



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

April 20, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 20, 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	
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:

- 2023 Staffing discussion was added under New Business.

MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Heivilin seconded by Commissioner Heivilin a motion to approve the April 6, 2023, regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE:

- Letter from a local citizen thanking the Department for their support.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
APRIL 20, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230412001 - 230412039	100,427.42	4/19/23
Vendor Voucher(s)	230417001 - 230417027	23,104.99	4/26/23
Payroll Vouchers	42723A - 42723N	131,473.18	4/26/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,075,228.46	4/25/23
ACH Payment Request - HRA/VEBA	ACH	79,611.97	4/27/23
ACH Payment Request - ALERUS (457 Plan)	ACH	111,781.89	4/27/23
ACH Payment Request - WA DCP	ACH	55,016.35	4/27/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,560.31	4/27/23
ACH Payment Request - Dept. of Retirement Systems	ACH	239,739.83	4/27/23
ACH Payment Request - DSHS	ACH	2,531.80	4/27/23
ACH Payment Request - Payroll Taxes	ACH	236,708.42	4/26/23

\$ 2,080,184.62

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230407001 - 230407017	32,665.56	4/19/23
Vendor Voucher(s)	230413001 - 230413008	4,935.66	4/26/23
Payroll Vouchers	ALS42723A - ALS42723J	32,624.32	4/26/23
ACH Payment Request - Payroll Direct Deposit	ACH	321,499.03	4/25/23
ACH Payment Request - HRA/VEBA	ACH	23,666.58	4/27/23
ACH Payment Request - ALERUS (457 Plan)	ACH	36,598.28	4/27/23
ACH Payment Request - WA DCP	ACH	19,826.60	4/27/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,329.13	4/27/23
Dept of Retirement Systems	ACH	72,733.70	4/27/23
ACH Payment Request - Payroll Taxes	ACH	80,537.12	4/26/23

\$ 631,415.98

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	230408001	9,090.00	4/19/23

\$ 9,090.00

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230409001 - 230409004	16,375.67	4/19/23
Vendor Voucher(s)	230415001 - 230415002	45,787.62	4/26/23

\$ 62,163.29

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230410001	1,181.17	4/19/23
Vendor Voucher(s)	230416001 - 230416002	3,525.00	4/26/23

\$ 4,706.17

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230411001	263.25	4/19/23
Vendor Voucher(s)	230414001 - 230414003	1,657.96	4/26/23

\$ 1,921.21

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 :			

\$ 2,789,481.27

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$2,789,481.27, per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Callahan attended the NORCOM Governing Board meeting and noted it was very informative.
- Commissioners Harris, Fischer, and Heivilin will be attending the Washington State Fire Commissioners Seminar event this weekend.

FINANCIAL REPORT:

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

FINANCIAL SUMMARY REPORT: MARCH 2023

Regular Board Meeting: April 20, 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 MARCH Balance	\$	16,162,613.74

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

Data as of MARCH 2023		Notes
Percentage Remaining	73.2%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	-1.8%	Over budget

General Expense Fund- OVERTIME COSTS

Data as of MARCH 2023		Notes
Total Overtime	\$ 113,869.99	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 37,382.47	Overtime processing period: Feb 10, 2023 - Mar 10, 2023
BLS/EMS Staffing Overtime	\$ 76,487.52	Overtime processing period: Feb 10, 2023 - Mar 10, 2023

General Expense Fund- CASH ON HAND

Data as of MARCH 2023		Notes
Cash on hand, end of MARCH balance	\$ 5,871,672.16	

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:

- Chief Cowan provided a brief update and distributed a copy of the Fire Impact Mitigation Summary, which is attached and incorporated by reference. The summary provides statistics and status updates of large permitted and pre-application projects.
- The funds collected from the impact fees are allocated towards the Station 63 Capital Bond and capital purchases to mitigate the impacts of new development.

STRATEGIC PLAN DISCUSSION:

- Continuing 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, Local 1760 IAFF Union President Doug Loeser, and Vice-President Brian Ford attended the Lake Forest Park Council meeting.
 - Commissioner Fisher requested an update on the meeting with the new interim Fire Chief and Deputy Chief of the Bothell Fire Department. Chief Cowan noted discussions were focused on NKCTC staffing structures, Interlocal Agreement, and the upcoming fall academy. Bothell Fire confirmed its commitment in the 2024 NKCTC Academy.
 - Commissioner Sullivan requested an update on wall times at Northwest Hospital. Chief Cowan noted that wall times have been getting better. Chief Cowan and the Department's Division Chief of Emergency Services, Todd Wollum, met with the leadership teams of King County and Northwest Hospital to discuss wall-time issues and options for a pilot program.
 - Commissioner Heivilin requested an update from the legislative meeting. Chief Cowan reached out to the lead lobbyist for Washington State to request an update on the property tax reform/inflator, and noted that it is still being determined.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the projected start date of the mobile radio installation. DC Foster noted it was pushed out to July.
 - Commissioner Sullivan requested an update on the Rail Rescue training, DC Foster noted the training is mainly focused on passenger rail training with brief training on light rail. The Department will be providing additional technician level training.

- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Callahan requested an update on the Shoreline District school safety and security walkthroughs. DC Hochstein noted that the Department has been visiting local schools to conduct safety and security surveys.
 - Chief Heivilin requested an update on the Shoreline Auxiliary Communications (ACS) Team partnership with the City of Shoreline. DC Hochstein noted that the City is drafting a contract to formalize the relationship.
 - Commissioner Fischer requested an update on the repairs needed for Ladder 61. DC Hochstein noted that the part needed was received yesterday, and Ladder 61 will be back in service tomorrow.

OLD BUSINESS:

- No Report.

NEW BUSINESS:

- **2023 Staffing:**
 - Chief Cowan provided a brief update on the current staffing levels and noted that the Department is currently at target staffing levels, but will change by the end of the year. To help mitigate the lower staffing levels, Chief Cowan suggested beginning the process to hire three lateral firefighters. Chief Cowan noted lateral firefighters can attend a modified Academy that would be focused on the Department’s training and services. The Commissioners were in agreement to allow the Department to move forward with the lateral firefighter hiring process.

PROJECTED AGENDA:

- The Department’s annual appreciation banquet is scheduled for April 29 at the Nile Golf Course.
- The Northshore open house will be held on June 3.
- The regular Board meeting on May 4 was rescheduled to May 11 as the Chief’s will be out of town.
- The regular Board meeting on June 1 was rescheduled to June 8 as the Commissioners will be out of town.
- Academy graduation will be held at Station 51 on June 9 at 3:00 p.m.

EXECUTIVE SESSION:

- None.

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

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

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

Boupha K. Siharath

Secretary to the Board

David M. Harris

David M. Harris, Chair

Kimberly A. Fischer, Vice-Chair

Barb Sullivan

Barb Sullivan, Commissioner

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

Rod Heivilin

Rod Heivilin, Commissioner