



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES February 6, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on February 6, 2020 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Kennison and Rod Heivilin's excused absence was read into the record.

**PRESENT:**

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

**ABSENT:**  
Jon Kennison, Vice Chair  
Rod Heivilin, Commissioner

#### PLEDGE OF ALLEGIANCE

#### PINNING CEREMONY

- Following the pledge of allegiance, the regular order of business was suspended to recognize and honor the newly promoted Lieutenant Rodney Harrington.

The regular meeting resumed at 5:00 p.m.

#### CONSIDERATION OF AGENDA:

- OLD BUSINESS:
  - Post Employment Medical Benefits (PEMB)
- NEW BUSINESS:
  - Administrative Staffing Update
- EXECUTIVE SESSION: None.

**PUBLIC COMMENT:** None

#### MINUTES

**MOTION:** Commissioner Callahan moved, and Commissioner Harris seconded, to approve the January 16, 2020 special meeting minutes. The motion passed; three ayes.

**MOTION:** Commissioner Harris moved, and Commissioner Callahan seconded, to approve the January 23, 2020 regular meeting minutes. The motion passed; three ayes.

#### CORRESPONDENCE

- 20-MAR 19 Public Hearing Notice for Fire Benefit Charge Appeals

#### STANDING AGENDA

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**FEBRUARY 6, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	200112001-200112006	11,471.74	1/30/20
Vendor Voucher(s)	200201001-200201026	22,917.56	2/14/20
Vendor Voucher(s)			
Vendor Voucher(s)			
Payroll Vouchers	13020A - 13020S	94,529.02	1/30/20
ACH Payment Request - Payroll Direct Deposit	ACH	650,158.08	1/28/20
ACH Payment Request - HRA/VEBA	ACH	62,259.25	1/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	250,587.29	1/30/20
ACH Payment Request - WA DCP	ACH	42,854.29	1/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,230.21	1/30/20
ACH Payment Request - Dept. of Retirement Systems	ACH	142,997.66	1/30/20
ACH Payment Request - DSHS	ACH	3,637.84	1/30/20
ACH Payment Request - Payroll Taxes	ACH	171,751.39	1/29/20
Payroll Voucher	21420A - 21420BN	97,154.09	2/14/20
Payroll - Department of Retirement Systems	ACH	15,177.09	2/14/20
Payroll - Taxes	ACH	12,335.31	2/13/20

**\$ 1,592,060.82**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	200113001	25,000.00	1/30/20
Payroll Vouchers	ALS13020A - ALS13020L	30,298.03	1/30/20
ACH Payment Request - Payroll Direct Deposit	ACH	264,564.40	1/28/20
ACH Payment Request - HRA/VEBA	ACH	23,148.04	1/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	101,939.63	1/30/20
ACH Payment Request - WA DCP	ACH	13,851.14	1/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	1/30/20
ACH Payment Request - Dept. of Retirement Systems	ACH	59,884.61	1/30/20
ACH Payment Request - Payroll Taxes	ACH	68,608.11	1/29/20
Payroll Voucher	ALS21420A - ALS21420Z	46,071.82	2/14/20
Payroll - Department of Retirement Systems	ACH	7,991.72	2/14/20
Payroll - Taxes	ACH	8,586.07	2/13/20
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 655,647.89**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	
			\$ -
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	
			\$ -
<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	200202001-200202004	26,612.40	2/14/20
			\$ 26,612.40
<b>CIP FUND: 10-004-3010</b>			
Vendor Voucher(s)		No Activity	
			\$ -
<b>LTGO CIP FUND: 10-004-3020</b>			
Vendor Voucher(s)		No Activity	
			\$ -
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	200203001-200203003	8,957.53	2/14/20
			\$ 8,957.53
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	
			\$ -
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	
			\$ -
<b>MOTION</b>			
Move to accept disbursements in the amount of:			\$ 2,283,278.64

**MOTION:** *Commissioner Callahan moved, and Commissioner Harris seconded, a motion to, accept disbursements for \$2,283,278.64 per the detail above. The motion passed; three ayes.*

### COMMISSIONERS' REPORT:

- Commissioner Callahan attended the King County Fire Commissioner's E-Board meeting. They discussed the success of the Commissioner 101 class.
- Commissioners Harris and Fischer attended the Legislative Day in Olympia and met with Representative Cyndi Ryu's assistant to schedule a meeting to discuss the Fircrest site. Commissioner Fischer mentioned their discussion of a recent carbon monoxide incident, and suggested the Department purchase carbon monoxide meters for aid kits. Chief Cowan responded that the Department had already done that.

### FINANCIAL REPORT:

- **Chief Cowan provided a brief summary of the December 2019 financials:**
  - The 2019 budget cycle has closed and there were no amendments needed.
  - At the end of December 2019, the Departments overall budget was less than .1% over budget.
  - Overtime costs for Fire Suppression was on target for this timeframe, with percentage remaining at 15.94%.
  - Cash on hand through the end of December was \$8.2 million. The updated year-end cash on hand was projected at \$7.1 million.

### STATISTICS REPORT

- Provided semi-annually.

### STRATEGIC PLAN DISCUSSION

- No updates.

### 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:
  - Chief Cowan volunteered at Parkwood Elementary to participate in their sensitivity and tolerance book program.
  - Evacuation plans for Parkwood were discussed.
- **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:
  - The alerting system project for Station 64 and 65 has begun, and the Department will receive an updated proposal.
  - The Department purchased two 2020 Ford Escape Hybrid vehicles which will arrive in a couple of months. The Department is also purchasing a pick-up chassis to be used for a new Battalion Chief vehicle.

**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 metal roofing started this week.
  - The masonry installation is progressing
  - The metal siding was slated through February 3, but has not started.
  - The storefront windows are slated to begin in March.
  - The mechanical and sprinklers systems are being installed.
  - The front apparatus bay doors should start next week.
  - 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:**

- No updates.

**OLD BUSINESS**

● **Station 61 Tenant Improvement Update:**

- The target completion date is slated for the end of February.
- The drywall is complete and the first coat of paint is on.
- The HVAC system is almost completed.
- The electrical trim is in progress.
- The tile work will be begin next week.

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

- Erik Wallgren, the retired Deputy Chief from Woodinville Fire has been chosen as the new NKCTC Training Director. As Shoreline Fire Department is the agency of record, this position will be employed through our Department. A draft contract and job description has been created. The start date for this position is set for late February.
- The Battalion Chief of Training interviews will begin Monday and a decision is expected shortly thereafter.
- Administrative staff position discussions are forthcoming.

- **Regionalization Update:**
  - Regionalization updates will be removed from the reoccurring agenda.
  - Northshore’s Deputy Chief, and interim Fire Chief, Eric Magnuson has announced his retirement effective at the end of March.
  - The ILA for Fire Chief’s services between Northshore and Woodinville Fire Departments was approved at the Northshore Board meeting.
  
- **Post-Employment Medical Benefits (PEMB):**
  - The Department negotiated with the Union through resolution 19-07 ALS Division employees that wish to take advantage of the PEMB program must submit a letter of intent to retire by February 1 with their last day of employment prior to July 1 of the following year. Management and Labor requested to extend the intent to retire date identified in Resolution 19-07 for ALS Division employees from February 1 to April 1. This extension would apply for 2020 only and is due to delays in finalizing the logistics of negotiations. The Board did not have any objections to this change.

**NEW BUSINESS**

- **Administrative Staffing Update:**
  - Chief Cowan updated the Board of the Departments needs to ensure adequate back-up to critical administrative staffing functions, and of the plans to provide back-up to the payroll function.

**PROJECTED AGENDA:**

- March 7                   Medic One 50<sup>th</sup> 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 6:19 p.m.


**MOTION:** *Commissioner Harris moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:19 p.m. The motion passed; three ayes.*

Minutes prepared by: B. Goldsmith

Respectfully submitted,

*Joyce Brown*

Joyce Brown  
Secretary to the Board

  
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Kimberly A. Fischer, Chair

Absent

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Jon Kennison, Vice Chair

  
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Ken Callahan, Commissioner

  
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David Harris, Commissioner

Absent

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Rod Heivilin, Commissioner