



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES March 5, 2020

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 5, 2020 at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

**PRESENT:** Kimberly Fischer, Chair  
Jon Kennison, Vice Chair  
Ken Callahan, Commissioner  
David Harris, Commissioner  
Rod Heivilin, Commissioner  
Steve Taylor, Deputy Chief (DC)

**ABSENT:**

- Matt Cowan, Fire Chief
- John Nankervis, Deputy Chief (DC)
- Rick Ashleman, Project Manager (PM)

**PLEDGE OF ALLEGIANCE**

**CONSIDERATION OF AGENDA:**

- OLD BUSINESS: NKCTC Training Director contract was tabled for discussion at a later date.
- NEW BUSINESS: None.
- EXECUTIVE SESSION: None.

**PUBLIC COMMENT:** None

**MINUTES**

**MOTION:** *Commissioner Harris moved, and Commissioner Kennison seconded, to approve the February 20, 2020 regular meeting minutes. The motion passed; five ayes.*

**CORRESPONDENCE**

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**MARCH 5, 2020**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	200219001-200219022	17,319.62	2/27/20
Vendor Voucher(s)	200222001-200222012	5,364.01	2/27/20
Vendor Voucher(s)	200225001	4,348.18	2/27/20
*Vendor Voucher(s)	200301001-200301016 200301018-200301036	30,448.45	3/16/20
Payroll Voucher	31620A - 31620AY	39,430.12	3/16/20
Payroll Voucher	31620AZ	3,811.36	3/16/20
Payroll - Department of Retirement Systems	ACH	5,711.36	3/16/20
Payroll - Taxes	ACH	3,476.95	3/13/20
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 109,910.05**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	200221001-200221009	2,900.25	2/27/20
Vendor Voucher(s)	200304001-200304021	116,114.28	3/16/20
Payroll Voucher	ALS31620A - ALS31620T	22,702.87	3/16/20
Payroll - Department of Retirement Systems	ACH	4,019.42	3/16/20
Payroll - Taxes	ACH	4,733.81	3/13/20
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 150,470.63**

<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)	200220001-200220002	15,303.98	2/27/20
Vendor Voucher(s)	200224001	173.00	2/27/20
Vendor Voucher(s)	200303001-200303002	33,985.19	3/16/20

**\$ 49,462.17**

<b>CIP FUND: 10-004-3010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>LTGO CIP FUND: 10-004-3020</b>			
Vendor Voucher(s)	200223001	11,382.75	2/27/20

**\$ 11,382.75**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	200302001-200302003	202,107.70	3/16/20

**\$ 202,107.70**

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

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

**\$ -**

<b>MOTION</b>		
Move to accept disbursements in the amount of:		<b>\$ 523,333.30</b>

*\*Notates transaction invoice number voided 200301017 due to duplicate payment processed*

**MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to, accept disbursements for \$523,333.30 per the detail above. The motion passed; five ayes.

#### **COMMISSIONERS' REPORT:**

- Commissioners Heivilin and Callahan attended a King County Fire Commissioner conference call yesterday regarding the COVID19 virus. This meeting consisted of a 12-step recommendation to reduce the risk of spreading the virus. The Commissioners stated the information provided was very beneficial.
- In an effort to continue further education in the state's legislative process, Commissioner Harris contacted our local representatives and received a reply from Representative Jesse Saloman.
- Commissioner Fischer mentioned that the King County E-Board was encouraging people to contact their local Representatives to share the importance of volunteer pension plans.

#### **FINANCIAL REPORT:**

- Provided at the second Board meeting of the month.

#### **STATISTICS REPORT**

- Provided semi-annually.

#### **STRATEGIC PLAN DISCUSSION**

- No current updates.

#### **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.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.
- **DC Taylor and Public Information Officer (PIO), Michelle Pidduck provided a brief update of the COVID-19 virus.**
  - Attached and included by reference is the Department's COVID-19 talking points, which consists of definitions and procedures to reduce the spread of the virus.
  - The number of cases has increased, and the City of Shoreline has cancelled events and afterschool programs to help mitigate the spread of the virus. Shoreline schools remain open at this time.
  - IAFF Local 1760, President, Gabe DeBay and PIO Pidduck have been interviewed by CNN and provided an update of the Department's COVID-19 response and operations.

- Before the University of Washington opened its testing labs, the available tests were approximately 200 a day, and are now over 1,000. There is the possibility of a drive-through lab being established to help to increase the number of available tests.
  - DC Taylor mentioned that the Department completed an inventory of its protective equipment and that our Department was well stocked.
  - The Department is working closely with King County Health Department, with daily check-ins and developing contingency plans on how to move forward.
  - Regular meetings are being held with the King County PIO's.
  - Ongoing updates are posted on the Department's Facebook, Twitter, and website.
  - Commissioner Callahan requested clarification of the Department's protocol and process in the event our personnel are exposed. DC Taylor responded that the Executive Team would be meeting next week to prepare a contingency plan in the event of an exposure.
  - Commissioner Kennison requested clarification of the Department's procedures of sanitization after each call. DC Taylor responded that it depends on the severity of the call and mentioned following the King County-wide protocols, there are different levels of response in place and associated expectations. Specific dispatch codes have been established for the crews to determine the potential severity of the exposure and to allow them to adjust protection accordingly.
- At the February 20 Board meeting, Commissioner Harris requested clarification on a high utility bill from Station 62. DC Taylor reported that the Department compared bills from the past two years, and did a quick site visit determining the costs are similar to previous years during this timeframe, and no further research was needed.

#### **NEW STATION 63 PROJECT ("Project") DISCUSSION/UPDATES:**

- The Station 63 project is still progressing and on track for move-in on June 19 or June 25, 2020 with completion date estimated on July 27, 2020.

#### **NEW DEVELOPMENT UPDATE:**

- No updates at this time.

#### **OLD BUSINESS**

- **Station 61 Tenant Improvement Update:**

- The project is on track and is anticipated for completion by the end of next week.

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

- The Consortium is officially up and running and has been going very well.
- The IT setup for the Consortium has been a recent issue. Agreement was received to allow Zeb Middleton, NOCROM's Senior Systems Engineer and the Department's IT representative, to lead the implementation and coordination for the Consortium's IT needs.

- The Training Director's job description and contract are still in progress, as modifications may be needed to meet the Department of Retirement Systems (DRS) requirements.
- Commissioner Fischer noted that Chief Cowan will be meeting with King County to negotiate the property protection services contract.
- **NKCTC Training Director Contract:**
  - This agenda item was tabled for a future Board meeting.

## **NEW BUSINESS**

- **2020 Residential Sprinkler Ordinance:**
  - The Department's Fire Marshal, Derek LaFontaine provided a brief summary of the 2020 residential sprinkler ordinance recommendation, which is attached and incorporated by reference.
  - The City of Shoreline sprinkler ordinance has been in effect since 2006. This ordinance has required the installation of residential systems based on size, low fire flow, and distance to hydrants, which has resulted in the installation of the sprinkler systems in 45% of new homes, and almost 100% of townhomes.
  - All King County Zone 1 jurisdictions have similar sprinkler ordinances and the cities of Kenmore, Redmond, and Mercer Island have full sprinkler ordinances.
  - The Department's recommendation is to implement an ordinance requiring sprinkler systems in all new one and two-family dwellings to help reduce the number of fires resulting in a fatality, and civilian and firefighter injuries. The Building Official is in support of the ordinance.
  - Commissioner Harris shared his views on the ordinance, stating his opposition to implementation in all single-family homes.
- **Resolution 20-04 Establishing NKCTC Fund:**
  - DC Taylor provided a brief summary of Resolution 20-04 establishing an NKCTC fund.
  - The City of Bothell, Northshore and Shoreline Fire Departments, and Woodinville Fire & Rescue, are, collectively, the consolidated North King County Training Consortium. The Consortium facilitates the highest level of service possible to the citizens from reducing costs by eliminating duplicative effort and expenses. The consolidation will provide a higher level of training while making the most effective use of combined resources.
  - The Shoreline Fire Department, as the designated Agency of Record, is establishing a special fund with the Agency of Record's Treasurer (King County Treasury). This fund will be used for receiving annual monetary contributions from each party and other monies received by or on behalf of the consortium. The fund will also be used to pay for authorized and appropriate purchases of the Consortium.
  - It was recommended that the Board approve Resolution 20-04 establishing a new NKCTC Fund.

**MOTION:** Commissioner Heivilin moved, and Commissioner Kennison seconded, a motion to approve Resolution 20-04 authorizing the King County Treasurer to establish a new North King County Training Consortium Fund. The motion passed; five ayes.

- **Resolution 20-05 Increasing Department Petty Cash Checking Account Limit:**

- The Department's current authorized checking account limit is \$10,000, which has been insufficient in meeting the Departments needs and frequently requires reimbursements in advance of receiving the reconciliation statement.
- It is recommended that the Board approve Resolution 20-05 to increase the authorized amount of the Shoreline Fire petty cash checking account to \$20,000.

**MOTION:** Commissioner Callahan moved, and Commissioner Kennison seconded, a motion to authorize the Board of Commissioners to approve Resolution 20-05 authorizing the Department to increase the Shoreline Fire petty cash account limit from \$10,000 to \$20,000. The motion passed; five ayes.

**PROJECTED AGENDA:**

- **March 7 - Medic One 50<sup>th</sup> Anniversary Celebration:**
  - Postponed due to the current virus outbreaks.
- **March 13 - Annual Appreciation Banquet:**
  - Postponed due to the current virus outbreaks.
- **April 2 – Regular Board Meeting:**
  - Commissioner Kennison will be absent.
- **April 4 - WFC Seminar at the Resort Clear Water resort**
- **May 7 - Regular Board Meeting:**
  - Due to a conflict in attendance, the May 7 regular Board meeting needs to be rescheduled. The Board agreed to reschedule to May 11 at 5:00 p.m. A notice will be prepared and provided to the Shoreline Area News.
- **June 4 – Regular Board Meeting:**
  - Will need to be rescheduled as the Board will be out of town for the WFC Seminar. Possible dates will be discussed at the next meeting.

**EXECUTIVE SESSION:** None.

The regular meeting of the Board of Commissioners adjourned at 5:48 p.m.

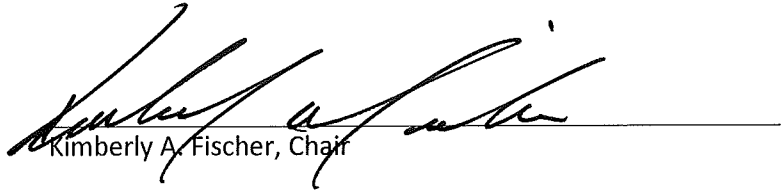
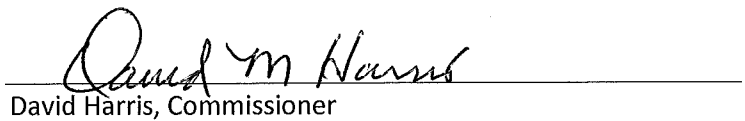
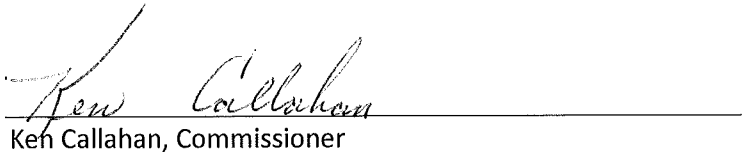
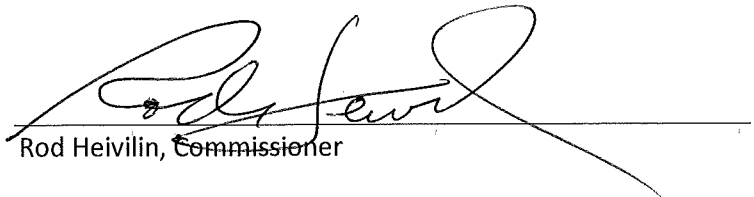
**MOTION:** Commissioner Kennison moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:48 p.m. The motion passed; three ayes.

Minutes prepared by: B. Goldsmith

Respectfully submitted,



Joyce Brown  
Secretary to the Board

  
\_\_\_\_\_  
Kimberly A. Fischer, Chair  
\_\_\_\_\_  
Jon Kennison, Vice Chair  
\_\_\_\_\_  
David Harris, Commissioner  
\_\_\_\_\_  
Ken Callahan, Commissioner  
\_\_\_\_\_  
Rod Heivilin, Commissioner