



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES May 7, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 7, 2020, at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to the continued stay at home order directed by Governor Jay Inslee, the meeting was closed to on-site public attendance, and a notice 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	

#### PLEDGE OF ALLEGIANCE

#### ROLE CALL:

- **ABSENT:** None.

#### CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** None.
- **NEW BUSINESS:** None.

**PUBLIC COMMENT:** None

#### MINUTES

**MOTION:** *Commissioner Callahan moved, and Commissioner Kennison seconded, a motion to approve the April 16, 2020 regular meeting minutes. The motion passed; five ayes.*

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to approve the April 30, 2020 special meeting minutes. The motion passed; four ayes.*

#### CORRESPONDENCE

- A copy of the Commissioner E-Signature Tracking Sheet was provided to the Board. The tracking sheet lists all recent electronically signed documents made by the Board.

#### STANDING AGENDA

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
MAY 7, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT	
		AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	200419001-200419023	19,319.21	4/22/20
Vendor Voucher(s)	200501001-200501033	20,921.68	5/13/20
Vendor Voucher(s)	200508001-200508025	183,276.59	5/13/20
Payroll Vouchers	42920A - 42920O	72,610.38	4/22/20
ACH Payment Request - Payroll Direct Deposit	ACH	579,388.26	4/27/20
ACH Payment Request - HRA/VEBA	ACH	62,127.28	4/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	77,601.94	4/29/20
ACH Payment Request - WA DCP	ACH	17,358.60	4/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,164.85	4/29/20
ACH Payment Request - Dept. of Retirement Systems	ACH	137,150.54	4/29/20
ACH Payment Request - DSHS	ACH	3,637.84	4/29/20
ACH Payment Request - Payroll Taxes	ACH	127,832.72	4/28/20
Payroll Voucher	51520A - 51520BJ	65,147.53	5/13/20
Payroll - Taxes	ACH	6,191.04	5/14/20
ACH - Depart. of Retirement Systems	ACH	9,796.46	5/15/20
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

**\$ 1,396,524.92**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	200418001-200418007	1,788.15	4/22/20
Vendor Voucher(s)	200507001-200507015	101,598.76	5/13/20
Payroll Vouchers	ALS42920A - ALS42920J	24,116.06	4/22/20
ACH Payment Request - Payroll Direct Deposit	ACH	238,411.47	4/29/20
ACH Payment Request - HRA/VEBA	ACH	23,160.69	4/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	36,936.27	4/29/20
ACH Payment Request - WA DCP	ACH	13,851.14	4/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	4/29/20
ACH - Depart. of Retirement Systems	ACH	56,559.81	4/29/20
ACH Payment Request - Payroll Taxes	ACH	56,318.51	4/28/20
Payroll Voucher	ALS51520A - ALS51520X	34,795.91	5/13/20
Payroll - Taxes	ACH	7,018.38	5/14/20
ACH - Depart. of Retirement Systems	ACH	6,114.42	5/15/20
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 606,373.89**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	200504001	235.47	5/13/20

**\$ 235.47**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	200416001	8,155.90	04/22/20

**\$ 8,155.90**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	200417001-200417004	2,163.44	4/22/20
Vendor Voucher(s)	200506001-200506010	45,214.26	5/13/20

**\$ 47,377.70**

<b>LTGO CIP FUND: 10-004-3020</b>			
Vendor Voucher(s)	200503001-200503003	507,083.93	5/13/20

**\$ 507,083.93**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	200502001-200502004	12,608.82	5/13/20

**\$ 12,608.82**

<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>NORTH KC TRAINING CONSORTIUM: 10-004-0100</b>			
Vendor Voucher(s)	200505002-200505001	661.41	5/13/20

**\$ 661.41**

<b>MOTION</b>		
Move to accept disbursements in the amount of:		<b>\$ 2,579,022.04</b>

**MOTION:** *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to accept disbursements for \$2,579,022.04 per the detail above. The motion passed; five ayes.*

#### **COMMISSIONERS' REPORT:**

- Commissioner Fischer noted that Mark Thompson, Commissioner of South King Fire would be providing a web conference link and directions on how to attend the next King County Commissioner Board meeting.

#### **FINANCIAL REPORT:**

- None.

#### **STATISTICS REPORT:**

- Provided semi-annually.

#### **STRATEGIC PLAN DISCUSSION**

- Chief Cowan noted that the plan was to schedule a strategic planning committee meeting this fall that will include two citizens from the City of Shoreline. Due to the pandemic this has not been scheduled.
- The Department's leadership retreat is usually scheduled for late fall each year at the Clearwater Casino. A date for the retreat has not been set, but Chief Cowan will request a larger room to host the meetings to ensure that social distancing is adhered to.

#### **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 was provided of the following topics:
  - Commissioner Callahan requested clarification on whether the Department's Ladder Truck 161 is back in service. DC Nankervis confirmed it was, and noted that it had been out of service, off and on, for 7-months, adding that similar manufacturer issues have affected other Departments as well.
  - Commissioner Fischer requested clarification on the Paid Family Medical Leave (PFML) Program. DC Nankervis stated that the PFML was enacted by the State of Washington last year and implemented on January 1, 2020. In addition, he noted that the PFML is a 12-week program in which individuals can be compensated up to \$1,000 a week. For those employees whose regular wages are more than the cap, they can choose to make up the difference by using optional time off or other benefits. Administrative Director, Joyce Brown manages the plan for the Department.
  - Chief Cowan indicated that the Department decided to self-manage the PFML Program and not go through the State. One benefit of providing the Program in-house is that the enrollment process is quicker as opposed to a two or three-week delay. After further review of the Program, the Department will prepare a complete proposal and recommendation for 2021.

- Commissioner Fischer requested further details of the Shoreline Center AC/RC quarantine facility providing beer, cigarettes, and edibles. DC Nankervis indicated that the Center was authorized to provide these items as an incentive for the quarantined individuals not to leave the facility. The King County Council became aware of what was happening and provided direction on how to best continue with this service. The Department made sure its personnel were aware these items were being provided prior to any service calls.
  - DC Nankervis noted that King County has eight quarantine facilities with five that are in-service and currently oversee 49 individuals. The County is looking to reduce the number of facilities by combining the residents into one or two facilities until more room is needed.
  - Commissioner Fischer requested details as to why a notice was given to the Station 63 personnel to not engage with workers at the project site. DC Nankervis clarified that there were some discussions of internal business matters and that it had been addressed and resolved.
  - Commissioners Heivilin and Harris noted they had reviewed a recent invoice that was higher than expected for the cleaning of the kitchen sink at Station 65. DC Taylor indicated that the costs were higher than usual due to the need for deep cleaning.
- **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 Heivilin asked for an update on the recent Request for Proposal (RFP) for the upgrade of the alerting systems at Station 64 and 65. DC Taylor stated that the RFP was sent to five companies, of which three expressed interest in providing a bid, but none submitted. The Department is connecting with the company currently working on the new Station 63 project to discuss providing the services needed.
    - DC Taylor noted that Maintenance Division Manager, Jack Fuller will be out of the office for the next few weeks.

**NEW STATION 63 PROJECT DISCUSSION/UPDATES:**

- **PM Ashleman** provided a brief overview of the Station 63 Project (“Project”), which is attached and incorporated by reference. The following updates are listed below:
  - Based on Governor Inslee’s directive, all site personnel are now wearing face coverings. All trades are back on site and progressing.
  - Drywall has been completed on the second floor, and taping is in progress.
  - Road frontage improvements are ongoing.
  - Seattle City Light will be submitting a 30-day power disconnection notice to the residents of Arabella II apartments, to then provide the service connection to Station 63.
  - Siding is scheduled to be completed on May 21.
  - Exterior doors are in place, and the building is locked and secured.
  - An agreement has been reached with the Department’s contractor, and the substantial completion date is now agreed to be May 26.

- The north portion of the site behind the station has been graded and tested for compaction, and concrete pours are scheduled for Tuesday, Wednesday, and Thursday this week.

## **OLD BUSINESS**

- **Station 61 Tenant Improvement Update:**

- PM Ashleman provided the following updates:
  - The final inspections with the mechanical engineer and user training on the HVAC system are still to be completed.
  - The air handling unit in the upstairs office is scheduled for repair next week.
  - Final closeout documents to be completed with the contractor and architect in the next couple of weeks.
- DC Taylor mentioned that the carpet installation on the second floor was completed. The interior painting is done, and the elevators are scheduled for next week.
- DC Taylor stated that Lieutenant Jim Grostick from the Olympia Fire Department creates American Flags made out of old retired fire hose. The Department has reached out to Lt. Grostick to request a 7" x 46" display be designed, which will be placed on the stairwell wall at Station 61. The Department will be paying for the materials, and Union Local 1760 will be donating money to the Olympia Fire's benevolent fund. There will be a sign included below the flag with the following message: *"the retired fire hose used to make this flag had protected both life and property in the community that we serve"*.
- Chief Cowan stated that the Station 61 tenant improvement updates could be removed from the standing agenda.

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

- Chief Cowan stated that the onboarding process would begin soon for the new Administrative Assistant, Danielle Magistrale assigned to the NKCTC. The Department expects to receive approximately a \$6,896 per capita refund from the NKCTC for this position.

- **COVID-19 Update:**

- DC Nankervis provided the following updates:
  - The Department sterilized the first set of N95 masks earlier this week. The first cycle was unsuccessful due to outside temperatures, but the second round was corrected and had a 100% success. The Department was able to reuse 110 masks due to the sterilization process which will provide plenty of stock.
  - The Department has still not received any new N95 masks from FEMA.
  - King County EMS made a large purchase of KN95 masks. The KN95 masks are similar to the N95 but are not certified. The KN95 masks were not authorized for use in the past, but can now be used due to the pandemic.

- The Department is still in need of gowns. King County EMS had 50,000 gowns on order, but those were taken by the Federal Government and sent to another location. The Department purchased 200 handmade reusable gowns that Eastside Fire and Rescue helped coordinate the manufacture of, which can be cleaned and reused up to 15 times before needing to be disposed of.
- The Department received a pallet of disposable gloves.
- The Department had one employee who had tested positive for COVID-19, and three that were quarantined due to the exposure, but are expected to be out soon. The Department has been diligent in decontaminating its facilities and apparatus.
- The City of Shoreline stated that there is a possibility that Governor Inslee may require everyone to wear a face mask when outside of their homes. If required, the Department will discuss creating guidelines moving forward.
- DC Nankervis noted the Department is the only organization he is aware of who is currently decontaminating their N95 masks besides the Federal Government. There is a federal asset made by Battelle in which the Federal Government is sterilizing each mask for \$3.50 that is charged back to FEMA.
- There are currently multiple positive cases of COVID-19 within four of the nursing homes in Shoreline.
- The Department is one of three COVID-19 regional testing sites for first responders in King County, which we are currently paying all of the up-front costs. We are expecting reimbursement assistance of those expenses.
- DC Taylor provided an update on the cost/recovery reimbursements due to the pandemic. The Department is tracking material and overtime costs, and Washington State is also receiving funds that may help agencies recover all or part of those costs, to include overtime for administrative staff as well. The Department is expecting reimbursements of approximately \$130,000.
- Chief Cowan noted that the costs related to the COVID-19 pandemic would affect the current budget, but the reimbursements, when received, will be applied to the Department's general fund.

#### **NEW BUSINESS**

- None.

#### **PROJECTED AGENDA:**

- WFOA Seminar has been canceled.
- Commissioner Callahan will be attending the June 19 Board meeting.

**EXECUTIVE SESSION:**

The regular meeting of the Board of Commissioners moved to executive session at 5:54 p.m. for approximately twenty (20) minutes, per RCW 42.30.140 Negotiations, with a decision expected.

The executive session moved to open session at 6:14 p.m. to extend for another ten (10) minutes.

The executive session moved to open session again at 6:24 p.m. Chief Cowan was given direction by the Board to move forward in negotiating with Union Local 1760 to develop a one-year contract extension for all the Collective Bargaining Agreements.

The regular meeting of the Board of Commissioners adjourned at 6:27 p.m.

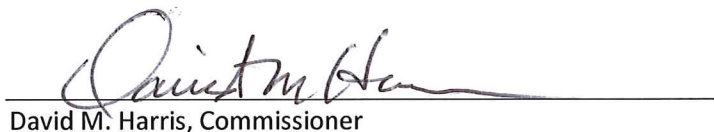
**MOTION:** *Commissioner Kennison moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:27 p.m. The motion passed; five ayes.*

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