



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES November 5, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on November 5, 2020. The Board immediately moved to a 30-minute Executive Session per RCW 42.30.110(1)(g) Applicant Qualifications to discuss the Board candidate qualifications for Fire Commissioner Position 1, with a decision expected by motion in the regular meeting.

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)

At 5:00 p.m. the Board Chair closed the executive session and immediately moved to open session.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

- **Absent:** None.
- Barb Sullivan, a Shoreline resident, and candidate for the vacant Board position, attended the meeting via Zoom conferencing.
- Mike Dee, Lake Forest Park (LFP) resident and member of LFP Citizen’s Commission, attended the meeting via Zoom conferencing.
- Larry Hadland, a Shoreline resident, and candidate for the vacant Board position, attended the meeting via Zoom conferencing.

PUBLIC COMMENT: None.

CONSIDERATION OF AGENDA:

- The regular order of business moved to accommodate Old Business #1 - Appointment of New Commissioner Position 1.
- At the special board meeting held October 28, 2020, the Board of Commissioners interviewed the following candidates to fill the vacant Fire Commissioner Position 1.
 - Barb Sullivan
 - Ginny Scantlebury
 - Jack Lewyllson
 - Laura Mork
 - Larry Hadland

- At the special Board meeting held on November 2, 2020, the Board moved to an Executive session to discuss the qualifications of the candidates, the Commissioners then went into an Executive session prior to the regular Board meeting to further discuss the candidates qualifications.

MOTION: *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to authorize the Board of Commissioners to appoint Barb Sullivan to the Board of Commissioner Position 1. The motion passed; four ayes.*

Commissioner Fisher thanked the other candidates for their efforts and their time and expressed the Board's appreciation for their interest in the position. The swearing-in ceremony will take place at the regular Board of Commissioners meeting on November 19, 2020.

- **OLD BUSINESS:**
 - No additional agenda items.
- **NEW BUSINESS:**
 - No additional agenda items.
- **EXECUTIVE SESSION:**
 - No additional agenda items.

MINUTES

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to approve the October 15, 2020 regular meeting minutes as written. The motion passed; four ayes.*

MOTION: *Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to approve the October 28, 2020 special meeting minutes as written. The motion passed; four ayes.*

MOTION: *Commissioner Harris moved, and Commissioner Callahan seconded, a motion to approve the October 29, 2020 special meeting minutes as written. The motion passed; four ayes.*

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded, a motion to approve the November 2, 2020 Special meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
NOVEMBER 5, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	201021001	19,900.33	10/21/20
Vendor Voucher(s)	201026001-201026026	26,379.29	10/28/20
Vendor Voucher(s)	201104001-201104022	10,653.59	11/4/20
Vendor Voucher(s)			
Payroll Voucher	111620A - 111620BN	97,658.76	11/4/20
Payroll - Taxes	ACH	12,802.86	11/13/20
Dept of Retirement Systems	ACH	15,839.46	11/16/20
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 183,234.29

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	201022001-201022006	2,180.00	10/28/20
Vendor Voucher(s)	201105001-201105007	32,588.72	11/4/20
Payroll Voucher	ALS92920L - ALS92920M	4,971.40	9/30/20
Payroll Voucher	ALS111620A - ALS111620AD	46,957.59	11/4/20
Payroll - Taxes	ACH	10,733.10	11/13/20
Dept of Retirement Systems	ACH	8,667.99	11/16/20
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 106,098.80

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)	201019001	4,996.52	10/21/20
Vendor Voucher(s)	201023001-201023003	1,167.97	10/28/20
Vendor Voucher(s)	201101001-201101004	11,315.36	11/4/20
		\$ 17,479.85	

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

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	201025001	220.22	10/28/20
Vendor Voucher(s)	201102001	8,107.37	11/4/20
		\$ 8,327.59	

EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	
		\$ -	

NKCTC: 100040100			
Vendor Voucher(s)	201020001	3,355.65	10/21/20
Vendor Voucher(s)	201024001	5,946.15	10/28/20
Vendor Voucher(s)	201103001	14,501.21	11/4/20
		\$ 23,803.01	

MOTION		
Move to accept disbursements in the amount of:		\$ 338,943.54

MOTION: *Commissioner Harris moved, and Commissioner Callahan seconded, a motion to accept disbursements for \$338,943.54 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT

- Commissioner Fischer attended the King County E-Board meeting on November 4th, where they primarily discussed finances.
- Commissioner Heivilin noted all the Commissioners attended a three-hour seminar hosted by Attorney Brian Snure. The topic was 'hot button legal issues.'

FINANCIAL REPORT

- Chief Cowan provided an overview of the September 2020 financials, which is attached and incorporated by reference. A summary of the report is listed below and on the following pages.

FINANCIAL SUMMARY REPORT: SEPTEMBER 2020

Regular Board Meeting: November 5, 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 SEPTEMBER Balance	\$ 14,346,756.85

General Expense Fund - BUDGET OVERVIEW (budget position report)

Data as of September 30, 2020		Notes
Percentage Remaining	25.50%	
Targeted Remaining	25.00%	
Over/Under Budget	-0.50%	Under budget

General Expense Fund- OVERTIME COSTS

Data as of September 30, 2020		Notes
Total Overtime	\$ 218,018.84	
Percentage Remaining	5.78%	Over budget by 19.22%: Deployment overtime for this period was \$73,300 & summer months OT are typically higher
Firefighting Staffing Overtime	\$ 157,610.77	Overtime processing period: Aug 14 - Sep 11, 2020
Aid 161 Staff Overtime	\$ 60,408.07	Overtime processing period: Aug 14 - Sep 11, 2020

General Expense Fund- CASH ON HAND

Data as of September 30, 2020		Notes
Cash on hand, end of SEP. balance	\$ 5,707,878.03	

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	\$ -	\$ -	

- Firefighting staffing overtime was higher in 2020, with the numbers skewed by \$73,000 due to overtime for wildland deployments.
- Cash on hand is better than expected, the final numbers will be provided at the end of year.
- Fire Impact Fees so far in 2020 is expected to be approximately \$1.3 million.

IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan provided 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.

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 for apparatus.

DISTRICT ACTIVITY REPORTS

- **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:
 - The Executive Team has been collaborating on the reallocation of work duties, the scope of work, and staffing restructure for the administrative staff. Each of the administrative staff were asked to create a Time on Task Evaluation of their current positions. The Executive Team reached out to individual staff members for input and made the final draft decisions, which were rolled out at the November 4th administrative meeting. The highlights of that meeting included:
 - Goal is to have administrative staff be slightly below 100% capacity to allow for additional projects.
 - Accounts payable now resides with one person, versus formerly with three.
 - There will be one point of contact for the North King County Training Consortium (NKCTC), versus formerly two or three.
 - A payroll back up has been identified. Redistribution of work duties were made across the board, with workloads more evenly balanced.
 - A 'high level' comparable analysis of salaries was completed and adjustments were made to some salaries. A more robust analysis will be made to coincide with the Uniformed Collective Bargaining Agreement negotiations in 2021.
 - The Department is creating opportunities for personal and professional growth.
 - Commissioner Fischer inquired about the November 2nd meeting with King County Councilmember Rod Dembowski. King County wants to renegotiate the contract for services with the Department, with a significant reduction in payment. The Council established a model contract and ultimately negotiated new contracts with Departments around the County. An offer to the Department was made by the County, but ultimately negotiations came to an impasse after Chief Cowan declined the offer due to the lack of consideration for Emergency Medical Services (EMS) and unimproved properties. Councilmember Dembowski is supportive of the proposal and will be working to resolve this at a county level. Chief Cowan will also be contacting Representative Cindy Ryu in an effort to pursue legislative action and request that the Washington RCWs be updated.

- **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 of the following topics was provided:
 - Commissioner Heivilin asked for clarification regarding the cutting of wiring for the Station 65 irrigation system by Sound Transit. DC Taylor stated he is working with Sound Transit to have it repaired. Sound Transit has been very responsive to issues surrounding construction.
- **Project Manager Rick 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 in his District Activity Report.

OLD BUSINESS

- **Training Consortium Update:**
 - Live Fire Training at Gold Bar has begun this week for all four shifts. Logistics are challenging, considering the crews do not take their apparatus. The training sessions are two hours, with a crews switch midday. The Department’s goal is to have 85% of personnel complete live fire training this year, as it is required every three years. Gold Bar is a better live fire training opportunity than the tower at Station 51.
- **COVID-19 Update:**
 - Chief Cowan sent a brief email to the Department, which included information from the King County Department of Health and noted that the County was at its highest level of transmission.
 - The winter and holidays are expected to be challenging. The Department’s had been transporting one patient per week for the last several months, but recently it has risen to approximately seven transports. Standard precautions are being followed closely by the Department’s personnel.
 - King County Medical Directors have stated that personnel can now switch from the requirement of using N-95 masks on calls to surgical masks if the patient does not show common symptoms of COVID-19. The Department will continue to discuss directives and procedures with its personnel.
 - The North Seattle testing site is at capacity. This location can administer 1500 tests per day and has requested help from the Department in procuring an additional testing site. King County would like a new site up and running as soon as possible. The Department will determine the financial impacts and will provide an update of the plans moving forward.

NEW BUSINESS

- **Fire Benefit Charge Letter (FBC) 2021:**

- The 2021 FBC letter addressed to the taxpayers was updated by Chief Cowan and emailed to the Board for their review. The letter will be discussed and adopted at the next regular meeting of the Board.
- The Department will likely request reauthorization of the FBC potentially in a 2021 spring election, considering a six or ten-year replacement. This will be a topic of discussion at the next Board meeting.

- **Resolution 20-08 – 2021 Budget Adoption:**

- A final public hearing for citizen input was held on October 15, 2020.
- It was recommend that the Board approve Resolution 20-08 adopting the 2021 budget in its entirety.

Expenditure Division Budget Amount

<u>Budget</u>	<u>Amount</u>
General Expense*	\$ 22,121,874
General Capital	\$ 1,658,186
General Benefits	\$ 1,295,001
ALS Expense	\$ 8,686,760
ALS Capital	\$ 575,000
CMT Expense	\$ 541,558
TOTAL	\$ 34,878,379

* General Expense Budget includes interfund transfers out.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to adopt Resolution 20-08, approving the 2021 budget, (General Expense, General Capital, General Benefits, ALS Expense, ALS Capital and CMT Expense budgets), in the amount of \$34,878,379. The motion passed; four ayes.*

- **Resolution 20-09 – 2021 Fire Benefit Charge:**

- In 2015 the voters of the District authorized the imposition of a benefit charge for a period of six (6) years. It was recommend that the Board approve Resolution 20-09 setting the fire benefit charge for the calendar year 2021 at \$6,633,993.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to adopt Resolution 20-09, establishing the fire benefit charge for the calendar year 2021 at \$6,633,993. The motion passed; four ayes.*

- **Resolution 20-10 – Certification of Regular Property Tax Levy and Bond Levy:**
 - Adoption of this Resolution was tabled until the next regular meeting of the Board of Commissioners. An updated Resolution was delivered to the Board at 4:30 pm today. Chief Cowan explained the changes, however the Board would like more time for review.
 - The final King County assessed valuation of all taxable property within the boundaries of the Shoreline Fire Department for the calendar year 2021, will likely be available in the next few weeks.

- **Resolution 20-11 – Increased Regular Property Tax Levy:**
 - Adoption of this Resolution was tabled until the next regular meeting of the Board of Commissioners. An updated Resolution was delivered to the Board at 4:30 pm today. Chief Cowan explained the changes, however the Board would like more time for review.

- **Front Desk Coverage:**
 - The Department is budgeting for a receptionist position for 2021. The goal is for front desk coverage Monday through Thursday, with back-up coverage for phone and visitor bell. There will be no staff physically present at the front desk on Fridays. However, there may be times when a light duty Firefighter would fill that role. The Commissioners agreed on this concept.

PROJECTED AGENDA:

- November 12, 2020 – Leadership Retreat at Station 61. Commissioner Fischer will attend on behalf of the Board.
- November 19, 2020 – Discussion of approach to Fire Benefit Charge and adoption of updated Resolutions 20-10 and 20-11.
- December 17, 2020 - Election of Officers
- The annual joint meeting of the Board and the North City Water District may be tabled to a time when Commissioners are again allowed to meet in person.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 6:12 p.m.

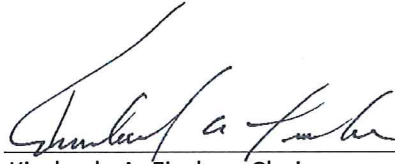
MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:12 p.m. The motion passed; four ayes.*

Minutes prepared by: K. Parker

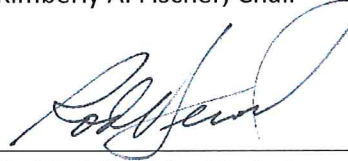
Respectfully submitted,



Joyce Brown
Secretary to the Board



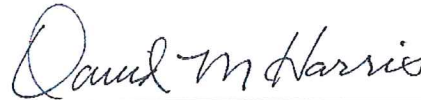
Kimberly A. Fischer, Chair



Rod Heivilin, Vice Chair



Kenneth G. Callahan, Commissioner



David M. Harris, Commissioner