Vendor Voucher(s)	210604001-210604023	180,650.02	6/9/21
Vendor Voucher(s)	210609001-210609023	535,195.14	6/16/21
Payroll Voucher	61521A - 61521BQ	147,756.37	6/9/21
Payroll - Taxes	ACH	24,148.67	6/14/21
Dept of Retirement Systems	ACH	24,203.93	6/15/21
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

**\$ 924,663.70**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	210603001-210603009	67,718.82	6/9/21
Vendor Voucher(s)	210610001-210610009	120,831.33	6/16/21
Payroll Voucher	ALS61521A - ALS61521AC	61,753.39	6/9/21
Payroll - Taxes	ACH	9,021.72	6/14/21
Dept of Retirement Systems	ACH	10,357.49	6/15/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

**\$ 269,682.75**

<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	

**\$ -**

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210605001-210605004	8,697.58	6/9/21
Vendor Voucher(s)	210607001-210607002	164,718.85	6/12/21
		<b>\$ 173,416.43</b>	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210608001-210608002	80,437.75	6/16/21
		<b>\$ 80,437.75</b>	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210602001-210602009	16,277.80	6/9/21
Vendor Voucher(s)	210606001	56.00	6/16/21
		<b>\$ 16,333.80</b>	

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

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

MOTION	
Move to accept disbursements in the amount of :	<b>\$ 1,464,534.43</b>

**MOTION:** *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,464,534.43 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Harris noted that the Commissioners attended the virtual King County Fire Commissioners Board meeting where it was suggested to return to in-person meetings. The request was not approved, and virtual meetings will continue through December 2021, with a new meeting location to be determined.
- Commissioners Sullivan and Fischer attended the National Association of Emergency and Fire Officials (NAEFO) *COVID Relief Funds Part II* webcast, presented by Cole Karr of the National Special District Coalition. The webinar provided details on rules for applying for COVID relief funding.

- Commissioner Sullivan attended the Washington Fire Commissioners Associations (WFCA) webcast on *Covid-19, The Fire Service, & Pandemic Response Lessons Learned*. Kittitas Valley Fire & Rescue Chief John Sinclair moderated the webinar, along with a panel of experts providing information on how the fire service responded to the COVID-19 pandemic.
- Commissioner Fischer attended the webcast *Resiliency Under Stress: First Responder Adaptation During & After COVID19,* presented by Dr. Iverson a long-time first responder advocate who has counseled and treated many first responders and members of the military.

#### **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:**

- 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 noted the Department would be scheduling an internal audit to compare and evaluate benchmarks. After the internal audit is completed, a meeting will be scheduled to discuss future goals and visions.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
- **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 Heivilin requested an update on the Department's school vaccination process. DC Nankervis stated that the Department started the second round of doses, providing 450 vaccinations to eight Shoreline and Northshore schools. Next week nine more high schools will be completed and the middle schools will be next.
  - To date, the Department has provided 12,000 doses through the King County Public Health and University of Washington vaccination programs.



- **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:
  - Commissioner Heivilin requested an update on the delivery of the new Battalion Chief apparatus. DC Taylor stated there was a delay in delivery, but arrival is scheduled in the next week or so.

## **OLD BUSINESS**

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- **Station 63 Construction Update:**
  - Drain issues have been completed.
  - Closeout documents are being completed.
- **North King County Training Consortium (NKCTC):**
  - Chief Cowan sent out a survey to all the Department Officers. While there were only a few responses received, they were very positive. The Department followed up the survey with a robust conversation at the Officers meeting. Work on communication and delivery of training will continue.
- **COVID-19 Update:**
  - DC Nankervis provided the below updates:
    - The Department's mask mandate has been updated based on the State L&I ruling.
    - COVID-19 related patients have been minimal.
    - The Department has had no current exposures.
    - The decontamination process for the N-95 masks is ongoing.
    - The Department has been receiving reimbursements for COVID-related expenses from multiple sources.
    - Commissioner Heivilin gave kudos to the Department for their support and efforts during the pandemic.
- **Sound Transit Contract:**
  - Chief Cowan met with the new Sound Transit representative to discuss contracts with the Department for different upcoming phases. Three potential contracts would include construction, training, and service delivery. Chief Cowan will focus on the construction and added service delivery contract. At the end of next year into 2023, the training phase for all personnel will begin.

**NEW BUSINESS:**

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• **IT Services:**

- Chief Cowan provided a brief update of the Department's current IT services and requested permission to schedule a meeting with NORCOM, the Department's IT service vendor, to discuss contractual options. The Commissioners were in favor of the meeting. Chief Cowan will provide an update and potential options following the meeting.

**PROJECTED AGENDA:**

- June 22 – Division Chief of EMS Kathy Pompeo's retirement.
- June 27 - Department Annual Awards Banquet.
- Chief Cowan will not be attending the July 15 Board meeting.

**EXECUTIVE SESSION:** None.

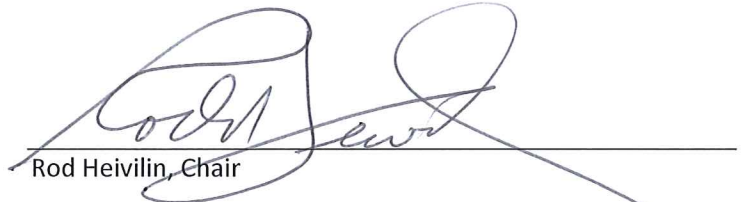
The regular meeting of the Board of Commissioners adjourned at 6:07 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:07 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



Joyce Brown  
Secretary to the Board

  
Rod Heivilin, Chair

  
Kenneth G. Callahan, Vice-Chair

  
Kimberly A. Fischer, Commissioner

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Barb Sullivan, Commissioner

  
David M. Harris, Commissioner