



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

August 3, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 3, 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 at 5:06 p.m.)	
Barb Sullivan, Commissioner	

**ABSENT:**

**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 Sullivan moved, and Commissioner Fischer seconded a motion to approve the July 20, 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  
**AUGUST 3, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	230806001 - 230806053	112,302.04	8/9/23
Payroll Vouchers	81523A - 81523E	11,916.99	8/14/23
ACH Payment Request - Payroll Direct Deposit	ACH	68,913.79	8/11/23
ACH Payment Request - Payroll - Taxes	ACH	8,344.42	8/14/23
ACH Payment Request - Dept of Retirement Systems	ACH	11,720.62	8/15/23
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

**\$ 213,197.86**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	230802001 - 230802013	45,494.20	8/9/23
Payroll Vouchers	ALS81523A - ALS81523D	3,552.01	8/14/23
ACH Payment Request - Payroll Direct Deposit	ACH	65,890.70	8/11/23
ACH Payment Request - Payroll - Taxes	ACH	12,818.56	8/14/23
ACH Payment Request - Dept of Retirement Systems	ACH	11,862.37	8/15/23
Interfund Transfer- OUT to ALS CAPITAL fund		No activity	

**\$ 139,617.84**

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

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	230801001	1,607.67	8/9/23

**\$ 1,607.67**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	230804001 - 230804005	79,986.90	8/9/23

**\$ 79,986.90**

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	230805001 - 230805004	11,720.57	8/9/23

**\$ 11,720.57**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	230803001 - 230803005	13,314.52	8/9/23

**\$ 13,314.52**

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

**\$ -**

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

**\$ -**

<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 459,445.36</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$459,445.36 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- The Financial Summary Reports are provided at the second Board meetings of the month.

**STATISTICS REPORT:**

- Provided at the second Board meetings in January and July of each year. The July report will be presented at the August 17 meeting.

**IMPACT MITIGATION FEE/UPDATES:**

- None.

### STRATEGIC PLAN DISCUSSION:

- Chief Cowan provided a brief update on the Station 54 property. The Northshore Board of Commissioners unanimously agreed not to release their interest in the Station 54 property in Kenmore. The next steps are to determine what the vision will be for the building/property.
- The Department is still determining how to proceed with the outbuilding project at Station 51. The plan is to help improve the regional capacity for Multi Company Operations (MCOs), Academies, and to help with parking needs.
- The Department's next step is to focus on Station 62 property analysis this fall.

### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the hospital wall times. Chief Cowan will reach out to obtain an update.
  - Commissioner Sullivan requested an update on the meeting with Bristol Ellington, the City Manager, for the City of Shoreline. Chief Cowan noted that the meeting was to discuss the overall Department structure and future growth opportunities. Discussions also included emergency management resources and the potential partnership between the City of Shoreline and the Northshore Emergency Management Coalition (NEMCO).
  
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Sullivan requested an update on the Puget Sound Emergency Radio (PSERN) project. DC Foster noted the Department has transitioned to the new digital system, which is going well. The next steps are to re-flash the radios into the new system's zones and channels, which will occur at the beginning of next year.
  
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the Sound Transit fiber optic cut issue. DC Hochstein noted that as part of the Sound Transit Light Rail project, the fiber optic lines were cut, which caused a disruption of the internet service at Station 63. The Department issued temporary modems and hotpots at the Station to help alleviate connection issues.
  - DC Hochstein noted that the Sound Transit repaving project continues at Station 65.
  - Chief Cowan noted that the Department is preparing for training and obtaining equipment in preparation of the Sound Transit Light Rail train testing, which is scheduled to begin before the end of this year. The Department is close to finalizing the agreement with Sound Transit, which will include training and overtime costs. Chief Cowan will provide a copy of the contract to the Commissioners.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- **Surplus Medic Unit:**
  - The Department would like to declare the vehicle listed below for surplus due to the age and mechanical unreliability. The aid car will be auctioned off through Ritchie Bros. in Chehalis, WA. There will be a minimal auction process fee as part of the cost to the Department.
    - 2008 Ford/Braun Medic Unit  
License 92840C  
Vin: 1FDXE45P48DB55471

***MOTION:*** Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to declare the medic unit listed above to be of no benefit to the Department and declare the apparatus surplus authorizing the Fire Chief or his designee to dispose of the medic unit through auction. The motion passed; five ayes.

**PROJECTED AGENDA:**

- Promotional ceremony at the August 17 Board meeting at 4:30 p.m. Commissioner Fischer will attend the meeting virtually.
- Commissioner Heivilin will be absent at the September 7 Board meeting.
- Medic One Banquet will be held in Bellevue at 6:00 p.m. on October 28.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:23 p.m.

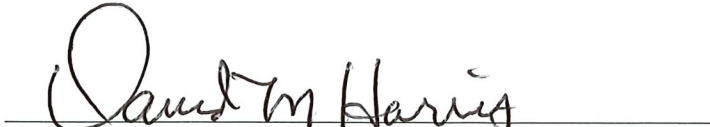
***MOTION:*** Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:23 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath

Secretary to the Board

  
David M. Harris, Chair

  
Kimberly A. Fischer, Vice-Chair

  
Barb Sullivan, Commissioner

Absent  
Kenneth G. Callahan, Commissioner

  
Rod Heivilin, Commissioner