



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES June 4, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 4, 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, 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	Mark Foster, Division Chief (DivC)

PLEDGE OF ALLEGIANCE

ROLL 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 May 21, 2020, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE

- None.

STANDING AGENDA

WARRANTS

**First Board Meeting
JUNE 4, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	200606001-200606030	245,356.32	6/10/20
Vendor Voucher(s)			
Vendor Voucher(s)			
Vendor Voucher(s)			
Payroll Voucher	61520A - 61520BG	46,661.84	6/10/20
Payroll - Taxes	ACH	4,247.96	6/12/20
ACH Payment Request - Dept. of Retirement Systems	ACH	6,828.55	6/15/20
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 303,094.67

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	200603001-200603014	124,338.30	6/10/20
Payroll Voucher	ALS61520A - ALS61520V	25,558.15	6/10/20
Payroll - Taxes	ACH	5,003.11	6/12/20
ACH Payment Request - Dept. of Retirement Systems	ACH	4,458.22	6/15/20
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 159,357.78

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	200602001	138.50	6/10/20

\$ 138.50

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	200601001	82,526.50	06/10/20

\$ 82,526.50

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	200604001-200604009	46,436.99	6/10/20

\$ 46,436.99

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

\$ -

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	200605001-200605009	104,749.81	6/10/20

\$ 104,749.81

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:		\$ 696,304.25	

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to accept disbursements for \$696,304.25 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

None.

STATISTICS REPORT:

- Provided semi-annually.

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 of the Sound Transit project impacts to the Department. Chief Cowan clarified that Sound Transit is moving into the construction phase, and the Department's initial Interlocal Agreement (ILA) was only effective through the design phase. Due to the projected schedule, the construction phase may need to be broken into smaller segments. Chief Cowan met with Terry Beals, Permit Administrator for Sound Transit, to start developing the next ILA for Board review and approval.
 - Commissioner Kennison requested further clarification on how Sound Transit plans to restore the Department's land that was affected by the construction. Chief Cowan reminded the Board of the easements that were created to allow Sound Transit access during construction, and the stipulations that were included to ensure the land was restored to pre-construction condition. DC Taylor added that Sound Transit is addressing the surface water issues while the piping is being reconstructed, and noted that the asphalt on the driveway is temporary and will be concreted this August.
- **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 an update on the hiring process of a social worker for the Mobile Integrated Health (MIH) program. DC Nankervis noted that the MIH program has a new funding model with a current surplus of \$75,000 to \$80,000 annually. The Shoreline, Bothell, Woodinville, and Northshore Fire Departments will be pooling funding from King County Emergency Medical Services (KCEMS) for the MIH program. The Department will be hiring a new part-time social worker starting July 1. This position will be no more than 30 hours a week and paid on an hourly basis with commitment through the end of the year. The Department held one interview with an individual who was highly recommended and will likely be hired for the position.
- **Deputy Chief Taylor** 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:

- Drywall is complete, and the taping and painting are in progress.
- Road frontage improvements were delayed, pending a change required by the City of Shoreline.
- Fascia and downspouts are complete.
- Seattle City Light will install power on June 4, and the generator commissioning will be completed soon.
- Curb pours will continue next week.
- The Nederman system install will begin next week.
- The projected move-in date is July 10. Chief Cowan noted that the Department will be planning the move in two different phases, an initial, mostly internal, “push-in” ceremony with the rigs, and an open house scheduled for early August. Once the Department officially moves in, the liquidated damages will end.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) (the “Consortium”) Update:**
 - Chief Cowan noted there are continued discussions on the best practices guidelines within the Zone. The Bellevue Fire Department has had some disagreements relating to the most recent version, specifically regarding the Blue Card model, and the policy of the two-in, two-out rule. The East Metro Training Group (EMTG) will remain with the Mercer Island, Bellevue, and Redmond Fire Departments, which has added to some of the current political issues. However, the NKCTC will be working with the current, Operations Chiefs approved document, to modify and adopt for the Consortium.
 - Commissioner Kennison reiterated the importance that all the Departments should be on the same page for the decisions regarding interoperability.
- **COVID-19 Update:**
 - DC Nankervis stated that King County is waiting for the modified phase-1 re-opening, which should be approved tomorrow, and noted patients in need of medical care due to COVID-19 have been minimal.
 - Chief Cowan noted that the focus of the daily briefings on COVID-19 are switching over to discuss the protests impacts too, and added that the City of Shoreline expects a protest to be held this Saturday, for which the Department will up staff for.

NEW BUSINESS

- **Old LTI Ladder Truck Purchase:** Chief Cowan provided a summary of the Department’s opportunity to purchase the reserve LTI ladder truck (“LTI”) from Eastside Fire, which was sold to them a while back. Chief Cowan further stated that if the Board is in favor of moving forward with the purchase, discussions regarding pricing would be conducted during the executive session.
- The LTI ladder truck will be auctioned off through James G. Murphy Inc. starting next Thursday. Some pros and cons regarding the purchase were sent via email to the Board, which are summarized below:

➤ PROS:

- The LTI could be used as a training apparatus, although not in full, in-service status, for training evolutions, new driver/tiller training, and live-fire training.
- As a training apparatus, it would alleviate the requirement to take the Department's current truck out of service, therefore, removing the regular wear and tear.
- The LTI could be available to the NKCTC training Academy, in which the other four Departments could provide financial support with the purchase, or maintenance.
- The financial impacts would be minimal, and a "not to exceed" price could be set during the auction process.
- If the Department finds that the purchase of the LTI is not working, then it could be taken back to auction.

➤ CONS:

- Storage is minimal, but when the new Station 63 is completed, the LTI could be stored at Station 65, and the new fire truck re-located to Station 63.
 - Up-front costs are not significant, but repairs may be needed.
 - The purchase was not budgeted for, but the Department is anticipating savings from the Battalion Chief apparatus purchase.
- Commissioner Kennison shared his concerns that the Shoreline Fire Department continually pays up-front costs, and that other Departments do not share in those costs, which affects the City of Shoreline taxpayers.
 - Commissioners Heivilin and Harris requested clarification as to why the decision was made to move straight to an auction process and not publish it for sale. DC Nankervis clarified that it was likely because Eastside Fire believed that no other Departments were interested in purchasing it.
 - The Board agreed to discuss the costs in the executive session.

PROJECTED AGENDA:

- The tentative dates for the Department's leadership retreat are now in October of 2020.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to executive session at 5:48 p.m. for approximately ten (10) minutes, per RCW 42.30.140 Negotiations, with no decision expected, and for RCW 42.30.110(1)(b) Real Estate / Site or Acquisition for five (5) minutes, with a decision expected.

The executive session moved to the open session at 5:58 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to authorize Chief Cowan to purchase the Department's old LTI ladder truck through an auction bidding process. The motion passed; five ayes.*

The regular meeting of the Board of Commissioners adjourned at 6:00 p.m.

MOTION: *Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:00 p.m. The motion passed; five ayes.*

Minutes prepared by: B. Goldsmith

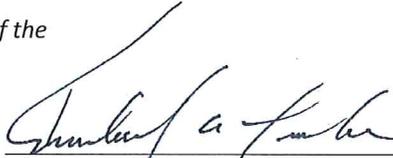
Respectfully submitted,



Joyce Brown
Secretary to the Board

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

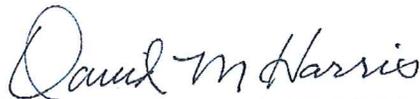
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Kimberly A. Fischer, Chair



Jon Kennison, Vice Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner