



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## SPECIAL MEETING MINUTES – JOINT MEETING

February 10, 2022

Shoreline Fire Department (SFD) Board of Commissioners  
and

North City Water District (NCWD) Board of Commissioners

Chair Callahan called the special Joint meeting to order at 5:00 p.m. on February 10, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to the current COVID-19 guidelines, the meeting was also available virtually via Zoom conferencing. The Department posted a notice on its website and the front door of Station 61 providing a link and call-in information. As required by RCW 42.30, the special meeting notice was posted on January 18, 2022.

### SHORELINE FIRE DEPARTMENT

Ken Callahan, Chair  
David Harris, Vice-Chair  
Barb Sullivan, Commissioner  
(attended via Zoom)  
Rod Heivilin, Commissioner  
Matt Cowan, Fire Chief

### NORTH CITY WATER DISTRICT

Charlotte Haines, NCWD Commissioner  
Patricia Hale, NCWD Commissioner (attended  
via Zoom)  
Ron Ricker, NCWD Commissioner  
Diane Pottinger, NCWD District Manager  
(attended via Zoom)  
Max Woody, NCWD Director of Operations  
(attended via Zoom)

### OLD BUSINESS/NEW BUSINESS

**SFD Sound Transit** - Chief Cowan provided the below update:

- Chief Cowan has been working with Kym Williams, Director of Regulatory Compliance and Permitting at Sound Transit on finalizing the negotiated contract for the current construction phase.
- There are two other contracts that still need be negotiated aside from the Fire Marshal service impacts; operational training and long-term operations post-construction. The Sound Transit project is scheduled to go live in 2024.

**NCWD Sound Transit** – Diane Pottinger provided the below update:

- NCWD negotiated a contract with Sound Transit back in 2017. It was agreed to follow task orders for the construction services and support.
- Commissioner Hale signed an agreement with Sound Transit on the Lynnwood Link Project to help bring the contract current.
- There are issues with the contract for the 145<sup>th</sup> and 522 Bothell Way project. The project is at a 30% design phase and working towards 60%. Other concerns are that the storm water drains would be placed on top of the existing water mains.

**SFD Fircrest Facility Update** - Chief provided the below update:

- Washington State is looking at an inclusive multi-functional approach to include private partners, non-profits, an art facility, etc. SFD has been in discussions and working with Representative Cyndi Ryu to determine if there is a need or option for the Department to have some land at the site.
- There have been some concerns with the design rollout and ensuring that the in-ground work is completed at the same time.
- SFD is interested in being considered for options to purchase or lease land in the SW or SE corner of the site. SFD met with DSHS and DNR to discuss these options. DNR is waiting until the Master Plan has gone through the City before opening it to bid.
- SFD is working to figure out what the projected call volumes would be over the next 30-40 years to determine if Station 65 could support that growth. SFD is generating heat maps to present to the Board to discuss the long-term strategic commitment.

**NCWD Fircrest Update** - Max Woody provided the below update:

- Columbia Fire completed a fire flow test on January 28. The pressure held up well and there will likely be another one. Diane noted that fire flow testing and a water systems plan has been a request of NCWD since 1992.
- Diane noted that NCWD has been considering leasing property for a concrete reservoir and moving a pump station to above ground. The goal is to have this under construction by 2027.

**SFD Regionalization Update** - Chief Cowan provided the below update:

- Northshore Fire Department (NFD) has chosen to contract for services with SFD. This contract will help to elevate levels of service and create cost savings. The goal is for a April 1 implementation.
- A regionalization committee was created to help address any challenges and a retreat is schedule for February 17 to discuss any contentious issues in a group setting.
- Chief Cowan clarified that the contract for services is a collaboration and integration of two Departments.
- SFD will be up-staffing a peak-hour aid car out of Station 57 in Lake Forest Park to help with response times and provide transporting services for residents of Kenmore and Lake Forest Park.
- NFD has two stations, Station 57 in Lake Forest Park and Station 51 in Kenmore.
- Diane asked if there were any potential efficiency concerns with combining the two Departments. Chief Cowan noted that both operational levels of service would improve and create financial efficiencies.
- Chief Cowan stated that the ILA is being prepared to identify cost modeling and transfer of liabilities. NFD will maintain ownership of all their facilities and if there are upgrades needed it would come out of their capital reserve fund.
- Chief Cowan clarified that that any debt will stay with the respective Departments.

**SFD Staffing Update** - Chief Cowan provided the below update:

- SFD plans to increase suppression staffing assigned per shift, which will provide better depth and flexibility, and a higher level of service.

**SFD Capital Projects Update** - Chief Cowan provided the below update:

- The Station 63 project is almost completed, just waiting on one more signature from the State.
- There have been some facility upgrades to the HVAC systems, roofs, and bay doors. The contract with Sound Transit will help to fund a 15-year ladder truck replacement strategy.

**SFD Training Opportunities Update** - Chief Cowan provided the below update:

- Chief Cowan noted SFD is interested in future training opportunities with NCWD.
- Max Woody noted that SFD Captain Michael Majeed reached out to NCWD to discuss rope rescue training. NCWD believes this would be a good opportunity.
- Max Woody asked if there were opportunities for CPR and First Aid training. Chief Cowan suggested connecting with SFD's PIO Michelle Pidduck to help schedule those.
- NCWD has a fire hydrant that could be used for training.

**NCWD Emergency Filling Stations Update** – Max Woody provided the below update:

- There are two emergency filling stations that are available for use. Chief Cowan asked if this was a security issue. Diane stated yes, and noted it would be a challenge in case of an emergency to get the message out to everyone. Diane suggested that having more reservoirs distributed through the system

**NCWD Maintenance Building Project Update** – Max Woody provided the below update:

- Phase three to begin in March or April.
- The plan will be to build a pump station and a reservoir on site.
- Diane noted that NCWD owns a property south of the lawnmower shop property on 185<sup>th</sup> and 9<sup>th</sup> and plans to move the adjacent underground booster station to an above ground station at that property. The project is scheduled to begin in 2027.

**NCWD Shoreline Schools Project Update** – Max Woody provided the below update:

- The project is completed, but NCWD is waiting on the bill of sale with the school district.

**NCWD Shake Alert Project Update** – Max Woody provided the below update:

- The Shake Alert Project is up and running. NCWD has discussed training options with the contractor. Diane noted there would be a regional exercise held by Cascadia Rising in June of this year, and wondered if SFD is involved. Chief Cowan stated that SFD is involved, but is not clear on what the role would be.
- Chief Cowan noted that Station 63 would be a PSERN installation site for mobile radios. Technicians will utilize the site to swap out the radios.
- Diane noted that NCWD is not part of the PSERN project, but would like to be and has been purchasing radios on their own. NCWD is determining if radio or portables would be best. Chief Cowan recommended waiting until the project has been completely defined to ensure the best type and pricing.

**NCWD Flexnet System (potential agreement with SFD) Update** – Max Woody provided the below update:

- NCWD will be using FLEXNET to read water meters.
- It was suggested to place one at SFD Station 65.
- NCWD would like to enter into an agreement with SFD. Chief Cowan noted that SFD would be doing an evaluation of the project and clarified that there would be no frequency issues at the stations.

**Good of the Order:**

- Discussed the growth of the multi-family high rises and their impacts.
- Discussed the impacts of more traffic circles in the City.
- Max Woody stated NCWD received an email from Northshore Fire Department regarding the WSRB hydrant information request. Chief Cowan stated that SFD is scheduled for a WSRB compliance review this summer, and with the integration of NFD and SFD, it will likely be a joint review.

The special joint meeting of the Board of Commissioners adjourned at 6:16 p.m.

**MOTION:** *Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:16 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

*Joyce Brown*

Joyce Brown  
Secretary to the Board

*Kenneth G. Callahan*  
Kenneth G. Callahan, Chair

*David M. Harris*  
David M. Harris, Vice-Chair

Absent  
Kimberly A. Fischer, Commissioner

*Barb Sullivan*  
Barb Sullivan, Commissioner

*Rod Heivilin*  
Rod Heivilin, Commissioner