



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES July 2, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 2, 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

• Revised Warrant Disbursements for the June 18 Board Meeting:

- The warrant disbursements approved at the June 18 Board meeting were corrected due to an entry error in LTGO CIP Fund. The approved disbursements were \$3,486,832.17, and the correct disbursements are \$3,436,832.17 (detailed information is attached and incorporated by reference). The Board motioned to approve the corrected disbursements:

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to accept the revised disbursements in the amount of \$3,436,832.17 for the June 18 Board meeting warrant vouchers. The motion passed; five ayes.*

MINUTES

MOTION: *Commissioner Kennison moved, and Callahan seconded, a motion to approve the June 18, 2020, regular meeting minutes with the amended warrant disbursements. The motion passed; five ayes.*

CORRESPONDENCE

- Commissioner E-signature Tracking Sheet.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**First Board Meeting
JULY 2, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200706001-200706019	173,003.07	7/8/20
Vendor Voucher(s)	200701001-200701021	25,259.62	7/8/20
Payroll Voucher	71520A - 71520BP	76,846.43	7/8/20
Payroll - Taxes	ACH	8,731.13	7/14/20
CH Payment Request - Depart. of Retirement Systems	ACH	11,996.53	7/15/20
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 295,836.78

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200702001-200702009	91,161.87	7/8/20
Payroll Voucher	71520A - 71520AC	48,820.31	7/8/20
Payroll - Taxes	ACH	9,470.60	7/14/20
CH Payment Request - Depart. of Retirement Systems	ACH	8,520.71	7/15/20
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 157,973.49

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

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200703001-200703005	553,210.29	7/8/20

\$ 553,210.29

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

\$ -

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

\$ -

LTGO CIP FUND: 10-004-3020			
Vendor Voucher(s)	200704001-200704006	307,335.96	7/8/20

\$ 307,335.96

EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION			
Move to accept disbursements in the amount of:		\$ 1,314,356.52	

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to accept disbursements for \$1,314,356.52 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- **Chief Cowan provided a brief summary of the May 2020 financials, which is attached and incorporated by reference:**
 - Cash on hand through the end of May was \$8,339,937.
 - At the end of May, the cash ending balance for all funds was \$16,709,370.
 - The percentage remaining for the general expense fund was 57.0%. The targeted percentage remaining for this timeframe was expected at 58.3% (over budget by 1.3%).
 - Total overtime costs in May were \$104,593, with an overall percentage remaining of 59.1%.
 - Firefighter (FF) Staffing Overtime Costs: \$59,203 (increased due to sick leave and a retiree comp-time cash out).
 - Aid 161 Staffing Overtime Costs: \$45,390
 - Some of the overtime costs are expected to be mitigated as COVID-19 reimbursements are received.
 - The Board requested to have the detailed financial summaries included in the Board meeting packets moving forward.

STATISTICS REPORT:

- The Department provides statistical reports every quarter, which are presented at the second Board meeting in January and July each year. These reports include staffing profiles, emergency response summaries, and incident response times.

STRATEGIC PLAN DISCUSSION

- The Department continues to discuss regionalization efforts with the Northshore Fire Department as part of the strategic planning process.

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 Fischer requested clarification on the discussion of the regional Emergency Medical Services (EMS) support to the Special Weapons and Tactics (SWAT) operations. DC Nankervis clarified King County (EMS) has been working with the South County Medics program to provide EMS operational support for the County's SWAT teams. The Department assisted in the past by assigning on-duty medic units, aid cars, and Medical Services Officers (MSOs) to support the SWAT programs. Still the need has been minimal compared to South County.

- Newly hired Social Worker, Bethel Spagnolo, started today and will be working part-time in the Mobile Integrated Health (MIH) program.
- **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 an update on the Sound Transit projects. DC Taylor noted the Department is waiting for an update from Sound Transit on the electrical volt process at Station 65, and the plans at the 185th street station project have been reviewed.

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:
 - Painting is progressing.
 - Gas service has been connected.
 - The Nederman exhaust removal system installation is progressing.
 - Cabinets are almost completed, and countertops are scheduled to be installed on July 7.
 - Bunker washer is installed, waiting for the electrician to set up power.
 - Exterior signage was installed, but changes will be required.
 - Landscaping has been pushed out to the week of July 6.
 - Cable television, phone, and fiber have been scheduled.
 - The modular is scheduled to be moved the last week of July or early August.
 - Commissioner Fischer asked if the electrical bill issue at Station 63 had been resolved. PM Ashleman stated that the Department is still working with the project contractor to retrieve costs from the temporary power installed and the power used during construction.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the “Consortium”) Update:**
 - Chief Cowan provided an update on the NKCTC, and noted concerns have been raised on representation, and the Consortium’s vision and goals. The Department is hoping to meet next week to discuss the concerns and will provide an update at the next Board meeting.
 - Lieutenant Andres Orams is now the Training Captain for the NKCTC, and Lieutenant Travis Pitts is filling the Training Lieutenant role at Station 61.
- **COVID-19 Update:**
 - DC Nankervis noted there had been approximately three patients transported who tested positive for COVID-19 within the last 10-days.
 - A neighboring jurisdiction recently had a Firefighter (FF) test positive for COVID-19. None of our Department’s employees were in close contact with any of the FF’s.

- Governor Inslee has extended Proclamation 20-25, restricting in-person Commissioner Board meetings until July 9 and has required businesses to enforce wearing masks in any public location.
 - The City of Shoreline received 16,000 masks for distribution and has partnered with Shoreline Fire, the Shoreline School District, and Seattle & King County Public Health to offer a drive-through distribution site for Shoreline residents. The City has also provided 500 masks to the Department to distribute during calls.
- **Regionalization Update:**
 - Chief Cowan provided an update on the status of the regionalization efforts. The recent meeting with consultant Tom Broetje regarding the preparation of the cost analysis went well. However, some of the compiled data was skewed and did not reflect the allocations of the Department correctly. Mr. Broetje will make adjustments to the data and will provide to Chief Cowan for further review.
 - Chief Cowan further noted that, if the Department moves forward with consolidation with Northshore Fire and continues with its Basic Life Support (BLS) transports, then the equivalent levy rate could be lowered to about \$1.14. It is assumed to be able obtain that lower rate that vacancies in the Battalion Chief positions would be required.
 - The Northshore Board meeting is scheduled for next Wednesday, and a decision to consolidate with Shoreline Fire or Woodinville Fire is expected. A voter-approved merger for the spring of 2021 will also be a potential topic of discussion.
 - The Bothell Fire Department's City Council will be considering the pursuit of a contract for services with Woodinville Fire.
 - Chief Cowan will provide a link to the Commissioners to attend the Northshore Board meeting via zoom.
 - **Administrative Staffing Update:**
 - The Department's part-time receptionist has separated from the organization, and due to the vacant position, front desk support was evaluated.
 - Management approved to have one of the Department's administrative assistants re-locate to the front desk for the next few months. Further consideration of the front desk needs will be evaluated.
 - Chief Cowan requested input on the front desk position from the Commissioners. Commissioner Heivilin noted having a phone presence is the most essential aspect.

NEW BUSINESS

- None.

PROJECTED AGENDA:

- The 2021 draft budget schedule has been approved, and will be sent to the Commissioner's for review.

- The Department's Leadership retreat has been set for November 11-12 at the Clearwater Casino.
- Commission Harris will be absent on August 6.

EXECUTIVE SESSION: None.

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

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison 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

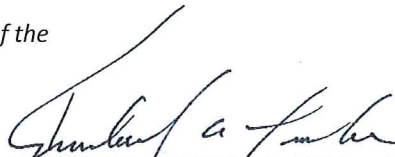
Respectfully submitted,



Joyce Brown
Secretary to the Board

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

 07 / 16 / 2020




Kimberly A. Fischer, Chair



Jon Kennison, Vice Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner