



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES February 2, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 2, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

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

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

ABSENT: None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the January 19, 2023, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
FEBRUARY 2, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230114001 - 230114022	62,138.29	1/25/23
Payroll Vouchers	13023A - 13023M	211,494.92	1/30/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,226,568.32	1/26/23
ACH Payment Request - HRA/VEBA	ACH	117,658.48	1/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	222,805.24	1/30/23
ACH Payment Request - WA DCP	ACH	49,518.60	1/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,221.31	1/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	245,394.50	1/30/23
ACH Payment Request - DSHS	ACH	2,531.80	1/30/23
ACH Payment Request - Payroll Taxes	ACH	282,335.07	1/27/23
Payroll Voucher	21523D	1,940.24	2/13/23
Payroll Voucher	21523A - 21523C	14,686.39	2/13/23
ACH - Payroll Direct Deposit	ACH	162,394.69	2/13/23
ACH - Payroll - Dept of Retirement Systems	ACH	28,221.08	2/15/23
ACH - Payroll - Taxes	ACH	26,306.37	2/14/23

\$ 2,680,215.30

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230116001 - 230116004	34,821.35	1/25/23
Vendor Voucher(s)			
Payroll Vouchers	ALS13023A - ALS13023I	35,567.26	1/30/23
ACH Payment Request - Payroll Direct Deposit	ACH	348,012.32	1/26/23
ACH Payment Request - HRA/VEBA	ACH	23,666.58	1/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	66,835.74	1/30/23
ACH Payment Request - WA DCP	ACH	20,102.76	1/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,025.96	1/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	72,377.77	1/30/23
ACH Payment Request - Payroll Taxes	ACH	88,313.18	1/27/23
Payroll Voucher	ALS21523A - ALS21523C	2,519.01	2/13/23
ACH - Payroll Direct Deposit	ACH	49,641.92	2/13/23
ACH - Payroll - Dept of Retirement Systems	ACH	8,790.87	2/15/23
ACH - Payroll - Taxes	ACH	8,716.61	2/14/23

\$ 766,391.33

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	230115001	7,493.95	1/25/23
		\$ 7,493.95	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No activity	
		\$ -	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230113001 - 230113002	47,497.52	1/25/23
		\$ 47,497.52	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No activity	
		\$ -	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230112001 - 230112002	1,153.53	1/25/23
		\$ 1,153.53	
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 :		\$ 3,502,751.63	

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$3,502,751.63 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Callahan noted that the King County Executive Board meeting was cancelled.

FINANCIAL REPORT:

- Provided at the second Board meeting of each month.

STATISTICS REPORT:

- Chief Cowan provided an overview of the 2022 semi-annual statistical report, which is attached and incorporated by reference. The Department will continue working to streamline and improve response time statistics.

IMPACT MITIGATION FEE/UPDATES:

- None.

STRATEGIC PLAN DISCUSSION:

- Strategic planning meetings to begin this spring. The next steps are to discuss long-term planning and the evaluation of the Station 54 site in the City of Kenmore and the Station 62 site in the City of Shoreline.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the legislative changes of the public records requests. Chief Cowan represents the King County Chief's legislative committee at meetings working to determine if amendments can be made to frivolous public records requests.
 - Commissioner Fischer requested an update on the modifying of work schedules for the Department's Mobile Integrated Health (MIH) Program. Chief Cowan noted a request was submitted to modify a MIH employee's schedule to allow them to be present on Saturdays. Management is meeting to determine if it will be feasible to change the schedule. The Department will also be discussing the various revenue streams and will be analyzing the potential of expanding the MIH program to be available seven days a week. Chief Cowan has been working with the City Of Bothell Fire Department to discuss revenue support for the Program.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the Puget Sound Emergency Radio Network (PSERN) radio project. Chief Hochstein noted a date has not been set, but the Department has been working to determine how many radios are in and out of service. Station 63 is scheduled to be the site of the project swap out.

NORTHSHORE CONSOLIDATION UPDATE:

- Chief Cowan recommended removing the consolidation update as a standing agenda item, the Commissioners agreed.
- Chief Cowan provided a brief update of the Northshore Fire Department salaries and benefits budget reconciliation for 2022, which is attached and incorporated by reference.

OLD BUSINESS:

- **North King County Training Consortium (NKCTC) Update:**
 - Chief Cowan recommended removing the consortium update as a standing agenda item, the Commissioners agreed.
 - Six new Shoreline recruits have started the Winter Academy.

NEW BUSINESS:

- **Administrative Policy 159 Discussion:**
 - Chief Cowan provided a brief update on the Department's Administrative 159 Employee Recognition Program Policy and noted the Department is working to analyze further and update the policy.

PROJECTED AGENDA:

- The Shoreline Fire and North City Water joint meeting is scheduled for February 9.
- Commissioner Harris will be absent at the February 16 Board meeting.
- Legislative Day is February 17. Commissioner Fischer and Chief Cowan will be attending.
- Chief Cowan, DC Hochstein and DC Foster will not be in attendance at the March 2 meeting. The Commissioners rescheduled the regular meeting to March 9 at 5:00 p.m.
- Commissioner Fischer will be absent at the April 6 Board meeting.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:35 p.m.


***MOTION:** Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:35 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Board

David M. Harris, Chair



Kimberly A. Fischer, Vice-Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner