



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES September 21, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 21, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Sullivan excused absence was read into record.

**PRESENT:** David Harris, Chair Mark Foster, Deputy Chief (DC)  
Kimberly Fischer, Vice-Chair (attended via Zoom) Matt Hochstein, Deputy Chief (DC)  
Ken Callahan, Commissioner  
Rod Heivilin, Commissioner

**ABSENT:**  
Barb Sullivan, Commissioner  
Matt Cowan, Chief

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

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

#### CONSIDERATION OF AGENDA:

- None.

#### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the September 7, 2023, regular meeting minutes as written. The motion passed; three ayes.*

#### CORRESPONDENCE:

- None.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**SEPTEMBER 21, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	230908001	245,806.96	9/13/23
Vendor Voucher(s)	230907001-230907037	108,427.85	9/13/23
Vendor Voucher(s)	230916001-230916022	62,324.69	9/20/23
Payroll Vouchers	92823A - 92823O	135,579.65	9/27/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,169,677.86	9/26/23
ACH Payment Request - HRA/VEBA	ACH	80,991.77	9/28/23
ACH Payment Request - ALERUS (457 Plan)	ACH	106,266.01	9/28/23
ACH Payment Request - WA DCP	ACH	49,987.84	9/28/23
ACH Payment Request - Dept. of Retirement Systems	ACH	258,414.65	9/28/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,741.86	9/28/23
ACH Payment Request - DSHS	ACH	2,022.52	9/28/23
ACH Payment Request - Payroll Taxes	ACH	278,244.33	9/27/23

**\$ 2,522,485.99**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	230912001 - 230912006	2,570.25	9/20/23
	230920001 - 230920004	1,606.97	9/27/23
Payroll Vouchers	ALS92823A - ALS92823L	43,670.64	9/27/23
ACH Payment Request - Payroll Direct Deposit	ACH	369,564.55	
ACH Payment Request - HRA/VEBA	ACH	55,006.13	
ACH Payment Request - ALERUS (457 Plan)	ACH	51,759.99	
ACH Payment Request - WA DCP	ACH	28,369.59	
Dept of Retirement Systems	ACH	83,384.88	
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,326.48	
ACH Payment Request - Payroll Taxes	ACH	97,551.05	

**\$ 740,810.53**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	230919001	826.25	9/27/23

**\$ 826.25**

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

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	230910001	19.60	9/13/23
Vendor Voucher(s)	230904001-230914002	10,724.82	9/20/23

**\$ 10,744.42**

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	230911001	2,716.56	9/13/23
Vendor Voucher(s)	230915001	5,992.32	9/20/23

**\$ 8,708.88**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	230909001-230909002	6,836.94	9/13/23
Vendor Voucher(s)	230913001	436.90	9/20/23

**\$ 7,273.84**

<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>			
<b>Move to accept disbursements in the amount of :</b>		<b>\$ 3,290,849.91</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,290,849.91 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- Commissioners Callahan and Harris attended the Shoreline Fire Department open house and noted that it was well attended.
- Commissioners Heivilin and Fischer attended the National Association of Emergency and Fire Officials (NAEFO) conference held in Las Vegas, Nevada. One of the discussion topics was on Elevating Awareness and Advocating with Success, led by Cole Arreola-Karr from the National Special District Coalition. The presentation provided information on legislative topics relating to the Fire Service.

- The Department’s Division Chief, Todd Wollum, provided a presentation at the seminar on succession development.

**FINANCIAL REPORT:**

- DC Hochstein presented a brief summary of the August 2023 Financial Summary Report, listed below and included by reference.

## FINANCIAL SUMMARY REPORT: AUG 2023

Regular Board Meeting: Sept 21, 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 AUG Balance	\$ 25,092,184.84

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

Data as of AUG 2023		Notes
Percentage Remaining	33.8%	
Targeted Percentage Remaining	33.3%	
Over/Under Targeted Budget Remaining	0.5%	Under budget

**General Expense Fund- OVERTIME COSTS**

Data as of AUG 2023		Notes
<b>Total Overtime</b>	<b>\$ 198,223.43</b>	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 117,843.66	Overtime processing period: July 14, 2023 - Aug 11, 2023
BLS/EMS Staffing Overtime	\$ 80,379.77	Overtime processing period: July 14, 2023 - Aug 11, 2023

**General Expense Fund- CASH ON HAND**

Data as of AUG 2023		Notes
Cash on hand, end of AUG balance	\$ 10,812,033.51	

**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
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	

**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.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the replacement project of the new iPad systems. DC Hochstein noted that the Department is working to install iPads as new MDC's in all apparatus. The previous computer systems were not supported by the Tyler/CrewForce systems.
  - Commissioner Harris noted that invoices from the Cressy Door company included certificate fees and wondered if the Department could request to pay the fees yearly instead of on each invoice. DC Hochstein will look into this option.
  - Commissioner Harris requested an update on the final price of the Department's two aid cars that were sent to Ritchie Brothers for auction. DC Hochstein will provide the information when available.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the lateral hiring process for 2024. DC Foster noted that the Department plans to hire three new lateral firefighters to join the 2024 Winter Academy.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- None.

**PROJECTED AGENDA:**

- The Departments Leadership Retreat - September 26-28
- 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 Callahan 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, Chair



Kimberly A. Fischer, Vice-Chair

Absent

Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner