



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

October 5, 2023

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

ABSENT: Barb Sullivan, Commissioner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President attended the meeting without comment.
- A public comment was emailed to Chief Cowan and the Shoreline Fire Commissioners, which is attached and incorporated by reference.

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the September 21, 2023, regular meeting minutes as written. The motion passed; four ayes.

CORRESPONDENCE:

- Letter sent from Joe Sanford, Fire Chief from the Kirkland Fire Department thanking the Department for their support.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
OCTOBER 5, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	231004001 - 231004041	352,533.37	10/11/23
Payroll Voucher	101623A - 101623D	9,864.37	10/16/23
Payroll - Direct Deposits	ACH	87,725.94	10/12/23
Payroll - Taxes	ACH	13,745.17	10/13/23
Dept of Retirement Systems	ACH	15,194.47	10/16/23
Interfund Transfer- OUT to RESERVE fund		No Acitvity	
Interfund Transfer- OUT to CAPITAL fund		No Acitvity	
Interfund Transfer- OUT to BENEFIT fund		No Acitvity	

\$ 479,063.32

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	231005001 - 231005012	106,538.23	10/11/23
Payroll Voucher	ALS101623A - ALS101623D	1,965.39	10/16/23
Payroll - Direct Deposits	ACH	40,050.21	10/12/23
Payroll - Taxes	ACH	7,901.76	10/13/23
Dept of Retirement Systems	ACH	7,226.96	10/16/23
Interfund Transfer- OUT to ALS CAPITAL fund		No Acitvity	

\$ 163,682.55

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Acitvity	

\$ -

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	231002001 - 231002002	12,110.74	10/11/23
		\$ 12,110.74	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	231003001	1,229.85	10/11/23
		\$ 1,229.85	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	231001001 - 231001002	6,836.94	10/11/23
		\$ 6,836.94	
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 :		\$ 662,923.40	

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$662,923.40 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioner Fischer attended the Shoreline Fire Department's Fire Operations 101 course and noted it was very informative. The course included Emergency Medical Services (EMS), Fire Suppression, and Technical Rescue activities.
- Commissioner Heivilin attended the Department's Diversity, Equity, and Inclusion (DEI) committee meeting and thanked the Department's Captain, Michael Majeed, for his support and leadership as part of the DEI committee.

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:

- 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. The fees received are utilized for the Department's capital projects to help mitigate the impacts of new development.
- In the next few months the Department will be starting the Station 62 site analysis in the Richmond Beach neighborhood of the City of Shoreline. This will be similar to the Station 54 analysis in the city of Kenmore that the Department conducted, which evaluated call volumes, response times, and a preferred location for a potential fire station. The Station 62 proposal will be presented to the Board of Commissioners early next year.

STRATEGIC PLAN DISCUSSION:

- The Department is waiting for a decision by the Bothell Fire Department on potential regionalization, as this will help to determine how to move forward with future planning.
- The Department is conducting a soil and property line location analysis at Station 54, which is to be financed through the Northshore capital budget.
- The Department is receiving bids for the outbuilding project at Station 51 in the City of Kenmore. Station 51 will continue to be utilized as a regional training center, and the outbuilding will help to support continued training needs.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan attended a CityLearn meeting hosted by the City of Shoreline. CityLearn sessions include Council updates and presentations about timely issues from City staff and partner organizations. Chief Cowan provided a brief presentation on how the Shoreline Fire Department serves the City of Shoreline and how the Department's Fire Impact Fees program helps to mitigate the impacts of new growth in the area.
 - The Department's Public Information Officer (PIO), Michelle Pidduck, also attended the meeting and presented on Department outreach programs.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the Battalion 151 (B151) apparatus. DC Foster noted that the day shift Battalion Chief and B151 apparatus were relocated to Station 51 to help with coverage and workloads in the District.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - At the Board meeting held on September 21, Commissioner Harris requested an update on the vendor Cressy Door service charges that were applied to each invoice. DC Hochstein noted that

Cressy Door applies an affidavit fee as part of the State of Washington's requirement for prevailing wages.

- At the Board meeting held on September 21, Commissioner Harris requested an update on the final price of the two auctioned aid cars. DC Hochstein noted that the 2016 International Terrastar Ambulance was auctioned for a price of \$7,500.00 and the 2008 Ford E-450 Ambulance for \$16,000.00.
 - Commissioner Fischer requested an update on the Station 51 lobby security project. DC Hochstein noted that there was a slight delay in the project, but the same features will be implemented at Station 51 as were built for Station 61.
- Chief Cowan noted that at the recent Northshore Board meeting, the Board of Commissioners supported extending the day shift Battalion Chief program through 2024 to include a review in 2024 to determine how the process is going.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Public Hearing to review the 2024 Budget and 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 5:35 p.m.

***MOTION:** Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:35 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