



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

August 17, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 4:30 p.m. on August 17, 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 (attended via Zoom)
Kimberly Fischer, Vice-Chair (attended via zoom)	Mark Foster, Deputy Chief (DC)
Rod Heivilin, Commissioner	Matt Hochstein, Deputy Chief (DC)
Ken Callahan, Commissioner (attended via zoom)	
Barb Sullivan, Commissioner	

ABSENT:

PLEDGE OF ALLEGIANCE

PINNING CEREMONY: Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the newly promoted employees below:

- Lieutenant - **Jonni Hill**
- Lieutenant - **Cameron Eickelmann**
- Deputy Fire Marshal - **Russ Holmes**
- Deputy Fire Marshal – **Tim Schwartz**
- Paramedic - **Nate Etherington**
- Paramedic - **Cody Barwell**

Following the ceremony, the Board and attendees took a break. The regular order of business resumed at 5:03 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 Sullivan moved, and Commissioner Fischer seconded a motion to approve the August 3, 2023, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter from a City of Shoreline citizen thanking the Department for the assistance provided on a recent call.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
AUGUST 17, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230808001 - 230808022	301,958.39	8/16/23
	230815001 - 230815024	76,563.63	8/23/23
Payroll Vouchers	83023A - 23023M	131,560.07	8/30/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,078,979.29	8/28/23
ACH Payment Request - HRA/VEBA	ACH	78,591.78	8/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	104,553.56	8/30/23
ACH Payment Request - WA DCP	ACH	49,287.17	8/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	23,917.28	8/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	239,924.85	8/30/23
ACH Payment Request - DSHS	ACH	2,022.52	8/30/23
ACH Payment Request - Payroll Taxes	ACH	248,777.37	8/29/23

\$ 2,336,135.91

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230811001 - 23081108	69,552.71	8/16/23
	230812001 - 230812005	4,539.50	8/23/23
Payroll Vouchers	ALS83023A - ALS83023J	32,220.05	8/30/23
ACH Payment Request - Payroll Direct Deposit	ACH	315,700.17	8/28/23
ACH Payment Request - HRA/VEBA	ACH	23,666.58	8/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	33,515.93	8/30/23
ACH Payment Request - WA DCP	ACH	18,345.04	8/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,359.13	8/30/23
Dept of Retirement Systems	ACH	71,002.83	8/30/23
ACH Payment Request - Payroll Taxes	ACH	78,456.04	8/29/23

\$ 653,357.98

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	230810001	1,083.81	8/16/23

\$ 1,083.81

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230814001 - 230814004	23,520.44	8/23/23
		\$ 23,520.44	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230809001	17,616.00	8/16/23
Vendor Voucher(s)	230813001	2,221.52	8/23/23
		\$ 19,837.52	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230807001 - 230807003	6,401.10	8/16/23
		\$ 6,401.10	
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 :		\$ 3,040,336.76	

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,040,336.76 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Heivilin noted that King County Fire Commissioners Association (KCFCA) general meeting was cancelled.

FINANCIAL REPORT:

- Chief Cowan presented the brief summary of the July 2023 Financial Summary Report, listed below and included by reference.

FINANCIAL SUMMARY REPORT: JUL 2023

Regular Board Meeting: Aug 17, 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 JUL Balance	\$ 26,599,578.52
--------------------	------------------

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

Data as of JUL 2023		Notes
Percentage Remaining	41.8%	
Targeted Percentage Remaining	41.7%	
Over/Under Targeted Budget Remaining	0.1%	Under budget

General Expense Fund- OVERTIME COSTS

Data as of JUL 2023		Notes
Total Overtime	\$ 191,799.02	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 104,925.31	<i>Overtime processing period: June 9, 2023 - July 14, 2023</i>
BLS/EMS Staffing Overtime	\$ 86,873.71	<i>Overtime processing period: June 9, 2023 - July 14, 2023</i>

General Expense Fund- CASH ON HAND

Data as of JUL 2023		Notes
Cash on hand, end of JUL balance	\$ 12,890,107.31	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to CAP & CMT funds, annual budget allocation
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE			Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			Receipt from EXP fund, annual budget allocation
LTGO BOND			Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
CMT			Receipt from EXP fund, annual budget allocation
TOTALS	\$ -	\$ -	

Interfund Transfers: Northshore-Shoreline Fire ILA

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

STATISTICS REPORT:

- DC Foster provided an overview of the January 1, 2023 through June 30, 2023 statistical response report, which is attached and incorporated by reference.
- Commissioner Sullivan requested to include the Mobile Integrated Health (MIH) response statistics in the next report.
- Commissioner Heivilin and Sullivan commended the Department’s Captain, Jake Yake, for preparing the Shoreline Fire Department’s 2023 Wildland Urban Interface Report.
- Chief Foster noted that the Department deployed rescue team support to the Lahaina wildland fires in Maui.

IMPACT MITIGATION FEE/UPDATES:

- None.

STRATEGIC PLAN DISCUSSION:

- Chief Cowan noted that the Station 54 analysis sub-committee will be meeting next week.
- The Department is still determining how to proceed with the outbuilding project at Station 51.
- The Departments next step is to focus on the Station 62 property analysis later this fall.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** 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 Heivilin requested an update on the new digital radio systems. DC’s Foster and Hochstein noted that there have been no reports of connection or reception issues. The Department’s Fire Marshal’s office is working with PSERN to put the new system in larger buildings.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Budget Schedule and Outlook:**
 - Chief Cowan provided a revised budget schedule and stated that the joint special meeting with Shoreline and Northshore Fire Departments is set for October 24. Chief Cowan noted that there may be an assessed value (AV) decrease, which will need to be incorporated into the 2024 budget.

PROJECTED AGENDA:

- 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:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:29 p.m. per RCW 42.30.140 Negotiations for approximately 15 minutes with no decision expected.

At 5:44 p.m., the Commissioners resumed to open session with no decision. The regular meeting adjourned at 5:44 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:44 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

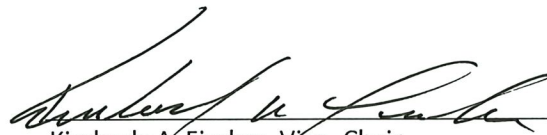


Bouphe K. Siharath

Secretary to the Board



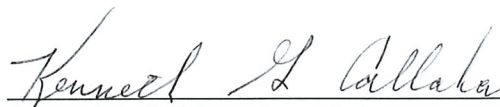
David M. Harris, Chair



Kimberly A. Fischer, Vice-Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner

Rod Heivilin, Commissioner