



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

March 19, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 19, 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	John Nankervis, Deputy Chief (DC)
Ken Callahan, Commissioner	Steve Taylor, Deputy Chief (DC)
David Harris, Commissioner	Rick Ashleman, Project Manager (PM)
Rod Heivilin, Commissioner	

ABSENT:

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA:

- OLD BUSINESS: None.
- NEW BUSINESS:
 - Letter of Agreement (LOA) Modifying Working Conditions due to COVID-19 Pandemic.
 - Providing "Pandemic Leave" for Non-Exempt Administrative Staff.
- EXECUTIVE SESSION: None.

PUBLIC COMMENT: None

FIRE BENEFIT CHARGE APPEALS:

- Chief Cowan provided a brief summary of the 2020 Fire Benefit Charge (FBC) appeals which is attached and incorporated by reference:
 - There were a total of 13 appeals, although Sound Transit's appeal was for 33 parcels, which were all demolished as part of the Lynnwood Link Light Rail Project.
 - Of the remaining 12 appeals, four were inaccuracies in square footage calculations and eight were sprinkler discounts. The square footage inaccuracies are somewhat common with the King County database. Structures with sprinklers were verified from the Department's Fire Marshal.
 - The Department approves of all these appeals. The Department's consultant will follow-up with any adjustments needed.

MINUTES

MOTION: *Commissioner Harris moved, and Commissioner Kennison seconded, to approve the March 5, 2020 regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE Email updates on the COVID-19 pandemic.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
MARCH 19, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200313001-200313024	52,558.41	3/25/20
Vendor Voucher(s)	200315001	21,451.46	3/25/20
Vendor Voucher(s)	200317001-200317011	10,518.10	3/25/20
Payroll Vouchers	33020A - 33020R	138,079.14	3/25/20
ACH Payment Request - Payroll Direct Deposit	ACH	593,633.22	3/26/20
ACH Payment Request - HRA/VEBA	ACH	61,727.28	3/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	76,736.69	3/30/20
ACH Payment Request - WA DCP	ACH	17,358.60	3/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,051.95	3/30/20
ACH Payment Request - Dept. of Retirement Systems	ACH	142,554.79	3/30/20
ACH Payment Request - DSHS	ACH	3,637.84	3/30/20
ACH Payment Request - Payroll Taxes	ACH	170,522.67	3/27/20

\$ 1,302,830.15

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200320001-200320011	9,631.87	3/25/20
Payroll Vouchers	ALS33020A - ALS33020L	32,407.27	3/25/20
ACH Payment Request - Payroll Direct Deposit	ACH	246,241.59	3/26/20
ACH Payment Request - HRA/VEBA	ACH	23,160.69	3/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	36,536.27	3/30/20
ACH Payment Request - WA DCP	ACH	13,851.14	3/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	3/30/20
ACH Payment Request - Depart. of Retirement Systems	ACH	60,018.64	3/30/20
ACH Payment Request - Payroll Taxes	ACH	63,947.36	3/27/20

\$ 491,499.15

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	200319001	86,416.50	3/25/20

\$ 86,416.50

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200314001-200314002	9,104.53	3/25/20
Vendor Voucher(s)	200316001	4,640.78	3/25/20
Vendor Voucher(s)	200318001-200318002	779.07	3/25/20

\$ 14,524.38

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

\$ -

LTGO CIP FUND: 10-004-3020			
Vendor Voucher(s)		No Activity	

\$ -

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No Activity	

\$ -

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 :		\$ 1,895,270.18	

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded, a motion to, accept disbursements for \$1,895,270.18 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Callahan mentioned a recent rumor of a mandatory shelter in place for Washington; it was clarified there were no current mandates at this time.

FINANCIAL REPORT:

- **Chief Cowan provided a brief summary of the February 2020 financials:**
 - The Fund Resources and Uses Arising from Cash Transaction Report identifies the beginning cash balance, revenue sources, expenditures and other increases and decreases in fund resources.
 - At the end of February, the total for all funds cash ending balance was \$16,040,741.
 - The remaining balance of the General Expense Fund is currently at 83.5%. The targeted remaining balance for this timeframe was expected at 83.3%.
 - Overtime costs in February were high due to an increase in Aid 161 up staffing. The overall percentage remaining is at 82.1% (over budget by 1.20%).
 - Cash on hand through the end of February is \$5,655,613.
 - Mid-year adjustments are likely.

STATISTICS REPORT

- Provided semi-annually.

STRATEGIC PLAN DISCUSSION

- Chief Cowan reached out to community members to request interest in being a part of the strategic plan process scheduled to begin late this summer or fall.

DISTRICT ACTIVITY REPORT:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
- **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 requested an update on the level of Aid car responses during the pandemic. DC Nankervis stated that calls are up, but this may not be equated to the pandemic. He mentioned that the most significant change has been in the use of personal protective equipment, which has been part of about 40% of the calls. The Department's biggest task at this time is to ensure there is enough protective equipment to continue providing a high level of safety.

- **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 requested clarification on the repair of the ladder truck. DC Taylor clarified that L161 required UL certification due to the damaged outriggers. During the process, it was identified that an aerial rung was damaged and needed repair. L161 should be fully functional by the end of April.

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 update is listed below:
 - The first and second floors have been polished.
 - The second-floor walls are framed and the first floor is in progress.
 - Electrical service has been approved and ordered by Seattle City Light.
 - The roof top units are in place and the inside work is progressing.
 - The metal storefront windows will be installed next week, and the masonry work is complete.
 - The cleaning of the backside of the station, installation of light pole bases, and concrete work will begin soon.
 - Road frontage improvements will begin in April.
 - Station 63 PM, Rick Ashleman will be working from home to provide available office space at ST 61.
- **COVID-19 vs. Construction:**
 - There have been no project impacts and current concerns to date with the Department’s subcontractor Shreve Construction.
 - The Department has provided Shreve with safety information and suggested proactive measures to protect personnel and the project.
 - There are rumors of possible job impacts and significant supply chain issues in the near future. Many of the design team is working from home, and there have been no disruptions as of yet.
 - The electrical contractor has laid off half their workforce due to canceled projects and occupied sites.
 - All of the light fixtures, siding, storefront windows, doors/hardware, Nederman exhaust system parts, and elevator have been purchased and are in local storage.
 - The City of Boston shut down all construction projects.

NEW DEVELOPMENT UPDATE:

- No updates at this time.

OLD BUSINESS

- **Station 61 Tenant Improvement Update:**
 - The Station 61 Remodel punch list is scheduled for next week.
 - The shower repairs are close to completion.
 - The Project's contractor, Emtech anticipated just under 100 days to complete phase one of the Project. The notice to proceed was on December 26, and is on track for completion before the end of the month.
- **North King County Training Consortium (NKCTC) (the "Consortium") Update:**
 - The Consortium's Training Director, Erik Wallgren provided an update at the King County Fire Chiefs meeting. The Consortium has been up and running for 3-weeks. The next steps are to prepare a list of what tasks the Consortium will be doing and what will remain at the Department. The IT and logistical issues have been mostly resolved, and work with branding and a new logo is ongoing.
 - Chief Cowan thanked the Board for approving Resolution 20-04 establishing the NKCTC fund at the previous meeting. Once the fund has been established by King County, a transfer will be made for the Department's contribution to the Consortium and BIAS training will begin.
 - The Department will remain as the Agency of Record to provide the financial oversight for the Consortium. The NKCTC Fire Chiefs approved an additional 40.5 hours annually to provide support for the hours put in by our Finance Manager.
- **City of Shoreline Fire Code:**
 - At the March 9 Board meeting, Fire Marshal LaFontaine provided a brief update of the City of Shoreline's sprinkler code ordinance. Chief Cowan stated that the City will be adopting the ordinance soon and asked if the Board had any further questions or concerns. No concerns were identified.

NEW BUSINESS

- **Field Hospital at Shoreline Community Center:**
 - Chief Cowan and the Board agreed to add COVID-19 updates as a standing agenda item to future Board meetings.
 - The City of Shoreline is establishing two field hospital tents at the Shoreline Community Center site for quarantine and isolation needs.
 - King County does not have any in-house hospital beds available at this time.

- **Purchase of Decontamination Equipment:**

- The Department has researched several different commercial-grade decontamination machines. The Department found a reliable product that uses 7% hydrogen peroxide within a contained parameter that kills bacteria.
- With today's environment, the Department felt confident and believed this would be an essential investment to ensure the safety of our personnel and the public. The cost of the unit was \$22,500, which included 5-cases of cleaning solution, and will arrive within the next two weeks. The Department will begin the process of decontaminating all the EMS units once a week and the fire stations at least one-time.
- Chief Cowan reached out to the Fire Chiefs of Northshore, Woodinville and Bothell to collaborate in the purchase of this and/or another unit.

- **Organizational Chart Update:**

- Chief Cowan provided a brief overview of the Department's updated organizational chart, which is attached and incorporated by reference. The organizational chart reflects the new NKCTC positions.

- **Negotiated Letter of Agreement with the Union on COVID-19:**

- Chief Cowan provided a brief overview of the motion to approve the negotiated Letter of Agreement (LOA).
- An email was provided by Administrative Director, Joyce Brown regarding Governor Inslee's order for implementing the Federal Emergency Family Medical Leave and Emergency Paid Sick Leave Act,
- Due to the ever-changing and emergent nature of the COVID-19 pandemic, the Shoreline Fire Department (Department) and IAFF Local 1760 (Union) have agreed to changes in certain directives, policies, and portions of applicable collective bargaining agreements. The primary responsibility of the Department and Local 1760 members is to provide high-level services to the citizens. These emergent changes are to help meet the needs of our citizens and to keep the employees of the Department safe and as healthy as possible.
- It is recommended the Board authorize the Fire Chief to sign the Letter of Agreement, temporarily modifying working conditions, some of which are summarized below:
 - If an employee tests positive for COVID-19, it is presumed to be a job-related exposure.
 - Employees will be on administrative leave if directed to quarantine or isolation by the Department of Health.
 - All employees shall perform self-check screening when entering our facilities and, if symptomatic, then employees shall notify their supervisor and go home.
 - If there are more than 10 mandatory, overtimes within a 14-day period, then day shift staff will be used more.
 - The costs to the Department are neutral from a financial standpoint, but there may be indirect costs due to the use of administrative sick leave rather than personal sick leave.

- There would be a consideration of moving to disaster shift scheduling if impacts become severe.

MOTION: Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to authorize the Fire Chief to sign the Letter of Agreement with IAFF Local 1760 and the Shoreline Fire Department temporarily modifying working conditions. The motion passed; five ayes.

- **Pandemic Sick Leave:**

- Chief Cowan provided a brief overview of the pandemic sick leave motion for approval.
 - The Department will be creating a new category of sick leave named "pandemic leave." This leave will provide non-exempt administrative staff one full week of pandemic leave. The total hours of leave will depend on the assigned shift. If the normal shift is 40 hours, then personnel will receive 40 hours of pandemic leave, and so on. Pandemic leave does not need to be for COVID-19 related leave only and may be used in all of the ways sick leave is currently used. Furthermore, it can be used when staff or a loved one is sick or hurt, or to stay home with a child if that child's school or daycare is closed due to health reasons.
 - The possible costs to the Department are minimal as this would be a loss to productivity rather than financial, but costs to cover the part-time employees could be up to \$1,305.
- Chief Cowan noted that there is the potential of other leave options related to the Federal package that was recently approved.
- Commissioner Heivilin requested clarification as to why this did not include a sunset clause with an option of renewal, and if this was available for other health reasons not due to COVID-19. Chief Cowan clarified that there is a sunset clause as this leave only allows a total of up to 40 hours to be used during this state of emergency. It can be used as regular sick leave, or specifically for impacts due to the pandemic as specified.

MOTION: Commissioner Callahan moved, and Commissioner Kennison seconded, a motion to authorize the Fire Chief to allot Pandemic Leave hours to the non-exempt administrative staff to assist with the challenges from COVID-19. The motion passed; five ayes.

PROJECTED AGENDA:

- Chief Cowan noted that the Washington DC trip, the Labor Relations conference and the Leadership Summit had all been canceled.
- A conference call is scheduled for Monday with Commissioner Fischer, Commissioner Harris, Chief Cowan and Representative Cindy Ryu.
- The Medic One 50th Anniversary celebration has been rescheduled to October 30.
- The Department's negotiation meetings will begin in June.
- **April 2 – Regular Board Meeting:**
 - Commissioner Kennison will be absent.
- **April 4 - WFCB Seminar at the Clear Water Resort**
 - Has been cancelled.

- **May 7 - Regular Board Meeting:**

- Will not be rescheduled due to the cancellation of the Labor Relations Institute conference.

- **June 4 – Regular Board Meeting:**

- May need to be rescheduled as the Board will be out of town for the WFCA Seminar. Possible dates will be discussed once it is confirmed that the seminar is not canceled.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:40 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:40 p.m. The motion passed; three ayes.*

Minutes prepared by: B. Goldsmith

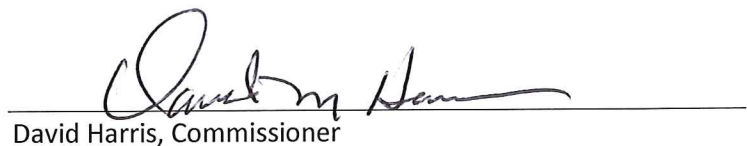
Respectfully submitted,

Joyce Brown
Secretary to the Board



Kimberly A. Fischer, Chair

Jon Kennison, Vice Chair



David Harris, Commissioner



Ken Callahan, Commissioner



Rod Heivilin, Commissioner