



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

August 6, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 6, 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
	Jon Kennison, Vice Chair	John Nankervis, Deputy Chief (DC)
	Ken Callahan, Commissioner	Rick Ashleman, Project Manager (PM)
	Rod Heivilin, Commissioner	Steve Taylor, Deputy Chief (DC)
	David Harris, Commissioner	

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Commissioner Kennison attended the meeting at 5:05 p.m. due to technical difficulties with connecting to the Zoom meeting conference.

CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** None.
- **NEW BUSINESS:** Chief Cowan requested to add Administrative Staffing, Anti-Harassment Policy discussions, and adjustments for the 2020 Collective Bargaining Agreements (CBA) extensions and Memorandum of Understandings (MOUs) motions for approval.

PUBLIC COMMENT: None

MINUTES

MOTION: Commissioner Callahan moved, and Heivilin seconded, a motion to approve the July 16, 2020, regular meeting minutes. The motion passed; four ayes.

CORRESPONDENCE

- A copy of the Commissioner E-signature Tracking Sheet was provided to the Board. Commissioner Heivilin requested to correct the spelling of his last name.
- A copy of a letter of appreciation from Gregg Fresonke resident of the City of Shoreline was provided to the Board. The letter thanked the Department for coming to his father's 90th Birthday drive-by celebration.

The Commissioners took a brief break at 5:13 p.m. to provide technical support to Commissioner Kennison. The meeting reconvened at 5:17 p.m.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

First Board Meeting
AUGUST 6, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200717001-200717020	26,938.28	7/29/20
Vendor Voucher(s)	200807001-200807036	205,364.45	8/12/20
Payroll Voucher	81420A - 81420BG	108,051.14	8/12/20
Payroll - Taxes	ACH	17,408.82	8/13/20
Payroll - Dept. of Retirement Systems	ACH	15,541.85	8/14/20
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 373,304.54

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200716001-200716005	5,764.95	7/29/20
Vendor Voucher(s)	200803001-200803010	99,386.88	8/12/20
Payroll Voucher	ALS81420A - ALS81420AB	54,498.15	8/12/20
Payroll - Taxes	ACH	9,563.24	8/13/20
Payroll - Dept. of Retirement Systems	ACH	10,935.32	8/14/20
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 180,148.54

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200802001	135.75	8/12/20

\$ 135.75

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020				
Vendor Voucher(s)	200715001-200715005	9,338.46	7/29/20	
Vendor Voucher(s)	200806001-200806008	406,925.04	8/12/20	
Vendor Voucher(s)	200801001	16,205.20	8/3/20	

\$ 432,468.70

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

\$ -

BENEFITS FUND: 10-004-6050				
Vendor Voucher(s)	200705001-200705007	32,779.71	7/8/20	
Vendor Voucher(s)	200804001-200804003	12,509.10	8/12/20	

\$ 45,288.81

NKCTC FUND: 10-004-0100				
Vendor Voucher(s)	200714001-200714004	204,543.38	7/29/20	
Vendor Voucher(s)	200805001-200805002	4,838.55	8/12/20	

\$ 209,381.93

EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION	
Move to accept disbursements in the amount of:	\$ 1,240,728.27

MOTION: Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to accept disbursements for \$1,240,728.27 per the detail above. The motion passed; five ayes.

- Commissioner Callahan asked if the Department had made the final payment to the contractor or Station 63. Chief Cowan noted that final payment was close and believed that we were in our last few payments.

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Presented at the second Board meeting of each month.

STATISTICS REPORT:

- DC Nankervis provided an overview of the 2020 mid-year annual statistical report, which is attached and incorporated by reference. A few highlights from the report are listed below:
 - DC Nankervis noted that some of the information typically included in the annual reports were removed due to inaccurate data.
 - The Department's staffing changes for Aid 161 have shown to provide large improvements to the previous overload of Aid 164.
 - The compliance percentages for turnout times for fire responses are down to 31%, and Emergency Medical Services (EMS) is down to 11%. The Department will continue to review the increase in turnout times and work toward improvement. This could be due to the pandemic and/or impacts from the new station construction.
 - The overall agency call volume is down for this time period.
 - The requests for support from Snohomish County Mutual Aid have dropped significantly, allowing the Department to provide more support to the citizens of Shoreline.

STRATEGIC PLAN DISCUSSION

- The Department continues discussions on regionalization efforts with the Northshore Fire Department as part of the strategic planning process.

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 Callahan requested clarification if the current traffic closure issues have affected the Department's response services. DC Nankervis noted that the Department continues to monitor traffic closures, and has instituted daily operational updates to mitigate potential issues. There have not been any significant response delays to date.
- **Deputy Chief Taylor** provided a written District activity report, which is attached and incorporated by reference.

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 is working to be approved for a Temporary Certificate of Occupancy (TCO).
 - The bay and support areas are due to be cleaned on August 6.
 - The punch-list walk-through is scheduled with the Department’s design team on August 7.
 - The target date for move-in is August 13.
 - Commissioner Fischer requested an update on the electric bill reimbursement expected from the Department’s project contractor. PM Ashleman clarified the reimbursement is on hold.
 - East Jefferson’s Fire-Rescue Commission Chair, Rich Stapf, reached out to the Department to discuss the Station 63 modular purchase contract and to request the price be reduced. The Department declined the request, and East Jefferson Fire decided to cancel the contract. Bothell Fire Department is interested in purchasing the modular, but the Department may consider maintaining ownership. The modular is scheduled to be moved August 9 to Station 44 in Bothell. Chief Cowan will continue to review the financial impacts and provide an update to the Board at the next meeting.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the “Consortium”) Update:**
 - Chief Cowan stated that the NKCTC is currently working on the development of the 2021 budget.
- **COVID-19 Update:**
 - Chief Cowan noted that the Department had instituted a directive that a mask covering should be worn when traveling to other stations.
 - The current transports for COVID-19 patients is very low, with one patient transported within the last couple of weeks.
 - The Department received 12 pallets of personal protective equipment (PPE) from King County, through the Federal Emergency Management Agency (FEMA) Program.
 - King County reached out to the Department to request help with storing disaster PPE. The Department has tentatively agreed to help the County and will enter into a contract for storage services.
 - DC Taylor provided an update on the reimbursements from the FEMA cost recovery program. The Department presented its request for the 2nd period reimbursements, which was less than the 1st period. Chief Cowan further reiterated that the reimbursements would not be applied directly to a specific financial budget line item, but revenues are expected to be higher.

- **Regionalization Update:**

- Chief Cowan provided an update on the recent regionalization efforts:
 - At the last Northshore Fire Department Board meeting, the Board of Commissioners voted and approved moving forward to consolidate with the Woodinville Fire Department.
 - The Bothell Fire Department is reaching out to Woodinville Fire to request entering into a contract for services.
 - Commissioner Callahan shared his frustrations with the time and effort taken for the Northshore Board's final decisions.
 - Chief Cowan noted that there had been a lot of positive feedback on how the Department represented itself during the consolidation process.
 - The regionalization updates and discussions were requested to be removed from the Department's Board meeting standing agenda.

- **2019 Annual Report:**

- Chief Cowan distributed the Shoreline Fire Department's 2019 Annual Report, which is attached and incorporated by reference. Kudos was given to Rachel Garlini, the Department's EMS Program Manager and DC Nankervis for the production of the report.
- Commissioner Fischer requested clarification on how the impact mitigation fee revenues were presented within the Annual Report. Chief Cowan clarified that by law, the Department must be very specific in how the impact mitigation fee revenues are used. The Department is required to produce an annual report identifying a 6-year and 20-year rolling financial detail of capital projects impacted by new development. The revenues are put into a separate fund and can only be used for new development capital. The current impact fee revenues have been allocated towards the payment of the Commissioner approved annual bond.

MOTION: *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to authorize the Board of Commissioners to approve the 2019 Annual Report. The motion passed; five ayes.*

- **2020 Collective Bargaining Agreements (CBAs) and Memorandum of Understandings (MOUs):**

- Chief Cowan addressed the Board Chair requesting to adjourn into the scheduled executive session RCW 42.30.140 Negotiations, if discussions on this topic would warrant it.
- Chief Cowan briefed the Board on the current 2020 Chief Officer, Non-Uniformed, and Uniformed MOUs and CBA extension agreements, which are attached and incorporated by reference.
- The International Association of Fire Fighters (IAFF Local 1760) and the Department's Management team successfully negotiated the contracts below which have been approved by the Union Body:
 - The MOU modifying the Non-Uniformed Collective Bargaining Agreement for the Social Worker (MSW) part-time position:

MOTION: Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to authorize the Fire Chief to sign the Memorandum of Understanding, (MOU) modifying the Non-Uniformed Collective Bargaining Agreement (CBA) for January 1, 2018, through December 31, 2021, between the IAFF Local 1760 and the Shoreline Fire Department for the new Social Worker (MSW) part-time position. The motion passed; five ayes.

- The MOU modifying the current 2018-2020 Non-Uniformed Collective Bargaining Agreement:

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 Non-Uniformed Collective Bargaining Agreement negotiated between the Shoreline Fire Department and IAFF Local 1760, through the December 31, 2020 expiration date. The motion passed; five ayes.

- The 2018-2020 Non-Uniformed Collective Bargaining Agreement One-Year Contract Extension:

MOTION: Commissioner Heivilin moved, and Commissioner Kennison 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 Non-Uniformed Collective Bargaining Agreement negotiated between the Shoreline Fire Department and IAFF Local 1760, through the December 31, 2021 expiration date. The motion passed; five ayes.

- The Chief Officer's MOU and CBA contract extension vote was tied by the Union Body; therefore the Department has removed the motions for approval by the Board.
- The Uniformed MOU and CBA was not approved by the Union Body; therefore the Department has removed the motions for approval by the Board.

NEW BUSINESS

- **Day Shift Vacation Usage:**

- The Department is encouraging personnel to take time off, but due to the pandemic and the cancellations or postponements of vacations, the Department is proposing a one-time adjustment to the vacation rollover rules. The current rules state that non-exempt administrative staff can carry only half of their annual accrual into the next year and cash-out up to 40 hours of vacation.
- The Department's proposal is to increase the potential rollover amount by three days and the cash-out by 10 hours, which would only be available through the end of 2020 into 2021. The rollover of hours does not have a tangible financial impact.

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to authorize the Board of Commissioners to approve a one-time adjustment, for non-exempt administrative staff, increasing vacation rollover by three-day shifts and ten additional hours of cash-out for the year 2020 only. The motion passed; five ayes.*

- **Surplus of Department Vehicles:**

- DC Taylor provided a brief summary of the request to surplus the Department's 1994 LTI Ladder Truck:
 - The 1994 LTI was previously sold to Eastside Fire and Rescue (ESFR) and eventually sent to auction. The Department determined there would be value in re-purchasing the apparatus for driver and aerial training needs for the NKCTC and the Department. Therefore it was decided to purchase the ladder truck through auction.
 - After the purchase, the Department re-evaluated the actual value and use of the ladder truck. It was concluded that there was limited need for use in training, and potential repairs and maintenance costs would be required. The Department decided the best option would be to sell the LTI ladder truck through the auction process.

MOTION: *Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to authorize the Fire Chief or designee to declare the 1994 LTI Ladder Truck to be of no significant benefit to the Department and to declare the equipment surplus to be sold. The motion passed; five ayes.*

- **Staffing Administration Discussion:**

- Due to the final decision made to not move forward with further consolidation efforts, the Executive Team met to discuss and re-evaluate the Administration staffing needs. Further evaluation will be needed to decide on the next steps.

- **Administrative Non-Discrimination, Equal Opportunity Administrative Non-discrimination, Equal Opportunity and Anti-Harassment Policy and Anti-Harassment Policy:**

- Chief Cowan provided a copy of the Department's final Administrative Non-Discrimination, Equal Opportunity, and Anti-Harassment Policy, for the Board's review. The Department would like to finalize the document by the middle of next week.

PROJECTED AGENDA:

- The 2020 Washington Fire Commissioner's (WFCA) fall seminar has been cancelled.
- The Department's Leadership retreat has been set for November 11-12 at the Clearwater Casino.
- The Department has scheduled a tentative soft-opening and push-in ceremony for the new Station 63 next Thursday for internal staff only. The Department is planning on a public open house in October.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners did not move into executive session for RCW 42.30.140 Negotiations. The regular meeting of the Board of Commissioners adjourned at 6:40 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:40 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

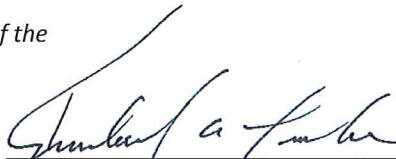
Respectfully submitted,



Joyce Brown
Secretary to the Board

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

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Kimberly A. Fischer, Chair

Jon Kennison, Vice Chair



David M. Harris, Commissioner

Kenneth G. Callahan, Commissioner

Rod Heivilin, Commissioner