



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES November 19, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 19, 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 on the Department’s website, providing the call-in information.

PRESENT:

Kimberly Fischer, Chair	Matt Cowan, Fire Chief
Rod Heivilin, Vice-Chair	John Nankervis, Deputy Chief (DC)
Barb Sullivan, Commissioner	Steve Taylor, Deputy Chief (DC)
Ken Callahan, Commissioner	Rick Ashleman, Project Manager (PM)
David Harris, Commissioner	

PLEDGE OF ALLEGIANCE

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

CONSIDERATION OF AGENDA:

- The regular order of business moved to accommodate New Business #1 – Swearing in Ceremony for Barb Sullivan, Commissioner Position 1.

SWEARING IN CEREMONY

- Chief Cowan swore in Commissioner Barb Sullivan to office administering the oath of office. The following was read into the record:

I, Barb Sullivan, having been duly elected to the office of Shoreline Fire Department Commissioner Position No.1, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability and that I will support and maintain the Constitution of the State of Washington and of the United States of America.

- Chief Cowan presented incoming Commissioner Sullivan with her badge.

PUBLIC COMMENT: None.

ROLL CALL

- **Absent:** None.
- Mark Foster, Division Chief-Suppression/Training, Shoreline Fire Department
- Mike Dee, Lake Forest Park (LFP) resident and member of LFP Citizen’s Commission
- Pete Sullivan, Commissioner Sullivan’s spouse
- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:** No additional agenda items.
- **EXECUTIVE SESSION:** No additional agenda items.

MINUTES

***MOTION:** Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to approve the November 5, 2020 regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
NOVEMBER 19, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	201108001-201108036	250,127.05	11/18/20
Vendor Voucher(s)	201114001-201114013	35,653.56	11/18/20
Payroll Vouchers	112520A - 112520N	62,272.13	11/23/20
ACH Payment Request - Payroll Direct Deposit	ACH	636,252.47	11/23/20
ACH Payment Request - HRA/VEBA	ACH	60,311.17	11/25/20
ACH Payment Request - ALERUS (457 Plan)	ACH	78,016.43	11/25/20
ACH Payment Request - WA DCP	ACH	16,788.12	11/25/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,806.41	11/25/20
ACH Payment Request - Dept. of Retirement Systems	ACH	146,380.27	11/25/20
ACH Payment Request - DSHS	ACH	2,212.84	11/25/20
ACH Payment Request - Payroll Taxes	ACH	143,000.38	11/24/20

\$ 1,444,820.83

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	201111001-201111014	76,950.33	11/18/20
Payroll Vouchers	ALS112520A - ALS112520K	24,888.89	11/23/20
ACH Payment Request - Payroll Direct Deposit	ACH	273,380.89	11/23/20
ACH Payment Request - HRA/VEBA	ACH	25,431.24	11/25/20
ACH Payment Request - ALERUS (457 Plan)	ACH	40,151.89	11/25/20
ACH Payment Request - WA DCP	ACH	13,639.00	11/25/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,179.68	11/25/20
Dept of Retirement Systems	ACH	64,132.76	11/25/20
ACH Payment Request - Payroll Taxes	ACH	66,432.51	11/24/20

\$ 591,187.19

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	201109001-201109003	9,980.32	11/18/20
		\$ 9,980.32	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	20111001-20111002	739.17	11/18/20
		\$ 739.17	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	201106001-201106008	55,626.95	11/18/20
Vendor Voucher(s)	201113001-201113006	16,210.87	11/18/20
		\$ 71,837.82	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	201112001	3,952.57	11/18/20
		\$ 3,952.57	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	201107001	4,401.73	11/18/20
		\$ 4,401.73	
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 :		\$ 2,126,919.63	

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to accept disbursements for \$2,126,919.63 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT

- Commissioners Harris and Heivilin received a letter from a resident thanking them for their service as Commissioners for the Shoreline Fire Department.

- Commissioners Callahan and Fischer attended an Emergency Medical Services (EMS) ET3 Transformation pilot program webinar hosted by the National Association of Emergency and Fire Officials (NAEFO). The Emergency Triage, Treat, and Transport (ET3) is a voluntary, five-year payment model that will provide greater flexibility to ambulance care teams to address emergency health care needs of Medicare Fee-for-Service (FFS) beneficiaries following a 911 call. This program is scheduled to roll out next year.
- Commissioner Fischer requested that the NAEFO webinars be included as an approved service day. The Board agreed, and the Commissioners Rules of Procedure Handbook will be updated accordingly.

FINANCIAL REPORT

- Chief Cowan provided an overview of the October 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: OCTOBER 2020

Regular Board Meeting: November 19, 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 OCTOBER Balance	\$	20,084,803.65
------------------------	----	---------------

General Expense Fund - BUDGET OVERVIEW (budget position report)

Data as of October 31, 2020		Notes
Percentage Remaining	17.20%	
Targeted Remaining	16.67%	
Over/Under Budget	0.53%	Under budget by .53%

General Expense Fund- OVERTIME COSTS

Data as of October 31, 2020		Notes
Total Overtime	\$ 302,243.01	Firefighting staffing, including deployment overtime in the amount of \$142,834.20
Firefighting Staffing Overtime	\$ 238,352.75	Overtime processing period: Sep 11 - Oct 9, 2020
Aid 161 Staff Overtime	\$ 63,890.26	Overtime processing period: Sep 11 - Oct 9, 2020

General Expense Fund- CASH ON HAND

Data as of October 31, 2020		Notes
Cash on hand, end of SEP. balance	\$ 10,276,926.21	

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	\$ -	\$ -	

- The Department's expense budget is currently under budget by approximately 0.50%.
- A complete end of year budget summary will be provided in mid-January of 2021.
- Overtime was higher due to deployments, but reimbursements are expected.

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.

IMPACT MITIGATION FEE/UPDATES:

- The Department's Impact Mitigation Fee updates are provided quarterly and presented at the first Board meetings of the month.

STRATEGIC PLAN DISCUSSION

- The Department continues to work on the budget preparation for 2021, focusing on capital replacement strategies for the apparatus. There is a plan to revisit the strategic plan process more formally next year and create a Citizen Advisory Committee (CAC) to help gain citizens' perspective. The Department will likely move forward with a proposal for the Fire Benefit Charge Reauthorization in the April election.

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:
 - Commissioner Callahan requested clarification on attendance at the Northeast King County Regional Public Safety Communication Agency (NORCOM) Governing Board meeting. Chief Cowan provided a brief update on the current challenges.
 - Commissioner Callahan requested an update from the meeting with King County Councilmember Rod Dembowski. Chief Cowan noted that there had not been any recent correspondence. Chief Cowan contacted Representative Cindy Ryu to schedule a meeting next week to discuss the legislative changes to Washington law on contracting for services.
 - Chief Cowan mentioned an email sent to the Commissioners providing a draft summary of the recent leadership Retreat topics and high points of discussion for their review.
- **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:
 - Commissioner Harris asked if the roof prop would be a permanent structure. DC Nankervis clarified that it would be a permanent replacement to the rooftop structure of the training tower at Station 61 Headquarters, which will provide better safety. Chief Cowan thanked DC Nankervis and other team members for their help in installing the roof prop, and clarified that it is a long-term replacement, but not a permanent structure.

- Commissioner Heivilin requested an update on the current quarantined staff to which DC Nankervis responded that there are currently six employees in quarantine. Although all have tested negative for COVID-19, they will still be required to complete quarantine. Two other employees have been sick and have been tested, with results to be provided soon.
- **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:
 - DC Taylor noted that the City of Shoreline has met internally to discuss moving forward with the request for Fiber Optic connection at Station 65. The City will continue its review to discuss long-term plans for the conduit at North 155th and Meridian Ave North to determine if there is adequate space. The Department expects to hear back by the end of the month.

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. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Heivilin requested an update on the current issues with the bay doors at Station 63. PM Ashleman responded that there have been ongoing issues with the remotes and transmitter systems, which are still not resolved.
 - The Department has received the Certificate of Occupancy from the City of Shoreline for the new storage building and Station 63.

OLD BUSINESS

- **Fire Benefit Charge Letter (FBC) 2021:**
 - Chief Cowan provided a copy of the draft Fire Benefit Charge letter for the Commissioners review and feedback. The Commissioners agreed that there are no changes needed and the letter is ready to be submitted.
- **Reauthorization of the Fire Benefit Charge in 2021:**
 - The six-year Fire Benefit Charge (FBC) will end next year, and the decision to move forward with the reauthorization is needed. Chief Cowan noted he is in full support but requested the Boards feedback. The Commissioners agreed to move forward with the FBC reauthorization.
 - Chief Cowan recommended a reauthorization in the spring election, as the Department would likely be alone on the ballot. If not approved, it would provide the opportunity to be placed on the fall ballot or move forward with a lid-lift if needed.
 - Chief Cowan noted the deadline to submit the required resolutions to King County for the spring election would be February 26 for the April 27 election. The Commissioners agreed to move forward with reauthorization in the spring election.

- Chief Cowan and the Board discussed the educational process. It was noted that the FBC could be approved for a 6-year, 10-year, or permanent term. If a permanent term was chosen, a supermajority would be required, but the Department would not need to validate either way. Chief Cowan recommended moving forward with a 10-year term and would advocate an approach of a light educational process to include marketing, social media, email, and possible Zoom meetings.
 - Commissioners Harris and Heivilin stated they favored a 10-year term, and Commissioner Heivilin further noted that elections are expensive and a longer-term would yield a cost savings.
 - All Commissioners agreed to start preparing for a 10-year term measure, Chief Cowan will provide further information and timelines at the next Board meeting.
- **Resolution 20-10 – Increased Regular Property Tax Levy:**
 - The King County Assessor has notified the Shoreline Fire Department that the assessed valuation of all taxable property within the Shoreline Fire Department's boundaries for 2021 is \$11,944,529,338. The final, confirmed amount will likely not be available until sometime in December or even early 2021.
 - To maintain and pay for the costs of fire protection and medical services within the District, the King County Council must levy the Treasury Division Manager of King County, Washington, to collect, in 2021 a regular tax levy for the Department's General Expense Fund in the amount of \$10,234,494 and the Excess Levy for the GO Bond fund in the amount of \$1,243,755.

***MOTION:** Commissioner Harris moved, and Commissioner Heivilin seconded a motion to adopt Resolution 20-10 certifying to the King County Council a regular property tax levy in the principal amount of \$10,234,494 and the Excess Tax Levy for the Department's Bond Fund in the amount of \$1,243,755. Further, I recommend that the Board authorize and direct the Treasury Division Manager of King County, Washington, to collect said amount in 2021. This motion is made understanding that calculations were done using preliminary numbers provided by King County and may be adjusted by King County, if necessary. The motion passed; five ayes.*
 - **Resolution 20-11 – Certification of Regular Property Tax Levy and Bond Levy:**
 - During the 1997 legislative session, the Washington Legislature approved Senate Substitution Bill 5835, which provided for a referendum (Referendum 47) to be voted on by the voters throughout the State of Washington at the November 4, 1997, general election.
 - Referendum 47 provides, among other things, that no increase in property tax revenue, other than that resulting from the addition of new construction and improvements to property and any increase in the value of the state-assessed property, may be authorized by a taxing district, except by adoption of a resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and by percentage.

- Commissioner Harris requested clarification if a motion for decrease of the tax and bond levy is needed. Chief Cowan clarified that the Department provided a copy of the resolution to King County for review and noted a motion for approval was needed even if there was a decrease.

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to adopt Resolution 20-11 decreasing the regular property tax levy, including the additional new construction and improvements to property and any increase in the value of the state-assessed property for the 2021 levy in the amount of \$153,670, which is a 1.48% decrease from the previous year in. The motion passed; five ayes.*

- **Letter of Agreement Modifying the Uniformed, Non-Uniformed, and Chief Officers Collective Bargaining Agreements:**

- Chief Cowan briefed the Board on the Letter of Agreement (LOA) identifying the impacts related to COVID-19.
- Local 1760 and Management successfully negotiated the Letter of Agreement updated on October 31, 2020. The LOA would remain in effect until March 31, 2021, but could be extended in one-month increments with mutual agreement between the Union and the Department.
- Commissioner Harris asked if the Department stores all records of employee's vaccinations. Chief Cowan clarified that yes the Department keeps all mandatory vaccinations records that are not HIPPA protected. DC Nankervis noted that the Department would likely be administrating the vaccinations.

MOTION: *Commissioner Callahan moved, and Commissioner Heivilin seconded a motion to authorize the Board of Commissioners and Fire Chief Matt Cowan to sign the Letter of Agreement modifying the Uniformed, Non-Uniformed, and Chief Officers Collective Bargaining Agreement updated on October 31, 2020, between IAFF Local 1760 and the Shoreline Fire Department identifying the impacts related to COVID-19. This letter of agreement shall remain in effect until March 31, 2021, but may be extended in one-month increments with mutual agreement between the Union and the Department. The motion passed; five ayes.*

- **Training Consortium Update:**

- The Live Fire Training and Technical Rescue Training (TRT) has been shut down due to the COVID-19 increase. DC Nankervis noted that due to the Governors directive, the decision was made to stop all joint agency training activities, which have been mainly lead by the North King County Training Consortium (NKCTC). The consortium plans to focus on other activities during the shutdown.

- **COVID-19 Update:**

- DC Nankervis noted that the Department was approached by King County who requested that a testing site be set up, as the other sites are at capacity. The Department with the lead of Division Chief Kathy Pompeo, is helping to find a location that would work and determine if a walkup or drive through testing site is better. The Department plans to have the testing site up and running in mid-December or first part of the year, which potentially could include administering vaccinations when available.

- The Department has focused on purchasing COVID-19 saliva testing kits, which has a 98% accuracy, but can take up to three days for results. Due to the length of time for results, the Department is looking into rapid test kits.
 - There have been three or four patients transported each week, but the Department has had no workplace exposures.
- **Purchase of Bailout Kits:**
 - The Department had expected to join with Seattle Fire on a grant to purchase Bailout kits for all of the Self-Contained Breathing Apparatus (SCBA), which fell through.
 - DC Nankervis clarified that the bailout kits were set up to be part of the SCBA process, but since it was unclear what the set-up needs would be, it was not purchased.
 - The Department researched the type of kits needed, and moved forward with a Request for Proposal (RFP). Two vendors bid on the project, and one provided a quote that included the use of rope as the primary piece of equipment, which was of interest to the Department. The bailout kits are to be provided to all employees and not attached to each of the SCBAs. The RFP closed on November 12, and the Department chose vendor Mad Corps LLC who had the least expensive bid, with the best training options.
 - Chief Cowan clarified that a capital budget reallocation was made earlier in the year to purchase the bailout kits, and the Commissioners agreed to move forward with the purchase.

NEW BUSINESS

- **Seattle Public Utilities (SPU) Contract for Hydrant Inspections:**
 - Chief Cowan provided a brief update regarding the current contract with SPU for hydrant inspections. During the inspections this year, six were found to be out of service. The Department will continue with yearly inspections.
- **Resolution 20-13 - Credit Card Issuance:**
 - It was recommended that the Board approve Resolution 20-13 replacing Resolution 20-02 in its entirety. The Resolution included the Issuance of a credit card to Commissioner Barb Sullivan with a monthly credit limit of \$2,000, and the deletion of Commissioner Kennison's credit card.

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve Resolution 20-13, replacing Resolution 20-02. The motion passed; five ayes.*

PROJECTED AGENDA:

- 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 6:15 p.m.

MOTION: *Commissioner Sullivan moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:15 p.m. The motion passed; five ayes.*

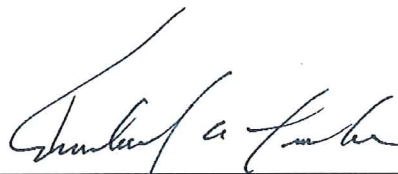
Minutes prepared by: B. Goldsmith

Respectfully submitted,

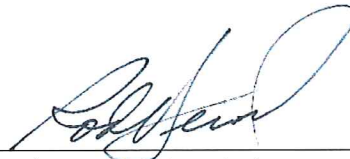
*"Electronically signed by the
Commissioners of the Shoreline Fire
Department."
12/03/2020*

Joyce Brown

Joyce Brown
Secretary to the Board



Kimberly A. Fischer, Chair



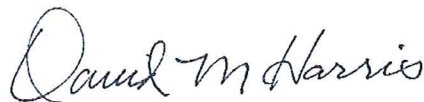
Rod Heivilin, Vice Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



David M. Harris, Commissioner