



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES September 2, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on September 2, 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	

#### PLEDGE OF ALLEGIANCE

**PINNING CEREMONY:** Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the following newly promoted employees:

- **Andrew Leith** Captain (Andrew Leith was not in attendance)
- **Nick Lewis** Paramedic
- **Tim Tyler** Paramedic

#### PUBLIC COMMENT:

- None.

**CONSIDERATION OF AGENDA:** Executive Session was changed to 10 minutes.

#### MINUTES

**MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the August 19, 2021, regular meeting minutes as written. The motion passed; five ayes.

**MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the August 19, 2021, special executive meeting minutes as written. The motion passed; five ayes.

#### CORRESPONDENCE:

- None.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**SEPTEMBER 2, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	210903001-210903027	19,973.85	9/8/21
Payroll Voucher	91521A - 91521BK	145,114.09	9/8/21
Payroll - Taxes	ACH	21,357.60	9/14/21
Dept of Retirement Systems	ACH	23,900.14	9/15/21
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 210,345.68**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	210906001-210906014	60,852.09	9/8/21
Payroll Voucher	ALS91521A - ALS91521AA	79,733.13	9/8/21
Payroll - Taxes	ACH	12,560.94	9/14/21
Dept of Retirement Systems	ACH	13,453.98	9/15/21
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

**\$ 166,600.14**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	210905001-210905002	7,874.93	9/8/21

**\$ 7,874.93**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	210904001	986.67	9/8/21

**\$ 986.67**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	210901001-210901002	23,070.48	9/8/21
		<b>\$ 23,070.48</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	210902001-210902002	10,527.93	9/8/21
		<b>\$ 10,527.93</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>\$ 419,405.83</b>	

**MOTION:** *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept disbursements for \$419,405.83 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Callahan noted that the King County Fire Commissioner Board meetings would now be held via teleconferencing until the end of the year.

**FINANCIAL REPORT:**

- Chief Cowan provided a brief summary of the July 2021 Financial Summary Report, listed below and included by reference:
  - Commissioner Heivilin noted the fire apparatus parts and supplies line item was higher than usual. DC Taylor stated it was mainly due to some unanticipated repairs.

# FINANCIAL SUMMARY REPORT: JULY 2021

Regular Board Meeting: September 2, 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 JULY Balance	\$ 19,390,495.14
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## General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JULY 31, 2021		Notes
Percentage Remaining	36.3%	Including 100% interfund transfers out in June
Targeted Percentage Remaining	41.6%	
Over/Under Budget	5.3%	Over budget by 5.3%

## General Expense Fund- OVERTIME COSTS

Data as of JULY 31, 2021		Notes
<b>Total Overtime</b>	<b>\$ 105,881.28</b>	Overtime high due to: Comptime cash out and deployment OT
Firefighting Staffing Overtime	\$ 97,765.83	<i>Overtime processing period: June 11 - July 9, 2021</i>
Aid 161 Staff Overtime	\$ 8,115.45	<i>Overtime processing period: June 11 - July 9, 2021</i>

## General Expense Fund- CASH ON HAND

Data as of JULY 31, 2021		Notes
Cash on hand, end of JULY balance	\$ 8,215,337.65	

## 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
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	

### 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 update.

### 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:
  - The Department received a grant for rescue tools through the Assistance to Firefighters Grant (AFG) process, which will be allocated to the 2021 and 2022 budgets.
  - Commissioner Fischer requested an update on the recent meeting held with Oregon's Tualatin Valley Fire & Rescue's former Chief Jeff Johnson, and their current Fire Chief. Chief Cowan noted the meeting was held to gain information on how Departments can successfully move forward during a regionalization when combining personnel.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the vaccination process. DC Nankervis noted that the only people eligible for the COVID-19 boosters at this time are those that are immunocompromised and will be available to individuals eight months after they received their second dose at the end of September. Northwest Hospital will be opening a vaccination clinic as well.
  - The vaccination site at Shoreline Community College is scheduled for three days per week, Mondays, Wednesdays, and Fridays, and will likely move to 5-days per week starting on September 20.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
  - The Department's four surplus vehicles have been sent to auction, which is scheduled to occur on September 10.
  - Commissioner Fischer requested an update on the Comcast internet services discussion. DC Taylor noted that the Department is working on getting much faster internet service for Station 65, which may eliminate the need to continue with the fiber optic project.

- Chief Cowan gave kudos to Zeb Middleton, the Department's IT support for providing faster internet service with lower costs.

## **OLD BUSINESS**

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- **Station 63 Construction Update:** DC Taylor provided the below updates:
  - The Department continues to work on project closeout and warranty issues.
  - The front bay doors have been painted.
  - The Department is working with a sign company to complete the new Station 63 sign.
- **North King County Training Consortium (NKCTC):**
  - The NKCTC Academy has started, and Shoreline Fire Department has seven employees who are enrolled.
- **COVID-19 Update:**
  - DC Nankervis noted that there are some Department employees, both vaccinated and unvaccinated, who have contracted COVID-19.
  - Rapid COVID-19 tests are available at the stations for all employees.
- **Sound Transit Contract:**
  - Chief Cowan has been meeting with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit, to discuss the current contract, which should be available in the next couple of months.

## **NEW BUSINESS:**

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- **Vaccine Mandate:**
  - Chief Cowan briefed the Board on the Department's vaccination mandate process.
    - The deadline for all Department employees to be fully vaccinated or provide an exemption is October 18. The deadline to provide a medical or religious exemption is September 6.
    - If the Department or its employees do not follow the mandate requirements, they will be subject to auditing, fines, civil and criminal liabilities.
    - The Department's executive team will be meeting to review the applications for exemption.
    - The Department has offered employees have who do not get the vaccine or have an exemption to be placed on administrative leave. If leave is not available, then the option for 3-months leave without pay will be offered.
    - Commissioner Harris asked if the Department receives exemptions what accommodations would be required of those employees? Chief Cowan noted that that the Department is still working on those expectations, but likely one requirement will be for employees who see patients wear an N-95 mask.
    - Chief Cowan requested this vaccine mandate discussion remain on the agenda.

**PROJECTED AGENDA:**

- Chief Cowan requested a special executive meeting to review the contract for services for the Northshore Fire Department. The Board agreed to set the special executive meeting on September 13 at 2:00 p.m. under RCW 42.30.140 Negotiations with a decision expected.
- Commissioner Harris will not be attending the September 16 Board meeting.
- 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.

**EXECUTIVE SESSION:**

The regular meeting of the Board of Commissioners moved to Executive Session at 6:00 p.m. per RCW 42.30.140 Negotiations for approximately 10 minutes with no decision expected. The executive session closed, and the regular meeting reconvened and immediately adjourned at 6:10 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:10 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

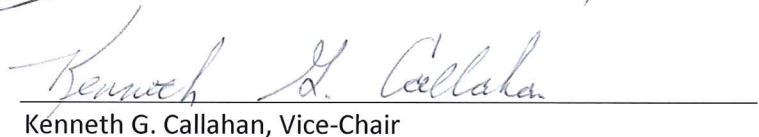


Joyce Brown  
Secretary to the Board



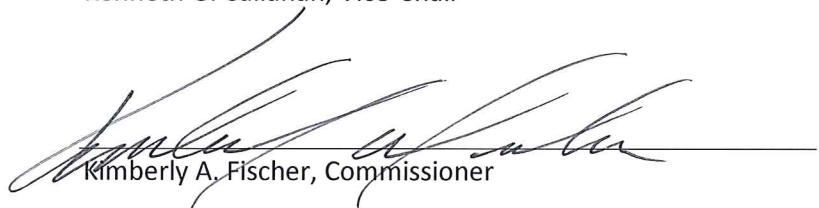
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Rod Heivilin, Chair



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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