



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES August 20, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 20, 2020, at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to Proclamation 20-25 Stay Home – Stay Healthy (Open Public Meetings Act and Public Records Act) set forth by Governor Jay Inslee, the meeting was closed to on-site public attendance. A notice was posted at the Department’s headquarters, providing the call-in information.

PRESENT:	Kimberly Fischer, Chair	Matt Cowan, Fire Chief
	Ken Callahan, Commissioner	John Nankervis, Deputy Chief (DC)
	David Harris, Commissioner	Rick Ashleman, Project Manager (PM)
	Rod Heivilin, Commissioner	Steve Taylor, Deputy Chief (DC)

ROLL CALL

- Absent: Jon Kennison, Vice Chair.
- Commissioner Fischer noted that Commissioner Kennison has resigned, further discussion on this topic will be added under new business.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was dispensed, due to the meeting being held off-site via zoom conferencing.

CONSIDERATION OF AGENDA:

- OLD BUSINESS: None.
- NEW BUSINESS: Discussion of the resignation of Commissioner Kennison, and the Fire Benefit Charge (FBC) Agreement with Interface Systems Management Consultants.

PUBLIC COMMENT: None

MINUTES

MOTION: *Commissioner Harris moved, and Callahan seconded, a motion to approve the August 6, 2020, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE

- Commissioner e-Signature Tracking Sheet.
- Letter from the City of Rockford Fire Department. Commissioner Fischer congratulated Chief Cowan for being re-designated a “Chief Fire Officer” by the Commission on Professional Credentialing.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting
AUGUST 20, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200813001-200813022	42,278.87	8/19/20
Vendor Voucher(s)	200817001-200817024	29,691.63	8/26/20
Payroll Vouchers	82820A - 82820M	59,115.42	8/26/20
ACH Payment Request - Payroll Direct Deposit	ACH	638,452.86	8/26/20
ACH Payment Request - HRA/VEBA	ACH	61,760.62	8/26/20
ACH Payment Request - ALERUS (457 Plan)	ACH	80,098.88	8/28/20
ACH Payment Request - WA DCP	ACH	16,788.12	8/28/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,074.00	8/28/20
ACH Payment Request - Dept. of Retirement Systems	ACH	145,571.17	8/28/20
ACH Payment Request - DSHS	ACH	2,212.84	8/28/20
ACH Payment Request - Payroll Taxes	ACH	145,260.14	8/27/20

\$ 1,235,304.55

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200810001-200810012	12,508.07	8/19/20
Vendor Voucher(s)	200814001-200814002	901.59	8/26/20
Payroll Vouchers	ALS82820A - ALS82820J	23,165.15	8/26/20
ACH Payment Request - Payroll Direct Deposit	ACH	253,633.19	8/26/20
ACH Payment Request - HRA/VEBA	ACH	23,164.58	8/28/20
ACH Payment Request - ALERUS (457 Plan)	ACH	37,141.64	8/28/20
ACH Payment Request - WA DCP	ACH	13,276.23	8/28/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	8/28/20
ACH Payment Request - Depart. of Retirement Systems	ACH	59,953.17	8/28/20
ACH Payment Request - Payroll Taxes	ACH	62,274.32	8/27/20

\$ 491,722.26

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200808001	11,060.00	8/19/20

\$ 11,060.00

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	200809001-200809003	2,040.81	8/19/20

\$ 2,040.81

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200812001-200812007	55,637.48	8/19/20
Vendor Voucher(s)	200816001-200816005	11,283.19	8/26/20
		\$ 66,920.67	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	200811001	667.11	8/19/20
		\$ 667.11	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200815001	105.00	8/26/20
		\$ 105.00	

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 :		\$ 1,807,820.40

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to accept disbursements for \$1,807,820.40 per the detail above. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- Commissioner Heivilin attended the soft opening of the newly remodeled Shoreline Fire Department Station 63.

- Commissioner Callahan noted that the King County E-Board meetings would be held via video conferencing the first Wednesdays of the month, and the King County Fire Commissioner meetings the second Wednesdays of the month.
- The Board discussed the recent King County legislative ban on fireworks in unincorporated King County introduced by Councilmember Joe McDermott.

FINANCIAL REPORT:

- Chief Cowan provided an overview of the July 2020 financials, which is attached and incorporated by reference. A summary of the report is listed on the following pages.

FINANCIAL SUMMARY REPORT: JULY 2020

Regular Board Meeting: August 20, 2020

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS REPORT

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

End of JULY Balance	\$	16,765,564.92
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General Expense Fund - BUDGET OVERVIEW (budget position report)

Data as of July 31, 2020		Notes
Percentage Remaining	40.30%	
Targeted Remaining	41.67%	
Over/Under Budget	1.37%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of July 31, 2020		Notes
Total Overtime	\$ 115,820.00	
Percentage Remaining	41.90%	
Firefighting Staffing Overtime	\$ 58,771.00	Overtime processing period: June 12 - July 10
Aid 161 Staff Overtime	\$ 57,049.00	Overtime processing period: June 12 - July 10

General Expense Fund- CASH ON HAND

Data as of July 31, 2020		Notes
Cash on hand, end of JULY balance	\$ 7,598,461.00	

Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to RES & CAP funds, annual report allocation
CAPITAL			Transfer to LTGO Bond Fund for interest/principal payments
FIRE IMPACT FEE			Transfer to LTGO Bond Fund for interest/principal payments
RESERVE			Receipt from EXP fund, annual budget allocation
CAPITAL			Receipt from EXP fund, annual budget allocation
LTGO BOND			Receipt from CAP & Fire Impact Fees funds, bond payment
TOTALS	\$ -	\$ -	

- Chief Cowan reminded the Board that the expenses for the year would be higher than usual due to the recovery costs from the pandemic. Revenues are also expected to be higher than normal through the end of the year as the Department attempts to get reimbursement funds.
- Commissioner Fischer requested clarification on the below line items that were lower than usual:
 - Dispatch service percentages were lower due to the quarterly invoice that was received.
 - Rental line items were higher due to the truck academy costs, but reimbursement revenues are forthcoming.
 - The Medicare line items were higher than predicted. Chief Cowan was unclear as to why and will do further research and provide an update to the Board via email.
- Commissioner Heivilin requested clarification as to why the North King County Training Consortium (NKCTC) costs were placed under the category Training Subscriptions and Memberships and requested that the title be corrected for the 2021 budget. Chief Cowan agreed that this was convoluted and will be one of the areas adjusted for the 2021 budget.

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.

STRATEGIC PLAN DISCUSSION

- None.

DISTRICT ACTIVITY REPORT:

- **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. In addition to the written report, an overview was provided of the following topics:
 - Commissioner Fischer requested an update on the Departments Cadet program. DC Nankervis stated that Zoom meetings had been held with the Cadets, who have expressed their eagerness to start training again. When King County is able to move into Phase 3 of the Stay Home – Stay Healthy, training can begin.
 - Commissioner Harris requested clarification on the Point Wells beach fires. DC Nankervis stated that there had been challenges with illegal beach fires on the south side of Point Wells. The re-occurring complaints from a local resident have been challenging due to multiple jurisdictions that have been involved.
 - DC Nankervis provided an update on the Departments current Wildland deployments:
 - FF Mike Mentzos was deployed to the City of Cheney fire.
 - FF Michael Merrick was deployed to Oregon as part of an incident management team.

- Four Department employees and Engine 165 have been deployed to California for approximately eighteen days.
- Overtime costs are higher due to the deployments, but all the costs will be reimbursed by the Department of Natural Resources (DNR).
- **Deputy Chief Taylor** provided a written District activity report, which is attached and incorporated by reference.
 - Commissioner Fischer gave kudos to DC Taylor for his support with the installation of the gate at Station 61.

NEW STATION 63 PROJECT DISCUSSION/UPDATES:

- **PM Ashleman** provided a brief overview of the Station 63 Project ("Project"), which is attached and incorporated by reference. The following updates are listed below:
 - The Department's contractor has obtained the Temporary Certificate of Occupancy (TCO)
 - Kudos were given to DC Taylor, Zeb Middleton, IT coordinator, Steve Carter, Facilities / Vehicle Technician, and the on-duty crew for their help with the move into the new station.
 - A push-in ceremony was held on August 17th to commemorate the new Station 63.
 - The Department's modular will be moved out of Station 63 on August 20th.
 - The driveway and west side of the site will have limited access throughout Phase 3.
 - The punch-list is ongoing.
- Chief Cowan stated that the Interlocal Agreement for the modular sale between the Department and the City of Bothell Fire Department had been executed. A copy of the agreement will be emailed to the Board.
- Commissioner Fischer requested clarification on the flooring issues at the new Station. PM Ashleman clarified that DC Taylor reviewed the test patches and confirmed it was in a much better condition, but further work is needed.
- Commissioner Fischer requested clarification on the signage issues on the front of the Station Chief Cowan clarified that the Department's contractor would continue to work on fixing the issues after the move.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the "Consortium") Update:**
 - Chief Cowan provided an update on the current status of the NKCTC.
 - The Consortium is currently in the process of reviewing the 2021 budget process.
 - The Department initially provided IT support services for the start-up of the Consortium. Woodinville Fire Department will be preparing an IT services plan to begin providing future support to the Consortium, which will be presented for their review and approval.

- **COVID-19 Update:**
 - DC Nankervis provided the updates below:
 - The number of COVID-19 patients has dropped significantly, the 911 calls are minimal, but the rate of prevalence has increased.
 - One employee is currently in quarantine due to a non-work-related COVID-19 exposure but has tested negative.
 - The Department received personal protective equipment (PPE) from King County, through the Federal Emergency Management Agency (FEMA) Program.
 - The Department was unable to obtain the style of the N-95 masks the crews normally use, but continues to decontaminate the current stock for reuse.

- **2020 Chief Officer Collective Bargaining Agreement (CBA) Memorandum of Understanding (MOU) and Contract Extension:**
 - The International Association of Fire Fighters (IAFF Local 1760) and the Department's Management Team successfully negotiated the MOU, modifying the current 2019-2020 Chief Officers Collective Bargaining Agreement negotiated between the Shoreline Fire Department and the IAFF Local 1760. The MOU was approved by the Union Body.
 - Chief Cowan provided a brief summary and requested the Board motion to approve:

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize the Board of Commissioners and Fire Chief Matt Cowan to sign the MOU modifying the current 2018-2020 Chief Officers Collective Bargaining Agreement negotiated between the Shoreline Fire Department and IAFF Local 1760, through the December 31, 2020 expiration date. The motion passed; four ayes.*
 - Commissioner Fischer requested clarification if the debit hours as part of the agreement would increase overtime hours. Chief Cowan clarified that it would not, and the new agreement includes a comp-time bank that can only be used to counter debit days. The intent of the debit comp time bank allows the use to counter the debit day scheduling and would be a potential saving in overtime costs.

- **2018-2020 Chief Officer Collective Bargaining Agreement (CBA) Contract Extension:**
 - The International Association of Fire Fighters (IAFF Local 1760) and the Department's Management team successfully negotiated the one-year contract extension of the 2019-2020 Chief Officers Collective Bargaining Agreement negotiated between the Shoreline Fire Department and the IAFF Local 1760. The MOU was approved by the Union Body.
 - Chief Cowan provided a brief summary and requested the Board motion to approve:

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize the Board of Commissioners and Fire Chief Matt Cowan to sign the agreement of the one-year contract extension, extending the current 2018-2020 Chief Officers Collective Bargaining Agreement negotiated between the Shoreline Fire Department and IAFF Local 1760, through the December 31, 2021 expiration date. The motion passed; four ayes.*

- **COVID-19 Impact Payment for Administrative Staff:**

- Chief Cowan provided a brief summary of the proposed COVID-19 impact payment for the Department's administrative support staff.
- There have been impacts with scheduling complications, workload, personal risk, and scopes of work due to the pandemic. In recognition of these impacts and the continued dedication of the Administrative staff in meeting the needs of the organization and the community, the Department is requesting a one-time COVID-19 impact fee.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize the Board of Commissioners to approve a potential one-time COVID impact reimbursement to six administrative staff. The motion passed; four ayes.*

NEW BUSINESS

- **Special Workshop Meeting:**

- The Commissioners scheduled a special workshop meeting to discuss the Board of Commissioners' 2021 budget, review and update the Board of Commissioners Rules of Procedure Handbook, and the filling of the Shoreline Fire Department Board of Commissioner position. The meeting will be held on September 1st at 2:00 p.m. via Zoom.

- **Water Rescue Program:**

- DC Nankervis provided a brief update on the Department's Water Rescue Program needs. The current water rescue team is requesting to reallocate the current program funds for the purchase of a Sea-Doo and trailer to be utilized out of the Richmond Beach area. This purchase would be in lieu of the initially budgeted surfboard. The Board was in agreement to reallocate the funds.

- **Renewal with Interface Systems Consultant:**

- Chief Cowan provided a brief update on the current Interface Systems contract renewal for Fire Benefit Charge services for 2021. The Commissioners were in approval to move forward with the execution of the current contract renewal.

- **Resignation Letter from Commissioner Kennison:**

- Commissioner Fischer read into the record the resignation letter presented by Commissioner Kennison. Chief Cowan and Joyce Brown, Administrative Director on behalf of the Human Resource Department, have dated and signed the resignation letter.
- The Board further discussed the options of filling the vacant position. Chief Cowan reminded the Board that per RCW 42.12.070, the Commissioners have 90-days to name a successor as the interim fire commissioner until the next election period in November.
- Commissioner Kennison held a position on the Department's finance committee. Due to this vacancy, Chief Cowan requested that another Commissioner fill the open position. Commissioner Fischer accepted and will now be part of the committee along with Commissioner Heivilin, who was already assigned.

PROJECTED AGENDA:

- The Department's leadership retreat has been set for November 11-12th at the Clearwater Casino.
- The King County Commissioner general meeting will be held on September 9th.

- Washington Fire Commissioners Association (WFCA) sent out a questionnaire for potential webinars in lieu of the October conference that was canceled.
- The Department's public hearing for the Fire Benefit Charge is scheduled on Oct 15th.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners did not move into executive session for RCW 42.30.110(1)(g) Applicant Qualifications/Employee Performance. The regular meeting of the Board of Commissioners adjourned at 6:31 p.m.

The regular meeting of the Board of Commissioners adjourned at 6:31 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:31 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

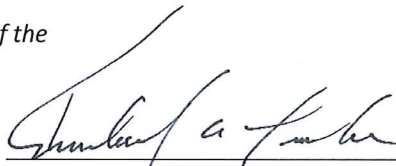
Respectfully submitted,



Joyce Brown
Secretary to the Board

"Electronically signed by the Commissioners of the Shoreline Fire Department."

_09 / _03 / _2020_



Kimberly A. Fischer, Chair

Absent

Jon Kennison, Vice Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner