



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES June 18, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:04 p.m. on June 18, 2020, at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to Proclamation 20-25 Stay Home – Stay Healthy (Open Public Meetings Act and Public Records Act) set forth by Governor Jay Inslee, the meeting was closed to on-site public attendance. 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

The pledge of allegiance was dispensed, due to the meeting being held off-site via zoom conferencing.

### ROLL CALL

ABSENT: None.

### CONSIDERATION OF AGENDA:

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

**PUBLIC COMMENT:** None

### MINUTES

**MOTION:** *Commissioner Callahan moved, and Kennison seconded, a motion to approve the June 4, 2020, regular meeting minutes. The motion passed; five ayes.*

### CORRESPONDENCE

- None.

### STANDING AGENDA

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**Second Board Meeting  
JUNE 18, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	200608001-200608022	50,246.68	6/17/20
Vendor Voucher(s)	200613001	20,650.44	6/17/20
Vendor Voucher(s)	200616001-200616017	10,466.41	6/24/20
Vendor Voucher(s)	200617001	527.86	6/24/20
Payroll Vouchers	62920A - 62920N	68,132.10	6/24/20
ACH Payment Request - Payroll Direct Deposit	ACH	610,166.25	6/25/20
ACH Payment Request - HRA/VEBA	ACH	61,593.95	6/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	78,676.56	6/29/20
ACH Payment Request - WA DCP	ACH	16,611.60	6/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,408.47	6/29/20
ACH Payment Request - Dept. of Retirement Systems	ACH	142,583.51	6/29/20
ACH Payment Request - DSHS	ACH	2,212.84	6/29/20
ACH Payment Request - Payroll Taxes	ACH	136,110.73	6/26/20
Interfund transfers OUT: to Reserve & Capital funds	Interfund Transfer	592,151.00	6/10/20

**\$ 1,804,538.40**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	200609001-200609012	13,464.02	6/17/20
Vendor Voucher(s)	200618001-200618008	50,994.46	6/24/20
Vendor Voucher(s)			
Vendor Voucher(s)			
Payroll Vouchers	ALS62920A - ALS62920K	24,807.74	6/24/20
ACH Payment Request - Payroll Direct Deposit	ACH	246,875.19	6/25/20
ACH Payment Request - HRA/VEBA	ACH	23,160.69	6/29/20
ACH Payment Request - ALERUS (457 Plan)	ACH	37,453.34	6/29/20
ACH Payment Request - WA DCP	ACH	13,276.23	6/29/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	6/29/20
ACH Payment Request - Depart. of Retirement Systems	ACH	58,320.84	6/29/20
ACH Payment Request - Payroll Taxes	ACH	59,381.40	6/26/20

**\$ 533,438.23**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<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)	200611001-200611004	6,622.61	6/17/20
Interfund transfers OUT: to LTGO Bond fund	Interfund Transfer	38,186.25	6/10/20

**\$ 44,808.86**

<b>LGTO CIP FUND: 10-004-3020</b>			
Vendor Voucher(s)	200607001	550,466.64	6/17/20
Vendor Voucher(s)	200610001	7,631.29	6/17/20
Vendor Voucher(s)	200615001	1,420.45	6/24/20

**\$ 559,518.38**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	200614001-200614002	82.42	6/24/20

**\$ 82.42**

<b>NORTH KC TRAINING CONSORTIUM FUND: 10-004-0100</b>			
Vendor Voucher(s)	200612001	1,805.88	6/17/20

**\$ 1,805.88**

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>IMPACT FEE FUND: 10-004-6240</b>			
Interfund transfers OUT: to LTGO Bond fund	Interfund Transfer	542,640.00	6/10/20

**\$ 542,640.00**

<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 3,486,832.17</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to accept disbursements for \$3,486,832.17 per the detail above. The motion passed; five ayes.*

### **COMMISSIONERS' REPORT:**

- Commissioner Fischer reported that Jason McMillan, the Community Services Emergency Response Team Coordinator for the City of Shoreline, held a zoom meeting with the CERT team. The stations have been closed due to the COVID-19 pandemic, and concerns were raised about the inability to use the HAM radios and participate in rehab training.

### **FINANCIAL REPORT:**

- The May 2020 financial report will be presented at the July 2 Board meeting.

### **STATISTICS REPORT:**

- The statistics reports are provided semi-annually. The Board Chair requested to notate the actual dates on the agendas.

### **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 was provided of the following topics:
  - Commissioner Heivilin requested clarification as to why the inflatable boat was removed from Ladder 61, and replaced with surfboards. DC Nankervis clarified that to ensure faster deployment for the Department's rescue swimmer program, utilizing surfboards was the best solution. The inflatable boat was removed to add the hydra fusion struts that were acquired through a grant program. The surfboards can be placed on any apparatus, and the Department is in the process of ensuring they are available at every station. The boat will also remain deployable from station 65, but it will have to be loaded into an apparatus, such as an aid car.
  - Chief Cowan noted that at the recent Northshore Board meeting, the data on regionalization submitted by the Department was discussed. Chief added that a final decision would be made, on pursuing consolidation with WFR or SFD, by their July 1 meeting. The Northshore Board has invited Chief Cowan and the Department's Board Chair to attend a meeting next Wednesday to discuss the next steps. There is also the potential that the Northshore Board will move forward with a ballot measure the spring of next year. The Bothell Fire Department is also considering separation from the City and has approached the Woodinville and Northshore Boards to discuss consolidation or a contract for services, with a decision possibly next week on whether to pursue it or not.
  - Commissioner Fischer requested clarification on the topic of professional conduct and building a culture of respect. Chief Cowan briefed the Board on a recent report in which a Department employee posted to the Union's website their personal experience with inappropriate comments and disturbing interactions. The posting was forwarded to the Department, and the Executive team met to discuss the situation and consulted with Attorney Kristin Anger of

Summit Law. The Department will continue to address such issues to ensure a culture and environment which does not condone these types of behaviors. Department policies will be updated, and a professional conduct statement acknowledging the understanding of inappropriate behaviors will be required for every employee. Commissioner Fischer suggested that the Department schedule a class on inappropriate conduct. Chief Cowan clarified that the Department provides classes and lectures yearly to raise awareness and education.

- **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 purchase of new body armor for the Department. DC Nankervis noted that the current stock is still under warranty, but technology has changed, and the new style of ballistic vests provides a higher and broader area of protection. King County has developed a common specification for ballistic helmets and vests, which the Department is interested in purchasing and plans to meet next week to decide the next steps.
  - Commissioner Fischer commented that there were quite a few employees on family medical leave, and questioned if there was a limit to the number of employees who could be on leave at one time. DC Nankervis noted that there wasn't a limit, and the vast majority of the employees are on leave for bonding with a newborn. Chief clarified that leave could be used for up to 12-weeks. The Department will be reviewing the Paid Family Medical Leave program to discuss how to proceed for next year.
  
- **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 requested clarification as to why the purchase of the LTI Ladder truck was higher than expected. Chief Cowan clarified that the extra costs were related to the auction, sales tax, and licensing fees.
  - Commissioner Fischer requested an update on the Federal Emergency Management Agency (FEMA) PA Grant. DC Taylor stated that the Department was awarded the 75% reimbursement that was requested for COVID-19 related expenses, and plans to apply for further reimbursements.

#### **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:
  - Drywall is completed, taping and painting are progressing.
  - Frontage improvements and sidewalk pours to begin this week.
  - The electrical power was connected on June 4.
  - The Nederman system will be installed on June 19.
  - Lockers and bed platforms are being installed.

- Plumbing fixture installations are ongoing.
- Cabinets are on-site, and installation is progressing.
- The elevator completion is scheduled for this week.
- Landscaping is scheduled for the week of June 22.
- Commissioner Heivilin requested clarification as to why the Station 63 City Light electric bill was so high. PM Ashleman clarified that there were three different meters at Station 63, and City Light has not been monitoring the meter, and not billing the Department. The Station 63 project contractor will help cover the costs for temporary and construction power. The Department will continue to look into the situation.

## **OLD BUSINESS**

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

- Chief Cowan noted that the adoption of the tactical guidelines vs. the best practices had been approved.
- Lieutenant Travis Pitts stepped down from the NKCTC training Captain role and will assume the position of Lieutenant in training at Station 61. Lieutenant Andres Orams has been appointed to the training Captain position beginning July 1.
- The NKCTC is preparing for the September Fire Academy in Zone 3.

- **COVID-19 Update:**

- Chief Cowan noted that King County would be moving into Phase 2. The most significant spike of COVID-19 is currently in the City of Yakima.
- The Governor’s Proclamation was extended to July 1.
- DC Nankervis noted that there had not been any transports of COVID-19 patients recently.
- All Department employees that have been tested for COVID-19 were negative.
- Antibody testing for first responders is still not available.
- Current virus testing is now operated by the Seattle Fire Department 6-days a week, located on 120<sup>th</sup> and Aurora.
- The Department currently has up to 550 N-95 masks in stock, which are being decontaminated and recycled every ten days.

## **NEW BUSINESS**

- None.

## **PROJECTED AGENDA:**

- The Department’s Leadership retreat has been set for November 11-12 at the Clearwater Casino.
- Commissioner Kennison will tentatively be out of the office on July 2.

- Chief Cowan will send the Northshore Board meeting details to the Commissioners.

**EXECUTIVE SESSION:** None.

The regular meeting of the Board of Commissioners adjourned at 5:55 p.m.

**MOTION:** *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:55 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

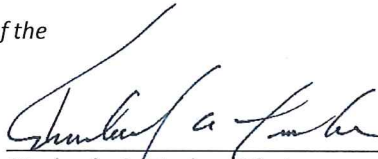
Respectfully submitted,



Joyce Brown  
Secretary to the Board

*"Electronically signed by the Commissioners of the Shoreline Fire Department."*

\_07/\_02/\_2020\_



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Kimberly A. Fischer, Chair




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Jon Kennison, Vice Chair



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David M. Harris, Commissioner



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Kenneth G. Callahan, Commissioner



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Rod Heivilin, Commissioner