



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES March 18, 2021

Chair Heivilin called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 18, 2021. 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. A notice providing the call-in information was posted on the Department’s website and the front door of Station 61.

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:

The pledge of allegiance was dispensed due to the meeting being held off-site via Zoom conferencing.

ROLL CALL:

FIRE BENEFIT CHARGE APPEALS:

- There was no public in attendance, and all appeals were considered and resolved.

PUBLIC COMMENT:

- Mr. Dee, Lake Forest Park (LFP) resident and member of LFP Citizen’s Commission, attended the meeting and did not provide a comment.

CONSIDERATION OF AGENDA:

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

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the March 4, 2021, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Commissioner Sullivan read an email provided by the Shoreline School District, thanking Chief Matt Cowan, Deputy Chief John Nankervis, and Division Chief Kathy Pompeo for their support in the vaccinations of the educational community. Commissioner Heivilin noted there was a similar comment posted in the Shoreline Area News.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
MARCH 18, 2021**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	210310001-210310026	187,820.88	3/17/21
Vendor Voucher(s)	210313001-210313028	181,245.51	3/24/21
Payroll Vouchers	33021A - 33021N	62,164.19	3/24/21
ACH Payment Request - Payroll Direct Deposit	ACH	593,222.40	3/26/21
ACH Payment Request - HRA/VEBA	ACH	59,240.12	3/30/21
ACH Payment Request - ALERUS (457 Plan)	ACH	81,490.93	3/30/21
ACH Payment Request - WA DCP	ACH	15,183.81	3/30/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	13,319.07	3/30/21
ACH Payment Request - Dept. of Retirement Systems	ACH	140,948.02	3/30/21
ACH Payment Request - DSHS	ACH	2,212.84	3/30/21
ACH Payment Request - Payroll Taxes	ACH	130,893.96	3/29/21

\$ 1,467,741.73

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	210307001-210307010	65,556.72	3/17/21
Vendor Voucher(s)	210314001-210314016	80,577.59	3/24/21
Payroll Vouchers	ALS33021A - ALS33021K	23,991.83	3/24/21
ACH Payment Request - Payroll Direct Deposit	ACH	250,716.23	3/26/21
ACH Payment Request - HRA/VEBA	ACH	23,897.91	3/30/21
ACH Payment Request - ALERUS (457 Plan)	ACH	35,442.36	3/30/21
ACH Payment Request - WA DCP	ACH	16,365.81	3/30/21
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	5,882.58	3/30/21
Dept of Retirement Systems	ACH	59,094.54	3/30/21
ACH Payment Request - Payroll Taxes	ACH	59,154.30	3/29/21

\$ 620,679.87

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

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	210308001	8,173.01	3/17/21
Vendor Voucher(s)	210311001	9,300.00	3/24/21
		\$ 17,473.01	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	210312001-210312002	1,135.18	3/24/21
		\$ 1,135.18	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	210309001-210309003	3,816.71	3/17/21
		\$ 3,816.71	

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 :		\$ 2,110,846.50	

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept disbursements for \$2,110,846.50 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Callahan, Fischer, Sullivan, and Heivilin attended the Snure webinar on fire service employment, and noted it was very informative.

- Commissioner Fischer viewed the seminar held by Snure Seminars on bid laws, procurement and public works and was thankful that it was available to those who were unable to attend.
- Commissioner Sullivan noted that the recent Facebook posts from the Department have been very beneficial.
- Commissioner Harris noted he intends to watch the recording of the fire service employment webinar.

FINANCIAL REPORT:

- The February 2021 financial report will be presented at the April 1 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, and starting up the long-range planning committee hopefully by 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 Callahan requested clarification of the March 15 discussion on the regionalization efforts with South County Fire (SCF). Chief Cowan clarified that SCF had combined with Lynnwood Fire Department to become a Regional Fire Authority (RFA), and that they still have service contracts with Brier, Mountlake Terrace, and Edmonds. SCF's Chief, Thad Hovis, reached out to Chief Cowan to discuss the potential of pursuing an RFA with the those cities. As Shoreline serves the Town of Woodway, if a merger is approved with Edmonds, there could be potential impacts. Chief Cowan reached out to the town of Woodway Council Members to apprise them of the merger efforts by SCF. It was further clarified that the potential RFA would not include the Shoreline Fire Department.
 - Commissioner Heivilin thanked Chief Cowan for providing the Washington Fire Chiefs (WFC) legislative updates.
 - Commissioner Heivilin asked for clarification of the Property Tax Growth House Bill 1362 and its impacts on the Department's tax income for 2020. Chief Cowan noted that he had testified on this bill during the recent legislative hearing. Dylan Doty is the lead lobbyist for the WFC and believes that the bill may not receive enough support during this legislative session. This bill would increase the 1% cap to 1% plus inflation and/or population growth, but not to exceed 3%. The bill is likely not to be implemented this legislative session.

- Chief Cowan discussed the Pension Reform (LEOFF/TERS) House Bill 5453, which would reallocate the extra funds to support the state teacher's retirement program. This bill would also provide some incentives to the LEOFF 1, and LEOFF 2 retirees would receive an increase from 2% to 2.5% for ten-years. Chief Cowan noted this would be a great incentive for the fire service, and stated that this bill could prompt more retirements within the Department.
- **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:
 - DC Nankervis provided an update on the vaccination numbers:
 - The Department's vaccination mobile team have administered 1,177 first vaccine doses within the Shoreline, Bothell, and Northshore jurisdictions, and second doses have been scheduled.
 - The YMCA pop-up clinic administered 473 Johnson and Johnson vaccines for childcare workers and seniors.
 - The Shoreline University of Washington (UW) clinic administered 800 vaccinations to educators.
 - There have been 2,500 vaccines administered through the mobile program, and the Department has requested the UW partner on a fixed vaccination site to administer vaccinations.
 - There are 740,000 individuals who are now eligible, and roughly 2 million more will become eligible in the State of Washington.
 - Commissioner Heivilin gave Kudos on behalf of the Board to Division Chief Kathy Pompeo, Lieutenant Gabe DeBay, and the Department's mobile vaccination team for their hard work on the vaccination project.
- **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 Heivilin requested an update on the status of the ladder truck. DC Taylor noted there was an unforeseen issue with the seatbelt tensioner, and the part needed will take a while to receive. The Department is utilizing in the meantime the reserve ladder truck, which also had unforeseen mechanical issues that have now been addressed.
 - Commissioner Fischer requested an update on the continued issues with the bay doors at Station 63, as they were said to have been resolved. DC Taylor noted that there are still issues with the remotes on the ladder truck bay doors, which work sporadically. Shreve Construction, the Department's contractor, will work to resolve the issues.

OLD BUSINESS

- **Station 63 Construction Update:**
 - **Project Manager Ashleman** provided an overview of the following topics:
 - **STATION 63 UPDATE:**
 - The Department has received the sink drain design from the contractor. Next steps are to schedule the install and have the Chief review and approve.

- The shower Issues are resolved.
 - The automatic fire alarm issues will need to be resolved.
- Chief Cowan provided an update on the letter received from Shreve Construction regarding the closeout issues. The contractor has agreed to the punch list issues, but has reserved the right to disregard the other issues that relate to liquated damages conditionally. Chief Cowan forwarded the letter to the Department’s legal representative for review. Chief Cowan will work to schedule a meeting to help remedy the issues, and will forward a copy of the letter to the Commissioners for their review.
- **North King County Training Consortium (NKCTC):**
 - Chief Cowan noted that the NKCTC is going better and that a current set of MCO drills are almost completed.
 - DC Nankervis noted the training schedules are going well, and that Director Walgreen has been working with Department with communication and scheduling needs.
- **COVID-19 Update:**
 - DC Nankervis noted that Phase 3 begins on Monday, and the Department will be updating its restrictions to reflect the State’s requirements. The training and in-room capacity will now be up to 50%.
 - Future discussions will be held regarding the Department’s need to require N-95 masks on every response.
 - The replacement of the counterfeit N-95 mask will arrive at the Department tomorrow.
 - Commissioner Heivilin asked that since we are now in Phase 3, if the Commissioner’s Board meetings could be held in person. Chief Cowan noted that he has not received confirmation of this and will await legal advice and provide an update at that time.
- **Sound Transit Contract:**
 - Chief Cowan met with Terry Beals from Sound Transit to discuss the next steps with the contract. It was agreed to amend the Department’s prior contract to include the new numbers. A draft contract is forthcoming. The operational training for the Department’s personnel will be covered, but in a separate phase.
- **Fire Benefit Charge (FBC) Ballot Measure:**
 - Chief Cowan stated he had provided an FBC brief statement video that will be published via social media. There will be two, separate days of live interactive question and answer sessions hosted via Facebook on March 29 and April 20 at 9:00 am and 7:00 pm in preparation for the April 27 election. The informational flyer has been updated and sent out.

NEW BUSINESS:

- **Receptionist and Facilities Vehicle (FVT) Hiring Update:**
 - The Department has hired Morgan Thomason to fill the receptionist position, who will begin on Monday, and Alex Bledsoe to fill the FVT position, who will begin on April 5.

- **Wildland Apparatus Purchase:**

- Chef Cowan sent an email to the Commissioners regarding the potential purchase of a wildland apparatus vehicle and provided an update on the purchase.
 - The Department plans to purchase a heavy-duty commercial chassis, likely an F-550 that would include a wildland skid-mode unit. The Department planned to purchase the unit and the chassis separately, and install in-house, but due to low stock and availability, the decision was made to purchase the unit as a whole. There is not much cost difference, but the purchase could go over the allotted 2021 capital budget.
 - The Department would consider piggybacking with another organization, or partner with a group purchasing organization. If the purchase does go over budget, the Department can utilize funds from another source.
 - Commissioner Harris asked for clarification on the type of apparatus that would be purchased. Chief Cowan clarified that the Department would like to purchase a Type 5 wildland apparatus that includes a heavy-duty chassis, 400-gallon tank, and a winch that could be utilized for removing trees or to help get an apparatus unstuck.
- Commissioner Sullivan requested clarification regarding Chief Cowan's District activity report single CAD discussion. Chief Cowan clarified the region has been working with NORCOM to move to a single CAD system, which is a computer aided dispatch hardware processing system that allows telecommunicators to receive and manage calls. Chief Cowan provided further background on the Department's history in moving to a single CAD system.
- The region and NORCOM are researching the options of a single CAD system and considering using Tyler as the vendor, as this would provide increased savings. A final decision is expected by October.

- **Staffing:**

- Chief Cowan provided an update on the workload concerns, specifically at Station 64. The Department created a model to be implemented on a trial basis to help alleviate these concerns.
- The Department initially up-staffed Aid 161 with two overtime firefighters to help address workloads, allow time for the completion of workbooks, and keep crew integrity, which was very effective, but very expensive. The Department decided on a new model that would staff Aid 164 and 163-for 24-hours a day, seven-days a week and Aid 165 during peak hours.
- The Department, on a three-month trial basis plans to add one firefighter on overtime seven-days a week, for a 12-hour shift on Aid 164 to help alleviate some of the impacts. This would create a four-person engine on 164. The potential costs have been allocated from the 2021 budget, and this model will not be supported with mandatory overtime.

PROJECTED AGENDA:

- Chief Cowan will be out of the office the week of April 5.
- Commissioner Fischer noted that the Washington State Fire Commissioners conference scheduled for June in Lake Chelan has been cancelled.

GOOD OF THE ORDER:

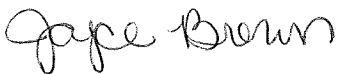
- On April 15, the Department will be holding a celebratory retirement lunch for Maintenance Division Manager, Jack Fuller.

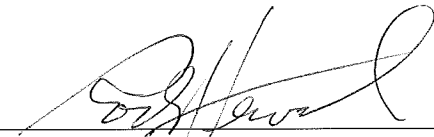
EXECUTIVE SESSION: None.

The regular meeting of the Board of Commissioners adjourned at 6:12 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:12 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith


Joyce Brown
Secretary to the Board


Rod Heivilin, Chair


Kenneth G. Callahan, Vice-Chair


Kimberly A. Fischer, Commissioner


Barb Sullivan, Commissioner


David M. Harris, Commissioner