



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES July 6, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 6, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Callahan's excused absence has been read into the record.

**PRESENT:** David Harris, Chair  
Kimberly Fischer, Vice-Chair  
Rod Heivilin, Commissioner  
Barb Sullivan, Commissioner

Matt Cowan, Chief  
Matt Hochstein, Deputy Chief (DC)  
(attended via Zoom)

**ABSENT:** Ken Callahan, Commissioner  
Mark Foster, Deputy Chief (DC)

### PLEDGE OF ALLEGIANCE

### 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 June 15, 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  
**JULY 6, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	230614001 - 230614032	51,374.54	6/28/23
Vendor Voucher(s)	230705001 - 230705025	257,684.52	7/12/23
Payroll Vouchers	62923A - 62923L	191,575.29	6/26/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,097,818.81	6/27/23
ACH Payment Request - HRA/VEBA	ACH	114,497.55	6/29/23
ACH Payment Request - ALERUS (457 Plan)	ACH	162,492.58	6/29/23
ACH Payment Request - WA DCP	ACH	51,953.17	6/29/23
ACH Payment Request - Dept. of Retirement Systems	ACH	237,649.82	6/29/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,296.36	6/29/23
ACH Payment Request - DSHS	ACH	2,022.52	6/29/23
ACH Payment Request - Payroll Taxes	ACH	248,265.32	6/28/23
Payroll Voucher	71223A - 71223D	16,361.56	7/12/23
ACH Payment Request - Payroll Direct Deposit	ACH	132,742.69	7/12/23
Payroll - Taxes	ACH	17,436.25	7/13/23
Dept of Retirement Systems	ACH	22,605.96	7/14/23
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 2,628,776.94**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	230612001 - 230612005	3,722.94	6/28/23
Vendor Voucher(s)	230701001 - 230701011	107,889.11	7/12/23
Payroll Vouchers	ALS62923A - ALS62923J	71,959.94	6/26/23
ACH Payment Request - Payroll Direct Deposit	ACH	349,695.18	6/27/23
ACH Payment Request - HRA/VEBA	ACH	24,399.91	6/29/23
ACH Payment Request - ALERUS (457 Plan)	ACH	60,665.73	6/29/23
ACH Payment Request - WA DCP	ACH	18,345.04	6/29/23
ACH Payment Request - Dept. of Retirement Systems	ACH	71,706.64	6/29/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,470.50	6/29/23
ACH Payment Request - Payroll Taxes	ACH	90,532.34	6/28/23
Payroll Voucher	ALS71223A - ALS71223D	3,437.11	7/12/23
ACH Payment Request - Payroll Direct Deposit	ACH	62,734.05	7/12/23
Payroll - Taxes	ACH	13,476.95	7/13/23
Dept of Retirement Systems	ACH	11,504.55	7/14/23
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 896,539.99**

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

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	230613001	6,416.64	6/28/23
Vendor Voucher(s)	230703001 - 230703003	3,992.56	7/12/23
		<b>\$ 10,409.20</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	230704001	4,633.34	7/12/23
		<b>\$ 4,633.34</b>	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	230702001 - 230702005	16,937.13	7/12/23
		<b>\$ 16,937.13</b>	

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 3,557,296.60</b>	

*Prior to passing the motion to approve the disbursements, Commissioner Sullivan asked why the Magnorail at Station 63 was relocated. DC Hochstein noted it was due to the carbon monoxide alarms that were triggered each time Battalion 151 responded out of Station 63.*

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,557,296.60 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- The Commissioners attended the King County Fire Commissioners Association (KCFCA) E-Board meeting and noted that Commissioner Sullivan had done a great job helping to implement the new website.
- Commissioner Heivilin noted an invitation would be sent out to local Fire Chiefs to attend an Active Release Therapy (ART) treatment.

**FINANCIAL REPORT:**

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

**FINANCIAL SUMMARY REPORT: MAY 2023**

Regular Board Meeting: July 6, 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 MAY Balance	\$	29,365,415.59
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**General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)**

Data as of MAY 2023		Notes
Percentage Remaining	58.0%	
Targeted Percentage Remaining	58.3%	
Over/Under Targeted Budget Remaining	-0.3%	Over budget

**General Expense Fund- OVERTIME COSTS**

Data as of MAY 2023		Notes
<b>Total Overtime</b>	\$ 136,811.29	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 63,363.17	Overtime processing period: April 14, 2023 - May 12, 2023
BLS/EMS Staffing Overtime	\$ 73,448.12	Overtime processing period: April 14, 2023 - May 12, 2023

**General Expense Fund- CASH ON HAND**

Data as of MAY 2023		Notes
Cash on hand, end of MAY balance	\$ 15,987,976.11	

**Interfund Transfers:**

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 1,192,822.00		Transfer to CAP & CMT funds, annual budget allocation
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE	\$ 682,800.00		Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL		\$ 1,124,468.00	Receipt from EXP fund, annual budget allocation
LTGO BOND		\$ 682,800.00	Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
CMT		\$ 68,354.00	Receipt from EXP fund, annual budget allocation
<b>TOTALS</b>	<b>\$ 1,875,622.00</b>	<b>\$ 1,875,622.00</b>	

**Interfund Transfers: Northshore-Shoreline Fire ILA**

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from Fire 16 Expense</i>	\$ 7,000,000.00	Northshore/Shoreline Fire ILA (payment 1 of 2)
<b>TOTALS</b>		<b>\$ 7,000,000.00</b>	

- Chief Cowan noted the cell phone air time line item was high. DC Hochstein stated that the Department had approximately nine cell phone lines that were not being used, which have since been removed, and believes this will help lower the costs. DC Hochstein will research further as to why the higher costs.
- Chief Cowan noted that the Department upstaffed an engine for the 4<sup>th</sup> of July celebration at Log Boom Park in the City of Kenmore.

#### **STATISTICS REPORT:**

- No report.

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

- Chief Cowan provided a brief update and distributed a summary of the current building permits initiated and sent to the City of Shoreline for review. The summary is attached and incorporated by reference.
- Funds collected from the impact fees are allocated towards the Station 63 Capital Bond and capital purchases to mitigate the impacts of new development. Chief Cowan will review the impact fees this fall to determine if they could be lowered.
- Commissioner Heivilin asked what the impact fees are based from. Chief Cowan noted that it is based on the type of structure, square footage, and projected growth. Commissioner Heivilin noted that the summary showed a potential discrepancy in the calculations. Chief Cowan will review and provide an update.
- Commissioner Harris requested for Chief Cowan to provide an informational session on the impact mitigation fee process. An informational session will be added to the next Board meeting agenda.

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

- The Department continues to work on evaluating and analyzing the Station 54 site in the City of Kenmore. Chief Cowan will send via email the draft analysis report for the Commissioner's review. The report will be presented at the Northshore Board meeting on Tuesday, July 11.

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

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - The Department has provided conditional offers of employment to nine entry-level and one lateral firefighter candidates, five of the entry level Firefighters will be attending the fall NKCTC Academy and four at the winter Academy.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - The Department deployed Brush 161 to multiple wildland fires, which included a zone brush strike team.
  - Two single-line medics were deployed to the Skamania County fire, and Engine 251 was deployed to the Mason County fire for structure protection.

- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the PESRN radio distribution project. DC Hochstein noted nearly all mobile radios have been installed, and the portable radios have been received and will be distributed once the technology template is in place.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- **Surplus Equipment with Washington State Department Of Enterprise Services (DES):**
  - Several items are at the end of life and have become obsolete and require disposal. It has been determined that the items are of such an insignificant value that they are valueless. The Department works with the Washington State Department of Enterprise Services (DES) through its surplus program, which receives and redistributes surplus items from state and public agencies. The surplus program operates under the statutory authority of Revised Code of Washington 43.19.1919.

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to declare the listed equipment surplus and valueless and authorize the Fire Chief or designee to provide the equipment to DES for disposal. The motion passed; four ayes.*

**PROJECTED AGENDA:**

- Chief Cowan will be out of the office for part of next week and will not be in attendance at the July 20 Board meeting. An interim Fire Chief will be named.
- Commissioner Fischer will be attending the July 20 Board meeting via Zoom.
- Commissioner Heivilin will be absent at the September 7 Board meeting.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:40 p.m.

**MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:40 p.m. The motion passed; four 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*

Kimberly A. Fischer, Vice-Chair

*Barb Sullivan*

Barb Sullivan, Commissioner

Absent

Kenneth G. Callahan, Commissioner

*Rod Heivilin*

Rod Heivilin, Commissioner