



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES July 16, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 16, 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	Rick Ashleman, Project Manager (PM)
David Harris, Commissioner	
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: Steve Taylor, Deputy Chief (DC)

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 July 2, 2020, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE

- Commissioner E-signature Tracking Sheet.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
JULY 16, 2020

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200707001-200707028	143,000.46	7/22/20
Vendor Voucher(s)	200710001-200710014	27,862.96	7/22/20
Payroll Vouchers	73020A - 73020M	62,820.75	7/22/20
ACH Payment Request - Payroll Direct Deposit	ACH	617,061.19	7/28/20
ACH Payment Request - HRA/VEBA	ACH	61,760.62	7/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	77,240.18	7/30/20
ACH Payment Request - WA DCP	ACH	16,964.64	7/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	14,160.25	7/30/20
ACH Payment Request - Dept. of Retirement Systems	ACH	141,929.62	7/30/20
ACH Payment Request - DSHS	ACH	2,212.84	7/30/20
ACH Payment Request - Payroll Taxes	ACH	136,391.72	7/29/20

\$ 1,301,405.23

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200709001-200709013	47,995.21	7/22/20
Payroll Vouchers	ALS73020A - ALS73020J	24,251.96	7/22/20
ACH Payment Request - Payroll Direct Deposit	ACH	254,573.99	7/28/20
ACH Payment Request - HRA/VEBA	ACH	23,160.69	7/30/20
ACH Payment Request - ALERUS (457 Plan)	ACH	37,168.39	7/30/20
ACH Payment Request - WA DCP	ACH	13,276.23	7/30/20
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,704.32	7/30/20
ACH Payment Request - Depart. of Retirement Systems	ACH	59,853.34	7/30/20
ACH Payment Request - Payroll Taxes	ACH	62,238.73	7/29/20

\$ 528,222.86

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200708001	529.71	7/22/20

\$ 529.71

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	200712001	181.06	7/22/20

\$ 181.06

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200713001-20071300	41,821.49	7/22/20
		\$ 41,821.49	
CIP FUND: 10-004-3010			
Vendor Voucher(s)		No Activity	
		\$ -	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200711001-200711003	100,472.93	7/22/20
		\$ 100,472.93	
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 :		\$ 1,972,633.28	

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to accept disbursements for \$1,972,633.28 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Chief Cowan provided an overview of the June 2020 financials, which is attached and incorporated by reference. A summary of the report is listed on the following pages.

FINANCIAL SUMMARY REPORT: JUNE 2020

Board Meeting: July 16, 2020

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS REPORT

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases		
End of June Balance	\$	18,360,792.80

General Expense Fund - BUDGET OVERVIEW (budget position report)

Data as of June 30, 2020		Notes
Percentage Remaining	47.90%	
Targeted Remaining	50.00%	
Over/Under Budget	2.10%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of June 30, 2020		Notes
Total Overtime	\$ 75,322.00	
Percentage Remaining	52.30%	
Firefighting Staffing Overtime	\$ 18,365.00	Low due to reimbursements from other funds
Aid 161 Staff Overtime	\$ 56,957.00	

General Expense Fund- CASH ON HAND

Data as of June 30, 2020		Notes
Cash on hand, end of June balance	\$ 8,566,277.00	

INTERFUND TRANSFER ACTIVITIES FOR JUNE 2020

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 592,151.00		Transfer to RES & CAP funds, annual report allocation
CAPITAL	\$ 38,186.25		Transfer to LTGO Bond Fund for interest/principal payments
FIRE IMPACT FEE	\$ 542,640.00		Transfer to LTGO Bond Fund for interest/principal payments
RESERVE		\$ 92,151.00	Receipt from EXP fund, annual budget allocation
CAPITAL		\$ 500,000.00	Receipt from EXP fund, annual budget allocation
LTGO BOND		\$ 580,826.25	Receipt from CAP & Fire Impact Fees funds, bond payment
TOTALS	\$ 1,172,977.25	\$ 1,172,977.25	

- Commissioner Heivilin requested further detail on the Fire Impact Fee line item. Chief Cowan noted that a transfer was made out of the Fire Impact Fee Fund to cover most of the Limited Tax General Obligation (LTGO) Bond payment.
- Commissioner Fischer asked if the Department could reflect the COVID-19 pandemic reimbursements received from Federal Emergency Management Agency (FEMA) within specific line items. Chief Cowan clarified they could not be shown as specific budget line reimbursements, but rather as cash on hand in end-of-year total revenue.

STATISTICS REPORT:

- The Department's statistical reports are provided twice per year and presented at the second Board meetings in January and July. These reports include staffing profiles, emergency response summaries, and incident response times. The report is delayed and will be presented at the next Board meeting.

STRATEGIC PLAN DISCUSSION

- The Department continues discussions on 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. In addition to the written report, an overview was provided of the following topics:
 - Commissioner Heivilin requested clarification regarding the impacts of the Assessed Value (AV) on the 2021 budget. Chief Cowan explained that the effects on commercial AV growth would be higher than the residential due to the COVID-19 pandemic, and therefore the 2021 budget will be reasonably conservative.
- **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:
 - DC Nankervis discussed the recent City of Bothell police shooting and stated that the Department deployed two medic units and a Medical Services Officer (MSO) to the incident. The Department's Mobile Integrated Health (MIH) program has been connecting with the City of Bothell regularly, and a few of the Department's personnel provided food to the Bothell Police Department.
 - DC Nankervis provided an update on the recent stabbing that happened off Fremont, in the City of Shoreline. The incident occurred near Station 61, and two of the Department's personnel were near the scene.
- **Deputy Chief Taylor** provided a written District activity report, which is attached and incorporated by reference.
 - Chief Cowan noted that DC Taylor was not in attendance as he had just returned from the pre-construction-meeting for the Department's new engines.

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:
 - Landscaping is progressing.

- CenturyLink and Comcast cable connections are complete.
- Punch-list and walkthrough with the design team is scheduled for July 17.
- The move-in date is tentatively scheduled for July 23.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the “Consortium”) Update:**
 - Bothell, Northshore, and Woodinville Fire Departments are working well together, but there have been concerns that Shoreline’s involvement has been less than expected. Chief Cowan met with Training Director, Erik Wallgren, regarding the current concerns.
 - DC Nankervis commented that the approach in filling specific roles within the Consortium put Shoreline Fire at a disadvantage. Director Walgreen has been invited to the next Shoreline Fire Training Division meeting to help assist in moving forward.

- **COVID-19 Update:**
 - DC Nankervis and Chief Cowan provided the below updates:
 - The current Governor’s mandate requiring the use of masks within public buildings has been somewhat unclear. The Department engaged with other Fire Chiefs and experts from King County Public Health to review Department practices and expectations.
 - One Shoreline Fire employee is in quarantine due to an off-duty exposure.
 - There has not been a significant presence of COVID-19 within the City of Shoreline.
 - The Department is continuing its efforts in sanitizing the fire stations weekly.
 - Chief Cowan sent an email to all Department employees, reinforcing the requirement to social distance, limit interactions, and have a mask on their person at all times.
 - The Department has reached out to other Fire Departments requesting feedback on their current practices.

- **Regionalization Update:**
 - Chief Cowan provided an update on the recent regionalization efforts:
 - The Department submitted a document to the Northshore Fire Department’s (FD) Board of Commissioners detailing the level of service improvements the Department could provide and a financial model for their consideration.
 - Tom Broetje, Northshore FD Board of Commissioner’s consultant, reviewed the submitted financial models and confirmed that both models were very similar in their forecast of a lowered equivalent levy rate of \$1.14. It was also confirmed that both fire departments are in a good financial position.
 - The Northshore FD Board tabled the final decision of consolidated services, to allow Woodinville Fire Department to provide a more detailed proposal. The Northshore FD Board has scheduled a special meeting next week for review. A final decision on moving forward with consolidation efforts will be decided at their August 5 Board meeting.

- Chief Cowan suggested that the Shoreline Fire Commissioners draft a letter communicating their support of regionalization, but many would be out of town and not available to help draft a letter.
- Commissioner Callahan suggested to postpone preparing a letter, and expressed the lack of confidence that the Northshore FD Board would make a decision to consolidate with Shoreline. Commissioners Kennison and Harris agreed.
- Commissioner Harris expressed his disappointment with how the NKCTC efforts have been evolving. He further noted that the regionalization proposals and detailed information provided by Chief Cowan were presented well, and the Shoreline Fire Commissioners should not continue pleading its case. Commissioner Harris further noted that he was not in favor of participating in the preparation of a letter. Commissioner Callahan agreed.

NEW BUSINESS

• Administrative Staffing Update:

- Chief Cowan noted that the person filling the Department's backup payroll position has resigned. The decision to fill the front desk and the backup payroll positions will be tabled until a final decision has been made on the regionalization efforts.

PROJECTED AGENDA:

- The 2020 Washington Fire Commissioner's (WFCA) fall seminar has been cancelled.
- Commissioner Fischer will be out of town from July 26 through August 5, but will be available by phone or text.
- The Department's Leadership retreat has been set for November 11-12 at the Clearwater Casino.
- Commissioner Harris will be absent on August 6.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners took a break at 6:26 and moved to executive session at 6:37 for approximately fifteen (15) minutes, per RCW 42.30.140 Negotiations, with no decision expected.

The executive session ended at 6:52 p.m. and the regular meeting reconvened under old business, with further discussion of regionalization efforts with the Northshore and Woodinville Fire Departments.

The regular meeting of the Board of Commissioners adjourned at 7:24 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 7:24 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

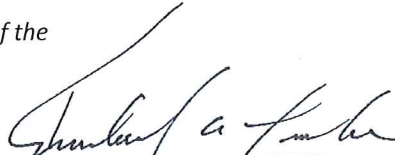
Respectfully submitted,



Joyce Brown
Secretary to the Board

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

_08 / _06 / _2020_



Kimberly A. Fischer, Chair



Jon Kennison, Vice Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner