



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES December 17, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on December 17, 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 and the front door of Station 61, 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.

ROLL CALL

- All regular attendees were present.

The regular order of business moved to accommodate the 2019 State Audit Exit Conference.

GUESTS:

- Becky Shaddox, Assistant State Auditor, Office of the Washington State Auditor
- Lorraine Nitta, Audit Lead Supervisor, Office of the Washington State Auditor

Lorraine Nitta opened the Auditors’ exit conference presenting the results of the 2019 audit to the Board. The scope included the Accountability and Financial statement audit for January 1, 2019, through December 31, 2019. The following handouts were provided and are attached and included by reference:

- Exit Conference Agenda;
- Accountability Audit Report;
- Financial Statements Audit Report; and
- Representation Letter.

Audit Highlights:

- The Auditors expressed their appreciation for the cooperation received from the Finance Manager, Administrative Director, and other staff during the audit process.
- It was noted Department Management was proactive in addressing issues identified during the current audit.

- There was one uncorrected misstatement, which was agreed to be immaterial to the financial statements' fair presentation.
 - Ending Cash and Investments on the Statement C-4 was understated by \$7,304.00.
- There were no material misstatements in the financial statements corrected by management during the audit.
- The Auditors presented the Accountability Audit Report, which included:
 - Financial Condition;
 - Electronic Fund Transfer (EFT) disbursements – review of controls and procedures over EFT transactions for vendor payments and employee payroll direct deposits;
 - Payroll – review of controls over payroll processes and test payments for retirement, sick and vacation leave cash-outs, and employee pay increase; and
 - Procurement: public works project – review compliance with bidding requirements for Station 61 improvements project.
- The next scheduled audit will be conducted in Fall 2021 and will cover the following general areas:
 - Accountability for Public Resources; and
 - Financial Statements.

The regular order of business resumed at 5:16 p.m.

PUBLIC COMMENT:

- In attendance via Zoom:
 - Joyce Brown, Administrative Director, Shoreline Fire Department.
 - Bouphe Siharath, Finance Manager, Shoreline Fire Department.
 - Mike Dee, Lake Forest Park (LFP) resident and member of LFP Citizen’s Commission, who gave congratulations to the Department for a successful audit.

CONSIDERATION OF AGENDA:

- **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 Sullivan seconded, a motion to approve the December 3, 2020 regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE

- Commissioner E-Signature Tracking Sheet.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
DECEMBER 17, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	201215001-201215029	59,593.14	12/16/20
Vendor Voucher(s)	201219001-201219031	50,609.84	12/23/20
Payroll Vouchers		to be provdied Jan 7, 2021	
ACH Payment Request - Payroll Direct Deposit		to be provdied Jan 7, 2021	
ACH Payment Request - HRA/VEBA		to be provdied Jan 7, 2021	
ACH Payment Request - ALERUS (457 Plan)		to be provdied Jan 7, 2021	
ACH Payment Request - WA DCP		to be provdied Jan 7, 2021	
ACH Payment Request - IAFF Local 1760 (Union Dues)		to be provdied Jan 7, 2021	
ACH Payment Request - Dept. of Retirement Systems		to be provdied Jan 7, 2021	
ACH Payment Request - DSHS		to be provdied Jan 7, 2021	
ACH Payment Request - Payroll Taxes		to be provdied Jan 7, 2021	

\$ 110,202.98

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	201212001-201212009	13,645.87	12/16/20
Vendor Voucher(s)	201216001-201216009	9,688.00	12/23/20
Payroll Vouchers		to be provdied Jan 7, 2021	
ACH Payment Request - Payroll Direct Deposit		to be provdied Jan 7, 2021	
ACH Payment Request - HRA/VEBA		to be provdied Jan 7, 2021	
ACH Payment Request - ALERUS (457 Plan)		to be provdied Jan 7, 2021	
ACH Payment Request - WA DCP		to be provdied Jan 7, 2021	
ACH Payment Request - IAFF Local 1760 (Union Dues)		to be provdied Jan 7, 2021	
ACH Payment Request - Depart. of Retirement Systems		to be provdied Jan 7, 2021	
ACH Payment Request - Payroll Taxes		to be provdied Jan 7, 2021	

\$ 23,333.87

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	201211001	2,414.98	12/16/20

\$ 2,414.98

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	201214001-201214009	320,982.27	12/16/20
Vendor Voucher(s)	201217001-201217009	104,988.07	12/23/20
Interfund transfers OUT: to LTGO Bond fund		79,700.00	12/23/20

\$ 505,670.34

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

\$ -

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	201218001	178.73	12/23/20

\$ 178.73

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	201213001	3,593.79	12/16/20

\$ 3,593.79

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

\$ -

MOTION			
Move to accept disbursements in the amount of :		\$ 645,394.69	

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to accept disbursements for \$645,394.69 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT

- Commissioner Fischer noted she had been in contact with Mark Thompson, President of the King County Fire Commissioners Association, regarding attending a National Association of Emergency and Fire Officials (NAEFO) webinar. The webinar was not published; therefore, the Commissioners will not be attending.

FINANCIAL REPORT

- Chief Cowan provided a brief summary of the November 2020 Financial Summary Report that is listed below and included by reference:

FINANCIAL SUMMARY REPORT: NOVEMBER 2020

Regular Board Meeting: **December 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 NOVEMBER Balance	\$	19,846,361.30
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General Expense Fund - BUDGET OVERVIEW (budget position report)

Data as of November 30, 2020		Notes
Percentage Remaining	9.7%	
Targeted Percentage Remaining	8.3%	
Over/Under Budget	1.4%	Under budget by 1.4%

General Expense Fund- OVERTIME COSTS

Data as of November 30, 2020		Notes
Total Overtime	\$ 208,012.46	Firefighting staffing, including deployment overtime in the amount of \$77,499.17
Firefighting Staffing Overtime	\$ 154,538.34	Overtime processing period: Oct 9 - Nov 13, 2020
Aid 161 Staff Overtime	\$ 53,474.12	Overtime processing period: Oct 9 - Nov 13, 2020

General Expense Fund- CASH ON HAND

Data as of November 30, 2020		Notes
Cash on hand, end of November	\$ 10,495,842.55	

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.

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 budget preparation for 2021, focusing on capital replacement strategies for apparatus and preparing for the 2021 Fire Benefit Charge educational campaign in January.

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 an update on the Sound Transit contract. Chief Cowan noted he has been working with Terry Beals, DECM Director and Regulatory Permits at Sound Transit. The Department is preparing a scope of work and contract for the next phase of the project. An update will be provided at the next Board meeting.
 - Commissioner Fischer requested clarification on the recent meeting with Washington State Representative, Cindy Ryu. Chief Cowan noted that discussions were on the legislative changes to Washington law for contracting services, which Representative Ryu supports. Information and talking points will be distributed to Representative Ryu. Chief Cowan further noted that there is possible support from the Washington Fire Chiefs Association (WFC). The WFC requested Chief Cowan to provide a position paper on the topic.

Commissioner Fischer requested a copy of the talking points to forward to the King County Fire Commissioners Association (KCFCA) and Washington Fire Commissioners Association (WFCA). Chief Cowan recommended that a briefing be presented at an upcoming WFCA or KCFCA meeting. Commissioner Fischer agreed and will reach out to their Board.
 - Commissioner Harris requested clarification on why the Christmas engine would be modified this year. The Department sends out an engine and crew during the holidays each year, and Chief Cowan noted that this year would have to be modified to ensure social distancing due to the pandemic. Commissioner Heivilin believes it should be published to clarify that the engines would not be stopping in the neighborhoods. Commissioner Fischer recommended a drive-through only.

- **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 Fischer requested clarification if the former Arden nursing home at 167th and Aurora was an additional shelter. DC Nankervis clarified it was not an additional shelter to what has been discussed in previous meetings.

The nursing home will be converted into a homeless shelter supported by King County, including 80-beds, structured similar to the Red Lion homeless shelter in Renton. The shelter is scheduled to open in early January. The Department's Fire Marshal has been working with City of Seattle and King County to discuss fire alarm systems and occupancy limits.
 - Mr. Dee responded via Zoom chat clarifying that there are 60-beds planned, but will start with 20 initially.
 - The Department has many concerns regarding how the shelter will be structured.
- **Commissioner Harris had technical difficulties and was dropped off the Zoom meeting at 5:40 p.m.**
- **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 Fischer requested clarification on the discussion on the restructuring of the Department's Fire Prevention and Maintenance Division. It was noted that discussions will be provided under old business.

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 Fischer requested clarification as to why there have been so many issues with the bay door remote controls. PM Ashleman responded that the technician who installed the remote controls stated it was a radio interference issue. The issues have not affected emergency responses, but the Department is still waiting for it to be resolved.
 - Commissioner Fischer requested an update on the settlement from Shreve Construction LLC. PM Ashleman stated that there has not been any response regarding the liquidated damages and other concerns raised by the Department. Chief Cowan further noted Iron Star Metal Fabrication Company submitted a lien against Shreve Construction's bond.

Chief Cowan added that a letter was sent to Shreve Construction identifying all concerns. The Department has reached out to the Department's legal team to keep them apprised of the situation. An update on this topic is expected at the January Board meeting.
- **Commissioner Harris rejoined the Zoom meeting at 5:51 p.m.**
 - Chief Cowan suggested due to the near completion of the Station 63 project, updates could be provided under PM Ashleman's district activity report, and removed from as a standing agenda. The Board agreed to this change.

OLD BUSINESS

- **Resolution 20-13 - Credit Card Issuance Re-Approval:**

- At the November 19 Board meeting, the Board approved Resolution 20-13 Credit Card Authorization for the issuance of (1) credit card and the deletion of the card ending 9811. An error was found to Resolution 20-13, as it had stated the Shoreline Fire Department currently maintains seventeen (17) VISA credit cards, and the correct number of Department credit cards should have read twenty-two (22). Resolution 20-13 has been updated to reflect this change.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to re-approve Resolution 20-13 updating the number of credit cards the Departments maintains from seventeen (17) to twenty-two (22). The motion passed; five ayes.*

- **Uniform & Non-Uniform Contract Negotiations:**

- Chief Cowan provided a brief update regarding the current Uniformed and Non-Uniformed contract Negotiations. The Department and Local Union 1760 have been in negotiations regarding restructuring the Maintenance and Fire Prevention Divisions. Although extensions have been made to the 2018-2020 Collective Bargaining (CBA) contract through 2021, a Memorandum of Understanding (MOU) will be required.
- Chief Cowan briefed the Board on the proposed changes of the restructuring of the Maintenance and Fire Prevention Divisions. It was clarified there would be minimal financial impact.
- The Department and the Local Union have been close to a tentative agreement. When finalized, the Department will provide the documents for approval at the first Board meeting in January.

- **North King County Training Consortium (NKCTC):**

- The NKCTC Chiefs and Unions from all four departments met to discuss the future of the Consortium. The Consortium's goal is to create a collaborative relationship between all Departments and move forward proactively on negotiable items.
- The Department has been meeting with the NKCTC Training Director, Erik Wallgren to discuss training for 2021.
- The Incident Safety Officer Program is almost complete, with nine new certified safety officers expected in the region.
- The Consortium has been working on planning for the Firefighter Academy scheduled at the end of next August. It is expected that each agency will send one instructor to the Academy, which will be announced next week.
- Preparations for the Truck Academy in 2021 are continuing.
- Three live-fire training days in November were cancelled due to the pandemic, but the training facility in Gold Bar will allow the NKCTC to utilize those days in February or March.
- The NKCTC will be meeting to discuss the Consortium's Fire Trex platform. Updates to ensure a more user-friendly program are expected in January.

- **COVID-19 Update:**

- **DC Nankervis provided the below updates:**

- **COVID-19 Testing:** Verbal agreement was made between the Department and King County to utilize a site near Fircrest for COVID-19 testing. Funding from the CARES ACT has not been authorized, so the site is on hold until approved. The site would be a walkup-testing site that could migrate into a vaccination location.

Rapid Tests: The Department has been working on providing rapid COVID-19 testing for its employees. King County Public health distributed 200 rapid tests to the Department. Division Chief Kathy Pompeo has trained health officers from Shoreline, Northshore, Bothell, and Woodinville Fire Departments to administer the rapid tests.

The Department will be using the tests for follow up to potential exposures, which will help with the Department's quarantine process. The Department is following the CDC guidelines and can now allow employees to come back to work after seven days if they have been tested prior to returning.

- **Vaccinations:** The Paramedics have scheduled their appointments for the COVID-19 vaccination, to be administered on Saturday. All emergency responders should have first dose access available by the end of January.
- **N-95 Masks:** The Department will be receiving the first shipment of 250,000 N-95 masks to be distributed to Zone 1, and 43,000 will be allocated to Shoreline Fire.

Commissioner Fischer provided kudos for the sterilization process of the Department has been following.

NEW BUSINESS

- **Election of 2021 Officers - Board Chair and Vice Chair:**

- The Board made the nominations for Board Chair and Vice Chair.

MOTION: *Commissioner Harris nominated and Commissioner Callahan seconded the nomination of Commissioner Heivilin as Board Chair for 2021. The motion passed; four ayes.*

MOTION: *Commissioner Heivilin nominated and Commissioner Harris seconded the nomination of Commissioner Callahan as Vice Chair for 2021. The motion passed; four ayes.*

PROJECTED AGENDA:

- The annual joint meeting of the Board and the North City Water District is scheduled for January 28, 2021. Time is still to be determined, and the meeting will likely be a phone conference.
- Chef Cowan expressed thanks to Commissioner Fischer for all the support as Chair in 2020.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 6:21 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:21 p.m. The motion passed; five ayes.*

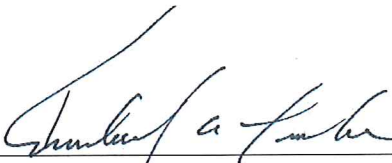
Minutes prepared by: B. Goldsmith

Respectfully submitted,




Joyce Brown
Secretary to the Board

*"Electronically signed by the
Commissioners of the Shoreline Fire
Department."
01/07/2021*



Kimberly A. Fischer, Chair



Rod Heivilin, Vice Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



David M. Harris, Commissioner