



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES September 17, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 17, 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
Rod Heivilin, Vice-Chair	John Nankervis, Deputy Chief (DC)
Ken Callahan, Commissioner	Steve Taylor, Deputy Chief (DC)
David Harris, Commissioner	Rick Ashleman, Project Manager (PM)

ROLL CALL

- Absent: None.

PLEDGE OF ALLEGIANCE

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

CONSIDERATION OF AGENDA:

- OLD BUSINESS: None.
- NEW BUSINESS: None.

PUBLIC COMMENT: None

MINUTES

***MOTION:** Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to approve the September 1, 2020, special meeting minutes. The motion passed; four ayes.*

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to approve the September 3, 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**

**Second Board Meeting
SEPTEMBER 17, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200909001-200909024	37,551.33	9/16/20
Vendor Voucher(s)	200913001-200913027	53,415.84	9/23/20
Payroll Vouchers			
ACH Payment Request - Payroll Direct Deposit			
ACH Payment Request - HRA/VEBA			
ACH Payment Request - ALERUS (457 Plan)			
ACH Payment Request - WA DCP			
ACH Payment Request - IAFF Local 1760 (Union Dues)			
ACH Payment Request - Dept. of Retirement Systems			
ACH Payment Request - DSHS			
ACH Payment Request - Payroll Taxes			

\$ 90,967.17

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200905001-200905010	6,953.52	9/16/20
Vendor Voucher(s)	200914001-200914004	1,377.74	9/23/20
Payroll Vouchers			
ACH Payment Request - Payroll Direct Deposit			
ACH Payment Request - HRA/VEBA			
ACH Payment Request - ALERUS (457 Plan)			
ACH Payment Request - WA DCP			
ACH Payment Request - IAFF Local 1760 (Union Dues)			
ACH Payment Request - Depart. of Retirement Systems			
ACH Payment Request - Payroll Taxes			

\$ 8,331.26

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200906001	991.80	9/16/20

\$ 991.80

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	200915001-200915002	104,211.69	9/23/20
Vendor Voucher(s)			

\$ 104,211.69

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200908001-200908003	49,664.06	9/16/20
Vendor Voucher(s)	200910001	156,572.60	9/16/20
Vendor Voucher(s)	200912001-200912007	21,629.06	9/23/20
Vendor Voucher(s)			
		\$ 227,865.72	

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

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200907001	51.30	9/16/20
		\$ 51.30	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	200911001	989.55	9/23/20
		\$ 989.55	

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

MOTION			
Move to accept disbursements in the amount of :		\$ 433,408.49	

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to accept disbursements for \$433,408.49 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioners Fischer, Callahan, and Harris attended the general King County E-Board meeting. Speaker, Chief Steve Heitman of the Mercer Island Fire Department, provided information on stress and PTSD within fire departments.

FINANCIAL REPORT:

- Chief Cowan provided an overview of the August 2020 financials, which is attached and incorporated by reference. A summary of the report is listed below and on the following pages.
 - Suppression overtime line item was over budget due to wildland deployments, sick leave, and vacation usage. Reimbursements are expected from the deployments.
 - Community outreach was over budget. Reimbursements are expected from the Mobile Integrated Health program.

- Training subscription and memberships were over budget. Reimbursements are expected from the North King County Training Consortium (NKCTC).
- DC Nankervis noted 25 suppression employees had mandatory OT since July 1st due to Department absences.
- DC Nankervis stated the Department is expecting to receive reimbursements from the Washington State Fire Services Resource Mobilization Plan of approximately \$220,000 for the California wildland deployments, and \$165,000 for the Oregon deployments.
- DC Nankervis stated the Department's overtime costs due to COVID-19 were approximately \$78,000, of which \$62,000 has been reimbursed from the Federal Emergency Management Agency (FEMA) Program.

FINANCIAL SUMMARY REPORT: AUGUST 2020

Regular Board Meeting: September 17, 2020

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS REPORT

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of AUGUST Balance	\$ 15,561,382.04
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General Expense Fund - BUDGET OVERVIEW (budget position report)

Data as of AUGUST 31, 2020		Notes
Percentage Remaining	33.10%	
Targeted Remaining	33.33%	
Over/Under Budget	0.23%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of AUGUST 31, 2020		Notes
Total Overtime	\$ 184,814.37	
Percentage Remaining	25.35%	Over by 7.98%: Wildfire deployment OT & summer months OT are typically higher
Firefighting Staffing Overtime	\$ 113,059.46	Overtime processing period: Jul 10 - Aug 14, 2020
Aid 161 Staff Overtime	\$ 71,754.91	Overtime processing period: Jul 10 - Aug 14, 2020

General Expense Fund- CASH ON HAND

Data as of AUGUST 31, 2020		Notes
Cash on hand, end of AUGUST balance	\$ 6,729,750.61	

Interfund Transfers: NO ACTIVITIES

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to RES & CAP funds, annual report allocation
CAPITAL			Transfer to LTGO Bond Fund for interest/principal payments
FIRE IMPACT FEE			Transfer to LTGO Bond Fund for interest/principal payments
RESERVE			Receipt from EXP fund, annual budget allocation
CAPITAL			Receipt from EXP fund, annual budget allocation
LTGO BOND			Receipt from CAP & Fire Impact Fees funds, bond payment
TOTALS	\$ -	\$ -	

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 conversations on long-term staffing and apparatus. Chief Cowan mentioned that the citizen advisory committee might not be possible this year.

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 Heivilin requested clarification on the topic of the three large multi-family projects that will be breaking ground. Chief Cowan clarified four to five multi-family projects are beginning, which will provide a financial benefit from the impacts fees associated with those projects. Chief Cowan will provide an update on the current status of the Impact Fee Mitigation Program at the next meeting.
 - Commissioner Heivilin requested clarification from DC Nankervis regarding medics carrying blood products. DC Nankervis clarified that blood not used is cycled back into the blood bank, with a 30-day expiration following the required refrigeration process. The Department's goal is to never allow blood to expire in the system and have blood products available on every ALS apparatus at some point. The Department will start the process of blood carries on the Medical Service Officer's (MSO) rigs.
 - Commissioner Callahan asked if there have been further discussions between the Department and the City of Shoreline regarding the new homeless shelter project. Chief Cowan stated there had been discussions regarding the transition and the expectations of service to the project. The Department was assured that the City would continue to work with the Department to discuss the expectations of the project moving forward.
- **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:
 - DC Nankervis noted that the Department did not deploy its wildland team with Duvall's brush rig.
- **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:
 - DC Taylor noted that the Department's ladder truck would be out of service for two weeks for maintenance. The Department is currently utilizing the Shoreline, Woodinville, Kirkland, and Eastside Fire and Rescue Department's shared reserve ladder through October 16th.
 - The Department's LTI was brought to auction and was sold to Remlinger Farms on Sept. 11th for \$11,500. The Department was able to recoup all of the original costs from the purchase of the

apparatus along with retaining several pieces of equipment off the ladder prior to sending it to auction.

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 parking lot striping is scheduled for October 16th.
 - Security cameras have been installed and will be programmed soon.
 - The bay floor grinding is still in progress.
 - Curb pours are scheduled on September 16th and October 17th.
 - The sidewalk installation is scheduled for next week, followed by the landscaping.
 - The driveway gate is scheduled for a powder coating on September 25th.
 - The gate installation is targeted for the week of September 28th through October 1st.
 - Discussions on the issues with the signage at the front of the building is ongoing, the Department is waiting for a draft mock up to move forward.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the “Consortium”) Update:**
 - One of the NKCTC Administrative Assistants has separated from the Northshore Fire Department, leaving one remaining administrative assistant. Updates to the 2020 budget will need to be made due to the vacancy. The Consortium has budgeted for one full-time position for 2021 with additional funds for administrative help during times when there are higher needs, such as during the academy. The 2021 budget should be finalized next week.
- **COVID-19 Update:**
 - Chief Cowan and DC Nankervis provided the updates below:
 - The Department received the second portion of reimbursements for COVID-19 related expenses from FEMA. The next reimbursements are expected on September 30th.
 - The Department received UV light boxes to be used for the decontamination of hard surface items. Training will be provided for the use of the light boxes and the decontamination foggers.
 - The mask sterilization process continues, and close to 1,700 masks have been reutilized.
 - The Bellevue Fire Department visited Shoreline Fire to review our decontamination process. Bellevue Fire is interested in working with the Department to utilize the decontamination units, in which the Department would be reimbursed.
 - There are currently no Department employees in quarantine.

- **Revenue for 2021 Budget:**

- Chief Cowan stated King County would not have the preliminary levy worksheet available until the end of September. The Department is close to completing the budget review process, and the next step is to determine the assessed value to budget funds for capital projects.

NEW BUSINESS

- **Commissioner Rules of Procedure Handbook:**

- The Rules of Procedure Handbook for the Shoreline Fire Department Fire Commissioners was adopted on January 1, 2012, and amended on May 29, 2019. The Board of Commissioners formerly reviewed the Rules of Procedure Handbook at the special meeting held on September 1, 2020.
- The Board made the below changes and minor formatting and grammar edits to the document:
 - Section 1-A - GENERAL
 - Section 5-1 - MEETINGS
 - Section 6-A - BOARD ORDER OF BUSINESS
 - Section 11-A - SERVICE DAYS

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, to authorize the Board of Commissioners to adopt the changes made at the special meeting held on September 1, 2020, to the Rules of Procedure Handbook. The motion passed; four ayes.*

PROJECTED AGENDA:

- The Department's Leadership Retreat is set for November 11 and 12 at the Clearwater Casino.
- The Department's Public Hearing for the Fire Benefit Charge is scheduled on October 15th.
- Commissioner Harris will be out of town on October 15th.
- 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 6:06 p.m.

MOTION: *Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:06 p.m. The motion passed; four ayes.*

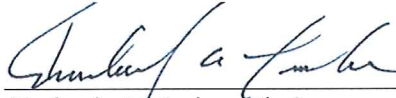
Minutes prepared by: B. Goldsmith

Respectfully submitted,

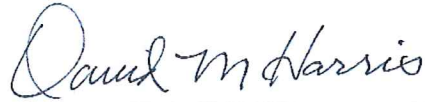


Joyce Brown
Secretary to the Board

*"Electronically signed by the
Commissioners of the Shoreline Fire
Department."
10/01/2020*



Kimberly A. Fischer, Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner