



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

November 16, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 16, 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)
Ken Callahan, Commissioner	Matt Hochstein, Deputy Chief (DC)
Rod Heivilin, Commissioner	
Barb Sullivan, Commissioner	

#### ABSENT:

None.

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant, and Local 1760 IAFF Union President attended the meeting congratulating Commissioner Sullivan for re-election as Commissioner to the Shoreline Fire Board. Kudos was given to Chief Cowan for the hard work in presenting the 2024 budget to the Northshore Board of Commissioners.

#### CONSIDERATION OF AGENDA:

- None.

#### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the November 2, 2023, regular meeting minutes as written. The motion passed; five ayes.*

#### CORRESPONDENCE:

- Thank you letter from the Women's Giving Circle of Kitsap Peninsula thanking Department personnel for their recent donation.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**NOVEMBER 16, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	231111001 - 231111035	117,587.03	11/15/23
Vendor Voucher(s)	231114001 - 231114039	122,748.57	11/22/23
Payroll Vouchers	112923A - 112923O	137,120.33	11/29/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,098,367.21	11/27/23
ACH Payment Request - HRA/VEBA	ACH	80,991.77	11/29/23
ACH Payment Request - ALERUS (457 Plan)	ACH	104,299.15	11/29/23
ACH Payment Request - WA DCP	ACH	51,515.49	11/29/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,435.03	11/29/23
ACH Payment Request - Dept. of Retirement Systems	ACH	245,671.60	11/29/23
ACH Payment Request - DSHS	ACH	2,022.52	11/29/23
ACH Payment Request - Payroll Taxes	ACH	253,922.88	11/28/23

**\$ 2,238,681.58**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	231105001 - 231105010	199,003.90	11/8/23
Vendor Voucher(s)	231108001 - 231108008	10,550.24	11/15/23
Payroll Vouchers	ALS112923A - 112923K	34,007.11	11/29/23
ACH Payment Request - Payroll Direct Deposit	ACH	348,698.77	11/27/23
ACH Payment Request - HRA/VEBA	ACH	26,399.91	11/29/23
ACH Payment Request - ALERUS (457 Plan)	ACH	38,748.34	11/29/23
ACH Payment Request - WA DCP	ACH	22,125.72	11/29/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,222.18	11/29/23
Dept of Retirement Systems	ACH	78,622.84	11/29/23
ACH Payment Request - Payroll Taxes	ACH	85,141.34	11/28/23

**\$ 850,520.35**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	231107001	12,204.41	11/15/23

**\$ 12,204.41**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	231106001	211.98	11/15/23
		<b>\$ 211.98</b>	
<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	230917001 - 230917002	3,024.41	9/27/23
Vendor Voucher(s)	231109001 - 231109002	9,513.89	11/15/23
Vendor Voucher(s)	231112001 - 231112009	164,757.88	11/22/23
		<b>\$ 177,296.18</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	231110001	16,462.50	11/15/23
Vendor Voucher(s)	231113001 - 231113002	2,324.62	11/22/23
		<b>\$ 18,787.12</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)		No Acvitivity	
		<b>\$ -</b>	
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Acvitivity	
		<b>\$ -</b>	
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Acvitivity	
		<b>\$ -</b>	
<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 3,297,701.62</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,297,701.62 per the detail above. The motion passed; five ayes.*

- Commissioner Sullivan requested an update as to why the budget for cellular services was in the negative. Chief Cowan noted is potentially due to the purchase of additional cell phones and increased costs of vehicle modems. Further research will be conducted to confirm.

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

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

**FINANCIAL SUMMARY REPORT: OCT 2023**

Regular Board Meeting: Nov 16, 2023

**ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)**

<b>This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases</b>	
End of OCT Balance	\$ 28,131,615.16

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

Data as of OCT 2023		Notes
Percentage Remaining	17.0%	
Targeted Percentage Remaining	16.7%	
Over/Under Targeted Budget Remaining	0.3%	Under Budget

**General Expense Fund- OVERTIME COSTS**

Data as of OCT 2023		Notes
<b>Total Overtime</b>	<b>\$ 189,664.14</b>	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 112,643.94	Overtime processing period: Sep 15, 2023 - Oct 13, 2023
BLS/EMS Staffing Overtime	\$ 77,020.20	Overtime processing period: Sep 15, 2023 - Oct 13, 2023

**General Expense Fund- CASH ON HAND**

Data as of OCT 2023		Notes
Cash on hand, end of OCT balance	\$ 14,881,545.69	

**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:**

- Reported quarterly at the first Board meetings in January, April, July, and October

## STRATEGIC PLAN DISCUSSION:

- Chief Cowan noted there has been discussions of annexation of Point Wells at the recent City of Woodway public meetings.

## DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Chief Cowan provided a brief update of the Northshore Board of Commissioners 2024 budget meetings.
  - Chief Cowan noted that the Department has received two bids thus far for the Northshore Station 251 project through the MRSC process, but is expecting a third.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the Station 63 gate issues. DC Hochstein clarified that the gate was having electrical issues due to a recent storm, which has since been repaired.
  - DC Hochstein provided a brief update regarding the site restorations needed, due to the Sound Transit light rail project at Station 65. At a recent meeting with Sound Transit and the City of Shoreline, the responsibility to restore some of the site issues was discussed. Due to a contract between the Department and Sound Transit in 2019, it was determined that the Department would be responsible for fixing the issues. The Department is working on a plan to complete this project.
  - Chief Cowan noted that the Department has entered into a contract for a new telemetry water reading system with North City Water District (NCWD).
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.

## OLD BUSINESS:

- None.

## NEW BUSINESS:

- **Basic Life Support (BLS) Transport Fee Increase:**
  - The Department recommends the BLS Transport Fee rate be reviewed annually to remain in line with cost increases and other fire departments in King County who bill for transports. The average for fire departments in King County is expected to rise due to the annual CPI increase in 2024.

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$990.00 to \$1,035.54 and increase the mileage from \$18.70 to \$19.56 effective January 1, 2024. The motion passed; five ayes.*
- **Benefit Adjustments for Exempt Staff:**
  - The Fire Chief would like to recognize the extra work that Deputy Chiefs Mark Foster and Matt Hochstein, Administrative Director Boppha Siharath, and Assistant Administrative Director Rachel Garlini are currently performing.

This has been a challenging year with the extra responsibilities related to the Northshore Fire contract, and they have done an exemplary job of ensuring that the Department is successful.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Fischer seconded a motion to authorize Fire Chief Matt Cowan to award 40 hours each of compensatory time to Deputy Chiefs Mark Foster and Matt Hochstein, Administrative Director Boupfa Siharath, and Assistant Administrative Director Rachel Garlini. The motion passed; five ayes.*

**PROJECTED AGENDA:**

- Due to low attendance at the December 21 Shoreline Board of Commissioners meeting, the Commissioners are determining if it will be canceled or rescheduled.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:52 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:52 p.m. The motion passed; five ayes.*

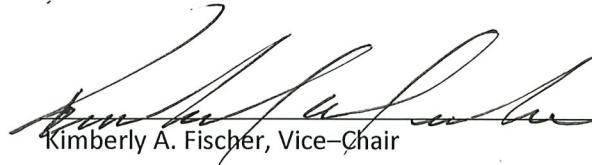
Minutes prepared by: Beatriz Goldsmith

*Boupfa K. Siharath*

Boupfa K. Siharath  
Secretary to the Board



David M. Harris, Chair



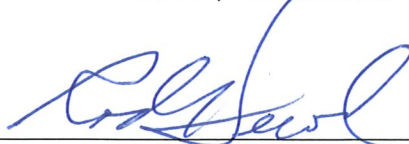
Kimberly A. Fischer, Vice-Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner