



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES May 6, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 4:00 p.m. on May 6, 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	Rick Ashleman, Project Manager
David Harris, Commissioner	

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- Mike Dee joined the meeting via Zoom.

#### 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 April 15, 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  
MAY 6, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	210412001-210412015	11,776.23	4/28/21
Vendor Voucher(s)	210505001-210505035	192,693.03	5/12/21
Payroll Voucher	51421A - 51421BX	123,109.52	5/12/21
Payroll - Taxes	ACH	16,679.23	5/13/21
Dept of Retirement Systems	ACH	19,705.58	5/14/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 363,963.59**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	210410001-210410007	67,242.34	4/28/21
Vendor Voucher(s)	210507001-210507009	95,274.25	5/12/21
Payroll Voucher	51421A - 51421AD	68,486.32	5/12/21
Payroll - Taxes	ACH	12,346.38	5/13/21
Dept of Retirement Systems	ACH	11,828.77	5/14/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

**\$ 255,178.06**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	210506001	2,989.14	5/12/21

**\$ 2,989.14**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	210502001-210502002	8,834.39	5/12/21

**\$ 8,834.39**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	210411001	6,029.00	4/28/21
Vendor Voucher(s)	210504001-210504003	32,113.02	5/12/21

**\$ 32,113.02**

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	210503001	1,275.00	5/12/21

**\$ 1,275.00**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	210501001-210501003	11,353.75	5/12/21

**\$ 11,353.75**

<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>675,706.95</b>

**MOTION:** *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$675,706.95 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Fischer attended the King County Commissioner Board meeting and noted one topic of discussion was on Microsoft Teams video conferencing system issues. The Secretary of the Board will be contacting the individuals who were having problems.

**FINANCIAL REPORT:**

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

**FINANCIAL SUMMARY REPORT: MARCH 2021**

Regular Board Meeting: May 6, 2021

**ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C4)**

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases	
End of MARCH Balance	\$ 12,205,966.68

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

Data as of March 31, 2021		Notes
Percentage Remaining	77.9%	
Targeted Percentage Remaining	75.0%	
Over/Under Budget	2.9%	Under budget by 2.9%

**General Expense Fund- OVERTIME COSTS**

Data as of March 31, 2021		Notes
<b>Total Overtime</b>	<b>\$ 76,458.77</b>	
Firefighting Staffing Overtime	\$ 59,059.12	Overtime processing period: Feb 12-Mar 12, 2021
Aid 161 Staff Overtime	\$ 17,399.65	Overtime processing period: Feb 12-Mar 12, 2021

**General Expense Fund- CASH ON HAND**

Data as of March 31, 2021		Notes
Cash on hand, end of MARCH balance	\$ 6,259,003.66	

**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>	

- Commissioner Heivilin requested clarification of why there was a charge listed on the Commissioners Travel and Conferences budget line, although there was no travel in 2021. Chief Cowan was unsure of the charges but will review with the accounting department.
- DC Nankervis noted that the Federal Emergency Management Agency (FEMA) reimbursements were for operational costs and expended out of specific line items. All dollars spent for the mobile and fixed vaccination teams are paid out of special line items in the budget. When the Department receives the reimbursement for those costs, it will be allocated back into those specific line items.
- DC Nankervis noted the Department received a Ground Emergency Medical Transportation (GEMT) settlement check from 2020.

#### **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 scheduled the long-range planning meeting for May 26. There are currently three citizen representatives on the committee. Commissioner Fischer clarified that she would be the representative on the committee.

#### **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:
  - Commissioner Fischer requested an update regarding the meeting with NKCTC Training Director Erik Wallgren. Chief Cowan clarified that there continues to be challenges with communication and how each agency functions within the Consortium, but that things continue to slowly improve.
    - Commissioner Fischer asked if the issues of training not being centrally located, and therefore employees on aid units are unable to attend, has been addressed. Chief Cowan clarified that some of the issues were due to the booking of three rotations a day, causing logistical challenges, but has been changed to two rotations to help resolve any future issues.
    - DC Nankervis further clarified that there have been some challenges with the expectations of attendance and participation for training. Shoreline Fire's logistical challenges due to the 3-rotations a day were not taken into consideration, so moving it to 2-rotations has helped.

- Commissioner Fischer requested an update of the recognition of the hometown heroes at the recent Mariner's game. Chief Cowan clarified this was part of an outreach program through the King County Chief's Association recognizing the regional "of the year" awards.
  - Chief Cowan noted that the Department's distinguished awards committee met to decide the 2020 "of the year" awards, and asked if the Commissioners had any input on how best to present the awards, due to the limitations of capacity at this time. Commissioner Heivilin recommended to have the ceremony outdoors. Chief Cowan requested that the Commissioners share any ideas via email.
  - Chief Cowan noted an increase in stress and anxiety amongst the public and within the Department. The Department and other associations such as the King County Chief's and Medic One Foundation have been continuing to focus on ensuring the mental health safety of their personnel and the public.
  - Commissioner Harris asked for clarification on the fireworks bans. Chief Cowan noted that this is now a regional effort, and fireworks have now been banned throughout King County (beginning in 2022).
  - Commissioner Harris stated that he had attended a recent seminar held by Gordon Graham on stress in the public sector. It was noted that one way to relieve stress was to remember that the customers may not always be right, but the customer always deserves service.
- **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:
    - DC Nankervis stated that the Department has partnered with the University of Washington (UW) to open a fixed vaccination site, which opened this week. Some issues occurred with the scheduling of appointments and vaccination stock, which have since been resolved. Walk-ins are now being accepted, and the hours of operation are Monday through Friday, 7:30 a.m. to 7:00 p.m. and Saturdays, 9:00 a.m. to 1:00 p.m. The site now provides the Pfizer vaccine as an option.
    - The Department is also setting up a rolling pop-up clinic to administer the vaccines.
    - There has been a lot of support from the King County Department of Public Health, and the contract for a 90-day term with the Department is forthcoming.
    - The Department's mobile vaccination team is still in service. King County has requested the program continue. There is a potential partnership that could begin with the UW to help service the unit.
    - Commissioner Fischer asked if students who wanted to receive the vaccine would need permission from their parents. DC Nankervis clarified 'yes,' and Public Health has created an online permission form, and allows verbal approval to receive the vaccine at school without the parent being present.
  - **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 that the two new Pierce fire engines are expected to arrive at Station 61 in June.

## **OLD BUSINESS**

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- **Station 63 Construction Update:**
  - **Project Manager Rick Ashleman** 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:
    - The Department applied for a rebate from the Seattle City Light Energy Conservation Program and received a rebate check for \$3,133.
    - The Department continues to receive alarms from the fire alarm radio dialer. The most recent diagnosis by the AES manufacturer is that the antenna needs to be located in an area that is not blocked by the building. The Department will work directly with the alarm company to fix the issue.
    - Kitchen cabinet parts are due to arrive on May 6.
    - The Department has reached out to three different sign companies to review options for the Shoreline Fire Department sign.
    - The Nederman exhaust system was re-calibrated by Benz Air Engineering, resulting in significant noise reduction.
    - All parties have signed the final project contract document.
  
- **North King County Training Consortium (NKCTC):**
  - This topic was discussed under District Activity Reports.
  
- **COVID-19 Update:**
  - DC Nankervis provided a brief update under District Activity Reports.
  
- **Sound Transit Contract:**
  - No current updates.
  
- **Fire Benefit Charge (FBC) Ballot Measure:**
  - Chief Cowan noted that the FBC ballot measure passed with about an 85% approval. The Department has posted comments on Next Door and Instagram and will order a "thank you for your support banner" to be placed at Station 61.

## **NEW BUSINESS:**

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- **Conditional Offer Commitment for New Firefighters:**
  - Chief Cowan stated the Department has completed the Firefighter interviews with 25 potential candidates and noted a higher caliber of candidates this year. The Department has been authorized to hire five candidates for the upcoming Fall Academy. The top five candidates were offered the positions, and all have accepted. The Department will be preparing conditional offers with an official start date of late August.

- The Department also plans to hire four new firefighters for the January Academy. Due to the caliber of candidates that recently applied, the Department would like to make four conditional offers now for a January start date. Chief Cowan noted that the 2021 budget had allocated for 100 positions, and by hiring the four candidates this year, the total positions would still be under 100.
- The Department is considering offering a signing bonus to the four candidates and has reached out to the State Auditor's office to ensure there would be no issues. It was stated that the Department could not provide a signing bonus unless the individual has been officially hired. Chief Cowan clarified that the signing bonus would not be provided to the candidates until they have been formally hired, and this would be a verbal commitment only at this time. Chief Cowan also requested to have it reviewed by legal, who stated it could be provided after the individual becomes an employee and it is not performance-based. Chief further noted that the costs would be taken out of the 2021 benefits fund reserve.
- Commissioner Callahan asked for clarification if this would be a one-time bonus structure. Chief Cowan clarified that this would not be a typical model for the future and believes it is in the Department's best interest to do it this one-time.
- The Commissioners agree with the concept, except for Commissioner Harris, who stated he is neutral. Chief Cowan recommended the bonus structure be set between \$2,000 and \$5,000.
- Chief Cowan clarified that all conditional offers would require the standard background checks that would be completed now.
- Commissioners Heivilin suggested that the signing bonus be set between \$3,000 and \$5,000.
- Commissioner Callahan asked if the Department plans to hire the candidates, why could they not be employed now. Chief Cowan clarified this was an option, but only five spots were open for the August Academy.
- Commissioner Fischer suggested setting the signing bonus at \$4,500.
- Chief Cowan requested that if the Board agrees to implement the signing bonus, a motion should be made.

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to approve the signing bonus of \$4,500 this year contingent upon approval by legal and the auditor's office. The motion passed; five ayes.*

- **Step Raises for Wages:**

- Chief Cowan provided the Board with a calculation comparison of the Department's current step increases versus the new model, which is attached and incorporated by reference. The Department is requesting to set the step raises for new hires at 70% of the firefighter's top step rate over a 6-year period. The Department's Local IAFF Union has approved the step increase. Before implementation, the current Collective Bargaining Agreement (CBA) will need review, and an update of the wage scale matrix will need to be completed.

**MOTION:** *Commissioner Callahan moved and Commissioner Fischer seconded a motion to approve a new model of the firefighter step raises reflective in the calculation spreadsheet provided, and conditional upon presenting formal language to the changes in the CBA. The motion passed; five ayes.*



**PROJECTED AGENDA:**

- June 3 Board meeting was moved to June 10 due to the Commissioners availability.

**EXECUTIVE SESSION:** None.

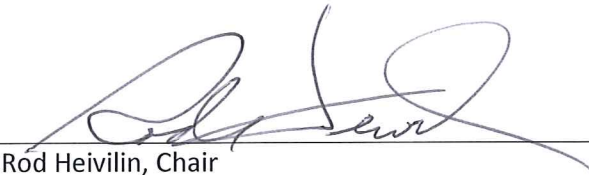
The regular meeting of the Board of Commissioners adjourned at 5:16 p.m.


**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:16 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

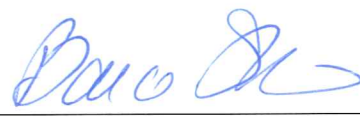
*Joyce Brown*

Joyce Brown  
Secretary to the Board

  
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Rod Heivilin, Chair

  
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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