



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 5, 2023

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

ABSENT: None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended the meeting virtually with no comment.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the December 15, 2022, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
JANUARY 5, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	221214001-221214030	31,755.30	12/28/22
Vendor Voucher(s)	221217001-221217002	7,968.37	12/28/22
Payroll Vouchers	122922A - 122922L	92,894.16	12/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	943,472.97	12/27/22
ACH Payment Request - HRA/VEBA	ACH	76,218.77	12/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	146,376.95	12/29/22
ACH Payment Request - WA DCP	ACH	45,099.03	12/29/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,189.92	12/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	213,071.15	12/29/22
ACH Payment Request - DSHS	ACH	2,531.80	12/29/22
ACH Payment Request - Payroll Taxes	ACH	198,217.91	12/28/22
Payroll Voucher	11723A - 11723DG	143,572.94	1/17/23
Payroll - Taxes	ACH	14,105.78	1/13/23
Dept of Retirement Systems	ACH	20,914.64	1/17/23
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 1,960,389.69

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	221218001-221218008	5,485.44	12/28/22
Payroll Vouchers	122922A - 122922I	23,420.03	12/28/22
ACH Payment Request - Payroll Direct Deposit	ACH	271,853.72	12/27/22
ACH Payment Request - HRA/VEBA	ACH	24,199.91	12/29/22
ACH Payment Request - ALERUS (457 Plan)	ACH	78,768.66	12/29/22
ACH Payment Request - WA DCP	ACH	17,116.66	12/29/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,315.50	12/29/22
ACH Payment Request - Dept. of Retirement Systems	ACH	63,335.18	12/29/22
ACH Payment Request - Payroll Taxes	ACH	67,190.22	12/28/22
Payroll Voucher	ALS11723A - ALS11723AF	68,149.76	1/17/23
Payroll - Taxes	ACH	12,240.62	1/13/23
Dept of Retirement Systems	ACH	11,499.63	1/17/23
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 649,575.33

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

\$ -

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

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	221216001-221216004	48,409.22	12/28/22
Vendor Voucher(s)	221219001	36,572.32	12/28/22
		\$ 84,981.54	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	221215001-221215005	7,746.20	12/28/22

\$ 7,746.20

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No Activity	

\$ -

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 :		\$ 2,702,692.76	

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$2,702,692.76 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Fischer volunteered at the Shoreline Fire Christmas event.

- Commissioner Heivilin shared his gratitude to the Department for continuing to sponsor the Shoreline Fire Christmas events.

FINANCIAL REPORT:

- Financial Summary Reports are provided at the second Board meeting of the month.

STATISTICS REPORT:

- No report.

IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan provided a brief update and distributed a copy of the Fire Impact Mitigation Summary, which is attached and incorporated by reference. The summary provides statistics and status updates of current permitted and pre-application projects.
- The funds collected from impact fees have been allocated to the Station 63 Capital Bond and the recent ladder truck purchase.

STRATEGIC PLAN DISCUSSION:

- Discussions will begin in February of 2023.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan noted that the 2023 Fire Benefit Charge letter will be mailed out to the City of Shoreline citizens at the end of next week.
 - The Department increased staff support during the recent ice storm and noted minimal damage occurred to Department vehicles due to the storm.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the recent fire at Sunni's Pizza and Burgers in Shoreline. Chief Foster noted this is still in the investigation process, and there was nothing of record to report on the cause of the fire.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

NORTHSHORE CONSOLIDATION UPDATE:

- Chief Foster noted there is continued work towards blending of the two Departments.

- Chief Cowan noted there will be nine recruits graduating from the current NKCTC Academy, and there are two new lateral firefighters that will begin employment later this month, all of which will help support staffing levels.
- Commissioner Heivilin asked for an update on the blending of the Northshore and Shoreline apparatus. Chief Foster noted there had been some equipment needs that are still needed to continue the blending. Chief Cowan noted that because both Department's had newer engines, the blending process was easier as the engines were very similar.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - The NKCTC Academy is completing the Emergency Medical Technician (EMT) training courses, and graduation is scheduled for January 20.
 - The next Academy will begin in early February 2023.
 - Eastside Fire and Rescue Department has separated from the Consortium.
 - The Department is collaborating on a plan to assign an EMT to address workload concerns and to utilize as a mentor for new probationary Firefighters.

NEW BUSINESS:

- **Surplus Vehicle Trailer:**
 - The Department would like to declare the vehicle trailer listed below for surplus due to age and mechanical unreliability. The trailer will be auctioned off through James G. Murphy, located in Marysville, WA. There will be a minimal auction process fee as part of the cost to the Department.
 - **1991 Wells Cargo Trailer ID# 3911**
License 32603C
Vin: 1WC200EZ0M4009795

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to declare the trailer listed above to be of no benefit to the Department, declare the trailer surplus, and authorize the Fire Chief or his designee to dispose of the trailer through auction. The motion passed; five ayes.*

PROJECTED AGENDA:

- NKCTC Academy Graduation is January 20 at 6:30 p.m.
- Commissioner Harris will be absent at the February 16 Board meeting.
- Legislative Day is February 17, 2023, Commissioner Fischer and Chief Cowan will be attending.

EXECUTIVE SESSION:


- None.

The Commissioners adjourned the regular meeting at 5:31 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:31 p.m. The motion passed; five 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



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner