



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

March 9, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 9, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Chair Harris read into record Commissioner Callahan's excused absence.

**PRESENT:**

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

**ABSENT:**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:**

- Doug Loeser, Department Lieutenant, and Local 1760 IAFF Union President, attended the meeting virtually with no comment.

**CONSIDERATION OF AGENDA:**

- Added under new business Auxiliary Communication Service (ACS) Van / Discussion

**MINUTES**

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the February 16, 2023, regular meeting minutes as written. The motion passed; four ayes.*

**CORRESPONDENCE:**

- Inglemoor Co-op preschool provided a "thank you banner" to the Station 51 crews.
- Letter from a citizen thanking the Department for their efforts on a recent emergency call.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**MARCH 9, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	230304001 - 230304039	327,844.24	3/8/23
Vendor Voucher(s)			
Payroll Voucher	31523A - 31523C	12,665.88	3/15/23
ACH Payment Request - Payroll Direct Deposit	ACH	86,064.66	3/13/23
Payroll - Taxes	ACH	10,306.39	3/14/23
Dept of Retirement Systems	ACH	14,285.25	3/15/23
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

**\$ 451,166.42**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	230305001 - 230305012	104,587.34	3/8/23
Payroll Voucher	ALS31523A - ALS31523C	3,894.89	3/15/23
ACH Payment Request - Payroll Direct Deposit	ACH	77,444.49	3/13/23
Payroll - Taxes	ACH	13,948.63	3/14/23
Dept of Retirement Systems	ACH	13,761.66	3/15/23
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 213,637.01**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No activity	

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	
<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	230301001 - 230301006	60,248.39	3/8/23
		<b>\$ 60,248.39</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	230303001	1,139.50	3/8/23
		<b>\$ 1,139.50</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	230302001 - 230302011	330,694.84	3/8/23
Vendor Voucher(s)	230306001	2,952.87	3/8/23
		<b>\$ 333,647.71</b>	
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	
<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 1,059,839.03</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$1,059,839.03 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Fischer attend the 2023 Fire Commissioners & Chiefs Legislative Day at the Washington State Capital. Legislative Day is an annual joint-sponsored event hosted by the Washington Fire Commissioners Association and the Washington Fire Chiefs. The workshop featured a thorough review and discussion of bills that impact the fire service and pertinent information related to the legislative process.
- Chief Cowan and the Commissioners discussed the Public Records Request Bill.

- The Commissioners attended the King County Commissioners General Board meeting. The speaker of the evening was Karen Howe, who is on the Board of the Prescription Drug Assistance Foundation (PDAF). The PDAF Board is comprised of professionals who donate their time and energy to ensure Washington State residents, insured or uninsured, obtain the medication they need.

**FINANCIAL REPORT:**

- The Financial Summary Reports are provided at the second Board meetings of the month.

**STATISTICS REPORT:**

- No report.

**IMPACT MITIGATION FEE/UPDATES:**

- No report.

**STRATEGIC PLAN DISCUSSION:**

- Moving forward with 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.
  - Chief Cowan provided a brief update on House Bill 5236, which aims to address nursing shortage in the State of Washington. The Bill has been modified and has bipartisan support.
  - Chief Cowan provided a brief update on the re-hiring process of the former employees impacted by the vaccine mandate. Interviews will be scheduled next week. Conditional offers and background checks will be completed after that.
  - Chief Cowan met with an organization named Connections Health Solutions (“Connections”), which is a leading innovator of immediate access to behavioral health crisis care. Connections is securing a location in Kirkland, Washington, for King County’s first person-focused, multi-service behavioral health crisis response center. The center will provide a spectrum of care services, from walk-in behavioral health urgent care to continued stabilization for individuals experiencing all types of behavioral health or substance use crises. The clinic is scheduled to open in 2024.

- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Chief Foster provided a brief update on the Shoreline School Safety/Security visits. Law enforcement, the Department, and the City of Shoreline school administration completed the walkthrough of all public schools in Shoreline. A reference guide will be created to help responders with information regarding each school.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

**OLD BUSINESS:**

- No report.

**NEW BUSINESS:**

- **Auxiliary Communication Service (ACS) Van:**
  - Chief Cowan provided a brief update and history of the ACS van. The Department wishes to surplus the Department's communications van, which is no longer used or needed. A motion to surplus the vehicle will be prepared for the next meeting.
  - Chief Cowan provided a brief update on the support of the Auxiliary Communication Services for potential emergencies.

**PROJECTED AGENDA:**

- Commissioner Fischer will be absent at the April 6 Board meeting, but may attend via zoom.
- The Department's annual Easter egg hunt will be on April 8.
- The Department's annual appreciation banquet is scheduled for April 29 at the Nile Golf Course.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:40 p.m.

**MOTION:** Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:40 p.m. The motion passed; four ayes.

Minutes prepared by: Beatriz Goldsmith


*Boupha K. Siharath*

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Secretary to the Board

  
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David M. Harris, Chair

  
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Kimberly A. Fischer, Vice-Chair

  
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Barb Sullivan, Commissioner

Absent  
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Kenneth G. Callahan, Commissioner

  
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Rod Heivilin, Commissioner