



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES April 16, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 16, 2020 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. The meeting was conducted via Zoom web conferencing. Notice to the public was posted at the Department's headquarters providing the call-in information.

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

The pledge was dispensed with due to the meeting being held off-site via conference call.

CONSIDERATION OF AGENDA:

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

PUBLIC COMMENT: None

MINUTES

MOTION: *Commissioner Harris moved, and Commissioner Callahan seconded, to approve the April 2, 2020 regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE

- Chief Cowan provided a copy via email of the King County Fire Chief's meeting minutes from April 15 to the Board, which included a link of Patty Hayes, Director of Public Health addressing the King County council on current COVID-19 issues.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
APRIL 16, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200409001-200409031	152,162.54	4/15/20
Vendor Voucher(s)	200414001	18,047.27	4/15/20
Payroll Vouchers			
ACH Payment Request - Payroll Direct Deposit			
ACH Payment Request - HRA/VEBA			
ACH Payment Request - ALERUS (457 Plan)			
ACH Payment Request - WA DCP			
ACH Payment Request - IAFF Local 1760 (Union Dues)			
ACH Payment Request - Dept. of Retirement Systems			
ACH Payment Request - DSHS			
ACH Payment Request - Payroll Taxes			

\$ 170,209.81

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200412001-200412017	88,720.73	4/15/20
Payroll Vouchers			
ACH Payment Request - Payroll Direct Deposit			
ACH Payment Request - HRA/VEBA			
ACH Payment Request - ALERUS (457 Plan)			
ACH Payment Request - WA DCP			
ACH Payment Request - IAFF Local 1760 (Union Dues)			
ACH Payment Request - Depart. of Retirement Systems			
ACH Payment Request - Payroll Taxes			

\$ 88,720.73

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200415001	21,302.00	4/15/20

\$ 21,302.00

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	
		\$ -	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200413001-200413005	172,624.45	4/15/20
		\$ 172,624.45	
LTGO CIP FUND: 10-004-3020			
Vendor Voucher(s)	200411001-200411004	752,870.09	4/15/20
		\$ 752,870.09	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200410001-200410003	2,314.19	4/15/20
		\$ 2,314.19	
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 :		\$ 1,208,041.27	

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to, accept disbursements for \$1,208,041.27 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- **Chief Cowan provided a brief summary of the March 2020 financials:**
 - King County Council has delayed the collection of some of the first half property taxes until June. It is estimated that 55-58% of those taxes will still get collected. The Department has forecasted its cash flow and determined due to the carryover of extra funds from the 2019 general fund, the Department's budget will not be affected by this delay.
 - There is the possibility of a 10-25% delay in property taxes due in the future, which has caused concerns for the financial outlook for 2020 and 2021.
 - Cash balance at the end of March for all funds was \$13,548,368.
 - The new North King County Training Consortium fund has been created, and the Department has given its per-capita allotment.
 - The general expense fund remaining balance was at 70.7%. The targeted remaining balance for this timeframe was expected to be at 75.0% (over budget by 4.3%).
 - Total overtime costs were \$82,387, with overall percentage remaining of 74.4%.
 - Firefighter staffing overtime costs: \$31,687
 - Aid 161 staffing overtime costs: \$50,700
 - Cash on hand through the end of March was \$3,809,297.
 - There have been some financial impacts from the COVID-19 pandemic which have affected the Family Medical Leave (FMLA) and Medicare line items, which will continue through the rest of the year.
 - Commissioner Heivilin noted that overtime is higher than usual. Chief Cowan agreed and stated that the COVID-19 pandemic has had impacts to this line item, and explained that the Department will research to determine how much of an impact was from COVID-19 direct costs.
 - DC Taylor noted that the Department should be eligible for reimbursement of 75% of COVID-19 related overtime costs.

STATISTICS REPORT

- Provided semi-annually.

STRATEGIC PLAN DISCUSSION

- None.

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 were provided:

- Chief Cowan provided a copy to the Commissioners of the 2019 annual report that was addressed to Carla A. Nichols, Mayor of the Town of Woodway. Commissioner Heivilin noted it was well written.
- Commissioner Fischer requested clarification on the topic of the liquidated damages for the Station 63 construction project. Chief Cowan explained that the Department's contractor Shreve Construction has had scheduling delays. Attorney, Tom Burke will help to represent the Department in determining if the delays go beyond what the original agreement included. The Department may be able to request liquidated damages for each day the contractor was delayed beyond its original schedule. An Executive Session may be requested for the next Board meeting to explain in further detail.
- **Deputy Chief Nankervis** provided a written District activity report, which is attached and incorporated by reference. In addition to the written report, an overview was provided of the following topics:
 - Commissioner Heivilin requested clarification on the topic of the second decontamination machine purchase. DC Nankervis explained that the capacity that was needed to achieve the cleaning for all the stations and apparatus was higher than expected. Therefore a second machine was purchased. The Department was able to utilize a loaner machine for a few days while waiting for the second machine to be delivered. This allowed the use of two machines to complete an entire fire station within one day, lowering the risk of cross-contamination. The Department will likely be reimbursed for the units due to the COVID-19 pandemic.
 - Commissioner Fischer requested clarification of the face shields received from FEMA. DC Nankervis clarified that the Department received 50 masks from FEMA, which has been the only PPE received so far. The Department has since purchased 200 reusable decon face shields, and 1,100 N-95 masks from a secondary market. We also received 200 hundred handmade disposable shields that were donated and distributed amongst four departments. The Department is in need of gowns, but a company in Bellevue can provide handmade gowns if needed.
 - Chief Cowan stated that Shoreline Windermere Real Estate Broker, Therasa Alston reached out to the Department to donate 400 masks. The Department recommended that the donation be made to the Shoreline Police Department who were very under-equipped.
 - Commissioner Harris requested clarification if the HVAC issues had been fixed. DC Taylor stated that a mechanical company came by to repair and fix the issues.
- **Deputy Chief Taylor** provided a written District activity report, which is attached and incorporated by reference. In addition to the written report, an overview was provided of the following topics:
 - Commissioner Fischer requested an update on the Sound Transit project and electrical volt impacts to Station 63. DC Taylor explained the impacts would be minimal with minor traffic revisions. The Department will not be impacted by any delays to our emergency units. Later in the month there may be some electrical shutoffs, but the Department has generators to help reduce any impacts.

NEW STATION 63 PROJECT (“Project”) DISCUSSION/UPDATES:

- **PM Ashleman** provided a brief overview of the Station 63 construction status, which is attached and incorporated by reference.
- The Station 63 project update is listed below:
 - Contractor notates 21-days of delay in construction due to COVID-19.
 - The plumbers are back on the job and the siding crews should be back next week.
 - Drywall installation was limited to the mechanical areas, elevator, hoods etc.
 - The store-front windows should be completed by the end of the week.
 - The road frontage improvements will be completed in mid-April.
 - The concrete floors on the east side of the bays have been grounded and sealed.
 - The north portion of the site behind the station has been graded and tested for compaction. Concrete pours are scheduled for Tuesday, Wednesday and Thursday this week.

OLD BUSINESS

- **Station 61 Tenant Improvement Update:**
 - The contractor still has additional cleaning to do, but the punch list is almost complete.
- **North King County Training Consortium (NKCTC) (the “Consortium”) Update:**
 - None.
- **COVID-19 Update:**

DC Nankervis provided an update on current impacts to the Department.

 - The Department is now able to test any first responders that become sick for any reason, and to date none of the tests have come back positive.
 - There have been 2-3 exposures from recent calls in which no one was aware that the patient was COVID-19 positive, due to this all employees are required to wear N-95 masks for all responses. The Department is not requiring masks to be worn within the fire stations due to the safety measures that are in place.
 - Every individual who is transported to a UW hospital will have a COVID-19 test, if they are positive then King County EMS Public Health will review the medical records to ensure full PPE was used. If PPE was used then it is considered a non-exposure, but if not then it triggers the need for responders to go to into quarantine. The Department previously had 10-12 personnel that were exposed and went into quarantine, of that number none tested positive. Next week the Department will begin to sterilize its N-95 masks with a hydrogen peroxide fogger which will sterilize roughly around 400 masks at a time.

- **Eastside Metro Training Group (EMTG) Separation:**
 - Chief Cowan provided a brief update of the Departments involvement with EMTG:
 - Chief Cowan attended the Governing Board meeting to discuss the future of EMTG.
 - EMTG will remain an organization under an Interlocal Agreement that will not include the Kirkland, Woodinville, Northshore, Bothell and Shoreline Fire Departments. EMTG does not own physical assets, but there are financial reserves available.
 - The 2020 budget was adopted at the meeting. The per-capita fee that the Department would have had to contribute for its personnel this year will be pulled from the EMTG reserves to balance the 2020 budget. This will satisfy the need to not have a separation of EMTG financial reserves.
 - The Department will submit a written request by August 1, 2020 to separate from EMTG. The Department will continue to be part of the MCO's to help maintain good inter-operability regionally.

NEW BUSINESS

- **Authorizing the use of Electronic Signatures (Resolution 20-07):**
 - This Resolution was created in consideration of the COVID-19 health crisis, the Governor's Stay-at-Home Proclamation, and the safety of the Board members, employees and its citizens.
 - The Department believes this resolution will stay in effect and be utilized as needed during future crisis's allowing the use of video conferencing for meetings.
 - The Electronic Authentication Act Chapter 19.360 RCW authorizes state and local agencies (including special purpose districts) to utilize electronic signatures in the conduct of governmental affairs and other transactions.
 - Pursuant to RCW 19.360.020(1), an electronic signature may be used with the same force and effect as the use of a signature affixed by hand.

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize the Board of Commissioners to approve Resolution 20-07 to authorize the use of electronic signatures in lieu of handwritten signatures. The motion passed; five ayes.*

PROJECTED AGENDA:

- **June 4 – Regular Board Meeting:**
 - May need to be rescheduled as the Board might be out of town for the WFCM Seminar. Possible dates will be discussed if the seminar is not canceled.
- Due to the recent extended stay-at-home order announced by Governor Inslee, the next Board meeting will likely be scheduled via zoom conferencing.
- Commissioner Callahan may be absent for the July 16 Board meeting.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:59 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:59 p.m. The motion passed; five ayes.*


Minutes prepared by: B. Goldsmith

Respectfully submitted,

Joyce Brown
Secretary to the Board



Kimberly A. Fischer, Chair



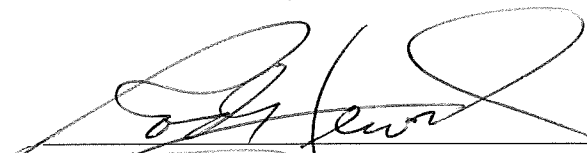
Jon Kennison, Vice Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner