



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

May 18, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 18, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

David Harris, Chair	Matt Cowan, Chief
Kimberly Fischer, Vice-Chair (attended via Zoom)	Mark Foster, Deputy Chief (DC)
Rod Heivilin, Commissioner	Matt Hochstein, Deputy Chief (DC)
Ken Callahan, Commissioner	
Barb Sullivan, Commissioner	

ABSENT: None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- Discussion on iPad replacements was added under New Business.

MINUTES

MOTION: Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to approve the April 20, 2023, revised regular meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the May 11, 2023, regular meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
MAY 18, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230508001 - 230508040	136,907.54	5/17/23
Vendor Voucher(s)	230514001 - 230514033	34,296.63	5/24/23
Payroll Vouchers		reported at next meeting	
ACH Payment Request - Payroll Direct Deposit		reported at next meeting	
ACH Payment Request - HRA/VEBA		reported at next meeting	
ACH Payment Request - ALERUS (457 Plan)		reported at next meeting	
ACH Payment Request - WA DCP		reported at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		reported at next meeting	
ACH Payment Request - Dept. of Retirement Systems		reported at next meeting	
ACH Payment Request - DSHS		reported at next meeting	
ACH Payment Request - Payroll Taxes		reported at next meeting	
Interfund Transfer- OUT to MIH fund		68,354.00	5/18/23
Interfund Transfer- OUT to CAPITAL fund		1,124,468.00	5/18/23

\$ 1,364,026.17

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230509001 - 230509010	11,975.43	5/17/23
Vendor Voucher(s)			
Payroll Vouchers		reported at next meeting	
ACH Payment Request - Payroll Direct Deposit		reported at next meeting	
ACH Payment Request - HRA/VEBA		reported at next meeting	
ACH Payment Request - ALERUS (457 Plan)		reported at next meeting	
ACH Payment Request - WA DCP		reported at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		reported at next meeting	
Dept of Retirement Systems		reported at next meeting	
ACH Payment Request - Payroll Taxes		reported at next meeting	

\$ 11,975.43

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	2305100001	3,609.27	5/17/23

\$ 3,609.27

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	230511001 - 230511002	10,609.71	5/17/23
		\$ 10,609.71	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230506001	17,453.19	5/17/23
Vendor Voucher(s)	230513001 - 230513002	13,746.14	5/24/23
		\$ 31,199.33	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230507001	1,420.64	5/17/23
Vendor Voucher(s)	230512001	60.00	5/24/23
		\$ 1,480.64	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No Activity	
		\$ -	
EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	
		\$ -	
IMPACT FEE FUND: 10-004-6240			
Interfund Transfer- OUT to LTGO Bond Fund		682,800.00	5/18/23
		\$ 682,800.00	
MOTION			
Move to accept disbursements in the amount of :		\$ 2,105,700.55	

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$2,105,700.55 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the April 2023 Financial Summary Report, listed below and included by reference.

- The Payroll Services budget line was higher due to an increased rate and added personnel that had not been accounted for.
- The Facilities salary budget line was higher due to recent retirement cash outs.
- Commissioner Heivilin requested clarification as to why the Public Information Officer's position salaries were over budget Chief Cowan noted this budget includes the Mobile Integrated Health personnel, and could be due to the transfer from the Emergency Medical Services levy funding. Chief Cowan will review and provide an update via e-mail.

FINANCIAL SUMMARY REPORT: APRIL 2023

Regular Board Meeting: May 18, 2023

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of APRIL Balance	\$	23,198,675.43
----------------------	----	---------------

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of APRIL 2023		Notes
Percentage Remaining	65.6%	
Targeted Percentage Remaining	66.7%	
Over/Under Targeted Budget Remaining	-1.1%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of APRIL 2023		Notes
Total Overtime	\$ 154,940.64	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 48,553.87	Overtime processing period: Mar 10, 2023 - Apr 14, 2023
BLS/EMS Staffing Overtime	\$ 106,386.77	Overtime processing period: Mar 10, 2023 - Apr 14, 2023

General Expense Fund- CASH ON HAND

Data as of APRIL 2023		Notes
Cash on hand, end of APRIL balance	\$ 10,597,377.32	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE			
RESERVE			
CAPITAL			
LTGO BOND			
NKCTC			
TOTALS	\$ -	\$ -	

STATISTICS REPORT:

- No report.

IMPACT MITIGATION FEE/UPDATES:

- None.

STRATEGIC PLAN DISCUSSION:

- Continuing the evaluation and analysis of the Station 54 site in the City of Kenmore.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the Neuro-Calming Policy. Chief Cowan clarified that the Department has a policy for traumatic calls, which emphasizes the use of downtime after a traumatic incident.
 - Commissioner Heivilin requested an update on the Washington State Rating Bureau meeting. Chief Cowan noted that the Department has been working with the WSRB to discuss reconsidering the Department's recent rating. We have provided all the information to WSRB and are waiting for a report back on any changes to our rating.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the recent wildland deployment. DC Foster noted that the Department of Natural Resources reached out for a strike team to a Mason County fire. The Department deployed Brush 161, and the fire has since been contained.
 - DC Foster stated there was a recent structure fire in Lake City and noted the Department's on-duty crew did exceptionally well keeping the fire contained.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- No Report.

NEW BUSINESS:

- **Apple iPad Replacements:**
 - Chief Cowan noted that the new Tylor CAD system does not configure to the Department's Toughbook tablets. Due to the age and the issues with configuration, it is recommended to switch to Apple iPads. The Department was able to receive a price break on the purchase of 30-35 iPads, which includes a two year replacement under warranty program. The purchase costs would be applied from the Northshore, Shoreline, and Advanced Life Support (ALS) budgets. The Department is requesting to move forward with the purchase. The Commissioners agreed for the Department to move forward. Chief Cowan will provide the Commissioners further details on the financial impacts.

PROJECTED AGENDA:

- The Northshore open house and bike rodeo will be held on June 3.
- The regular Board meeting on June 1 was rescheduled to June 8 as the Commissioners will be out of town.
- Academy graduation will be held at Station 51 on June 9 at 3:00 p.m.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:32 p.m.

***MOTION:** Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:32 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

Boupha K. Siharath

Secretary to the Board

David M. Harris

David M. Harris, Chair

Kimberly A. Fischer

Kimberly A. Fischer, Vice-Chair

Barb Sullivan

Barb Sullivan, Commissioner

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

Rod Heivilin

Rod Heivilin, Commissioner