



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES April 6, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 6, 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 Fischer's excused absence.

**PRESENT:**

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

**ABSENT:** Kimberly Fischer, Vice-Chair (excused)

#### PLEDGE OF ALLEGIANCE

The regular order of business moved to accommodate the 2021 State Audit Exit Conference.

#### GUESTS:

- Haji Adams, Audit Manager, Office of the Washington State Auditor, attended via Zoom.
- Lorraine Nitta, Assistant Audit Manager Office of the Washington State Auditor, attended via Zoom.
- Sheri Campbell, Audit Lead, Office of the Washington State Auditor, attended via Zoom.
- Bouphe Siharath, Administrative Director, Shoreline Fire Department.
- Rachel Garlini, Assistant Administrative Director, Shoreline Fire Department.

#### 2021 STATE AUDIT EXIT:

Haji Adams opened the Auditors' Exit conference. Sheri Campbell presented the results of the 2021 audit. The scope included the Accountability and Financial Statement Audit Reports for the period of January 1, 2021, through December 31, 2021, which is attached and incorporated by reference:

The Auditors expressed their appreciation for the cooperation received from Bouphe Siharath, Administrative Director; and other Department staff during the audit process.

The results of the 2021 Audit confirm that the Department is in compliance in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

The following areas were examined during this audit period:

- Self-insurance for the Paid Family Medical Leave (PFML) programs.
- Selected IT Security policies, procedures, practices and controls protecting financial systems – backup, recovery and user access.

- Open public meetings – compliance with minutes, meetings and executive session requirements.
- Financial condition – reviewing for indications of financial distress.

**Internal Control and Compliance over Financial Reporting:**

- No significant deficiencies in internal control.
- No deficiencies that were considered to be a material weakness.
- No instances of noncompliance that were material to the financial statements of the Department.
- The next audit is scheduled to be conducted in the fall of 2023. The Department requested the next audit be conducted in late summer if possible. The Auditors noted it could be scheduled then.

**The regular order of business resumed at 5:11 p.m.**

**PUBLIC COMMENT:**

- Doug Loeser, Department Lieutenant, and Local 1760 IAFF Union President attended the meeting virtually with no comment.
- Stacey - Lakewood Villa, City of Kenmore

**CONSIDERATION OF AGENDA:**

- None.

**MINUTES**

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

**CORRESPONDENCE:**

- None.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**APRIL 6, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	230312001 - 230312027	70,115.41	3/22/23
Vendor Voucher(s)	230318001 - 230318029	24,012.28	3/29/23
Vendor Voucher(s)	230406001 - 230406036	311,501.92	4/12/23
Payroll Vouchers	33023A - 33023N	126,387.58	3/29/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,079,915.84	3/28/23
ACH Payment Request - HRA/VEBA	ACH	149,310.70	3/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	124,816.18	3/30/23
ACH Payment Request - WA DCP	ACH	54,566.35	3/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	27,670.15	3/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	241,275.70	3/30/23
ACH Payment Request - DSHS	ACH	2,531.80	3/30/23
ACH Payment Request - Payroll Taxes	ACH	233,751.69	3/29/23
Payroll Vouchers	41423A - 41423C	13,815.96	4/14/23
ACH Payment Request - Payroll Direct Deposit	ACH	95,825.47	4/12/23
ACH Payment Request - Dept. of Retirement Systems	ACH	15,876.36	4/14/23
ACH Payment Request - Payroll Taxes	ACH	11,182.81	4/13/23
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfold Transfer- OUT to BENEFIT fund		No activity	

**\$ 2,582,556.20**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	230314001 - 230314008	26,751.38	3/22/23
Vendor Voucher(s)	230402001 - 230402012	104,187.39	4/12/23
Payroll Vouchers	ALS33023A - 33023I	30,849.86	3/29/23
ACH Payment Request - Payroll Direct Deposit	ACH	296,901.32	3/28/23
ACH Payment Request - HRA/VEBA	ACH	23,666.58	3/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	36,598.28	3/30/23
ACH Payment Request - WA DCP	ACH	19,826.60	3/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,025.96	3/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	68,120.35	3/30/23
ACH Payment Request - Payroll Taxes	ACH	73,964.71	3/29/23
Payroll Vouchers	ALS41423A - ALS41423C	2,961.08	4/14/23
ACH Payment Request - Payroll Direct Deposit	ACH	60,212.47	4/12/23
ACH Payment Request - Dept. of Retirement Systems	ACH	10,512.81	4/14/23
ACH Payment Request - Payroll Taxes	ACH	9,590.76	4/13/23
Interfund Transfer- OUT to ALS CAPITAL fund		No activity	

**\$ 771,169.55**

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

**\$ -**

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	230313001	143,622.04	3/22/23
Vendor Voucher(s)	230401001	400.21	4/12/23

**\$ 144,022.25**

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230310001 - 230310002	5,766.93	3/22/23
Vendor Voucher(s)	230316001 - 230316002	2,577.90	3/29/23
Vendor Voucher(s)	230404001 - 230404003	8,701.31	4/12/23

**\$ 17,046.14**

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230311001 - 230311002	5,509.98	3/22/23
Vendor Voucher(s)	230317001 - 230317003	4,381.83	3/29/23
Vendor Voucher(s)	230405001 - 230405002	2,165.03	4/12/23

**\$ 12,056.84**

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230315001 - 230315002	357.95	3/29/23
Vendor Voucher(s)	230403001 - 230403003	14,922.01	4/12/23

**\$ 15,279.96**

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 :	<b>\$ 3,542,130.94</b>

**MOTION:** *Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$3,542,130.94 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- No report.

**FINANCIAL REPORT:**

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

**STATISTICS REPORT:**

- No report.

#### **IMPACT MITIGATION FEE/UPDATES:**

- The Department has collected approximately \$493,000 in impact fees within the first quarter of 2023. Details on the current developments will be provided at the next Board meeting.

#### **STRATEGIC PLAN DISCUSSION:**

- The Department has contracted with Levrum Data Technologies (Levrum), Code3 Strategist, to lead the Station 54 site analysis, to be conducted through June of 2023. The Department had contracted with Levrum for the Station 65 analysis.
- The analysis will help to determine if Station 54 will need to be used as a functioning fire station in the future, or how to best to utilize the property for future use.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Chief Cowan attended a meeting with the City of Shoreline to discuss the surplus of the Communications van. The City was not interested in acquiring the vehicle, but would like to continue supporting Auxiliary Communication Services (ACS). The Department has decided to develop a contract and plans to transfer the vehicle to ACS, and potentially providing labor and other support.
  - Commissioner Sullivan requested an update on the Sound Transit Light Rail Project:
    - Chief Cowan provided a brief update regarding the need for fire department connections along I-5, stemmed off of the guideway standpipe.
    - The tracks will start being tested and certified this fall.
    - The next focus will be on training for personnel, and equipment for the Department's apparatus L161 and R151, over the next six months.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - The Department's ladder truck is currently out of service due to mechanical issues. Repairs and shipping of parts will likely take up to 2-weeks. Due to limited availability in utilizing other agency reserve ladder trucks and delay in repairs, the Department has moved specialized apparatus to other stations and notified surrounding fire agencies that there could be a special request for support to help mitigate any unforeseen operational issues.
  - Commissioner Harris requested an update on the tactical guidelines review. DC Foster provided a brief update and noted that the tactical guidelines are required to be reviewed annually.

- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Sullivan requested an update on the Operative IQ system. DC Hochstein noted the Department uses the program to submit service tickets. The program platform will be upgraded on May 31.
  - DC Hochstein noted that the Department had provided a conditional offer for the new facilities tech position that will likely be confirmed soon.
  - Chief Cowan noted that the Department has provided and is preparing conditional offers to two employees that were separated due to the vaccine mandates.

**OLD BUSINESS:**

- No report.

**NEW BUSINESS:**

- **Surplus PPE Equipment from FEMA:**
  - The Department received 20 pallets of PPE from the State of Washington during the initial stages of the pandemic. The Department would like to surplus the PPE equipment provided by the State due to the equipment's expiration date, the items do not meet the Department's quality standards, and the Department's current stock of PPE is adequate. The Department would like to transfer the supplies back to the State Surplus System.
  - Chief Cowan provided kudos to the Department for past and current efforts in ensuring adequate stock of PPE.

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to declare the above attached listed PPE provided by the State to be of no benefit to the Department, and to declare the equipment surplus authorizing the Fire Chief or his designee to auction or sell the items using the State Surplus System. The motion passed; four ayes.*

**PROJECTED AGENDA:**

- The Department's annual Easter egg hunt will be held on April 8.
- The Department's annual appreciation banquet is scheduled for April 29 at the Nile Golf Course.
- The June 1 Regular Board meeting was rescheduled to June 8.
- The Northshore Open House and Bike Rodeo will be held on June 3

**EXECUTIVE SESSION:**

- None.

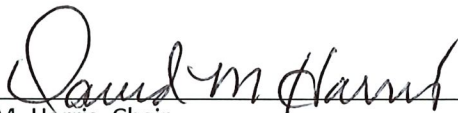
The Commissioners adjourned the regular meeting at 5:52 p.m.

**MOTION:** Commissioner Heivilin moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:52 p.m. The motion passed; four ayes.


Minutes prepared by: Beatriz Goldsmith

  
Bouphe K. Siharath

Secretary to the Board

  
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David M. Harris, Chair

Absent  
\_\_\_\_\_  
Kimberly A. Fischer, Vice-Chair

  
\_\_\_\_\_  
Barb Sullivan, Commissioner

  
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Kenneth G. Callahan, Commissioner

  
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Rod Heivilin, Commissioner