



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 25, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 25, 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
Ken Callahan, Vice-Chair
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner
David Harris, Commissioner
(attended via Zoom)

Matt Cowan, Chief
John Nankervis, Deputy Chief (DC)

ABSENT: Steve Taylor, Deputy Chief (DC)

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.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the October 7, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Thank you letter to the Department for their support at the Caldor fire in Lake Tahoe.
- Thank you letter to the Department for their support at the Shoreline Community College vaccination site.
- Thank you letter to the Department for their support at the Autumn Ridge apartment fire.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
OCTOBER 25, 2021

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT AMOUNT | RELEASE DATE |
|--|---------------------|---------------------|--------------|
| EXPENSE FUND: 10-004-0010 | | | |
| Vendor Voucher(s) | 211012016-211012039 | 36,386.18 | 10/20/21 |
| Vendor Voucher(s) | 211017001-211017028 | 73,313.28 | 10/27/21 |
| Payroll Vouchers | 102821A - 102821R | 79,222.43 | 10/27/21 |
| ACH Payment Request - Payroll Direct Deposit | ACH | 662,612.83 | 10/26/21 |
| ACH Payment Request - HRA/VEBA | ACH | 59,341.57 | 10/28/21 |
| ACH Payment Request - ALERUS (457 Plan) | ACH | 82,742.20 | 10/28/21 |
| ACH Payment Request - WA DCP | ACH | 16,217.68 | 10/28/21 |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH | 14,019.99 | 10/28/21 |
| ACH Payment Request - Dept. of Retirement Systems | ACH | 152,255.47 | 10/28/21 |
| ACH Payment Request - DSHS | ACH | 2,531.80 | 10/28/21 |
| ACH Payment Request - Payroll Taxes | ACH | 160,422.22 | 10/27/21 |

\$ 1,339,065.65

| | | | |
|--|-------------------------|------------|----------|
| ALS EXPENSE FUND: 10-004-6080 | | | |
| Vendor Voucher(s) | 211009001-211009012 | 9,213.62 | 10/20/21 |
| | 211014001-211014005 | 2,961.88 | 10/27/21 |
| Payroll Vouchers | ALS102821A - ALS102821J | 22,974.54 | 10/27/21 |
| ACH Payment Request - Payroll Direct Deposit | ACH | 276,144.24 | 10/26/21 |
| ACH Payment Request - HRA/VEBA | ACH | 24,631.24 | 10/28/21 |
| ACH Payment Request - ALERUS (457 Plan) | ACH | 36,566.04 | 10/28/21 |
| ACH Payment Request - WA DCP | ACH | 14,233.91 | 10/28/21 |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH | 5,882.58 | 10/28/21 |
| Dept of Retirement Systems | ACH | 62,662.66 | 10/28/21 |
| ACH Payment Request - Payroll Taxes | ACH | 65,081.66 | 10/27/21 |

\$ 520,352.37

| | | | |
|--------------------------------------|---------------------|----------|----------|
| ALS CAPITAL FUND: 10-004-6060 | | | |
| Vendor Voucher(s) | 211008001-211008003 | 4,454.81 | 10/20/21 |
| Vendor Voucher(s) | 211013001-211013002 | 516.55 | 10/27/21 |

\$ 4,971.36

| | | | |
|--------------------------------------|-----------|------------|----------|
| CMT EXPENSE FUND: 10-004-6070 | | | |
| Vendor Voucher(s) | 211007001 | 125,103.15 | 10/20/21 |

\$ 125,103.15

| CAPITAL EXPENSE FUND: 10-004-0020 | | | |
|-----------------------------------|---------------------|---------------------|----------|
| Vendor Voucher(s) | 211016001-211016006 | 60,510.81 | 10/27/21 |
| Vendor Voucher(s) | 211011001-211011003 | 27,259.57 | 10/20/21 |
| | | \$ 87,770.38 | |

| NKCTC FUND: 10-004-0100 | | | |
|-------------------------|---------------------|---------------------|----------|
| Vendor Voucher(s) | 211015001-211015003 | 41,534.82 | 10/27/21 |
| Vendor Voucher(s) | 211010001 | 4,950.00 | 10/20/21 |
| | | \$ 46,484.82 | |

| BENEFITS FUND: 10-004-6050 | | | |
|----------------------------|--|-------------|--|
| Vendor Voucher(s) | | No Activity | |
| | | \$ - | |

| 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 : | | \$ 2,123,747.73 |

MOTION: *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,123,747.73 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the Washington Fire Commissioner Seminar at the Clearwater Casino in Tulalip, WA. Commissioner Callahan noted that the subject matter of the seminar was very informative. Commissioner Sullivan noted that the crisis management topic provided by the Police and Fire Chief of Marysville on House Bill 1310 was informative. Cyber security and insurance was also a main topic.
- Commissioner Fischer noted that the Commissioners also attended the Snure Laws Update 2021 seminar. Topics of discussions were on the Washington session laws, Washington administrative code changes, Federal statutes and regulations, and the recent State and Federal court decisions. The vaccination mandates and the one-year statute of limitations under the Public Records Act *Bogen v. City of Bremerton 493 P.3d 774 (Court of Appeals, 2021)* were discussed.

- Commissioner Fischer attended the King County Commissioners general meeting. The speaker of the evening was Fire Chief of Eastside Fire and Rescue, Jeff Clark, and the discussion topic was on the Washington State Rating Bureau.

FINANCIAL REPORT:

- Due to a delay at King County Financial System and Services, the Department's September 2021 Financial Report will be presented at the November 4 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:

- Chief Cowan provided an update on the Department's Impact Mitigation Fee Summary, which is attached and incorporated by reference.

STRATEGIC PLAN DISCUSSION:

- No update.

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.
 - Johnson and Johnson, Pfizer, and Moderna booster vaccines are available at the Shoreline Community College vaccination clinic, which is open from 9:00 am to 5:00 p.m.
 - DC Nankervis noted that the Department signed the updated service period contract with King County Public Health and stated plenty of funding and vaccines are available.
- Chief Cowan noted the Department signed the final pay application for the Station 63 project and is in the process of the final closeout.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - Chief Cowan noted a meeting with the NKCTC has been scheduled to discuss gaps in staffing, the academies, the 2022 budget, and the future of the Consortium. Another Firefighter Driver or Officer is being considered for the Consortium. Further updates will be provided at the next Board meeting.
- **COVID-19 Update:** DC Nankervis provided a brief update:
 - One employee currently impacted with COVID
 - Rapid tests are available to the Department.

- **Vaccine Mandate:**
 - Chief Cowan briefed the Board on the Department’s vaccination mandate process.
 - The Department has five employees for which accommodations were offered. The positions available in Fire Prevention are two hydrant, two inspections, and one doing Knox-box core replacements, which would provide five to six weeks of work. The Deputy Fire Marshal hiring is currently in process.
 - Chief Cowan noted that there is a possibility that a couple of employees may separate from the Department.
 - The Department made some additional adjustments to help improve staffing levels:
 - Reassigned vaccinated day shift Fire Prevention employees to on-shift operations, and
 - Changed the peak-hour aid car expectations.
 - By February 1, the current NKCTC Academy candidates will be on shift, which will help staffing levels.

- **The 2022 staffing topic under new business was moved up on the agenda for discussion:**
 - The Department is working to help minimize the impacts by changing some of the expectations on transports, staffing up the peak-hour aid car, and potentially adding staffing at night to keep Aid 165 in service to lessen the impacts on the engine crews.
 - DC Nankervis provided the Board the 2021 Emergency Medical Services (EMS) Calls by Time of Day summary, which is attached and incorporated by reference. The summary provides details on EMS service impacts. The Department is requesting to update the policy to add more staffing at night to help provide relief for the crew, all which would be funded out of the overtime budget. The Commissioners were in favor of moving forward.
 - The Department’s 2022 budget is almost complete, which shows significant AV growth. The Department plans to drop the levy rate, current projection are around \$1.34, which is a \$.07-cent decrease from 2021. The budget shows funding to hire eight new firefighters for the winter academy.

- **Sound Transit Contract:**
 - Chief Cowan will be meeting with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, to review the draft contract.

- **Contract with the Northshore Fire Department:**
 - Northshore requested that the Department provide answers to a list of clarifying questions and update the contract for services to be more specific allowing for a side-by-side comparison.

NEW BUSINESS:

- The 2022 staffing topic was moved up on the agenda.

PROJECTED AGENDA:

- Commissioner Harris will be attending the November 4 Board meeting via zoom.
- A public hearing will be held on November 4 to set the Fire Benefit Charge and discuss the Departments 2022 budget.
- A Special meeting will be scheduled to review the 2022 budget on November 10 at 3:00 p.m.
- At the November 18 meeting the Board will be adopting the resolutions and the 2022 budget.

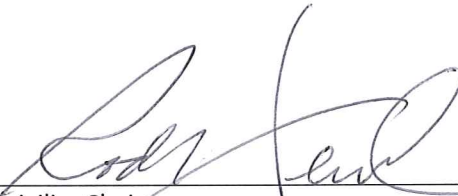
The regular meeting of the Board of Commissioners adjourned at 6:02 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:02 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Joyce Brown

Joyce Brown
Secretary to the Board



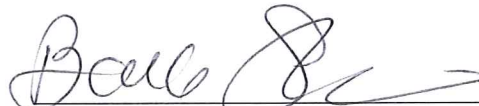
Rod Heivilin, Chair



Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner