



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES September 7, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 7, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Heivilin excused absence was read into record.

PRESENT:

David Harris, Chair	Matt Cowan, Chief
Kimberly Fischer, Vice-Chair	Mark Foster, Deputy Chief (DC)
Ken Callahan, Commissioner	Matt Hochstein, Deputy Chief (DC)
Barb Sullivan, Commissioner	

ABSENT: Rod Heivilin, Commissioner (excused)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the August 17, 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
SEPTEMBER 7, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230819001 - 230819025	61,250.52	8/30/23
Vendor Voucher(s)	230903001 - 230903025	42,775.30	9/6/23
Payroll Voucher	91523A - 91523F	22,729.88	9/13/23
Payroll - Direct Deposits	ACH	213,136.08	9/13/23
Payroll - Taxes	ACH	34,837.59	9/14/23
Dept of Retirement Systems	ACH	37,363.67	9/15/23
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		\$ 412,093.04	

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230816001 - 230816003	1,352.52	8/30/23
Vendor Voucher(s)	230905001 - 230905019	123,254.37	9/13/23
Payroll Voucher	91523A - 91523	4,073.60	9/13/23
Payroll - Direct Deposits	ACH	78,712.51	9/13/23
Payroll - Taxes	ACH	15,194.83	9/14/23
Dept of Retirement Systems	ACH	14,158.74	9/15/23
Interfund Transfer- OUT to ALS CAPITAL fund			
		\$ 236,746.57	

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	
		\$ -	

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	230906001	661.23	9/13/23
		\$ 661.23	

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230818001 - 230818002	5,268.20	8/30/23
	230902001 - 230902005	8,049.45	9/6/23
Interfund Transfer- OUT to EXPENSE fund			
		\$ 13,317.65	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230817001 - 230817002	3,513.88	8/30/23
Vendor Voucher(s)	230904001	654.58	9/6/23
		\$ 4,168.46	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230901001 - 230901008	15,641.98	9/6/23
Vendor Voucher(s)			
		\$ 15,641.98	

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 :		\$ 682,628.93	

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$682,628.93 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioner Sullivan attended the Celebrate Shoreline event, and noted that local City of Shoreline citizens thanked the Department for their services.

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.

IMPACT MITIGATION FEE/UPDATES:

- None.

STRATEGIC PLAN DISCUSSION:

- None.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan reached out to the City Managers and Mayors of Woodway, Shoreline, Lake Forest Park, and Kenmore, and the Shoreline and Northshore Boards of Commissioners, inviting them to an immersive day with exposure to the Department's operations, including Emergency Medical Services (EMS), Fire Suppression, and Technical Rescue. The class will be held on October 2.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the installation of iPads. DC Hochstein noted the Department is continuing the project to install iPads as new mobile data computers in all apparatus. The project should be completed within the next month.
- Chief Cowan noted that the Department signed and completed the Sound Transit Funding Agreement for the testing and training phase of the Link Light Rail project. The contract includes emergency preparedness training, tools, and equipment.
- Chief Cowan noted that the Department was awarded a regional grant through the Assistance to Firefighters Grants (AFG) program for Rapid Intervention Team (RIT) Kits for all of the Department's apparatus. The RIT Kits are used to support the teams dedicated to the search and rescue of other firefighters in danger or distress.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Leadership Summit – September 12-14
- National Association of Emergency and Fire Officials Seminar - September 18-19

- Department Leadership Retreat - September 26-28
- Commissioner Fischer will be attending virtually on September 21.
- Public Hearing to review the 2024 Budget and set the Fire Benefit Charge – October 19
- Joint Shoreline Fire Department and Northshore Fire Department Board of Commissioners meeting to review the 2024 budget - October 24 @ 5:00 p.m.
- Washington Fire Commissioners Seminar- October 25-28
- 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 5:16 p.m.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:16 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

Absent

Barb Sullivan, Commissioner

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

~~*Rod Heivilin*~~

Rod Heivilin, Commissioner

Absent