



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES March 16, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on March 16, 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	Mark Foster, Deputy Chief (DC)
Rod Heivilin, Commissioner	Matt Hochstein, Deputy Chief (DC)
Ken Callahan, Commissioner (attended via Zoom)	
Barb Sullivan, Commissioner	

ABSENT:

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- The pinning ceremony was removed from the agenda.

MINUTES

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the March 9, 2023, regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
MARCH 16, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230308001 - 230308038	253,917.33	3/15/23
Payroll Vouchers		No activity	
ACH Payment Request - Payroll Direct Deposit		No activity	
ACH Payment Request - HRA/VEBA		No activity	
ACH Payment Request - ALERUS (457 Plan)		No activity	
ACH Payment Request - WA DCP		No activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No activity	
ACH Payment Request - Dept. of Retirement Systems		No activity	
ACH Payment Request - DSHS		No activity	
ACH Payment Request - Payroll Taxes		No activity	
		\$ 253,917.33	
ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230309001 - 230309017	93,703.67	3/15/23
Payroll Vouchers		No activity	
ACH Payment Request - Payroll Direct Deposit		No activity	
ACH Payment Request - HRA/VEBA		No activity	
ACH Payment Request - ALERUS (457 Plan)		No activity	
ACH Payment Request - WA DCP		No activity	
ACH Payment Request - IAFF Local 1760 (Union Dues)		No activity	
Dept of Retirement Systems		No activity	
ACH Payment Request - Payroll Taxes		No activity	
		\$ 93,703.67	

ALS CAPITAL FUND: 10-004-6060 Vendor Voucher(s)	No activity		
		\$	-
CMT EXPENSE FUND: 10-004-6070 Vendor Voucher(s)	No activity		
		\$	-
CAPITAL EXPENSE FUND: 10-004-0020 Vendor Voucher(s) Vendor Voucher(s)	No activity		
		\$	-
NKCTC FUND: 10-004-0100 Vendor Voucher(s)	No activity		
		\$	-
BENEFITS FUND: 10-004-6050 Vendor Voucher(s) 230307001 - 230307003		10,971.40	3/15/23
		\$	10,971.40
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 :		\$	358,592.40

MOTION: *Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$358,592.40 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- No Report.

FINANCIAL REPORT:

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

FINANCIAL SUMMARY REPORT: FEBRUARY 2023

Regular Board Meeting: March 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 FEBRUARY Balance	\$	18,563,535.14
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of FEBRUARY 2023		Notes
Percentage Remaining	80.5%	
Targeted Percentage Remaining	83.3%	
Over/Under Targeted Budget Remaining	-2.8%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of FEBRUARY 2023		Notes
Total Overtime	\$ 280,056.70	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 167,673.63	Overtime processing period: Jan 13, 2023 - Feb 10, 2023
BLS/EMS Staffing Overtime	\$ 112,383.07	Overtime processing period: Jan 13, 2023 - Feb 10, 2023

General Expense Fund- CASH ON HAND

Data as of FEBRUARY 2023		Notes
Cash on hand, end of FEBRUARY balance	\$ 7,165,842.11	

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 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 Harris requested an update on the battery fire issues. Chief Cowan noted that there had been an increase in batteries catching on fire, and the Department is hoping for battery stewardship mitigation, and training earmarks from State funding.
- **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.

OLD BUSINESS:

- **Surplus Communications Van:**
 - The Department would like to declare the vehicle listed below for surplus due to age and to reduce liability to the Shoreline Fire Department. The vehicle will be gifted to either the Auxiliary Communications Service (ACS) or to the City of Shoreline for ownership, maintenance, and insurability.

1992 Ford Econoline
ID # 3921
License: 25693C
VIN: 1FDKE30MINHB67860

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan 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 gifting to either ACS or the City of Shoreline. The motion passed; five ayes.*

Chief Cowan clarified that there is benefit and value to surplus the vehicle to ACS or the City of Shoreline, as it is kept in service within the City of Shoreline.

NEW BUSINESS:

- No Report.

PROJECTED AGENDA:

- 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.
- The regular Board meeting on June 1 was rescheduled to June 8 as the Commissioners will be out of town.

The Commissioners took a break at 4:55 p.m. The regular meeting resumed at 5:00 and immediately moved to begin the Fire Benefit Charge Appeal Public Hearing. Commissioner Harris opened the Public Hearing at 5:00 p.m.

FIRE BENEFIT CHARGE APPEALS:

- There was no public in attendance.
- Chief Cowan provided a brief summary of the 2023 Fire Benefit Charge (FBC) appeals.
 - There were 53 appeals, 48 of which were due to availability of fire sprinklers that the Fire Marshal's office has verified. Four appeals were denied due to requests for a senior discount, square footage issues, and applicant no longer owns the property. One appeal was not applicable due to the change of property type.

The Fire Benefit Charge Public Hearing concluded at 5:04 p.m. and the regular order of business resumed.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:04 p.m.

MOTION: Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:04 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

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Secretary to the Board



David M. Harris, Chair



Kimberly A. Fischer, Vice-Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner