



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

April 15, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 15, 2021. Due to the current COVID-19 guidelines, the meeting was held on-site, with a limited capacity of 50%. The Department posted a notice on its website and the front door of Station 61 providing a link and call-in information.

PRESENT:

Rod Heivilin, Chair	Matt Cowan, Fire Chief
Ken Callahan, Vice-Chair	John Nankervis, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Steve Taylor, Deputy Chief (DC)
Barb Sullivan, Commissioner	Rick Ashleman, Project Manager
David Harris, Commissioner	

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

➤ None.

CONSIDERATION OF AGENDA:

- **OLD BUSINESS:** No additional agenda items.
- **NEW BUSINESS:** None.
- **EXECUTIVE SESSION:** None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the April 1, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE: None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
APRIL 15, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210404001-210404030	181,547.35	4/14/21
Vendor Voucher(s)	210409001-210409012	32,813.32	4/21/21
Payroll Vouchers	42921A - 42921O	66,016.92	4/19/21
ACH Payment Request - Payroll Direct Deposit	ACH	582,852.61	4/27/21
ACH Payment Request - HRA/VEBA	ACH	59,673.46	4/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	84,087.64	4/29/21
ACH Payment Request - WA DCP	ACH	15,200.34	4/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,414.41	4/29/21
ACH Payment Request - Dept. of Retirement Systems	ACH	139,525.46	4/29/21
ACH Payment Request - DSHS	ACH	2,212.84	4/29/21
ACH Payment Request - Payroll Taxes	ACH	129,016.48	4/28/21

\$ 1,306,360.83

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210405001-210405014	98,257.52	4/14/21
Vendor Voucher(s)	210408001-210408008	6,491.69	4/21/21
Payroll Vouchers	ALS42921A - ALS42921J	24,197.81	4/19/21
ACH Payment Request - Payroll Direct Deposit	ACH	255,347.53	4/27/21
ACH Payment Request - HRA/VEBA	ACH	23,897.91	4/29/21
ACH Payment Request - ALERUS (457 Plan)	ACH	35,442.36	4/29/21
ACH Payment Request - WA DCP	ACH	16,365.81	4/29/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	4/29/21
Dept of Retirement Systems	ACH	59,993.44	4/29/21
ACH Payment Request - Payroll Taxes	ACH	60,719.07	4/28/21

\$ 586,595.72

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

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	210402001	142.12	4/14/21
		\$ 142.12	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210401001	560.98	4/14/21
Vendor Voucher(s)	210406001	4,070.63	4/21/21
		\$ 4,631.61	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210407001	2,445.63	4/21/21
		\$ 2,445.63	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210403001-210403003	11,353.75	4/14/21
		\$ 11,353.75	
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 :		\$ 1,911,529.66	

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$1,911,529.66 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Callahan, Fischer, and Harris attended the King County Commissioners meeting. The evening's speaker was Dr. Stephen Lerch, Chief Economist for Washington State Economic & Revenue Forecast Council. The presentation showed the estimated revenues for the State in various taxing categories. It was noted the meeting went well, and it was an optimistic forecast. Chief Cowan stated that we need to be prepared for commercial AV to possibly go down effecting the 2022 budget.

FINANCIAL REPORT:

- The March 2021 financial report will be presented at the May 6 Board meeting.

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.

IMPACT MITIGATION FEE/UPDATES:

- The Department's Impact Mitigation Fee updates are provided quarterly and presented at the first Board meeting of the first month in that quarter.

STRATEGIC PLAN DISCUSSION:

- The Department continues to work on the Fire Benefit Charge (FBC) educational campaign. Chief Cowan noted the Department would likely schedule a long-range planning meeting in May.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Harris requested an update on the wildland fire seasons outlook. Chief Cowan noted that there was a report that the wildfire season forecast is to be a potentially light-year, but it is just a forecast.
- **Deputy Chief Nankervis** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Harris requested an update on the recent fires in Shoreline. DC Nankervis noted the most current fire started is being investigate, but that the Shoreline police had arrived at the scene for a disturbance only to find the building on fire. The police went into active service to help evacuate the residents until the Shoreline Fire Department arrived. DC Taylor noted quick response from Community Transit and Red Cross helped provide shelters for the evacuated residents. The Department gave kudos to Battalion Chief Monroe and the on-duty crew for their quick response and support.
 - Commissioner Fischer asked how the retirement party for the Maintenance Division Manager went. DC Taylor noted it went well, and that the event was limited to only 50% capacity.

- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - Commissioner Fischer requested an update on the Federal Emergency Management Agency (FEMA) reimbursements associated with the pandemic. DC Taylor stated that the Department submitted 2021 first quarter FEMA reimbursements, and will be receiving 100% back. DC Taylor further noted the recent delays in receiving reimbursements were due to the definition changes for overtime reimbursement requirements set by FEMA.

OLD BUSINESS

- **Station 63 Construction Update:**
 - **Project Manager Rick Ashleman** provided a written district activity report, which is attached and incorporated by reference. In addition to the written report, an overview of the following topics was provided:
 - The settlement agreement with Shreve Construction regarding the closeout issues is almost complete, which will include 75 days of liquidated damages.
 - The recent bay door remote control issues are believed to be triggered by the Nederman exhaust system when the hose swings into the sensor area. The hose release was adjusted to address the issue.
 - The Department has negotiated a final change order in preparation for close out.
- **North King County Training Consortium (NKCTC):**
 - Chief Cowan noted that street-level training was going well, but current issues have been with scheduling and challenges to how each Department conducts business. Chief Cowan prepared an email to Erik Wallgren, the Training Director of the NKCTC, noting some of the positives and areas of improvement needed.
 - Commissioner Fischer stated that there have been many discussions regarding the issues and asked if the Department decided to leave the Consortium how much notice is required. Chief Cowan noted a year's notice is required, but it would also depend upon the timing with because the Department would not want to cause the partners issues with balancing a budget.
 - Commissioner Fischer stated there are continuing issues with combining the training for all Departments within the Consortium and the recent climate survey showed that employees believe that Shoreline Fire Department has higher standards of training. Commissioner Fischer asked if the Department had invited other departments to see how Shoreline Fire presents its training. Chief Cowan clarified that Shoreline Fire had led some recent training activities for the Consortium, which went very well and noted that the Consortium is moving in the right direction.
- **COVID-19 Update:**
 - DC Nankervis provided a brief update:
 - Hospital transports are low due to COVID cases; and the Department are seeing COVID patients only occasionally right now.

- Services are still being provided through the mobile vaccination team, but have diminished due to insufficient stock.
 - The University of Washington has confirmed its interest in partnering with the Shoreline Fire Department to create a fixed vaccination site, which would be located at the Shoreline Center. The vaccination clinic would likely be in service Monday through Friday for approximately eight hours, with the goal to vaccinate 1,000 recipients a day. The site is scheduled to be up and running on April 27.
 - The Department contacted FEMA to request information on reimbursement costs associated with the vaccination process, which stated they did not provide. The Department reached out to the Department of Health regarding financial support for the vaccination site. They noted the same process for funding provided with the mobile vaccination team could be utilized for this site.
 - The UW will be running the calendaring appointment system and the IT infrastructure for the site, but there is a need daily for 22 EMS and Admin/support staff, to help administer the vaccine. The Department has reached out to the Northshore and Bothell Fire Departments, the City of Shoreline, and the Shoreline School District to request their support.
- **Sound Transit Contract:**
 - Chief Cowan noted that Terry Beals with Sound Transit would be moving to a part-time position. Sound Transit is currently working through the scope of work, updating the hours and overall estimated costs, and a final contract is forthcoming.
- **Fire Benefit Charge (FBC) Ballot Measure:**
 - Chief Cowan noted the Department was not able to proceed with the live question and answer sessions on Facebook due to technical issues, but are utilizing other media resources in the meantime.
 - Chief Cowan stated the Department has been receiving comments from citizens who are confused on how to vote for the FBC measure due to all the propositions on the ballot, especially the “no” vote campaign for the Northshore FD Proposition 1 measure. Chief Cowan requested the Department continue to provide clear education on the FBC proposition, to help resolve these issues.
 - Commissioner Heivilin noted he read that due to the presidential election turnout, there was a high validation requirement. Chief Cowan clarified there are three qualifiers for the ballot measure, a simple majority, a supermajority, and sometimes a validation. The current FBC measure is a reaffirmation, and therefore it is a simple majority and not a bond measure that would require validation.
- **Wildland Apparatus Purchase:**
 - DC Taylor noted that the Department has been working through different options to purchase a heavy-duty commercial chassis. The Department researched a company through the HGAC Cooperative Purchasing Program as an option, but the bid was higher than anticipated, and the turnaround time was very long.

- Due to the costs and timing, the Department's current options are to purchase a Ford F-550 chassis and install a skid load internally, or locate a company in the area that can do the work. A chassis has been located in the area, which would need to go through a state bid process.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- June 3 Board meeting was moved to June 10 due to the Commissioners availability.

EXECUTIVE SESSION: None.

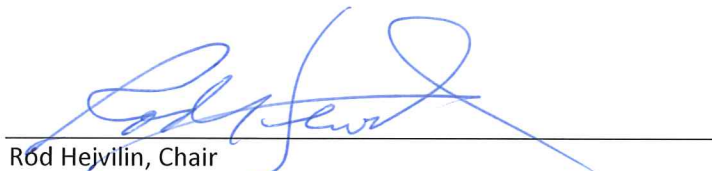
The regular meeting of the Board of Commissioners adjourned at 6:18 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:18 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



Joyce Brown
Secretary to the Board



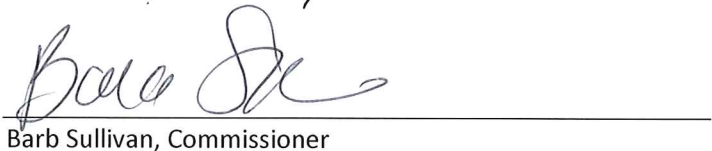
Rod Hejvilin, Chair



Kenneth G. Callahan, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



David M. Harris, Commissioner