



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES June 16, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 16, 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.

PRESENT: Ken Callahan, Chair
David Harris, Vice-Chair
Kimberly Fischer, Commissioner
Barb Sullivan, Commissioner
Rod Heivilin, Commissioner

Matt Cowan, Chief
Mark Foster, Deputy Chief (DC)

ABSENT: Steve Taylor, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF President attended the meeting and thanked the Commissioners for their participation in the vaccine mandate discussions.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the June 9, 2022, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Email was sent to Chief Cowan thanking Firefighter Matt Lengbehn for the care provided to a citizen.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
JUNE 16, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	220613001-220613011	34,805.16	6/22/22
Payroll Vouchers		No activity	
ACH Payment Request - Payroll Direct Deposit		No activity	
ACH Payment Request - HRA/VEBA		No activity	
ACH Payment Request - ALERUS (457 Plan)		No activity	
ACH Payment Request - WA DCP		No activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No activity	
ACH Payment Request - Dept. of Retirement Systems		No activity	
ACH Payment Request - DSHS		No activity	
ACH Payment Request - Payroll Taxes		No activity	
Interfund Transfer- OUT to RESERVE fund		150,000.00	6/10/22
Interfund Transfer- OUT to CAPITAL fund		1,000,000.00	6/10/22
Interfund Transfer- OUT to BENEFIT fund		788,105.00	6/10/22

\$ 1,972,910.16

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	220615001-220615004	2,497.45	6/22/22
Payroll Vouchers		No activity	
ACH Payment Request - Payroll Direct Deposit		No activity	
ACH Payment Request - HRA/VEBA		No activity	
ACH Payment Request - ALERUS (457 Plan)		No activity	
ACH Payment Request - WA DCP		No activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No activity	
Dept of Retirement Systems		No activity	
ACH Payment Request - Payroll Taxes		No activity	

\$ 2,497.45

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No activity	
		\$ -	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	220614001	9,265.20	6/22/22
		\$ 9,265.20	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	220612001	1,756.89	6/22/22
		\$ 1,756.89	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	220611001-220611002	5,623.90	6/22/22
		\$ 5,623.90	
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	
		\$ -	
IMPACT FEE FUND: 10-004-6240			
Interfund Transfer- OUT to LTGO Bond Fund		678,300.00	6/10/22
		\$ 678,300.00	
MOTION			
Move to accept disbursements in the amount of :		\$ 2,670,353.60	

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept disbursements for \$2,670,353.60 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Callahan, Fischer, and Heivilin attended the Shoreline Fire Department Local 1760 retirement event.

FINANCIAL REPORT:

- Due to King County delays, the May 2022 financial report will be provided at the July 7 Board meeting.

IMPACT MITIGATION FEE/UPDATES:

- No update.

STATISTICS REPORT:

- The Department's statistical reports for 2022 is postponed until next year. Chief Cowan requested a call volume comparison from 2021 to 2022 be prepared for presentation at the second Board meeting in July.

STRATEGIC PLAN DISCUSSION:

- No update.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin asked for an update on the "who we are" movie discussions. Chief Cowan noted this was an effort led by the King County Fire Chief's Association to help support the Diversity, Equity and Inclusion (DEI) initiatives. The producer of the movie will schedule a visit to discuss the movie and answer questions. The "who we are movie" will be hosted at McCaw Hall in Seattle.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.

NORTHSHORE CONSOLIDATION UPDATE:

- Current priorities are to continue preparing for implementation and integration.
- Chief Cowan is working on the vacation blending report, which should be provided next week.
- Discussions are ongoing for the branding of the two Departments.
- DC Foster noted there is a meeting scheduled next week to discuss the merging of equipment and finalize decisions. Discussions have been on Company Officer, Driver Engineer, and Firefighter expectations, and current priorities are on blending of personnel.
- Chief Cowan provided a modified Northshore budget, which is being reviewed by the Northshore Fire Department Board of Commissioners.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - Chief Cowan provided a brief update regarding the NKCTC transitions.
 - Eastside Fire Department approached NKCTC to request an additional 15 candidates for the Fall Academy. Chief Cowan noted this would only work if it would not affect the current level of quality. The Consortium will be preparing a plan to consider the additional candidates.

NEW BUSINESS:

- **Amendment to the NKCTC Interlocal Agreement (ILA):**
 - Chief Cowan briefed the Board on the amended ILA:
 - The City of Bothell Fire Department is requesting to withdraw from the Consortium effective December 31, 2022, without providing 365 days of notice as required in Section 10 paragraph, 1 of the ILA. The City of Bothell has not presented the request to their Council.
 - As part of the amendment, Shoreline Fire Department is requesting that Training Director Erik Wallgren be released from his duties effective August 1, 2022, and the support of the Board for the replacement as chosen by the Shoreline Fire Chief.
 - Commissioner Heivilin requested, and the Board agreed, to table the approval until the City of Bothell Council approves it.

- **Modification of Resolution on Post Employment Medical Benefits Program**
 - Tabled for discussion during executive session.

PROJECTED AGENDA:

- The National Association of Emergency and Fire Officials (NAEFO) Annual Conference will be held in Las Vegas, September 19-20.

EXECUTIVE SESSION:

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:45 p.m., under RCW 42.30.140 Negotiations, for ten minutes with no decision expected. The Commissioners returned to open session at 5:55 p.m. and extended the executive session for an additional ten minutes.
- The Commissioners returned to open session at 6:05 p.m. and motioned to table the approval of the Resolution of the Department's Post Employment Medical Benefits Program.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to table the approval of the modification of the Department's Resolution of the Post Employment Medical Benefits Program. The motion passed; five ayes.*

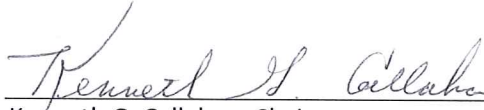
- The Board of Commissioners motioned to adjourn the regular meeting at 6:09 p.m.

MOTION: Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:09 p.m. The motion passed; five ayes.

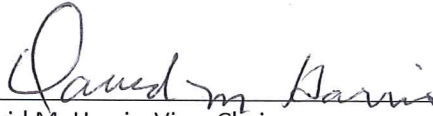
Minutes prepared by: Beatriz Goldsmith

Joyce Brown

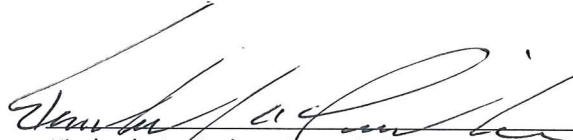
Joyce Brown
Secretary to the Board



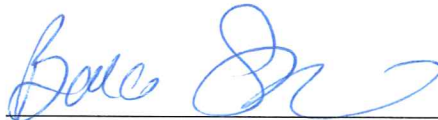
Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner