



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 7, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 16, 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	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner	
David Harris, Commissioner	

ABSENT: None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Mr. Dee, a Lake Forest Park (LFP) resident and LFP Citizen's Commission member, attended the meeting via Zoom, but had no comment.

CONSIDERATION OF AGENDA:

- Old Business: Negotiations Update
- New business: Staffing

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the September 16, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Commissioner Heivilin read into the record a letter from a citizen thanking the Department for their efforts in setting up the Shoreline Community College vaccination site.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

DO NOT ENTER ON THIS SHEET

Second Board Meeting
OCTOBER 7, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210919004-210919022	22,606.82	9/29/21
Vendor Voucher(s)	211006001-211006021	204,916.65	10/6/21
Payroll Vouchers	92921A - 92921S	72,251.68	9/29/21
ACH Payment Request - Payroll Direct Deposit	ACH	665,156.74	9/27/21
ACH Payment Request - HRA/VEBA	ACH	104,481.08	9/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	96,456.97	9/29/21
ACH Payment Request - WA DCP	ACH	16,160.82	9/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,716.26	9/29/21
ACH Payment Request - Dept. of Retirement Systems	ACH	152,501.31	9/29/21
ACH Payment Request - DSHS	ACH	1,335.56	9/29/21
ACH Payment Request - Payroll Taxes	ACH	158,499.34	9/28/21
Payroll Voucher	101521A - 101521BP	165,525.72	10/13/21
Payroll - Taxes	ACH	27,279.68	10/14/21
Dept of Retirement Systems	ACH	26,913.65	10/15/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 1,728,802.28

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210921003-210921007	15,315.53	9/29/21
Vendor Voucher(s)	211002001-211002006	108,956.01	10/6/21
Payroll Voucher	ALS92921A - ALS92921J	22,624.46	9/29/21
ACH Payment Request - Payroll Direct Deposit	ACH	290,704.67	9/27/21
ACH Payment Request - HRA/VEBA	ACH	23,897.91	9/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	36,278.59	9/29/21
ACH Payment Request - WA DCP	ACH	14,233.91	9/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	9/29/21
ACH Payment Request - Dept. of Retirement Systems	ACH	68,247.45	9/29/21
ACH Payment Request - Payroll Taxes	ACH	77,081.37	9/28/21
Payroll Voucher	ALS101521A - ALS101521Z	46,915.22	10/13/21
Payroll - Taxes	ACH	7,707.14	10/14/21
Dept of Retirement Systems	ACH	7,964.58	10/15/21
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 725,631.16

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	210920001-210920003	15,138.84	9/29/21
Vendor Voucher(s)	211001001-211001003	191,602.99	10/6/21

\$ 206,741.83

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210918001	8,248.63	9/29/21
Vendor Voucher(s)	211005001-211005004	73,993.50	10/6/21

\$ 82,242.13

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	211003001	54.29	10/6/21

\$ 54.29

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	211004001-211004003	14,435.88	10/6/21

\$ 14,435.88

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 :	\$ 2,757,907.57

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,757,907.57 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Callahan noted his attendance at the King County Fire Commissioners E-Board meeting.

FINANCIAL REPORT:

- None.

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 will be provided at the next meeting.

STRATEGIC PLAN DISCUSSION:

- The current focus for the strategic planning process has been with the contract for services with the Northshore Fire Department. An update will be provided via email to the strategic planning team.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided an overview of the following topics:
 - Chief Cowan's focus has been on the vaccination mandate, the response to the contract proposal for services with Northshore Fire Department, the Department's Negotiation process, and the 2022 budget.
- **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:
 - The Department is running the vaccination clinic at the Shoreline Community College, which has the capacity to administer 500 vaccination doses a day. Currently, it is averaging 100 to 120 daily doses of the first, second, and booster vaccines.
 - The vaccination school visits have started, and the Department has administered doses to the Northshore and Shoreline school districts.
- **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:
 - The Station 64 security gate preconstruction electrical conduit work has been completed. The security gate installment began this week.
 - Aaron Levy, the Department's new Mechanic, will begin on October 12.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - Chef Cowan noted that there had been discussion and concerns regarding the vaccination mandate and the potential loss of personnel across the four agencies. A meeting is scheduled for October 28 to discuss the current status and to review and adopt the NKCTC 2022 budget. Chief Cowan will provide an update at the first Board meeting in November.
 - Commissioner Fischer requested an update on how communications have been within the Consortium. DC Nankervis noted that many efforts have been made, but the focus has been on ensuring the Academy is running smoothly and working to fill vacant positions.
 - The NKCTC Academy is currently in session located at Northshore Fire Department Station 51.

- **COVID-19 Update:**
 - DC Nankervis noted that the Department continues to see vaccinated employees diagnosed with COVID-19, in which none has been work-related cases.

- **Vaccine Mandate:**
 - Chief Cowan briefed the Board on the Department's vaccination mandate process:
 - There is a lot of anxiety and stress regarding the vaccination mandate. The Department is working to implement accommodations to keep personnel employed without the ability to see patients. The Department has been working with Local Union 1760 to prepare a Memorandum of Understanding (MOU) that includes the options available. The Union Body is currently voting on the MOU, and Chief Cowan will provide a report out after that vote.

- **Sound Transit Contract:**
 - Chief Cowan continues to work with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit on the current contract.

- **Contract Proposal with the Northshore Fire District:**
 - At the recent Northshore Fire Department District Board meeting, the contract proposal for services was on the agenda for discussion. Shoreline Fire Chief Matt Cowan and Eastside Fire Chief Jeff Clark were interviewed. A motion was made to delay the decision for a services contract until the beginning of next year when the new Northshore Board members have been appointed.

- **Negotiations:**
 - The Departments Uniformed Collective Bargaining Agreement (CBA) was tentatively approved. The changes have been implemented into the Chief Officer's CBA, which will be discussed along with the Non-Uniformed contract in the next negotiations meeting.

- The Administrative staff salary and benefits packages are being reviewed to ensure they are being compensated appropriately compared to other fire departments. Chief Cowan is requesting that the Board extend the Chief, Deputy Chief Nankervis, Administrative Director, and Finance Manager contracts. Details and language will be provided once the comparable analysis is complete.
- **Vaccination Mandate Accommodations:**
 - The Department is in the process of determining accommodations for approximately six employees. Because of the current staffing challenges, the Department has decided to move three-day shift, fire prevention, personnel to operations to help augment operations staffing. We will need to “brown out” the peak-hour aid car until February 1, 2022.
 - The Department plans to allow personnel in the Fire Prevention Department to work overtime, if needed, to perform mission critical work on their un-scheduled days.
 - Due to the current staffing challenges, the Department is currently reviewing and determining the staffing levels and the budget for 2022. The NKCTC Winter Academy begins the last week of January. The Department has determined that there is a need to hire eight new firefighters for that Academy. Chief Cowan requested that the Board tentatively approve the Department to begin the hiring process now, as it will take weeks to complete. After the budget has been completed, an official approval will go before the Board. Chief Cowan clarified that all new hires would be required to be vaccinated.
 - It was noted that the current property tax preliminary levy worksheet indicates an increase of 12% in Assessed Value.
 - Commissioner Heivilin requested clarification of how long the Department plans to allow the accommodations. Chief Cowan clarified that after October 18, administrative leave, or leave without pay would be approved. Once all leave has been used, leave of absence would be approved up to 3-months. If the employee was still unvaccinated after the 3-months, they would be separated from the Department. If a position were to become available, they would have the opportunity for rehire up to a year.
 - The Board was in agreement to allow the Department to move forward with the hiring process for the next Academy.
 - Commissioner Fischer asked if the employees who separate from the Department were allowed for rehire would they receive the same rate of pay. Chief Cowan was not clear if that had been addressed and will review with Local Union 1760.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Shoreline Fire Department’s Leadership Retreat is scheduled for October 13-14.
- Commissioner Harris will not attend in-person the October 25 meeting and the November 4 meeting, but may join via Zoom.
- The October 21 Board meeting has been rescheduled to October 25.


The regular meeting of the Board of Commissioners adjourned at 5:51p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:51 p.m. The motion passed; five ayes.*

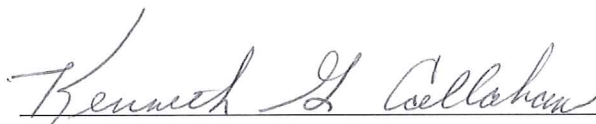
Minutes prepared by: Beatriz Goldsmith

Joyce Brown

Joyce Brown
Secretary to the Board



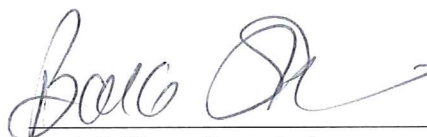
Rod Heivilin, Chair



Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner