

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
FEBRUARY 16, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230204001 - 230204049	355,422.66	2/8/23
Vendor Voucher(s)	230210001 - 230210029	268,276.31	2/15/23
Vendor Voucher(s)	230214001 - 230214035	74,207.99	2/22/23
Payroll Vouchers	22723A - 22723R	146,870.43	2/27/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,171,119.11	2/23/23
ACH Payment Request - HRA/VEBA	ACH	80,563.93	2/27/23
ACH Payment Request - ALERUS (457 Plan)	ACH	133,847.51	2/27/23
ACH Payment Request - WA DCP	ACH	56,317.20	2/27/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	28,457.59	2/27/23
ACH Payment Request - Dept. of Retirement Systems	ACH	248,909.58	2/27/23
ACH Payment Request - DSHS	ACH	2,531.80	2/27/23
ACH Payment Request - Payroll Taxes	ACH	292,426.79	2/24/23

\$ 2,858,950.90

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230205001 - 230205010	47,574.31	2/8/23
Vendor Voucher(s)	230211001 - 230211014	83,456.56	2/15/23
Vendor Voucher(s)	230215001 - 230215013	8,194.07	2/22/23
Payroll Vouchers	ALS22723A - ALS22723I	24,201.47	2/27/23
ACH Payment Request - Payroll Direct Deposit	ACH	300,389.36	2/23/23
ACH Payment Request - HRA/VEBA	ACH	23,666.58	2/27/23
ACH Payment Request - ALERUS (457 Plan)	ACH	36,598.28	2/27/23
ACH Payment Request - WA DCP	ACH	19,826.60	2/27/23
Dept of Retirement Systems	ACH	68,450.93	2/27/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,025.96	2/27/23
ACH Payment Request - Payroll Taxes	ACH	75,282.58	2/24/23

\$ 694,666.70

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	230206001	313.31	2/8/23

\$ 313.31

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

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230202001 - 230202002	7,969.89	2/8/23
Vendor Voucher(s)	230208001 - 230208002	59,315.15	2/15/23
Vendor Voucher(s)	230212001 - 230212002	8,399.00	2/22/23
			\$ 75,684.04

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230203001 - 230203003	32,595.89	2/8/23
Vendor Voucher(s)	230209001 - 230209003	7,330.30	2/15/23
Vendor Voucher(s)	230213001	3,731.35	2/22/23
			\$ 43,657.54

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230201001 - 230201002	9,184.08	2/8/23
Vendor Voucher(s)	230207001 - 230207003	4,349.16	2/15/23
			\$ 13,533.24

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 :			\$ 3,686,805.73

MOTION: Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$3,686,805.73 per the detail above. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- The Commissioners attended the joint Shoreline Fire Department and North City Water Board meeting last week.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the January 2023 Financial Summary Report, listed below and included by reference.
- Commissioner Heivilin requested an update on why the disability insurance payment amounts vary among the divisions. Chief Cowan will review and provide an update.

FINANCIAL SUMMARY REPORT: JANUARY 2023

Regular Board Meeting: February 16, 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 JANUARY Balance	\$ 21,478,703.80

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

Data as of JANUARY 2023		Notes
Percentage Remaining	90.1%	
Targeted Percentage Remaining	91.7%	
Over/Under Targeted Budget Remaining	-1.6%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of JANUARY 2023		Notes
Total Overtime	\$ 251,368.63	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 167,716.70	<i>Overtime processing period: Dec 9, 2022 - Jan 13, 2023</i>
BLS/EMS Staffing Overtime	\$ 83,651.93	<i>Overtime processing period: Dec 9, 2022 - Jan 13, 2023</i>

General Expense Fund- CASH ON HAND

Data as of JANUARY 2023		Notes
Cash on hand, end of JANUARY balance	\$ 9,306,890.23	

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:

- No report.

STRATEGIC PLAN DISCUSSION:

- Moving forward with the 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 Callahan requested an update on a recent purchase made for the NKCTC Consortium and asked if this was a combined payment from the Northshore and Shoreline Departments. Chief Cowan noted yes it was a joint payment.
 - Commissioner Sullivan requested an update on the Medic One Program needs meeting. Chief Cowan provided an update and noted that most of the meeting were centered on the current and future Paramedic training challenges.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the return of Department employees that were separated due to the vaccination mandate. Chief Cowan noted there were four employees that were affected by the Mandate, and three are interested in returning. The Department has been in discussions with those employees.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the process of a new intercom system at Station 61. Chief Cowan noted that the Department is updating the door locking systems and making safety changes, which includes a new intercom system at the front door.

OLD BUSINESS:

- No report.

NEW BUSINESS:

- **Surplus Truck Flatbed:**

- The Department would like to declare the below truck flatbed for surplus due to the Wildland truck using a different flatbed. The flatbed will be auctioned off through Ritchie Bros. Auctioneers, in Chehalis, Washington. There will be a minimal auction process fee as part of the cost to the Department.

Manufacturer: Contract Manufacturer LLC
Model # ALRD-03946034SD
ID # MX00326040
Product # 00336511

***MOTION:** Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to declare the flatbed listed above to be of no benefit to the Department and to declare the flatbed and authorize the Fire Chief or his designee to dispose the vehicles through auction. The motion passed; four ayes.*

- **Surplus Apparatus:**

- The Department would like to declare the vehicle listed below for surplus due to age and mechanical unreliability. The vehicles will be auctioned off through Ritchie Bros. Auctioneers, in Chehalis, Washington. There will be a minimal auction process fee as part of the cost to the Department.

1999 Ford/Braun E450 Ambulance
ID # 1991
License: 56229C
VIN: 1FDXE40F6XHC26529
Mileage: 46, 274 Model # ALRD-03946034SD

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to declare the apparatus listed above to be of no benefit to the Department and to declare the apparatus surplus and authorize the Fire Chief or his designee to dispose the vehicles through auction. The motion passed; four ayes.*

PROJECTED AGENDA:

- 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, but may attend via zoom.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:29 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:29 p.m. The motion passed; four ayes.*


Minutes prepared by: Beatriz Goldsmith


Bouphe K. Siharath

Secretary to the Board

Absent

David M. Harris, Chair


Kimberly A. Fischer, Vice-Chair (acting Chair)


Barb Sullivan, Commissioner

Kenneth G. Callahan, Commissioner


Rod Heivilin, Commissioner