



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 23, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on January 23, 2020 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

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

ABSENT:

None.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA:

- Public Comment was moved up on the agenda to accommodate the guest speaker.

PUBLIC COMMENT:

- Rick Verlinda, Commissioner for the Northshore Fire Department provided a brief statement regarding the recent decision to accept Woodinville Fire Department's proposal for Fire Chief services. Chair Fischer acknowledged and thanked him for his comments.

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

MINUTES

MOTION: *Commissioner Callahan moved, and Commissioner Kennison seconded, to approve the January 2, 2020 regular meeting minutes. The motion passed; five ayes.*

MOTION: *Commissioner Callahan moved, and Commissioner Kennison seconded, to approve the January 7, 2020 special meeting minutes with a minor change to the signature title for Commissioner Heivilin. The motion passed; five ayes.*

CORRESPONDENCE

- Chief Cowan received a phone call from a local resident thanking the Department for their professional and well-informed Fire Benefit Charge letter provided to the property owners of the City of Shoreline.

STANDING AGENDA

WARRANTS

SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting
JANUARY 23, 2020

TYPE OF TRANSACTION		INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010				
Vendor Voucher(s)	200102001-200102041		300,104.44	1/15/20
Vendor Voucher(s)	200107001-200107009		18,432.64	1/23/20
Vendor Voucher(s)	200109001-200109046		153,799.75	1/30/20
Payroll Voucher	11520A - 11520BU		66,106.94	1/15/20
Payroll - Department of Retirement Systems	ACH		5,217.81	1/15/20
Payroll - Taxes	ACH		9,382.05	1/14/20
Payroll Vouchers		No Activity		
ACH Payment Request - Payroll Direct Deposit		No Activity		
ACH Payment Request - HRA/VEBA		No Activity		
ACH Payment Request - ALERUS (457 Plan)		No Activity		
ACH Payment Request - WA DCP		No Activity		
ACH Payment Request - IAFF Local 1760 (Union Dues)		No Activity		
ACH Payment Request - Dept. of Retirement Systems		No Activity		
ACH Payment Request - DSHS		No Activity		
ACH Payment Request - Payroll Taxes		No Activity		

\$ 553,043.63

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200101001-200101014	67,897.29	1/15/20
Vendor Voucher(s)	200106001-200106004	2,109.55	1/23/20
Vendor Voucher(s)	200111001-200111011	44,731.11	1/30/20
Vendor Voucher(s)			
Payroll Voucher	ALS11520A - ALS11520AE	66,206.97	1/15/20
Payroll - Department of Retirement Systems	ACH	10,390.32	1/15/20
Payroll - Taxes	ACH	11,159.12	1/14/20
		No Activity	
Payroll Vouchers		No Activity	
ACH Payment Request - Payroll Direct Deposit		No Activity	
ACH Payment Request - HRA/VEBA		No Activity	
ACH Payment Request - ALERUS (457 Plan)		No Activity	
ACH Payment Request - WA DCP		No Activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No Activity	
ACH Payment Request - Depart. of Retirement Systems		No Activity	
ACH Payment Request - Payroll Taxes		No Activity	

\$ 202,494.36

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

\$ -

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200105001-200105002	4,380.85	1/15/20

\$ 4,380.85

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

\$ -

LTGO CIP FUND: 10-004-3020			
Vendor Voucher(s)	200103001-200103002	396,132.80	1/15/20
Vendor Voucher(s)	200110001	11,954.75	1/30/20

\$ 408,087.55

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200104001-200104005	13,373.90	1/15/20
Vendor Voucher(s)	200108001	9.65	1/23/20

\$ 13,383.55

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 :		\$ 1,181,389.94

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to, accept disbursements for \$1,181,389.94 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the joint King County Fire Commissioners' banquet at Emerald Downs.
- The Commissioners attended the Fire Commissioner 101 course and noted that the attendance was higher than past years.
- Commissioner Fischer attended the special meeting of the Northshore Board. The topic of discussion was the proposal for Fire Chief and Administrative services.

FINANCIAL REPORT:

- The December 2019 financial report will be presented at the February 6 Board meeting due to delays with King County reports.

STATISTICS REPORT

- DC Nankervis provided an overview of the 2019 semi-annual statistical report which is attached and incorporated by reference. The report will be uploaded to the Department's portal, and included in the 2019 Annual Report. A few highlights of the report are listed below:
 - 5% increase in total call volumes and a 6% increase in Shoreline alone.
 - 8.3% in Basic Life Support (BLS) responses within Shoreline.

- Deduction in overall fire responses.
- 24.5% increase in BLS transports, which calculated to an approximate 430 transports due the Departments additional resources.
- Small increase in Advanced Life Support (ALS) services.
- The Department's turnout times for fire services in 2019 were at 1 minute and 34 seconds, for the Emergency Medical Services (EMS) they were at a 1 minute and 14 seconds. The goal for the Department in 2020 is to lower the EMS time to 1 minute.

STRATEGIC PLAN DISCUSSION

- Ongoing work on the North King County Training Consortium (NKTC) and regionalization efforts.

DISTRICT ACTIVITY REPORT:

- **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:
 - Commissioner Callahan requested clarification of the vacancies for the director positions at NORCOM. Chief Cowan noted that NORCOM is currently searching to fill the positions of IT Director and Director.
- **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 of the Utility 261 training pickup. DC Nankervis clarified that the training pickup has been used during snow events. A list of equipment for the training pickup was included in his district activity report.
- **Deputy Chief Taylor** 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 Callahan requested an update on the status of the N. 155th Sound Transit construction project. DC Taylor noted that the construction date was pushed back due to the weather. The closure is still slated for three-days. Sound Transit will provide housing for an engine during the closure, and has assured us there will be minimal impacts to the Department.
- **PM Ashleman** 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. PM Ashleman noted a few issues related to the sensors in the storage unit, which affected the heat source. The contractor is working to resolve the issues. The Station 63 project schedule is listed below:
 - The fiberglass window installation is close to completion.
 - The metal roofing was slated for January 21, but has been delayed.

- The masonry installation was slated for January 2 through the 22, but has been delayed.
- The metal siding was slated for January 14 through February 3, but has been delayed.
- The storefront windows are slated for March.
- The apparatus bay doors are slated for March.
- The expected move in is slated for June 19 to 25.
- The completion date of project is slated for July 27.

NEW DEVELOPMENT UPDATE:

- Chief Cowan provided a copy of the Department's quarterly impact fee report to the Board for their review, which is attached and incorporated by reference.

OLD BUSINESS

- **Station 61 Tenant Improvement Update:**
 - Chief Cowan provided a copy of the current Station 61 floor plan, outlining the new office reconfiguration for the Board's review. The floor plan is attached and incorporated by reference.
 - The Department does not expect to begin the second phase of the remodel process until later this year. This may need to be re-evaluated in the coming months, and if so Chief Cowan will provide a recommendation to the Board for their review and approval.
 - The first phase of construction has begun at Station 61. The target completion date was February 14, but could get pushed to the end of February.
 - The water intrusion in the men's bathroom is in an area greater than originally thought. There was no structural damage, but there will be additional tile replacement needed.
 - The drywall work should be completed by Monday, and painting is scheduled for next week.
- **North King County Training Consortium (NKCTC) Update:**
 - There were 14 applicants who applied for the NKCTC Training Director position, and five were chosen for an interview. The interviews have been completed, and the NKCTC team has scheduled a meeting to review the applicants with a decision expected next week. The Battalion Chief (BC) position announcement closes on January 28.
- **Regionalization Update:**
 - Chief Cowan thanked the Board for their support in the preparation of the Department's Fire Chief and Administrative proposal services to the Northshore Fire Department.
 - Northshore's Board met yesterday to discuss the proposals from Woodinville and Shoreline Fire Department. The Northshore Board approved and accepted Woodinville's proposal for Fire Chief services. The Northshore Board stated they would like to continue discussions of a future regionalization. Chief Cowan clarified to the Northshore Board that any future discussions regarding regionalization should be directed to our Board Chair.

- Commissioner Fischer stated that IAFF Local 1760 thanked the Board for their continued efforts during the regionalization process.
- Commissioner Fischer stated that the proposal that the Department presented is no longer valid, if there are any requests for services in the future a new proposal will need to be prepared.
- **King County Properties Protection Service Contract:**
 - No current update.
- **Purchase of Fire Engines:**
 - The Department's existing Pierce Engines were manufactured in 2008 and have been in service as a front line apparatus for more than 11 years. The reserve H&W Engines were manufactured in 1999 and have been in service for more than 20 years. By NFPA Standards it is recommended that front-line apparatus be moved to reserve status after 10 years and apparatus more than 25 years old be replaced. Major repair costs for both lines of apparatus have escalated with each increasingly frequent breakdown.
 - Last year a committee was formed to research apparatus and create specifications for new pumpers. Given the parameters from the Fire Chief the Committee has selected a manufacturer and approved the specifications. Working closely in conjunction with Northshore fire Department's apparatus committee we have been able to create a set of specifications resulting in very similar apparatus for each jurisdiction. Late last year Northshore went through a competitive bidding process and awarded the bid to Pierce Fire Apparatus. Northshore's contract allowed for "piggy-backing onto their bid. After legal review by Brian Snure, and receiving written documentation of such, it is recommended that the Shoreline Fire Department purchase two Pierce Fire Pumpers using the Northshore Bid Specifications.

MOTION: *Commissioner Kennison moved, and Commissioner Callahan seconded, a motion to authorize the Fire Chief to sign the contract with Pierce Manufacturing to purchase two Pierce Velocity Pumpers for the amount of \$ 1,720,418 to be paid upon signing of the contract. The motion passed; five ayes.*

NEW BUSINESS

- **Resolution 20-01 Appointing Auditing Officers:**
 - King County Finance requires an updated Accounts Payable Authorization Signature Form whenever there is a change of signers – which is authorized by Department resolution. Due to Deputy Chief, Tim Dahls upcoming retirement and replacement by Deputy Chief Steve Taylor a new resolution and authorization form was needed.

MOTION: *Commissioner Kennison moved, and Commissioner Callahan seconded, a motion to authorize the Board of Commissioners to sign Resolution 20-01 updating the list of auditing officers for the Department. The motion passed; five ayes.*

- **Resolution 20-02 Approval of Department Credit Cards:**

- The Department currently maintains seventeen (17) VISA credit cards for use by the Board of Fire Commissioners, Fire Chief, Deputy Chiefs, Maintenance Division, Battalion Chiefs and ALS division.
- It was recommended that the Board approve Resolution **20-02** replacing Resolution **18-03** in its entirety to include the following:
 - Issue a credit card to Deputy Chief Nankervis, Deputy Chief Taylor, Division Chief Foster, Division Chief Pompeo, delete card for Deputy Chief Dahl, and increase the grand total of the combined monthly limit of the US Bank Credit account from \$60,000 to \$70,000.

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion authorize the Board of Commissioners to approve Resolution 20-02 replacing Resolution 18-03. The motion passed; five ayes.*

- **Resolution 20-03 Adopting a Standard Contract for Services Model:**

- The Department's Strategic Plan seeks to identify alternative and/or additional revenue sources in order to diversify and fully fund services. Furthermore, the Department provides services to properties owned by tax-exempt and municipal corporations, and some areas outside its jurisdiction. Some of those properties are served by contract required by law, RCW 52.30.020.
- In the interest of maintaining consistency and fairness, the Department would like to establish a uniform policy that establishes appropriate and consistent guidelines for costing and contracting of these services as well as service levels.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to authorize the Board of Commissioners to approve Resolution 20-03 establishing a standard for contracts for services. The motion passed; five ayes.*

PROJECTED AGENDA:

- January 28 Legislative Day
- February 6 Vice Chair, Kennison will be absent
- March 7 Medic One 50th Anniversary Celebration at Seattle Convention Center
- March 13 Annual Appreciation Banquet – March 13 @ 5:30 p.m.

EXECUTIVE SESSION

- None.

The regular meeting of the Board of Commissioners adjourned at 6:21 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:21 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,

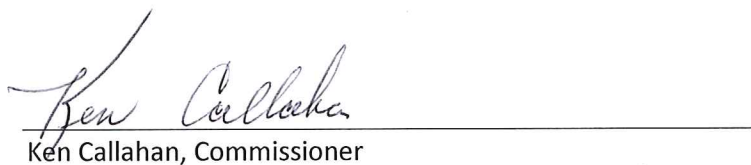


Joyce Brown
Secretary to the Board


Kimberly A. Fischer, Chair

Jon Kennison, Vice Chair


David Harris, Commissioner


Ken Callahan, Commissioner

Rod Heivilin, Commissioner