



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

SPECIAL BOARD MEETING MINUTES April 30, 2020

Chair Fischer called the special meeting of the Board of Commissioners to order at 4:00 p.m. on April 30, 2020 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Per RCW 42.30, the special meeting notice was posted on April 29, 2020. Commissioner Kennison's excused absence was read into the record.

Present:

Kim Fischer, Chair	Matt Cowan, Fire Chief
David Harris, Commissioner	John Nankervis, Deputy Chief (DC)
Ken Callahan, Commissioner	Steve Taylor, Deputy Chief (DC)
Rod Heivilin, Commissioner	

PLEDGE OF ALLEGIANCE

ROLE CALL

ABSENT:

Jon Kennison, Vice Chair (excused)

- **Hiring of an Administrative Assistant (AA) for the North King County Training Consortium (NKCTC):**
 - Due to the COVID-19 pandemic, the Bothell Fire Department must furlough some employees. One of those employees is their Administrative Assistant, Danielle Magistrale that has been assigned to the NKCTC. The loss of this employee would significantly and negatively impact the success of the NKCTC, of which the Shoreline Fire Department is a partner and the employer of record. The Department is in support of keeping the AA in the NKCTC and believes hiring her is the best option.
 - The executive team has reviewed the situation, received feedback from many individuals, and interviewed Danielle. The costs to employ this position would be neutral or potentially a savings to the Department due to the credit provided by the NKCTC.
 - The Department requests to offer Danielle employment until the end of 2020, which will provide the time to evaluate current staffing needs and the needs of the NKCTC. Once the evaluation is completed, a long-term commitment can be determined. This is a junior position, which does not allow an option of employment with the Department if the NKCTC is dissolved.
 - Commissioner Heivilin requested clarification if the Department is hiring to help Danielle or to provide the support needed to the NKCTC. Chief Cowan clarified that the current workload of the NKCTC requires the need to have two administrative assistants.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, to authorize the Board of Commissioners to approve the request to offer employment to the current Administrative Assistant in the NKCTC representing the Bothell Fire Department, until the end of 2020. The motion passed; four ayes.*

- **Authorizing the Fire Chief to Work with Northshore Fire District to Prepare a Cost Model:**
 - The Northshore Fire Department's (NFD) Board has decided data is needed to help support and move forward with consolidation efforts. The Northshore Board reached out to a third-party consultant who uses the Cushman Model for data analysis, which is consistent with the methods used for the prior RFA process.
 - Chief Greg Ahearn reached out to Chief Cowan to discuss working with a consultant to prepare a cost model to analyze the costs associated with consolidating Departments. Chief Cowan replied that the NFD Board Chair would need to reach out to the Shoreline Fire Department's (SFD) Board Chair to formalize this request. A request for Chief Cowan to work with the consultant was subsequently sent.
 - Commissioner Callahan requested clarification as to why NFD is reaching out again to help prepare a model when hours of work had already been spent in creating one at the beginning of this year. Chief Cowan clarified that the prior model did not include the information that the Cushman Model could provide, and since the data keeps changing NFD Board is not assured the data is current. Since most of the research has already been completed, the time to prepare the data for cost model would be minimal, and NFD will cover the consultant fees.
 - Commissioner Callahan further noted that early this year WFD and NFD decided to move forward with a consolidation without SFD, therefore, the consensus at that time was to cease any further work towards consolidation. Chief Cowan clarified that the decision for SFD to stop pursuing the consolidation efforts was due to the unwillingness of the other Departments to review the data, and decisions were made that were not data driven. NFD is now requesting the data to help in the decision of moving forward with consolidation.
 - Commissioner Heivilin noted and Commissioner Fischer conveyed on behalf of Commissioner Kennison, that an abundance of information was provided at the beginning of the year.
 - Commissioner Harris stated the decision that needs to be made is if the Department is in favor of moving forward with consolidation, and if so then preparing the cost model makes sense.
 - The Board was in favor, although Commissioner Callahan noted his reluctance to allow Chief Cowan to work with the consultant to prepare a cost model.

EXECUTIVE SESSION (15 minutes)

The regular meeting of the Board of Commissioners moved to Executive Session at 5:05 p.m. for approximately 15 minutes, per RCW 42.30.140 Negotiations, with no decision expected.

The executive session closed and the special meeting adjourned at 5:20 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the special meeting of the Board of Commissioners at 5:20 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,

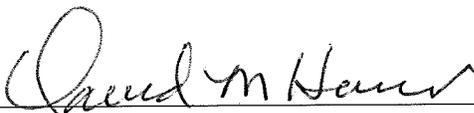
Joyce Brown
Secretary to the Board



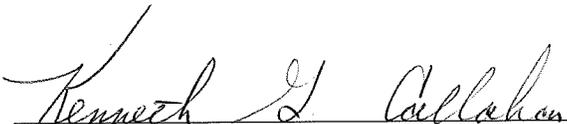
Kimberly A. Fischer, Chair

Absent

Jon Kennison, Vice Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner