



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES September 16, 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. Commissioner Harris's excused absence was read into record.

PRESENT: Rod Heivilin, Chair Matt Cowan, Chief
Ken Callahan, Vice-Chair Steve Taylor, Deputy Chief (DC)
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner

ABSENT: David Harris, Commissioner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA: The executive session was moved to the beginning of the meeting.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:02 p.m. per RCW 42.30.140 Negotiations for approximately 5 minutes with no decision expected. The executive session closed, and the regular meeting reconvened at 5:07 p.m.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the September 2, 2021, regular meeting minutes as written. The motion passed; four ayes.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the September 13, 2021, special executive meeting minutes as written. The motion passed; four ayes.

CORRESPONDENCE:

- A letter was mailed to the Department thanking the Wildland Team for their efforts during the Caldor Fire in South Lake Tahoe, California, that helped to protect their family vacation home.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting
SEPTEMBER 16, 2021

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210911001-210911021	294,022.71	9/15/21
Vendor Voucher(s)	210915001-210915015	172,329.78	9/22/21
Payroll Vouchers		Will be entered on Oct. voucher sheet	
ACH Payment Request - Payroll Direct Deposit		Will be entered on Oct. voucher sheet	
ACH Payment Request - HRA/VEBA		Will be entered on Oct. voucher sheet	
ACH Payment Request - ALERUS (457 Plan)		Will be entered on Oct. voucher sheet	
ACH Payment Request - WA DCP		Will be entered on Oct. voucher sheet	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be entered on Oct. voucher sheet	
ACH Payment Request - Dept. of Retirement Systems		Will be entered on Oct. voucher sheet	
ACH Payment Request - DSHS		Will be entered on Oct. voucher sheet	
ACH Payment Request - Payroll Taxes		Will be entered on Oct. voucher sheet	

\$ 466,352.49

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210907001-210907008	67,769.55	9/15/21
	210917001-210917013	72,767.36	9/22/21
Payroll Vouchers		Will be entered on Oct. voucher sheet	
ACH Payment Request - Payroll Direct Deposit		Will be entered on Oct. voucher sheet	
ACH Payment Request - HRA/VEBA		Will be entered on Oct. voucher sheet	
ACH Payment Request - ALERUS (457 Plan)		Will be entered on Oct. voucher sheet	
ACH Payment Request - WA DCP		Will be entered on Oct. voucher sheet	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be entered on Oct. voucher sheet	
Dept of Retirement Systems		Will be entered on Oct. voucher sheet	
ACH Payment Request - Payroll Taxes		Will be entered on Oct. voucher sheet	
		Will be entered on Oct. voucher sheet	

\$ 140,536.91

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	210916001-210916003	4,704.20	9/22/21

\$ 4,704.20

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210913001-210913005	8,298.12	9/22/21
Vendor Voucher(s)	210909001	1,196.12	9/15/21
		\$ 9,494.24	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210914001-210914002	31,600.85	9/22/21
Vendor Voucher(s)	210908001	2,811.63	9/15/21
		\$ 34,412.48	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210312001-210912002	1,639.87	9/22/21
Vendor Voucher(s)	210910001-210910007	10,530.28	9/15/21
		\$ 12,170.15	

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 :	\$ 667,670.47	

MOTION: Commissioner Callahan moved, and Commissioner Fischer seconded a motion to accept disbursements for \$667,670.47 per the detail above. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- Commissioner Fischer attended the King County Fire Commissioners Association's (KCFA) general meeting. The speaker for the evening was Jim Hall, Chief Appraiser for the King County Assessor's Office, who provided details on their appraisal processes.

- Chief Cowan mentioned that the Department received the County preliminary levy worksheet.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the August 2021 Financial Summary Report, listed below and included by reference:
 - The Departments' overtime budget was higher this month due to Wildland deployments, but reimbursements are expected between 2021 and 2022.

FINANCIAL SUMMARY REPORT: AUGUST 2021

Regular Board Meeting: September 16, 2021

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of AUGUST Balance	\$	18,642,457.64
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of AUGUST 31, 2021		Notes
Percentage Remaining	29.3%	Including 100% interfund transfers out in June
Targeted Percentage Remaining	33.3%	
Over/Under Budget	4.0%	Over budget by 4.0%

General Expense Fund- OVERTIME COSTS

Data as of AUGUST 31, 2021		Notes
Total Overtime	\$ 277,027.63	Overtime high due to: Deployments, Mandatory OT, and Summer months OT are typically higher.
Firefighting Staffing Overtime	\$ 272,250.12	Overtime processing period: July 9 - August 13, 2021
Aid 161 Staff Overtime	\$ 4,777.51	Overtime processing period: July 9 - August 13, 2021

General Expense Fund- CASH ON HAND

Data as of AUGUST 31, 2021		Notes
Cash on hand, end of AUGUST balance	\$ 7,273,392.07	

Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to CAP & BEN funds, annual budget allocation
CAPITAL			Receipt from EXP fund, annual budget allocation
BENEFITS			Receipt from EXP fund, annual budget allocation
FIRE IMPACT FEE			Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			
LTGO BOND			Receipt from FIRE IMPACT Fee fund for bond interest/principal 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 in that month.

STRATEGIC PLAN DISCUSSION:

- Chief Cowan will send an email update to the strategic planning team.

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 PulsePoint app. Chief Cowan noted that the NORCOM Governing Body had approved PulsePoint. The next steps are to get funding from the Medic One program and work on IT needs before implementation, which is expected to be early next year.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
- **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 Department sent four surplus vehicles to Auction, and three vehicles have been sold. The Department is expecting to receive approximately \$9,500 from the auction.

OLD BUSINESS

- **North King County Training Consortium (NKCTC):**
 - Chief Cowan attended an NKCTC Chief's meeting that included discussions regarding the current Academy, the upcoming and future Academies that are scheduled to help address the needs of personnel vacancies due to the vaccination mandates. It was noted during the meeting the need for another Training Officer or SME Driver Engineer to help with workload and training needs.

- **COVID-19 Update:**
 - The Department will be moving the Shoreline Community College vaccination program from 3 days a week to 5 days a week. The Washington Department of Health is requesting the Department to begin setting up the mobile unit to prepare for the booster vaccination needs.
- **Vaccine Mandate:**
 - Chief Cowan briefed the Board on the Department's vaccination mandate process.
 - Zone 3 has taken a position that they will not allow any vaccination accommodations for employees who see patients. Shoreline, Bothell, and Eastside Fire Department's have not made a decision if they will be allowing accommodations as yet.
 - If the Department does not follow the Department of Health vaccination mandate guidelines, insurance coverage could be affected. Chief Cowan will be meeting with the King County Fire Chiefs to discuss the vaccination mandates more in depth to help guide a decision.
- **Sound Transit Contract:**
 - Chief Cowan is continuing to work with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit. A draft contract has been provided to the Department for review. Continued discussions have been regarding Fire Marshal service impacts, and Sound Transit project timelines.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Shoreline Fire Department's Leadership Retreat is scheduled for October 13-14.
- Commissioner Heivilin will not be attending the October 7 Board meeting.
- The October 21 Board meeting has been rescheduled to October 25.

The regular meeting of the Board of Commissioners adjourned at 5:26 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:26 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith

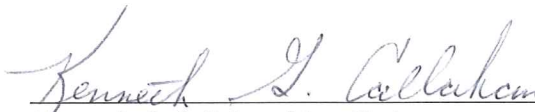


Joyce Brown

Secretary to the Board




Rod Heivilin, Chair



Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner

Absent 

David M. Harris, Commissioner

