



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES February 20, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 20, 2020 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

Kimberly Fischer, Chair	Matt Cowan, Fire Chief
Jon Kennison, Vice Chair	Steve Taylor, Deputy Chief (DC)
Ken Callahan, Commissioner	Rick Ashleman, Project Manager (PM)
David Harris, Commissioner	
Rod Heivilin, Commissioner	

ABSENT:

- John Nankervis, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA:

- OLD BUSINESS: None.
- NEW BUSINESS: None.
- EXECUTIVE SESSION: None.

PUBLIC COMMENT: None

MINUTES

MOTION: *Commissioner Callahan moved, and Commissioner Harris seconded, to approve the February 6, 2020 regular meeting minutes. The motion passed; three ayes.*

CORRESPONDENCE

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
FEBRUARY 20, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200206001-200206021	169,689.98	2/14/20
Vendor Voucher(s)	200207001-200207002	5,981.08	2/14/20
Vendor Voucher(s)	200211001-200211010	4,465.00	2/21/20
Vendor Voucher(s)	200217001	20,877.90	2/21/20
Payroll Vouchers	22720A - 22720N	70,919.46	2/27/20
ACH Payment Request - Payroll Direct Deposit	ACH	579,142.43	2/25/20
ACH Payment Request - HRA/VEBA	ACH	61,727.28	2/27/20
ACH Payment Request - ALERUS (457 Plan)	ACH	75,685.51	2/27/20
ACH Payment Request - WA DCP	ACH	17,358.60	2/27/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,051.95	2/27/20
ACH Payment Request - Dept. of Retirement Systems	ACH	136,583.94	2/27/20
ACH Payment Request - DSHS	ACH	3,637.84	2/27/20
ACH Payment Request - Payroll Taxes	ACH	130,263.45	2/26/20

\$ 1,290,384.42

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200204001-200204017	102,523.35	2/14/20
Vendor Voucher(s)	200216001-200216009	16,624.02	2/21/20
Payroll Vouchers	ALS22720A - ALS22720K	26,342.09	2/27/20
ACH Payment Request - Payroll Direct Deposit	ACH	239,349.26	2/25/20
ACH Payment Request - HRA/VEBA	ACH	23,160.69	2/27/20
ACH Payment Request - ALERUS (457 Plan)	ACH	35,575.86	2/27/20
ACH Payment Request - WA DCP	ACH	13,851.14	2/27/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	2/27/20
ACH Payment Request - Depart. of Retirement Systems	ACH	57,685.56	2/27/20
ACH Payment Request - Payroll Taxes	ACH	58,388.84	2/26/20

\$ 579,205.13

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200214001	963.83	2/21/20

\$ 963.83

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	200215001-200215002	319.63	2/21/20

\$ 319.63

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200208001	1,272,153.10	2/14/20
Vendor Voucher(s)	200212001	204,759.70	2/21/20
Vendor Voucher(s)	200218001	4,938.11	2/21/20
Vendor Voucher(s)			

\$ 1,481,850.91

CIP FUND: 10-004-3010			
Vendor Voucher(s)	200209001	453,900.00	2/14/20

\$ 453,900.00

LTGO CIP FUND: 10-004-3020			
Vendor Voucher(s)	200210001-200210003	707,779.31	2/14/20

\$ 707,779.31

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200205001	4,401.73	2/14/20
Vendor Voucher(s)	200213001	48.25	2/21/20

\$ 4,449.98

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 :		\$	4,518,853.21

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to, accept disbursements for \$4,518,853.21 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Callahan mentioned his plans to attend the Shoreline Light Rail open house hosted by Sound Transit at the Shoreline Center next Tuesday.

FINANCIAL REPORT:

- **Chief Cowan provided a brief summary of the January 2020 financials:**
 - Cash ending balance for all funds at the end of January was \$19,523,357.
 - The remaining balance of the Expense fund is at 90.4%. The targeted remaining balance for this timeframe was expected at 91.7%.
 - Expenditures for January were higher due to payments for the following:
 - ✓ Annual vacation cash out
 - ✓ Retirement cash out for the Deputy Chief
 - ✓ Annual sick leave incentive pay
 - ✓ Disability insurance
 - ✓ Uniform allowance
 - ✓ Department liability insurance
 - ✓ Memberships, etc.
 - Overtime costs were slightly higher due to overtime pay for annual physical wellness, Christmas pay, and Aid 161 up staffing, but the overall percentage remaining is on target with 92.1% remaining.
 - Cash on hand through the end of January is \$6,436,880.
 - Commissioner Callahan requested clarification on the forecasted overall budget at the end of 2020. Chief Cowan noted that impacts from the North King County Training Consortium (NKCTC) might require mid-year budget adjustments.

STATISTICS REPORT

- Provided semi-annually.

STRATEGIC PLAN DISCUSSION

- Chief Cowan plans to add strategic plan discussions to the Department's leadership retreat agenda this fall.

DISTRICT ACTIVITY REPORT:

- **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 Heivilin requested clarification of the equipment invoices related to the rescue swimmer program. Chief Cowan responded that the Department is expanding the rescue swimmer program and adding four more responders, which has driven up the costs for initial training and equipment.
 - Chief Cowan mentioned some potential changes to the rescue versus recovery benchmark times. It might be reduced from a 1-hour window to 25-minutes. If implemented, the Department will need to change its response protocols accordingly.
- **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 on the meeting with the Stryker Representative regarding stretcher strap issues. In DC Nankervis' absence, DC Taylor responded that the Department was researching alternative designs of the stretcher straps that might be more efficient and more comfortable for patients.
- **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:
 - Polishing of the main floor is slated to begin this week.
 - The electrical and mechanical work is progressing.
 - The metal storefront windows are slated to begin in March.
 - The masonry work is slated to continue tomorrow.
 - The current move-in date is scheduled for June 19 or June 25, 2020.
 - The completion estimated date is July 27, 2020.

NEW DEVELOPMENT UPDATE:

- Chief Cowan plans to create a report similar to the Departments current BLS transports report for the new development impacts.

OLD BUSINESS

- **Station 61 Tenant Improvement Update:**

- Further drywall work is needed.
- The tile work will be begin tomorrow.
- HVAC is almost completed.
- The exercise room floor is slated for March 5.

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

- The NKCTC is expected to begin March 2, and the new Training Director is starting on March 1.
- The Department has been working on job descriptions, contracts and the financial processes.
- Next steps are to work with King County to create the NKCTC fund, create workspaces and connectivity at Northshore Station 51, fill the administrative staff positions, and to schedule a meeting to discuss the top priorities of NKCTC.

- **NKCTC Training Director Contract:**

- Chief Cowan provided a brief summary and draft copies of the NKCTC Training Director job description and contract for Erik Wallgren, which is attached and incorporated by reference.
- The contract has been negotiated by all four Fire Chiefs and includes all salary and benefits to be reimbursed by NKCTC to SFD through a credit on a per capita cost of being a part of the Consortium. Mr. Wallgren has chosen to opt out of the Public Employees Retirement System (PERS); however, confirmation is being sought from DRS and the contract is contingent upon DRS approval.

MOTION: *Commissioner Callahan moved, and Commissioner Kennison seconded, a motion to approve the NKCTC Training Director Contract with Erik Wallgren and to authorize a March 1st start date. Commissioner Heivilin requested a friendly amendment to the motion to make approval of the contract subject to DRS approval. The motion passed; five ayes.*

- **Administrative Staffing:**

- Chief Cowan briefed the Board on the status of the administrative staff positions of the NKCTC. The original intention was for Shoreline Fire Department to provide one of the two administrative positions for the NKCTC.
- After further discussion regarding the Department's administrative needs, the Department decided to not send an administrative person to the Consortium. This decision was based on the need to ensure adequate backup to critical administrative functions including support needed in the financial department and at the front desk. The Department has decided to modify an administrative job description to support the needs in those areas, and Kimberly Parker will perform these functions.

- The Department previously budgeted to send four probationary firefighters to the Fall Academy, but has since decided to delay this hiring and address firefighter-staffing needs in early 2021. The savings will provide the funding needed to retain the administrative position previously slated for the Training Consortium.
- Commissioner Kennison expressed that he was in favor of moving forward with the modified position to be performed by Kimberly Parker. Commissioners Heivilin and Fischer mentioned that there have been many discussions regarding staffing needs and heavy workloads within the Administrative Department, and believe these changes can help provide adequate support. The consensus of the Board agreed to have Chief Cowan move forward and modify the administrative job description to be performed by Kimberly Parker.

NEW BUSINESS

- **Impact Fee Annual Report:**

- Chief Cowan provided a copy of the Impact Fee Annual Report for review, which is attached and incorporated by reference.
- Each year the Department is expected to provide an annual report for the impact fee program. This report specifies the forecasted capital improvement needs specifically to mitigate the impacts from new development, and is on a rolling six-year plan so that proper adjustments can be made as necessary.
- Commissioner Heivilin requested clarification of the Station 62 future career station. Chief Cowan noted that the future of Station 62 has been identified as part of the strategic plan in building a new Station 62 to help relieve some of the call volume from Station 64. If the Point Wells redevelopment moves forward, then the need to rebuild Station 62 would occur sooner.
- Commissioner Harris requested clarification of a recent Station 62 utility invoice that appeared to be high. DC Taylor will look into the charges and report back to him.

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion approve the 2020 Impact Fee Annual Report. The motion passed; five ayes.*

Commissioner Callahan requested an update on the future of the Fircrest Site. Chief Cowan noted that DHS is currently working on a master plan development, and the potential of a piece of land may be available to the Department. A meeting with Chief Cowan and Commissioner Fischer has been scheduled with Representative Cyndy Ryu to discuss the possibilities and the future of the site.

PROJECTED AGENDA:

- March 5 Chief Cowan will be at the NW Leadership Seminar and not present for the next Commissioner meeting.
- March 7 Medic One 50th Anniversary Celebration at Seattle Convention Center
- March 13 Annual Appreciation Banquet – March 13 @ 5:30 p.m.
- April 4 WFCA Seminar Clear Water Resort

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 6:35 p.m.

MOTION: Commissioner Kennison moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:35 p.m. The motion passed; three ayes.

Minutes prepared by: B. Goldsmith

Respectfully submitted,

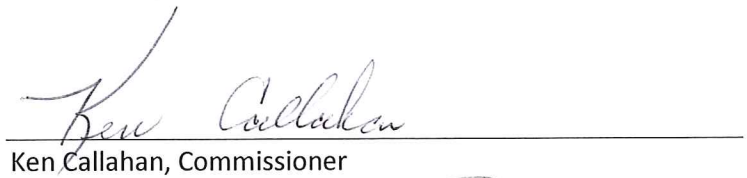


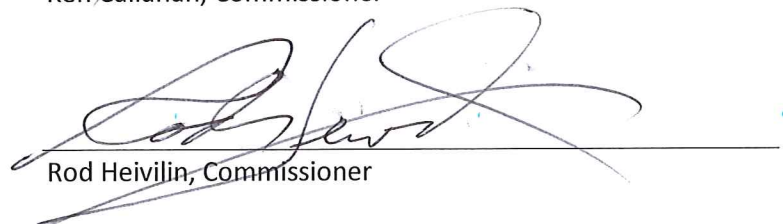
Joyce Brown
Secretary to the Board



Kimberly A. Fischer, Chair

Jon Kennison, Vice Chair

David Harris, Commissioner

Ken Callahan, Commissioner

Rod Heivilin, Commissioner