



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES December 3, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on December 3, 2020. 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 on the Department's website and at the front entrance of the Department's Headquarters, providing the call-in information.

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL

- All regular attendees stated above were present. In attendance via Zoom was Mark Foster, Division Chief-Suppression/Training, Shoreline Fire Department.

PUBLIC COMMENT:

- Mr. Dee, Lake Forest Park (LFP) resident and member of LFP Citizen's Commission, commented that the notices providing the directions to attend the Department's off-site meeting via Zoom was on the website is current, and requested that the notices at the Department's Headquarters are as well.
- Mr. Dee noted that there have been community discussions on the planned Enhanced Shelter (previously referred to as the Navigation Center) at 163rd and Aurora, and requested information if the Department had an official response on the potential service calls at the shelter. Chief Cowan stated that the Department provided a brief call summary report for the last few years to the City of Seattle and would provide a copy to Mr. Dee. It was further noted that it is difficult to predict what the call volumes and workload will be until the shelter is up and running, as this is the first time this type of shelter has been in the area.

CONSIDERATION OF AGENDA: No additional agenda items.

- Chief Cowan noted that the oath of office for Commissioner Sullivan from the November 19 Board meeting was incorrect. It was recognized that it had been stated "duly elected" although Commissioner Sullivan was "duly appointed". The change was made and a new document printed for signature.

MINUTES

MOTION: Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to approve the November 19, 2020 regular meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet, 2021 Payroll Processing and Warrant Board Meeting Schedule.
- Commissioner Fischer received a letter from Heather Wilkens, a City of Shoreline resident.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

First Board Meeting
DECEMBER 5, 2020

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT AMOUNT | RELEASE DATE |
|---|---------------------|---------------------|--------------|
| EXPENSE FUND: 10-004-0010 | | | |
| Vendor Voucher(s) | 201205001-201205024 | 31,626.93 | 12/2/20 |
| Vendor Voucher(s) | 201208001-201208041 | 228,877.55 | 12/9/20 |
| Payroll Voucher | 121520A - 121520BF | 121,323.21 | 12/9/20 |
| Payroll - Taxes | ACH | 25,026.08 | 12/14/20 |
| ACH Payment Request - Dept. of Retirement Systems | ACH | 11,279.92 | 12/15/20 |
| Interfund Transfer- OUT to RESERVE fund | | No activity | |
| Interfund Transfer- OUT to CAPITAL fund | | No activity | |
| Interfund Transfer- OUT to BENEFIT fund | | No activity | |

\$ 418,133.69

| | | | |
|---|--------------------------|-------------|----------|
| ALS EXPENSE FUND: 10-004-6080 | | | |
| Vendor Voucher(s) | 201201001-201201011 | 34,458.89 | 12/2/20 |
| Vendor Voucher(s) | 201210001-201210011 | 97,241.18 | 12/9/20 |
| Payroll Voucher | ALS121520A - ALS121520AA | 91,968.67 | 12/9/20 |
| Payroll - Taxes | ACH | 18,057.99 | 12/14/20 |
| ACH Payment Request - Dept. of Retirement Systems | ACH | 17,695.09 | 12/15/20 |
| Interfund Transfer- OUT to ALS CAPITAL fund | | No activity | |

\$ 259,421.82

| | | | |
|--------------------------------------|--|-------------|--|
| ALS CAPITAL FUND: 10-004-6060 | | | |
| Vendor Voucher(s) | | No activity | |

\$ -

| | | | |
|--------------------------------------|-----------|------------|----------|
| CMT EXPENSE FUND: 10-004-6070 | | | |
| Vendor Voucher(s) | 201209001 | 101,295.61 | 12/09/20 |

\$ 101,295.61

| CAPITAL EXPENSE FUND: 10-004-0020 | | | | |
|-----------------------------------|---------------------|-----------|---------|--|
| Vendor Voucher(s) | 201203001-201203006 | 12,735.12 | 12/2/20 | |
| Vendor Voucher(s) | 201206001-201206006 | 27,706.27 | 12/9/20 | |

\$ 40,441.39

| CIP FUND: 10-004-3010 | | | | |
|-----------------------|--|-------------|--|--|
| Vendor Voucher(s) | | No activity | | |

\$ -

| BENEFITS FUND: 10-004-6050 | | | | |
|----------------------------|---------------------|-----------|---------|--|
| Vendor Voucher(s) | 201202001 | 5,169.17 | 12/2/20 | |
| Vendor Voucher(s) | 201207001-201207008 | 11,560.02 | 12/9/20 | |

\$ 16,729.19

| NORTH KC TRAINING CONSORTIUM: 10-004-0100 | | | | |
|---|---------------------|-----------|---------|--|
| Vendor Voucher(s) | 201204001-201204005 | 58,496.75 | 12/2/20 | |

\$ 58,496.75

| EXPENSE RESERVE FUND: 10-004-6010 | | | | |
|-----------------------------------|--|--|--|--|
| Vendor Voucher(s) | | | | |

\$ -

| MOTION | | |
|--|--|----------------------|
| Move to accept disbursements in the amount of: | | \$ 894,518.45 |

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to accept disbursements for \$894,518.45 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT

- None.

FINANCIAL REPORT

- Presented at the second Board meeting of each month.

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 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:
 - Chief Cowan noted that an update on the completion of the Station 63 project would be provided at the next meeting, as there are some possible contentious issues to address.
 - Commissioner Heivilin requested an update on the discussions with Sound Transit. Chief Cowan noted he had been working with Terry Beals, Director of Regulatory Permits, to discuss the option of preparing a contract extension with the Department or creating a new one. The Department is preparing a scope of work for the transition from the design phase to the construction phase. A project update will be provided at the beginning of 2021.
- **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:
 - Commissioner Fischer requested clarification if all the working radios were going to be replaced through the Puget Sound Emergency Radio Network (PSERN) replacement program. DC Nankervis clarified that the plan was to replace all of the radios registered on the system sometime next year, but the issue has been with the aging of some of the current radios. The Department has been working on a proposal with Seattle Radio Shop to provide the hardware for an additional 10-15 portable radios that would work on the current system, and could be reprogrammed to the PSERN system when it goes live. The goal is to have it all up and running by the end of 2022.
- **Deputy Chief Taylor** provided a written District activity report, which is attached and incorporated by reference.

NEW STATION 63 PROJECT ("Project") DISCUSSION/UPDATES:

- **PM Ashleman** provided a brief overview of the ST 63 construction status, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Fischer requested clarification on the progress of the kitchen shelving and cabinets at Station 63. PM Ashleman clarified that there was not much space for upper cabinets after a Type I hood was required, and so the Department will be installing shelves, and an upper cabinet soon.
 - The Station 61 remodel project closeout was discussed, and PM Ashleman noted that some field changes were made to the HVAC system. The State Auditor has reviewed the project, and a few deliverables are left for completion by the contractor.
 - Commissioner Heivilin requested an update on the current issues with the bay doors at Station 63. PM Ashleman noted that the contractor reached out to the manufacturer to help facilitate the process. PM Ashleman will follow up as well to make sure the issues with the remotes are resolved.

OLD BUSINESS

- **Reauthorization of the Fire Benefit Charge Update:**

- Chief Cowan provided to the Board via email a draft Fire Benefit Charge (FBC) schedule, which is attached and incorporated by reference. A summary of the 2021 proposed campaign schedule was discussed. Chief Cowan noted that the last day to submit the FBC resolution to King County is February 26, and Election Day is scheduled for April 27.
- Commissioner Fischer requested clarification if the Department used literature for marketing in the last FBC election. Chief Cowan stated that educational literature was provided, but mailers were not due to costs and effectiveness. In-person and word of mouth marketing was the most beneficial. Social media will be utilized for the upcoming educational campaign. Commissioner Heivilin and Fischer noted that the timeline of the process looked good. Most of the Department's planning will begin in January.

- **North King county Training Consortium (NKCTC) Update**

- DC Nankervis stated that the NKCTC joint training is still shut down.
- The Department is working with the NKCTC Training Captain to discuss the 2021 approach, as some of the roles will change. At the NKCTC Chief Officer's meeting, calendar and timelines will be discussed.

- **COVID-19 Update:**

- DC Nankervis noted that discussions have continued on the proposed testing site that will likely roll into a vaccination location. The Department lead, Division Chief Kathy Pompeo, is working to find a location that will work. The Department is currently considering three potential properties. A budget for the testing site has yet to be established. If transitioned to a vaccination site, the Department's main responsibilities at the site would be swabbing, managing the vaccination, and distributing the vaccines. The Department will be meeting with King County to discuss the logistical aspects.
- There is currently one Firefighter and one Paramedic in quarantine due to high-risk exposures. They have both tested negative for COVID-19.
- King County has delivered pallets of Personal Protective Equipment (PPE) for the Department to store, and more are expected to arrive in mid-December.
- The Department's personal PPE is well-stocked, and the sterilization process has been a huge success. The Department has also been helping with the sterilization of PPE for the Bellevue and Woodinville fire departments.
- Chief Cowan provided an update to Commissioner Sullivan on the Department's decontamination process including the hydrogen peroxide foggers.

NEW BUSINESS

- **2021 Budget Narrative:**

- Chief Cowan provided a brief summary of the 2021 Budget Narrative. The updated iteration of the Narrative was provided via email to the Board, which is attached and incorporated by reference.

- At its November 5, 2020 Board Meeting, the Board of Commissioners approved the 2021 budget, and as part of the budget process, the Narrative is presented for the Board's approval.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the 2021 Budget Narrative. The motion passed; five ayes.*

PROJECTED AGENDA:

- December 17, 2020 - Election of Officers.
- The 2019 Auditors Exit Conference is scheduled for the December 17 meeting.
- The North City Water District reached out to schedule the annual joint meeting for January. Chief Cowan will provide dates to the Commissioners.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:46 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:46 p.m. The motion passed; five ayes.*

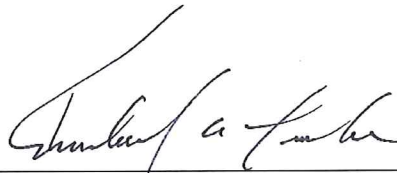
Minutes prepared by: B. Goldsmith

Respectfully submitted,

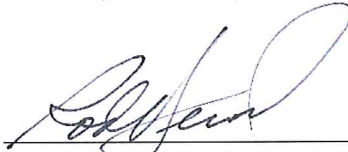


Joyce Brown
Secretary to the Board

*"Electronically signed by the
Commissioners of the Shoreline Fire
Department."
12/17/2020*



Kimberly A. Fischer, Chair



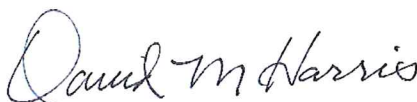
Rod Heivilin, Vice Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



David M. Harris, Commissioner