



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

December 7, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. 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

SWEARING IN CEREMONY

- Bouphe Siharath, Notary for the State of Washington, administered the Oath of Office for the Shoreline Fire Department Commissioners, Barb Sullivan, Position #1, and David Harris, Position #4. The following was read into the record:

I, David Harris, having been duly elected to the office of Shoreline Fire Department Commissioner Position No.4, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability and that I will support and maintain the Constitution the State of Washington and of the United States of America.

I, Barb Sullivan, having been duly elected to the office of Shoreline Fire Department Commissioner Position No.1, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability and that I will support and maintain the Constitution the State of Washington and of the United States of America.

PUBLIC COMMENT:

- Commissioner Sullivan's family attended the swearing-in ceremony, without comments.
- John Slomnicki, Operations Manager for the Auxiliary Communications Service (ACS) attended the meeting without 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 November 16, 2023, regular meeting minutes as written. The motion passed; five ayes.

MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the November 29, 2023, special meeting minutes as written. The motion passed; five ayes.

CORRESPONDENCE:

➤ None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Firts Board Meeting
DECEMBER 7, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	231204001 - 231204038	83,608.33	12/6/23
Vendor Voucher(s)	231211001 - 231211033	60,020.18	12/13/23
Payroll Voucher	121523A - 121523D	15,459.69	12/13/23
Payroll - Taxes	ACH	27,615.33	12/14/23
Dept of Retirement Systems	ACH	21,801.54	12/15/23
ACH Payment Request - Payroll Direct Deposit	ACH	179,638.30	12/13/23
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

\$ 388,143.37

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	231115001 - 231115009	12,442.71	11/22/23
Vendor Voucher(s)	231205001 - 231205006	46,313.11	12/6/23
Vendor Voucher(s)	231207001 - 231207010	53,525.89	12/13/23
Payroll Voucher	ALS121523E	3,257.38	12/13/23
Payroll Voucher	ALS121523A - ALS121523D	2,346.91	12/13/23
Payroll - Taxes	ACH	11,475.76	12/14/23
Dept of Retirement Systems	ACH	10,461.97	12/15/23
ACH Payment Request - Payroll Direct Deposit	ACH	58,206.53	12/13/23
Interfund Transfer- OUT to ALS CAPITAL fund		No activity	

\$ 198,030.26

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	231206001	3,172.24	12/13/23

\$ 3,172.24

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No activity	
		\$	-

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	231203001 - 231203006	18,446.12	12/6/23
Vendor Voucher(s)	231208001 - 231208005	37,606.68	12/13/23
		\$	56,052.80

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	231202001 - 231202006	61,295.92	12/6/23
Vendor Voucher(s)	23121001 - 23121002	18,633.24	12/13/23
		\$	79,929.16

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	231201001 - 231201004	366.77	12/6/23
Vendor Voucher(s)	231209001 - 231209009	17,760.98	12/13/23
		\$	18,127.75

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 :		\$	743,455.58

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$743,455.58 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- The November 2023 Financial Summary Report will be presented at the January 4, 2024 Board meeting.

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 that the Department's Northshore capital projects in the City of Kenmore have included the Station 54 site analysis and long-term vision, and the outbuilding project at Station 51.
- The site analysis for the Shoreline Fire Station 62 project will likely begin in early 2024.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan congratulated Andres Orams for his promotion to Deputy Chief of Operations for the Shoreline Fire Department, to begin on April 1, 2024.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the State Auditors meeting. DC Foster noted that the Washington State Auditor is in the process of conducting the Department's 2022 Audit.
 - The Department's Recruit Academy graduation is scheduled for January 5, 2024 at Eastside Church.
 - Commissioner Fischer requested an update on the self-contained breathing apparatus (SCBA) issues. DC Foster noted close to 100 SCBAs have equipment issues. The vendor will repair and replace the parts at no cost. Moving forward, the Department will ensure documentation of the wear and tear on the SCBAs.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Election of 2024 Officers - Board Chair and Vice-Chair:**

MOTION: Commissioner Heivilin nominated Commissioner Fischer as Chairperson for 2024, and Commissioner Callahan seconded the nomination. The motion passed; five ayes.

MOTION: Commissioner Fischer nominated Commissioner Sullivan as Vice-Chairperson for 2024, and Commissioner Harris seconded the nomination. The motion passed; five ayes.

PROJECTED AGENDA:

- The last regular scheduled Board meeting on December 21, 2023, has been canceled.

- The January 18, 2024, Board meeting has been rescheduled to 4:30 p.m. to accommodate the Department's promotional pinning ceremony.
- Commissioner Fischer has a potential excused absence for the February 15, 2024, Board meeting.

EXECUTIVE SESSION:


- None.

The Commissioners adjourned the regular meeting at 5:20 p.m.


MOTION: Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:20 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith



Bouphe 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