



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES May 11, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 11, 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:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the April 20, 2023, regular meeting minutes with one correction to who motioned and seconded the meeting minutes. The motion passed with the correction; five ayes.*

CORRESPONDENCE:

- Letter from a local citizen thanking the Department for their support.
- Letter from Aegis Callahan House in Shoreline thanking the Department for their support.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**First Board Meeting
MAY 11, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230504001 - 230504046	350,086.14	5/10/23
Payroll Voucher	51523A - 51523C	9,988.54	5/15/23
ACH Payment Request - Payroll Direct Deposit	ACH	71,805.27	5/11/23
Payroll - Taxes	ACH	9,024.87	5/12/23
Dept of Retirement Systems	ACH	12,073.71	5/15/23
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

\$ 452,978.53

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230505001 - 530505010	108,485.99	5/10/23
Payroll Voucher	ALS51523A - ALS51523C	1,659.89	5/15/23
ACH Payment Request - Payroll Direct Deposit	ACH	31,756.05	5/11/23
Payroll - Taxes	ACH	7,369.07	5/12/23
Dept of Retirement Systems	ACH	5,891.79	5/15/23
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 155,162.79

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)	230502001 - 230502008	56,388.79	5/10/23
Vendor Voucher(s)			
		\$ 56,388.79	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230501001 - 230501003	1,864.66	5/10/23
		\$ 1,864.66	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230503001 - 230503005	174,997.18	5/10/23
		\$ 174,997.18	
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 :		\$ 841,391.95	

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$841,391.95, per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Harris, Fischer, and Heivilin attended the Washington State Fire Commissioners Seminar at the Clearwater Casino in Suquamish, Washington. The agenda topic of the evening was Innovations in the Fire Service a discussion on the Mobile Integrated Health (MIH) program. The North Mason County Regional Fire Authority and the Kitsap County Fire Chiefs delivered the presentation. The Mason County Sheriff also provided a brief presentation. The Commissioners stated the event was very informative.
- Chief Cowan noted the Department is hoping to expand its MIH program and increase services to seven days a week in 2024.

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:

- The Department is continuing to evaluate and analyze the Station 54 site in the City of Kenmore. The Department's consultant is preparing the analysis and will submit a draft report to potentially be presented to the Northshore Board on June 2. A special Board meeting may need to be scheduled with the Northshore Board to discuss the continuing Station 54 evaluation and analysis.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the Sound Transit testing and certification process. Chief Cowan noted that the Department will be required to begin training its personnel in preparation for the certification process scheduled to start this fall.
- **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.
 - Commissioner Fischer requested an update on the Verizon switch station tour. Chief Hochstein, as part of the Emergency Management services team, toured Verizon's northwest central base switch station, in which all Verizon's calls or data flow through.

OLD BUSINESS:

- **2023 Staffing:**
 - Chief Cowan noted that at the April 20 Board meeting, it was agreed to move forward with a dual entry-level and lateral Firefighter hiring process. Due to time constraints, the Department has decided to only move forward with the entry-level process at this time and will proceed with a lateral hiring process this fall. The Department plans to fill 11-12 positions for the 2023-2024 Academies. The Department will send three Shoreline and three Bothell firefighters to Paramedic school for the 2023-2024 training.

NEW BUSINESS:

- No report.

PROJECTED AGENDA:

- The Northshore open house and bike rodeo will be held on June 3.

- 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.
- Commissioner Fischer will have an excused absence at the May 18 Board meeting if unable to attend via Zoom.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:28 p.m.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:28 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

David M. Harris, Chair

Kimberly A. Fischer

Kimberly A. Fischer, Vice-Chair

Barb Sullivan

Barb Sullivan, Commissioner

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

Rod Heivilin

Rod Heivilin, Commissioner