



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES
June 8, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 8, 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: None.

PLEDGE OF ALLEGIANCE

PRESENTATION OF NEW FIREFIGHTERS TO THE BOARD

Following the Pledge of Allegiance, the regular order of business was suspended to recognize the following new employees:

- Craig Chang
- Antonio Flores
- Arielle Jones
- Martel Karb
- Ian Ware

The regular order of business resumed at 5:06 p.m.

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant, and Local 1760 IAFF Union President attended the meeting virtually without comment.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the May 18, 2023, revised regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter received from a citizen thanking the Department's Firefighters Heather Reed and Shaun McGrath for their efforts on a recent call.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
JUNE 8, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230518001 - 230518024	36,742.58	5/31/23
Vendor Voucher(s)	230604001 - 230604036	457,473.07	6/14/23
Vendor Voucher(s)			
Payroll Vouchers	53023A - 53023O	134,491.58	5/24/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,098,863.23	5/25/23
ACH Payment Request - HRA/VEBA	ACH	78,738.27	5/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	108,904.64	5/30/23
ACH Payment Request - WA DCP	ACH	51,781.78	5/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,140.27	5/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	242,127.15	5/30/23
ACH Payment Request - DSHS	ACH	2,531.80	5/30/23
ACH Payment Request - Payroll Taxes	ACH	249,335.66	5/26/23
Payroll Voucher	53023P	2,689.85	5/31/23
Payroll Voucher	61523A - 61523C	13,285.30	6/14/23
ACH Payment Request - Payroll Direct Deposit	ACH	100,877.83	6/13/23
Payroll - Taxes	ACH	15,576.28	6/14/23
Dept of Retirement Systems	ACH	17,368.52	6/15/23
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

\$ 2,634,927.81

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230515001 - 230515006	19,986.93	5/31/23
Vendor Voucher(s)	230605001 - 230605014	216,116.63	6/14/23
Payroll Vouchers	ALS53023A - ALS53023	32,804.75	5/24/23
ACH Payment Request - Payroll Direct Deposit	ACH	323,161.92	5/25/23
ACH Payment Request - HRA/VEBA	ACH	24,066.58	5/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	36,693.32	5/30/23
ACH Payment Request - WA DCP	ACH	18,345.04	5/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,467.41	5/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	72,764.10	5/30/23
ACH Payment Request - Payroll Taxes	ACH	79,870.13	5/26/23
Payroll Voucher	ALS61523A - ALS61523C	2,828.36	6/14/23
ACH Payment Request - Payroll Direct Deposit	ACH	53,093.03	6/13/23
Payroll - Taxes	ACH	10,433.71	6/14/23
Dept of Retirement Systems	ACH	9,567.57	6/15/23
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 906,199.48

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	230606001	13,699.25	6/14/23
		\$ 13,699.25	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	230607001	143,515.48	6/14/23
		\$ 143,515.48	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230516001	62,486.98	5/31/23
Vendor Voucher(s)	230602001 - 230602004	76,377.46	6/14/23
		\$ 138,864.44	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230517001	1,613.01	5/31/23
Vendor Voucher(s)	230603001 - 230603005	28,211.00	6/14/23
		\$ 29,824.01	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230601001 - 230601010	20,766.34	6/14/23
		\$ 20,766.34	
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 :		\$ 3,887,796.81	

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,887,796.81 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the Washington Fire Commissioners Association seminar in Lake Chelan, Washington. Topics of discussion were on Communicating to Win Ballot Measures and Culture of Accountability and Leadership with Humans at the Center seminar, which addressed the generational attitudes and differences in the workforce.
- Commissioner Sullivan thanked Chief Cowan and the Department for contributing a video message on the impacts of forest fires to the Lakeside school student's class project.
- Commissioner Harris was re-elected to the Shoreline Fire Commissioners Board for an additional six years. The new term will begin January 1, 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:

- None.

STRATEGIC PLAN DISCUSSION:

- Discussed under New Business Station 54 Analysis Update.

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 Department's Diversity, Equity, and Inclusion (DEI) committee meeting. Chief Cowan noted the meeting discussions have been going well, and there has been some great feedback.
 - Commissioner Sullivan requested an update on the lithium battery issues. Chief Cowan attended a presentation on the dangers of lithium-ion batteries and noted that they had become a significant fire hazard. Chief Cowan invited Captain Chris Green from the Seattle Fire Department to present and train line personnel on lithium-ion battery safety.
 - Chief Cowan noted that Bellevue and Redmond Fire Departments are receiving support from the Department of Ecology to help subsidize the purchase of electric fire engines.
- **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.
 - The Open House/Pancake Feed Event at station 51 was a success with an estimated 1,500 attendees.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Apple iPad Purchase Update:**
 - The Department has purchased 35 Apple iPads to replace the current Toughbook tablets that are out of date and have configuration issues.
- **Capital Projects at Station 51:**
 - Chief Cowan provided a brief update on capital projects under the Northshore Fire Department expense.
 - The Department plans to replace the audio-visual system at Station 51, which will be a Northshore Fire Department budget expense. The replacement project will be go through the Municipal Research and Services Center (MRSC) bidding process and will likely take six months to complete.
 - The Department is researching options to build an outbuilding at Station 51, which would provide an additional location for training. The outbuilding would be similar to Station 63's. The costs associated with the purchase would be funded through the Northshore capital reserve budget and replenished back by a per-capita surcharge assessed to the North King County Training Consortium (NKCTC) Academy students. The students who are not part of the NKCTC would pay a higher surcharge. Further details on the purchase will be discussed at the next Northshore Board meeting.
- **Station 54 Analysis Update:**
 - The consultant has provided a draft Station 54 station analysis. The analysis is evaluating the potential need of the building as a future operation station. The consultant will provide the final station analysis report at the end of June. The Department will present the options and recommendations to the NFD Board for review at the July Board meeting, and a final decision will be brought for consideration in August.

PROJECTED AGENDA:

- Academy graduation will be held at Station 51 on June 9 at 3:00 p.m.

EXECUTIVE SESSION:

- None.

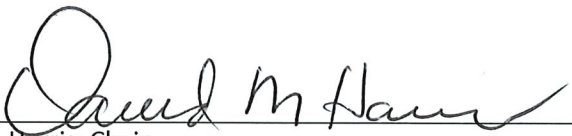
The Commissioners adjourned the regular meeting at 5:55 p.m.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:55 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