



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 1, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 1, 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.
- Barb Sullivan, City of Shoreline resident attended the Board meeting via Zoom conferencing.

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 Harris seconded, to approve the September 17, 2020 regular meeting minutes with an amendment to the Commissioners Report. The motion passed; four ayes.*

CORRESPONDENCE

- Commissioner E-signature Tracking Sheet (provided via email).
- October 15, 2020 Public Hearing Notice - 2021 Budget-FBC

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
OCTOBER 1, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	201004001-201004026	156,159.50	10/7/20
Payroll Vouchers	92920A - 92920M	60,771.29	9/23/20
ACH Payment Request - Payroll Direct Deposit	ACH	650,668.72	9/25/20
ACH Payment Request - HRA/VEBA	ACH	61,727.28	9/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	80,939.85	9/29/20
ACH Payment Request - WA DCP	ACH	16,788.12	9/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,006.11	9/29/20
Dept. of Retirement Systems	ACH	150,752.51	9/29/20
ACH Payment Request - DSHS	ACH	2,212.84	9/29/20
ACH Payment Request - Payroll Taxes	ACH	152,934.30	9/28/20
Payroll Voucher	101520A - 101520BW	181,359.98	10/14/20
Payroll - Taxes	ACH	28,405.84	10/14/20
Dept. of Retirement Systems	ACH	27,964.92	10/15/20
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 1,584,691.26

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	201007001-201007012	77,733.68	10/7/20
Payroll Vouchers	ALS92920A - ALS92920K	23,079.39	9/23/20
ACH Payment Request - Payroll Direct Deposit	ACH	257,373.23	9/25/20
ACH Payment Request - HRA/VEBA	ACH	22,431.25	9/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	32,491.73	9/29/20
ACH Payment Request - WA DCP	ACH	13,334.17	9/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,526.06	9/29/20
ACH Payment Request - Depart. of Retirement Systems	ACH	59,589.81	9/29/20
ACH Payment Request - Payroll Taxes	ACH	63,170.90	9/28/20
Payroll Voucher	ALS101520A - ALS101520	65,919.99	10/14/20
Payroll - Taxes	ACH	14,737.69	10/14/20
Dept. of Retirement Systems	ACH	12,329.91	10/15/20
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 647,717.81

NKCTC: 10-004-0100			
Vendor Voucher(s)	201003001	2,787.00	10/7/20

\$ 2,787.00

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	201006001-201006002	1,051.55	10/07/20

\$ 1,051.55

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	201001001-201001012	115,639.64	10/7/20

\$ 115,639.64

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	201005001	11,718.98	10/7/20

\$ 11,718.98

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	201002001-201002004	3,463.49	10/7/20

\$ 3,463.49

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:		\$ 2,367,069.73	

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to accept disbursements for \$2,367, 069.73 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- None.

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 to work on the budget preparation for 2021, focusing on capital replacement strategies.

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.
- **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:
 - The Department's Mobile Integrated Health (MIH) team is now utilizing the new MIH Department vehicle.

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:
 - HVAC training for the Department's maintenance and IT staff has been completed.
 - The City of Shoreline required an air barrier test to be completed for the storage building, which passed.
 - There are issues with the energy recovery system for the main living areas of the station. Parts have been ordered, and repairs should be completed by end of the week.
 - There have been continued issues with the operation of the front bay doors. The Department is waiting for new remotes that will hopefully resolve the problem.
 - The remaining driveway pour is slated to be completed this week.

- The Department has a meeting scheduled with the City of Shoreline next week to determine their requirements for frontage improvements and existing infrastructure on the property's west side.
- The gate at the southeast corner of the building has been installed, which will help secure the property.
- Chief Cowan noted that the Station 63 project and financial contract are almost completed. The final completion date will be scheduled soon.
- The liquidated damages owed by the contractor is expected to be reflected in the final bill.
- **Scheduled Highlights:**
 - The vehicle gate installation is scheduled for October 2-5th.
 - Irrigation and landscaping are scheduled for October 1-7th.
 - The outside lights installation is scheduled for October 2-5th.
 - The phase 3 punch list and walk-through with the project design team is scheduled for October 8th.

OLD BUSINESS

- **Impact Fee Mitigation Program Update**
 - Chief Cowan provided a draft copy and a brief summary of the Impact Fee Summary sheet, which is attached and incorporated by reference. The summary identifies the projects that are under review and those that have been issued permits.
 - Chief Cowan noted the impact fees received would be allocated towards the Department's LTGO bond payment.
 - The Commissioners requested that the impact fee updates be provided on a quarterly basis. Chief Cowan stated this would be included as a standing agenda item, with the next update scheduled for November 5th.
 - Commissioner Fischer requested clarification of the outstanding balances reflected in the summary sheet. Chief Cowan noted that some projects never move forward and are indicated as expired on the summary, and the outstanding balances reflect projects with a longer completion timeline.
- **COVID-19 Update:**
 - Chief Cowan and DC Nankervis provided the updates below:
 - There have been no updates on the extension of the Stay Home – Stay Healthy order as of yet.
 - One of the Department's employees has a non-work-related COVID-19 exposure. The employee has been tested and is currently in quarantine. All Department exposures have been non-work related.
 - DC Taylor noted that the Department submitted the 3rd-period reimbursements from the Federal Emergency Management Association (FEMA) cost recovery program. The 3rd-period

was not as high as in previous periods. The 4th-period reimbursements are expected to be higher due to larger purchases that were made.

- Chief Cowan discussed the current COVID-19 data provided by King County, noting that many of the benchmarks are being met, but there has been an uptick in positive cases.

- **2021 Budget Discussions:**

- Chief Cowan provided a progress report on developing the 2021 preliminary draft budget, requesting feedback from the Commissioners on setting the levy rate.
- Chief Cowan noted that the General Capital fund was lower in 2020 due to the extra costs associated with the Station 63 project and the new fire engine purchases.
- The current King County Assessed Value (AV) is about \$11.7 billion, which is a little over a 1% increase from 2019. This is not a finalized amount as yet, and may not be finalized until January, 2021.
- Commissioner Fischer stated she was not in favor of an increase in the levy rate. Chief Cowan agreed and noted that he was not advocating for an increase or even maintaining the same levy rate as 2020. Chief Cowan is advocating for a decreased equivalent levy rate, which is currently reflected in the draft budget as a \$.03 decrease.
- Commissioner Heivilin is also in favor of a decrease in the levy rate and believes it should be set between a \$.03 to \$.05 decrease.
- The special meeting of the Board of Commissioners to discuss the final 2021 budget is scheduled for October 29th at 5:00 p.m. The meeting will likely be held via Zoom conferencing.
- Commissioner Heivilin asked if the Kirkland Fire Department was planning to join the North King County Training Consortium (NKCTC), and if so, would that have a financial effect on the Consortium. Chief Cowan clarified that Kirkland Fire is considering joining the NKCTC and believes this would have a positive financial impact as it would drive the per capita costs down.
- Chief Cowan provided a summary of the NKCTC 2021 budget clarifying how the per capita costs are calculated for each department. An analysis of the financial impacts of Kirkland Fire joining the Consortium is forthcoming.
- Commissioner Harris requested clarification if the Department's goal was to create a self-sufficient capital fund for future purchases; if so, he is in favor of it. Chief Cowan clarified yes and further information will be provided at the special budget meeting on October 29th.
- Commissioner Harris noted he was in favor of a decrease in the levy rate between \$.03 and \$.05.

NEW BUSINESS

- None.

PROJECTED AGENDA:

- Special 2021 Budget Meeting is scheduled for October 29th @ 5:00 p.m.

- The Department's Leadership Retreat at the Clearwater Casino has been cancelled. Further information forthcoming on scheduling the event locally.
- The Department's Public Hearing for the Fire Benefit Charge is scheduled for October 15th.
- Commissioner Harris will be attending the October 15th Board meeting.
- WFCB Seminar October 23 @ 9:00 am via Zoom. Commissioner Harris requested to be registered as well.
- The International Association of Fire Fighters (IAFF Local 1760) will be holding a meeting for approval of the Uniformed CBA extension. Once approved the Department will include the motion for approval on the Board agenda.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 6:04 p.m.

MOTION: Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:04 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."
10/15/2020*




Kimberly A. Fischer, Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner