



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

November 4, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 4, 2021. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to the current COVID-19 guidelines, the meeting was also available virtually via Zoom conferencing. 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, Chief
Ken Callahan, Vice-Chair	Steve Taylor, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Mark Foster, Division Chief (DivC)
Barb Sullivan, Commissioner	
David Harris, Commissioner (via Zoom)	

**ABSENT:** John Nankervis, Deputy Chief DC

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARING

The Public Hearing notice was posted on October 26, 2021, for the purpose of reviewing sources of revenue for the Department's 2022 budget and the Department's fire benefit charge for 2022. Commissioner Heivilin opened the Public Hearing by reading the following into record:

*Pursuant to RCW 84.55.120, the Shoreline Fire Department is required to hold a Public Hearing on revenue sources for the Department's following year's expense budget. This Hearing is being called to order for:*

- 1. The purpose of receiving citizens' comments and questions related to the 2022 budget, and*
- 2. Reviewing and establishing the Department's 2022 fire benefit charge.*

- Commissioner Heivilin closed the Public Hearing at 5:02 p.m., and the regular meeting of the Board of Commissioners resumed.

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the Public Hearing at 5:02 p.m. The motion passed; five ayes.*

- **2022 Budget Discussion:**

- Chief Cowan provided an overview of the 2022 preliminary budget proposal, that included the below summary:

<b>Summary of 2022 Budget Proposals</b>	
<u>Area</u>	<u>Notes</u>
Staffing	Add 8 Firefighters in January, add 1 Deputy Fire Marshal.
Reserve Funds	Maintain a minimum of 10% of our annual operating expenses. Actual reserves including cash on hand is approximately 23%. <i>Will be transferring about \$151k for 2022.</i>
Carryover	Maintain a carryover target of 25% of operating expenses, minus average revenues of \$1.2m, plus \$700k for unanticipated expenses. <i>For 2021 there is a surplus over \$2.1 million.</i>
General Benefits Fund	Transfer funds to cover anticipated expenses and ensure coverage of full liabilities. Significant cash out of benefits for 2022 and reserves are at about \$1 million. <i>For 2022 transfer of \$788 thousand.</i>
General Capital Fund	Increase capital fund level by transferring \$3.5 million from general fund. <i>The capital purchases for 2022 are anticipated at \$1.21 million.</i>
ALS	Anticipating sending personnel to Paramedic training.

- Chief Cowan walked through the cash on hand and the revenue vs. expenses summaries.
- The tax levy rate was discussed at approximately \$0.79 and the Fire Benefit Charge (FBC) at approximately the equivalent of \$0.55, for an overall total of \$1.34. This would reflect a decrease of approximately \$0.07 per thousand, providing relief to taxpayers.
- Chief Cowan requested the Board's input on the tentative levy and FBC rates for 2022. The Commissioner's requested to discuss this more in-depth at the special meeting scheduled on November 10 at 3:00 p.m.

**PUBLIC COMMENT:**

- None.

**CONSIDERATION OF AGENDA:**

- Old Business: None.
- New Business: None.

**MINUTES**

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the October 25, 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  
NOVEMBER 4, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	211104001-211104036	204,871.35	11/10/21
Payroll Voucher	111521A - 111521BD	125,373.28	11/15/21
Payroll - Taxes	ACH	20,721.46	11/12/21
Dept of Retirement Systems	ACH	20,701.25	11/15/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 371,667.34**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	211105001-211105008	108,779.23	11/10/21
Payroll Voucher	ALS111521A - ALS111521W	43,781.78	11/15/21
Payroll - Taxes	ACH	8,551.87	11/12/21
Dept of Retirement Systems	ACH	7,624.35	11/15/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

**\$ 168,737.23**

<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)	211101001-211101003	30,105.71	11/10/21
		<b>\$ 30,105.71</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	211102001-211102002	1,320.64	11/10/21
		<b>\$ 1,320.64</b>	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	211103001-211103003	14,963.68	11/10/21
		<b>\$ 14,963.68</b>	

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

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

<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 586,794.60</b>	

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to accept disbursements for \$586,794.60 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Sullivan and Commissioner Heivilin noted that the Shoreline Area news and other news resources had posted information on the Department's vaccination sites set up to provide vaccinations for children ages 5-11. Chief Cowan noted that the vaccination clinic expects to provide 1,500 vaccinations tomorrow.

**FINANCIAL REPORT:**

- September's Financial Report will be provided at the November 18 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:

- No updates.

#### 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 Heivilin requested an update on the agreement with Sound Transit. Chief Cowan noted that a contract has been tentatively agreed upon. Kym Williams, Director of Regulatory Compliance and Permitting, is pursuing approval of the contract, which is expected to be finalized before the end of November.
- **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 asked for an update on the meeting regarding Shoreline Fire's Mobile Integrated Health program (MIH). Chief Cowan noted that there are concerns regarding the loss of Woodinville's financial support due to the merger with Eastside Fire and Rescue. Chief Cowan clarified that the Woodinville's Interlocal Agreement specifies they will continue to contribute financially until the end of the Emergency Medical Services (EMS) levy.
  - Commission Fisher requested clarification on what Snohomish County Transport DMCC was. Division Chief Foster stated that the DMCC was the Disaster Medical Control Center, which was set up to help with the pandemic, but is no longer in service.
- **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 Harris requested clarification on the ST 63 second-floor crack repairs. DC Taylor noted that the repair was completed, but the color was not acceptable.
  - The permit for the Station 63 sign project was approved by the City of Shoreline.

## OLD BUSINESS

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- **Memorandum of Understanding (MOU) COVID 19 Accommodations:**

- Local 1760 and Management successfully negotiated a modification of all the 2018-2020 Collective Bargaining Agreements. This MOU agreement was made to provide benefits to unvaccinated members who would otherwise be released from the Department due to the State Covid-19 vaccine requirement, beginning on October 6, 2021 and ending when there are no longer employees who benefit from the MOU. This also applies to unvaccinated employees who were granted exemptions, but denied accommodations to see EMS patients. The MOU attached provides the details of the granted exemptions. The MOU also includes changes to the following job descriptions and contract article:
  - Fire Marshal job description
  - Assistant Fire Marshal job description
  - Deputy Fire Marshal job description
  - Article 29-Specialty Assignments

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to authorize the Board of Commissioners to approve the MOU modifying all the current 2018-2020 Collective Bargaining Agreements negotiated between the Shoreline Fire Department and IAFF Local 1760, starting October 6, 2021 and ends when there is no longer employees who benefit from this MOU. The motion passed; five ayes.*

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

- Chief Cowan attended a meeting with the NKCTC Fire Chiefs to discuss next year's vision and budget goals. The NKCTC Director, Erik Wallgren, provided a budget proposal requesting to add one Training Officer to the NKCTC. Eastside Fire and Rescue's Fire Chief Jeff Clark, provided a separate proposal that would include adding remaining Eastside Fire Fighters into the Consortium to help with staffing needs. Chief Cowan was not in favor of the proposal and would like to evaluate other options. The discussion was tabled until a proposal can be developed and evaluated. A meeting is scheduled to further review the proposals.
- NKCTC approved hiring another Training Officer. The Department will review the potential of filling the role for January 2022. A formal proposal will be developed and brought to the Board for approval.
- Commissioner Fischer asked if a non-vaccinated employee could fill the Training Officer role. Chief Cowan noted that this was part of the discussion.
- Chief Cowan noted that Northshore Fire Station 51 would potentially be moving to an all-vaccinated facility requiring all personnel to be fully vaccinated. It was further noted that they would also include an option that vaccinated employees do not need to wear a mask as long as the non-vaccinated employees are wearing N-95 masks and taking a daily COVID-19 test.
- Commissioner Fischer asked for clarification if a merger were to happen, would there be too many employees for the NKCTC to accommodate. Chief Cowan noted this is a potential concern and the Consortium will be looking further into it.

- **COVID-19 Update:**
  - None.
- **Vaccine Mandate:**
  - Discussed under the NKCTC agenda topic.
- **Sound Transit Contract:**
  - Discussed under Chief Cowan's district activity report.
- **Contract Proposal with the Northshore Fire Department:**
  - Northshore Fire Department requested that the Department provide a response from the list of clarifying questions by Monday.

#### **NEW BUSINESS:**

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- **Resolution 21-04 - Post Employment Medical Benefits Coverage:**
  - Revisions to the Post-Employment Medical Benefits Coverage Resolution 20-12 were made to reflect the yearly CPI-U increases. Resolution 21-04 incorporates the CPI-U increase of 5.5%, which will be effective January 1, 2022.

***MOTION:** Commissioner Callahan moved, and Commissioner Fischer seconded, a motion to approve and sign Resolution 21-04 Post Employment Medical Benefits Coverage. The motion passed; five ayes.*

#### **PROJECTED AGENDA:**

- November 10 @ 3:00 p.m. - Special Meeting (2022 Budget Workshop)
- November 13 - NAEFO Seminar
- November 18 - Adoption of 2022 budget and supporting Resolutions.
- The January 20 Board meeting will need to be rescheduled to accommodate the Commissioner's attendance at the Recruit Academy. The meeting date has been tentatively set to January 19, and will be confirmed at the next Board meeting.

#### **EXECUTIVE SESSION:**

The regular meeting of the Board of Commissioners moved to Executive Session at 6:05 p.m. per RCW 42.30.140 Negotiations, and RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for approximately 20 minutes with a decision expected.

The Board moved out of Executive Session at 6:25 to extend for another 20 minutes. The Executive Session ended and the regular meeting reconvened at 6:45 p.m. and immediately adjourned with no decision.


***MOTION:** Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:45 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

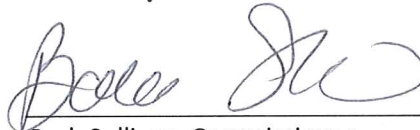
*Joyce Brown*

Joyce Brown  
Secretary to the Board

  
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Rod Heivilin, Chair

  
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