



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES September 3, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 3, 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	Steve Taylor, Deputy Chief (DC)
Rod Heivilin, Commissioner	Rick Ashleman, Project Manager (PM)

PLEDGE OF ALLEGIANCE

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

ROLL CALL

- Absent: None.
- Barb Sullivan and Ginny Scantlebury, City of Shoreline residents and potential candidates for the vacant Board position, attended the Board meeting via Zoom conferencing.

CONSIDERATION OF AGENDA:

- OLD BUSINESS: None.
- NEW BUSINESS: Election of 2020 Officer – Vice-Chair

PUBLIC COMMENT: None

MINUTES

***MOTION:** Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to approve the August 20, 2020, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE

- Commissioner E-signature Tracking Sheet (provided via email).

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
SEPTEMBER 3, 2019

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200904001-200904025	202,578.11	9/9/20
Payroll Voucher	91520A - 91520BF	99,715.58	9/9/20
Payroll - Taxes	ACH	12,852.02	9/14/20
ACH Payment Request - Dept. of Retirement Systems	ACH	16,140.87	9/15/20
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 331,286.58

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200901001-200901012	127,502.99	9/9/20
Payroll Voucher	ALS91520A - ALS91520Z	29,082.79	9/9/20
Payroll - Taxes	ACH	5,777.59	9/14/20
ACH Payment Request - Dept. of Retirement Systems	ACH	5,089.66	9/15/20
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 167,453.03

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)	200903001-200903014	45,126.09	9/9/20

\$ 45,126.09

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

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200902001-200902009	16,802.82	9/9/20
		\$ 16,802.82	

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:		\$ 560,668.52

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to accept disbursements for \$560,668.52 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioner Callahan noted that the current King County Executive Board Officers would continue their official roles through 2021.
- Commissioner Fischer stated that the King County Executive Board would potentially continue all future meetings off-site via Zoom conferencing, to help increase the number of attendees.
- Governor Inslee's Proclamation 20-28.8 has been extended through October 1, 2020, therefore the Department's Board meetings will continue to be held via Zoom conferencing.

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

- The Department continues its strategic planning discussions. The administrative staff is working to prepare time on task analyses to help evaluate gaps and address workload needs. The Department's goal is to have a plan in place by mid-October in preparation for the 2021 budget.

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 was provided of the following topics:
 - Commissioner Harris requested an update regarding the service contracts with King County. Chief Cowan met, via Zoom, with King County Division Director Ken Guy to discuss the current service contracts for properties serviced by the Shoreline Fire Department. At the meeting, Chief Cowan expressed that the County proposal did not recognize or assume compensation for the Emergency Medical Services (EMS) and unimproved properties for which the services the Department provides. Further discussions of potential options will continue.
 - Commissioner Heivilin requested clarification on the discussions of a proposed 60-bed homeless shelter in the City of Shoreline. Chief Cowan clarified the Shoreline City Council is considering a new 60-bed homeless shelter at the Oaks at Forest Bay Nursing home located on 163rd and Aurora. The Department met with the City of Shoreline and the Shoreline Police Department to discuss the proposed shelter. The Department voiced its concerns that the shelter could potentially increase emergency responses and transport challenges. Further clarification is needed so the Department can develop a process of providing support moving forward.
 - Commissioner Fischer requested clarification of the NORCOM increased service fees for 2021. Chief Cowan clarified that the Department received a draft budget from NORCOM, which included a 16.8% increase for 2021 services. NORCOM explained this was due to an overall call volume increase of 13.9% and an error from a 2020 calculation. NORCOM is reviewing the invoice and will provide a detailed breakdown of the calculations. Chief Cowan will provide an update at the next budget meeting.
 - Chief Cowan stated the Public Notice of Fire Commissioner Vacancy announcement for the Board of Commissioners vacant position has been posted and reminded the Board of the 90-day requirement to fill the vacancy. Commissioner Fischer noted the deadline for responses was set for September 18th, with interviews to be scheduled shortly after.
- **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 Heivilin requested an update on the Station 63 flooring issues. Chief Cowan stated the Department met with the contractor to discuss the expectation and remediation for the interior and apparatus bay floors. The Department will not be charged for any further work, and the flooring work will take approximately two weeks.
 - Commissioner Fischer requested an update from the meeting with NKCTC Training Director Erik Walgreen on the fire skill training plans. DC Nankervis clarified that the meeting was productive, but there are challenges due to the lack of knowledge of the Department's medic program history and clarification is needed moving forward.

- Commissioner Fischer requested clarification of NORCOM's site trunking activity. Site trunking is a safeguard operating mode for connectivity when the Department's repeater system is down. Site trunking will activate and continue to "trunk" on channels allowing users to continue communication. DC Nankervis clarified that NORCOM had scheduled several upgrades at the beginning of the week, which therefore required site trunking procedures to be set in place. The testing was completed today. The CAD system re-host went well, and kudos were given to NORCOM for their work on the upgrades.
- Commissioner Fischer requested an update on the Department's wildland deployments. DC Nankervis stated that the Department's deployments and other staffing vacancies required mandatory hiring-in of firefighters. The wildland deployments have ended for now, and E165, which has been deployed to California, is scheduled to return on Friday.
- Chief Cowan gave kudos to DC Nankervis for his time and equipment in building a new vent prop to be used for training purposes.
- **Deputy Chief Taylor** 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 Sound Transit project at Station 65. DC Taylor stated power to the parking lot lights has been repaired, and Sound Transit will be covering the labor costs. The irrigation plumbing is also being addressed.

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 crews moved into the new station on August 15th
 - The Push-in Ceremony was held on August 17th
 - The modular was moved out on August 20th
 - The floor grinding in the apparatus bay should begin on September 8th and will continue for two weeks.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the "Consortium") Update:**
 - The Consortium is continuing the 2021 budget review process. Adjustments will need to be made from the 2020 budget due to changing reimbursement structures. The Department is awaiting the per capita data to accurately budget for 2021.
- **COVID-19 Update:**
 - The Department purchased two more commercial-grade hydrogen peroxide decontamination units. The units have proven to be very beneficial for the decontamination of multiple apparatus and office spaces. The Department expects some reimbursement for the units from the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program.

NEW BUSINESS

- **Election of 2020 Officer – Vice-Chair:**

- Due to the Vice-Chair vacancy, the Board motioned to appointment a new Vice-Chair for the remainder of 2020.

MOTION: Commissioner Harris nominated, and Commissioner Callahan seconded the nomination of Commissioner Heivilin as Vice-Chair for 2020. The motion passed; four ayes.

PROJECTED AGENDA:

- The Department’s leadership retreat has been set for November 11-12 at the Clearwater Casino.
- The Department’s public hearing for the Fire Benefit Charge is scheduled on Oct 15.
- Washington Fire Commissioners Association seminar, hosted by Brian Snure via online conferencing, is scheduled for October 21st.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:50 p.m.

MOTION: Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:50 p.m. The motion passed; four ayes.

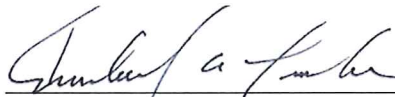
Minutes prepared by: B. Goldsmith

Respectfully submitted,



Joyce Brown
Secretary to the Board

*“Electronically signed by the
Commissioners of the Shoreline Fire
Department.”
09/17/2020*



Kimberly A. Fischer, Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner