



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

October 15, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 15, 2020. 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	Rick Ashleman, Project Manager (PM)
David Harris, Commissioner	

#### ROLL CALL

- Absent: Steve Taylor, Deputy Chief (DC)
- Barb Sullivan, City of Shoreline resident and potential candidates for the vacant Board position, 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.

#### PUBLIC HEARING

The Public Hearing notice was posted on October 1, 2020, for the purpose of reviewing sources of revenue for the Department’s 2021 budget and the Department’s benefit charge for 2021. Commissioner Fischer opened the Public Hearing by reading the following into record:

*Pursuant to RCW 84.55, the Shoreline Fire Department is required to hold a Public Hearing on revenue sources for the Department’s following year’s expense budget. This Hearing is being called to order for:*

- 1. The purpose of receiving citizens’ comments and questions related to the 2021 budget, and*
  - 2. Reviewing the Department’s 2021 fire benefit charge.*
- Commissioner Fischer closed the Public Hearing at 5:04 p.m., and the regular meeting of the Board of Commissioners resumed.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the Public Hearing at 5:04 p.m. The motion passed; four ayes.*

**PUBLIC COMMENT:** None.

- **2021 Budget Discussion:**

- Chief Cowan provided an overview of the 2021 budget proposal and discussed the 2021 Fire Benefit Charge (FBC) rate, which will be presented and approved by Resolution at the November 5<sup>th</sup> Board meeting.
  - The preliminary levy worksheet has been updated, reflecting a 2.6% increase for the Assessed Value (AV).
  - A surplus in revenue has been kept to allow for a potential firefighter re-hire.
  - The total levy rate dropped to \$1.425, which provides some relief to taxpayers of approximately \$0.036 from 2020.
  - The Capital and Benefit funds have been increased.
  - Further review of the 2021 budget and FBC will be discussed at the special meeting of the Board on October 29<sup>th</sup>.
- Chief Cowan provided an overview of the apparatus and equipment replacement proposal, reflecting a 20-year forecast.

**CONSIDERATION OF AGENDA:**

- **OLD BUSINESS:**

- None.

- **NEW BUSINESS:**

- None.

**EXECUTIVE SESSION:**

- None.

**MINUTES**

**MOTION:** *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to approve the October 1, 2020 regular meeting minutes as written. The motion passed; four ayes.*

**CORRESPONDENCE**

- Commissioner E-Signature Tracking Sheet.
- Woodburn Fire Department thank you letter.
- City of Shoreline Resident thank you letter. Chief Cowan read the letter provided by Nancy and Tony Vidlak into record.
- October 28, 2020 Special Board Meeting Notice (Commissioner Interviews).
- October 29, 2020 Special Board Meeting Notice (2021 Proposed Budget Meeting).

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**Second Board Meeting  
OCTOBER 15, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	201010001-201010027	183,886.67	10/14/20
Vendor Voucher(s)	201013001-201013027	16,550.84	10/21/20
Payroll Vouchers	102920A - 102920M	59,275.62	10/28/20
ACH Payment Request - Payroll Direct Deposit	ACH	655,370.89	10/27/20
ACH Payment Request - HRA/VEBA	ACH	61,156.74	10/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	81,291.78	10/29/20
ACH Payment Request - WA DCP	ACH	16,788.12	10/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,984.67	10/29/20
ACH Payment Request - Dept. of Retirement Systems	ACH	154,286.48	10/29/20
ACH Payment Request - DSHS	ACH	2,212.84	10/29/20
ACH Payment Request - Payroll Taxes	ACH	150,391.05	10/28/20

**\$ 1,395,195.70**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	201012001-201012009	75,793.13	10/14/20
Vendor Voucher(s)	201018001-201018006	4,337.21	10/21/20
Payroll Vouchers	ALS102920A - ALS102920J	24,747.74	10/28/20
ACH Payment Request - Payroll Direct Deposit	ACH	262,675.22	10/27/20
ACH Payment Request - HRA/VEBA	ACH	23,897.91	10/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	36,511.71	10/29/20
ACH Payment Request - WA DCP	ACH	13,740.61	10/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	10/29/20
ACH Payment Request - Depart. of Retirement Systems	ACH	62,152.46	10/29/20
ACH Payment Request - Payroll Taxes	ACH	61,599.33	10/28/20

**\$ 571,337.90**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	201011001	4,231.68	10/14/20
Vendor Voucher(s)	201017001	1,944.56	10/21/20

**\$ 6,176.24**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	201009001-201009003	9,433.61	10/14/20
Vendor Voucher(s)	201015001-201015007	110,778.56	10/21/20

**\$ 120,212.17**

<b>CIP FUND: 10-004-3010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	201008001-201008003	9,745.90	10/14/20
Vendor Voucher(s)	201016001-201016002	477.06	10/21/20

**\$ 10,222.96**

<b>NKCTC: 10-004-0100</b>			
Vendor Voucher(s)	201014001-201014002	5,650.00	10/21/20

**\$ 5,650.00**

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>MOTION</b>		
Move to accept disbursements in the amount of :		<b>\$ 2,108,794.97</b>

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to accept disbursements for \$2,108,794.97 per the detail above. The motion passed; four ayes.*

## COMMISSIONERS' REPORT

- Commissioners Fischer and Callahan attended the King County General Board meeting via zoom. A presentation was given on the King County regional E-911 system updates. It was also noted in the meeting that the excise tax would be raised.

## FINANCIAL REPORT

- The September 2020 financial report will be presented at the November 5<sup>th</sup> Board meeting.

## STATISTICS REPORT

- None.INA

## STRATEGIC PLAN DISCUSSION

- Continued 2021 budget review and capital replacement program discussions.

## 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 of the following topics was provided:
  - DC Nankervis noted the Department promotions in effect beginning January 1, 2021:
    - Lieutenant Andres Orams will be promoted to Captain-Suppression, currently assigned to the North King County Training Consortium (NKCTC).
    - Lieutenant Mark Peterson will be promoted to Captain-MSO.
    - Lieutenant Jeff Shelman will be promoted to Captain-Suppression.
    - Long-Term Acting Lieutenant Gabe DeBay will be promoted to Lieutenant.
- **Deputy Chief Taylor** 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. The Station 63 project schedule is listed below:
  - The vehicle gate has been installed.
  - The concrete, paving, and parking lot striping have been completed.
  - The punch list review is ongoing.
  - Training will begin on the lighting controls this week, and access control training next week.
  - The contractor is working through the final inspection requirements.

## **OLD BUSINESS**

- **2021 Uniform Contract Extension Proposal:**

- Local 1760 and Management successfully negotiated a one-year contract extension for the 2018-2020 Uniform Collective Bargaining Agreement between the Shoreline Fire Department and the IAFF Local 1760. Due to the contract extension concessions, the costs would be neutral but could result in savings to the Department.
- Chief Cowan noted a minor change to the long-term disability insurance deduction that was made to the previous tentatively approved version. The IAFF Uniformed Members approved the final version of Local 1760 extension agreement.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to authorize the Board of Commissioners to authorize Fire Chief Matt Cowan to sign the agreement for the one-year contract extension, extending the current 2018-2020 Uniform Collective Bargaining Agreement negotiated between the Shoreline Fire Department and IAFF Local 1760, through the December 31, 2021 expiration date. Commissioner Fischer recused herself from voting. The motion passed; three ayes, no vote against, one abstention.*

- **Resolution 20-12 – Post-Employment Medical Benefits Coverage:**

- Revisions to the Post-Employment Medical Benefits Coverage Resolution 19-07 were made to reflect the yearly CPI-U increases. Resolution 20-12 incorporates the CPI-U increase of 0.9%, which will be effective January 1, 2021. Further revisions were made to include a change to the Public Employees Retirement Systems (PERS) eligibility retirement age from 60 to 62.

**MOTION:** *Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to approve and sign Resolution 20-12 Post Employment Medical Benefits Coverage. Commissioner Fischer recused herself from voting. The motion passed; three ayes, no vote against, one abstention.*

- **Training Consortium Update:**

- Chief Cowan stated that live-fire training drills at the Gold Bar facility is a great training opportunity. All four NKCTC agencies are sending personnel through the training program.
- NKCTC is continuing its work on preparing the 2021 budget, and improvements to leadership training.

- **COVID-19 Update:**

- Chief Cowan and DC Nankervis provided the updates below:
  - Current up-tick in new cases.
  - The two employees that were in quarantine due to a non-work-related exposure are back on shift.

## **NEW BUSINESS**

- **North City Water Joint Meeting:**

- Chief Cowan reached out to Diane Pottinger, District Manager for North City Water District, to determine when and where the yearly joint meeting with the Department would be scheduled. The Board was in favor of waiting to discuss the options in January of 2021.

- Commissioner Heivilin requested clarification as to why the Department purchased 12-thermal imagers. DC Nankervis clarified that the new cameras are made smaller and can be clipped onto bunker gear allowing for better vision for each operational position entering a fire. The Department budgeted for one large imager, but since the smaller sizes cost less, 12 were purchased resulting in a cost savings.

## **PROJECTED AGENDA:**

- The Department's Leadership Retreat at the Clearwater Casino was cancelled. Chief Cowan noted that the retreat is now scheduled at Station 61 on November 12<sup>th</sup>.
- WFCAs Seminar to be held on October 23 at 9:00 am via Zoom
- A Special Board meeting is scheduled for October 28<sup>th</sup> at 9:00 a.m. to conduct interviews for the Shoreline Fire Department Board of Commissioner vacant position #1.
- A Special Board meeting is scheduled for October 29<sup>th</sup> at 5:00 p.m. to discuss the 2021 budget.
- A potential special Board meeting to review and discuss the interview candidates may be set on November 2<sup>nd</sup> through an executive session.
- Adoption of 2021 Budget and Resolutions will be held at the regular Board of Commissioners meeting on November 5<sup>th</sup>, or November 19<sup>th</sup>.

**EXECUTIVE SESSION:** None.

The regular meeting of the Board of Commissioners adjourned at 5:55 p.m.

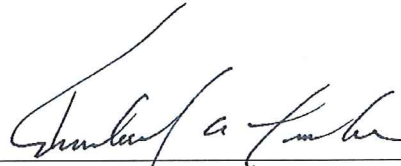
**MOTION:** *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:55 p.m. The motion passed; four ayes.*

Minutes prepared by: B. Goldsmith

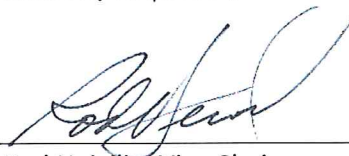
Respectfully submitted,



Joyce Brown  
Secretary to the Board



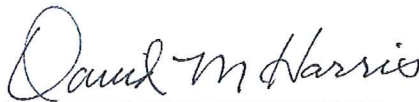
Kimberly A. Fischer, Chair



Rod Heivilin, Vice Chair



Kenneth G. Callahan, Commissioner



David M. Harris, Commissioner