



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES March 4, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:03 p.m. on March 4, 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 |
| 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:

FIRE BENEFIT CHARGE RE-AUTHORIZATION PUBLIC HEARING:

- No public attended.

PUBLIC COMMENT:

- Mr. Dee, Lake Forest Park (LFP) resident and member of LFP Citizen's Commission, attended the meeting and stated that the Northshore and Woodinville Fire Board of Commissioners chose not to move forward to be listed on the voter's pamphlet for the Spring election. The LFP Citizen's Commission is working with the Friends of Third Place Commons and the League of Women Voters to prepare a quick informational campaign and a virtual voter's forum to be hosted the evening of March 31, 2021. The LFP Citizen's Commission is inviting the four local Fire Board of Commissioners, labor groups, and an independent consultant.

CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:** No additional agenda items.
- **EXECUTIVE SESSION:** None.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the February 18, 2021, regular meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Fischer moved, and Commissioner Harris seconded a motion to approve the January 28, 2021, Joint North City Water and Shoreline Fire Department special meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE: None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
MARCH 4, 2021**

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT AMOUNT | RELEASE DATE |
|---|---------------------|---------------------|--------------|
| EXPENSE FUND: 10-004-0010 | | | |
| Vendor Voucher(s) | 210306001-210306037 | 56,204.21 | 3/10/21 |
| Payroll Voucher | 31521A - 31521BE | 56,058.21 | 3/10/21 |
| Payroll - Taxes | ACH | 5,270.41 | 3/12/21 |
| Dept of Retirement Systems | ACH | 8,401.92 | 3/15/21 |
| Interfund Transfer- OUT to RESERVE fund | | No Activity | |
| Interfund Transfer- OUT to CAPITAL fund | | No Activity | |
| Interfund Transfer- OUT to BENEFIT fund | | No Activity | |

\$ 125,934.75

| | | | |
|---|-----------------------|-------------|---------|
| ALS EXPENSE FUND: 10-004-6080 | | | |
| Vendor Voucher(s) | 210301001-210301013 | 55,690.89 | 3/10/21 |
| Payroll Voucher | ALS31521A - ALS31521Y | 29,068.86 | 3/10/21 |
| Payroll - Taxes | ACH | 4,740.58 | 3/12/21 |
| Dept of Retirement Systems | ACH | 4,944.16 | 3/15/21 |
| Interfund Transfer- OUT to ALS CAPITAL fund | | No Activity | |

\$ 94,444.49

| | | | |
|--------------------------------------|---------------------|-----------|---------|
| ALS CAPITAL FUND: 10-004-6060 | | | |
| Vendor Voucher(s) | 210303001-210303003 | 11,588.69 | 3/10/21 |

\$ 11,588.69

| | | | |
|--------------------------------------|-----------|------------|---------|
| CMT EXPENSE FUND: 10-004-6070 | | | |
| Vendor Voucher(s) | 210302001 | 125,238.15 | 3/10/21 |

\$ 125,238.15

| | | | |
|---|---------------------|----------------------|---------|
| CAPITAL EXPENSE FUND: 10-004-0020 | | | |
| Vendor Voucher(s) | 210304001-210304003 | 3,052.64 | 3/10/21 |
| | | \$ 3,052.64 | |
| NKCTC FUND: 10-004-0100 | | | |
| Vendor Voucher(s) | | No Activity | |
| | | \$ - | |
| BENEFITS FUND: 10-004-6050 | | | |
| Vendor Voucher(s) | 210305001-210305008 | 12,755.97 | 3/10/21 |
| | | \$ 12,755.97 | |
| 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 : | | \$ 373,014.69 | |

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to accept disbursements for \$373,014.69 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Callahan and Fischer attended the King County executive meeting via Zoom. The topic of discussion was regarding the favorable audit and details on the future of their website. Commissioner Fischer noted that they are searching for pictures from local Fire Departments to post on the new website. Commissioner Fischer is requesting to have any pictures sent to her and she will forward them to the appropriate person.
- Commissioners Sullivan, Callahan, Heivilin, and Harris attended the Bid Laws, Procurement and Public Works Webinar presented by Snure Seminars.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the January 2021 Financial Summary Report that is listed below and included by reference:
 - The Department is over budget by .9% due to one-time charges that occurred in the beginning of the year.
 - The Department is expecting reimbursements from the Mobile Integrated Health (MIH) Program.

FINANCIAL SUMMARY REPORT: JANUARY 2021

Regular Board Meeting: March 4, 2021

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 JANUARY Balance | \$ | 14,387,511.36 |
|------------------------|----|---------------|

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

| Data as of January 31, 2021 | | Notes |
|-------------------------------|-------|--------------------|
| Percentage Remaining | 90.7% | |
| Targeted Percentage Remaining | 91.6% | |
| Over/Under Budget | 0.9% | Over budget by .9% |

General Expense Fund- OVERTIME COSTS

| Data as of January 31, 2021 | | Notes |
|--------------------------------|---------------|---|
| Total Overtime | \$ 117,961.36 | |
| Firefighting Staffing Overtime | \$ 77,919.87 | Overtime processing period: Nov 13, 2020 - Dec 11, 2020 |
| Aid 161 Staff Overtime | \$ 40,041.49 | Overtime processing period: Nov 13, 2020 - Dec 11, 2020 |

General Expense Fund- CASH ON HAND

| Data as of January 31, 2021 | | Notes |
|--------------------------------------|-----------------|-------|
| Cash on hand, end of JANUARY balance | \$ 7,479,304.63 | |

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 |
| TOTALS | \$ - | \$ - | |

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 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 was provided:
 - Chief Cowan and DC Nankervis provided a brief summary and a copy via Zoom of the 2021 Emergency Medical Services (EMS) Response Statistics, which is attached and incorporated by reference.
 - The Department prepared the EMS Response Statistics summary to provide overall comparisons for EMS call volumes, transports, and peak hours for aid car and fire engine units, for January and February 2020 and 2021. It was noted that some of the American Medical Response (AMR) response data is still pending, and they typically have good performance times, but this year there have been some delays in their response services.
 - The Department noted that the staffing of Aid 161 last year had a positive impact on workload distribution, but was very expensive. The Department is potentially looking at hybrid models to provide better flexibility and address some of the workloads of Aid 161. This will need to be evaluated further and a more in depth summary will likely be provided within the next few weeks.
- **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 the Department's All-Terrain Vehicle (ATV) that is out of service. DC Nankervis clarified that the City of Shoreline used to provide services to help clear the snow at the Department's facilities, but this was no longer available. The Department needed to use the ATV to remove large amounts of snow, which damaged the vehicle. The parts are on order to make the necessary repairs. Chief Cowan noted that the Department is researching options to equip one of our trucks to help with future snow plowing needs.
- **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 of the hiring of the new shop personnel. DC Taylor noted that the Department is currently in the background check process for the Facilities Vehicle Technician position. The start date will likely be March 28, 2021.

OLD BUSINESS

- **Station 63 Construction Update:**
 - **DC Taylor** provided an overview of the following topics:
 - **STATION 63 UPDATE:**
 - **Shower Issues:** Two of the four shows have been repaired. The third shower repairs are slated for next week.
 - **Remote Reception Issues (Four-Fold Doors):** The prior issues have been resolved.
 - **Air Compressor Issues:** The air compressor failed this week, and a new motor is needed, which is currently on order.
 - Chief Cowan drafted a response letter to the project's contractor, Shreve Construction, which will be reviewed by the Department's legal representative. It is possible that most of the issues could be resolved, with the exception of the liquidated damages.
- **North King County Training Consortium (NKCTC):**
 - Chief Cowan noted that the NKCTC is going better with street level training as the focus.
- **COVID-19 Update:**
 - **Chief Cowan** provided a brief update:
 - There are no Department personnel in quarantine.
 - All mask requirements and other restrictions remain in place.
 - Vaccination of the Department's employees is continuing.
 - King County is working on the replacement of the counterfeit N-95 masks.
 - The Department has administered 250 vaccinations, and is scheduled to do 200 more this week.
 - The Department is still working on the vaccination efforts of the senior housing facilities. The second vaccination doses for adult family homes are scheduled to begin tomorrow.
 - The Department is still struggling to receive the vaccines.
 - Chef Cowan noted he attended the virtual Town Hall meeting regarding the current vaccination process, held by the King County Council Members and Public Health. The Department is disappointed that there is not currently a plan for a future fixed vaccination site in Shoreline. The Department believes this would allow for better efficiencies and the opportunity to administer more vaccinations once the supply is available.
 - Chief Cowan will be preparing an email to Public Health requesting support in creating a physical vaccination site.
- **Sound Transit Contract:**
 - Chief Cowan has been in contact with Terry Beals from Sound Transit to continue working on a contract. The Department is still waiting to hear back from the Redmond Fire Department to receive their workload history and experiences from a similar construction phase process. The Department's approach for billing purposes is to identify hourly rates and hours per quarter.
- **Fire Benefit Charge (FBC) Ballot Measure:**
 - The Department has been working on the current FBC ballot measure. The ballots are scheduled to be mailed out to the citizens later this month.
 - The Department is working on its social media presence, and will be scheduling a town hall forum on Facebook, and an open question and answer session.

- The pro statement was submitted, and King County advertised for a con committee with no response. The Department will be in the voter's pamphlet with only a pro statement.
- The Department's website has been updated to include FAQs. The informational flyer that was sent out will be revised with newer photos.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Fire Service Employment Law Webinar – March 12, 9:00 a.m. – 12:00 p.m.
- Public Hearing Fire Benefit Charge 2021 Appeals – March 18, 5:00 p.m.
- Chief Cowan noted that the electronic signatures tracking sheet would be provided for the Board's review every six months.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:53 p.m.

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:53 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith

Respectfully submitted,




Joyce Brown
Secretary to the Board

ELECTRONICALLY SIGNED ON

3 / 18 / 21



Rod Heivilin, Chair



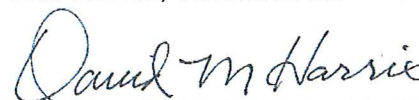
Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner