



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

May 21, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 21, 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 | |

ABSENT: None.

PLEDGE OF ALLEGIANCE

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 May 7, 2020 regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
MAY 21, 2020**

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT | |
|--|-----------------------|--------------|--------------|
| | | AMOUNT | RELEASE DATE |
| EXPENSE FUND: 10-004-0010 | | | |
| Vendor Voucher(s) | 200509001-200509018 | 15,906.52 | 5/20/20 |
| Vendor Voucher(s) | 200514001 | 12,539.56 | 5/20/20 |
| Vendor Voucher(s) | 200519001 - 200519034 | 52,227.77 | 5/27/20 |
| Payroll Vouchers | 52820A - 528200 | 82,624.01 | 5/27/20 |
| ACH Payment Request - Payroll Direct Deposit | ACH | 600,812.43 | 5/26/20 |
| ACH Payment Request - HRA/VEBA | ACH | 98,212.57 | 5/28/20 |
| ACH Payment Request - ALERUS (457 Plan) | ACH | 92,774.30 | 5/28/20 |
| ACH Payment Request - WA DCP | ACH | 16,611.60 | 5/28/20 |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH | 14,051.95 | 5/28/20 |
| ACH Payment Request - Dept. of Retirement Systems | ACH | 140,393.63 | 5/28/20 |
| ACH Payment Request - DSHS | ACH | 3,637.84 | 5/28/20 |
| ACH Payment Request - Payroll Taxes | ACH | 139,710.09 | 5/27/20 |

\$ 1,269,502.27

| | | | |
|---|----------------------|------------|---------|
| ALS EXPENSE FUND: 10-004-6080 | | | |
| Vendor Voucher(s) | 200512001-200512009 | 12,319.34 | 5/20/20 |
| Vendor Voucher(s) | 200516001-200516006 | 11,567.53 | 5/27/20 |
| Payroll Vouchers | ALS52820A - ALS5282J | 25,306.04 | 5/27/20 |
| ACH Payment Request - Payroll Direct Deposit | ACH | 250,410.78 | 5/26/20 |
| ACH Payment Request - HRA/VEBA | ACH | 23,160.69 | 5/28/20 |
| ACH Payment Request - ALERUS (457 Plan) | ACH | 37,453.34 | 5/28/20 |
| ACH Payment Request - WA DCP | ACH | 13,851.14 | 5/28/20 |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH | 5,704.32 | 5/28/20 |
| ACH Payment Request - Depart. of Retirement Systems | ACH | 59,138.35 | 5/28/20 |
| ACH Payment Request - Payroll Taxes | ACH | 60,689.54 | 5/27/20 |

\$ 499,601.07

| | | | |
|--------------------------------------|-----------|----------|---------|
| ALS CAPITAL FUND: 10-004-6060 | | | |
| Vendor Voucher(s) | 200511001 | 1,434.68 | 5/20/20 |
| Vendor Voucher(s) | 200517001 | 1,449.04 | 5/27/20 |

\$ 2,883.72

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

\$ -

| | | | |
|--|---------------------|-----------|---------|
| CAPITAL EXPENSE FUND: 10-004-0020 | | | |
| Vendor Voucher(s) | 200515001-200515007 | 39,247.22 | 5/20/20 |
| Vendor Voucher(s) | 200518001-200518005 | 46,033.13 | 5/27/20 |

\$ 85,280.35

| | | | |
|-----------------------------------|-----------|----------|---------|
| LTGO CIP FUND: 10-004-3020 | | | |
| Vendor Voucher(s) | 200513001 | 2,280.00 | 5/20/20 |

\$ 2,280.00

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

\$ -

| | | | |
|---------------------------------------|--|-------------|--|
| EMS DONATION FUND: 10-004-6030 | | | |
| Vendor Voucher(s) | | No Activity | |

\$ -

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

\$ -

| | | | |
|--|-----------|--------|---------|
| NORTH KC TRAINING CONSORTIUM: 10-004-0100 | | | |
| Vendor Voucher(s) | 200510001 | 684.19 | 5/20/20 |

\$ 684.19

| | | | |
|---|--|-----------|---------------------|
| MOTION | | | |
| Move to accept disbursements in the amount of : | | \$ | 1,860,231.60 |

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to accept disbursements for \$1,860,231.60 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- **Chief Cowan provided a brief summary of the April 2020 financials:**

- At the end of April, the cash ending balance for all funds was \$17,827,654.61.
- The percentage remaining for the expense fund was 64.4%. The targeted remaining for this timeframe was expected at 66.6% (over budget by 2.2%).
- Cash on hand through the end of April was \$8,272,762, which included receipts from the first half of the property taxes and fire benefit charge.
- The Department has transferred the one-time per-capita payment into the North King County Training Consortium (NKCTC). Reimbursements are expected, and an approximate savings of \$7,000 for the Administrative Assistant position held through the Department.
- Total overtime costs in April were \$69,582, with an overall remaining percentage of 68.4%. The Department is now separating the general suppression and the Aid 161 overtime staffing line items to track the impacts and forecast for the 2021 budget. The overtime costs are outlined below:
 - Firefighter staffing overtime costs: \$20,371
 - Aid 161 staffing overtime costs: \$49,211

- DC Nankervis stated that the Department's Basic Life Support (BLS) transports are down since the pandemic started, with 60 BLS transports less compared to last year. A financial calculation will be provided within the next month, depicting totals received and distributed.

STATISTICS REPORT:

- Provided semi-annually.

STRATEGIC PLAN DISCUSSION

- Chief Cowan met with the consultant, Tom Broetje, regarding the preparation of a cost analysis for use towards regionalization efforts. At the meeting, among other things, they discussed what the anticipated capital projects and purchases would be over the next five-years. Chief Cowan reviewed and edited the Department's 20-year capital plan, providing data for the next six-years to more accurately plan and predict budget needs. The Department's goal for future purchases is to not rely on bonds.

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 Fischer requested clarification on the subject of the Point Wells project shutting down operations. Chief clarified, the development of the project is potentially still moving forward, but they are transferring ownership. Hydrants in the area were out of service, but have since been put back in service. The Department is reviewing the issues and will provide an update at the next Board meeting if available.

- **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 an update on the Shoreline Center quarantine closure. DC Nankervis stated that the site was closed by public health on May 14, 2020, due to reduced need. The Shoreline site was one of five that occupied approximately 30 occupants total, and due to the low numbers, they closed two of those five sites. The lease on the property ends June 30, 2020, and King County may dismantle the site to be used for warm weather shelters in the winter.
 - Commissioner Harris requested clarification on why the Department's fire engine was in the shop. DC Nankervis clarified that the reserve Pierce engine would be in the shop for repairs for 3-weeks in preparation of the Wildland season.

- **Deputy Chief Taylor** provided a written District activity report, which is attached and incorporated by reference.

- **PM Ashleman** provided a written District activity report, which is attached and incorporated by reference.

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:
 - The projected move-in date is early July, and the modular will be removed at that time.
 - Drywall is complete on the second floor and still in process on the first floor, and painting is currently in progress.
 - Road frontage improvements are delayed, pending a change required by the City of Shoreline.
 - Fascia and gutters on the west side will be installed this week, and curb and dumpster enclosure pours are scheduled for next week.
 - Final roofing and siding inspections were completed on May 21, 2020, and the contractor will provide an updated project schedule soon.
 - PM Ashleman attended a polished concrete webinar recommended by the project architect and stated that it was very informative.

OLD BUSINESS

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

- DC Nankervis noted that Training Director, Erik Wallgren, has been working with the Consortium to update various training documents and guidelines.
- A Firefighting Fundamental’s document, previously the Zone 1 Task Manual, has been created to help guide training for the future.
- Best practices and tactical guidelines have been updated.
- Driver Engineer workbooks, specifically relating to hose evolutions, have been updated to ensure they are consistent among the four agencies.
- The NKCTC will be sending its personnel to the Zone 3 Training Academy and will be creating plans to implement a NKCTC Training Academy for the fall of 2021.
- A proposal for live-fire training has been created to be held at the Gold Bar training site in November of this year.
- Chief Cowan stated that Lieutenant Travis Pitts asked to step down as the Training Captain to be effective June 30, 2020. The Department is currently accepting Letters of Interest to replace the position on July 1, 2020.

- **COVID-19 Update:**

- Chief Cowan provided the following updates:
 - An email directive was sent to the Department’s Administrative staff stating they should be transitioning back into the office effective June 1, 2020. Safety guidelines for returning to work were provided, and special accommodations could be made as feasible.
- DC Taylor provided the following updates on the cost/recovery reimbursements efforts:
 - The Department has applied to the Federal Emergency Management Agency (FEMA) PA Grant program for the reimbursement of emergency protective measures in response to the COVID-19 pandemic. As part of the requirements of the application process, a Letter of Appointment drafted by the Department’s Board Chair was requested. This letter designated Chief Cowan and DC Taylor as the applicant agents giving the authority to execute and prepare all required documentation.
 - The first project application has been submitted and is currently under review. The total reimbursements for period 1, January through May 5, 2020, will likely be around \$97,000. The Department created a recovery plan for period 2, May through July for COVID-19 related reimbursements, which are expected to be lower than period 1.
- Chief Cowan noted that the Department would receive reimbursements of 75% for approved costs from FEMA. Washington State has been granted funding to cover the 25% remaining reimbursements, which the Department may be eligible to receive.

- **L1760 CBA Extension:**

- During the executive session held at the last Board meeting on May 7, 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. Since that meeting, Chief Cowan received a request for employees to receive a \$1,000 pandemic impact cost reimbursement. The Union has requested to delay the MOU language to the Collective Bargaining Agreement (CBA) until the first week of June 2020, due to current workload.

NEW BUSINESS

- None.

PROJECTED AGENDA:

- The Washington Fire Commissioner Association Seminar has been canceled.
- Chief Cowan reached out to the Clearwater Casino regarding the Department's leadership retreat to discuss options of reserving a larger room. The tentative date of the retreat is September 23-24, 2020, but there might be a conflict with these dates.

EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 5:57 p.m.

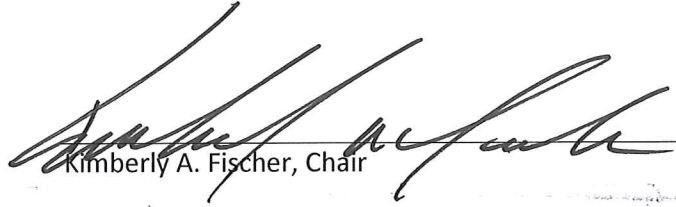
***MOTION:** Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:57 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith


Respectfully submitted,

Joyce Brown


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