



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

April 18, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:03 p.m. on April 18, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

**PRESENT:**

Kimberly Fischer, Commissioner (Chair)	Matt Cowan, Fire Chief
Barb Sullivan, Commissioner (Vice-Chair)	Andres Orams, Deputy Chief (DC)
Ken Callahan, Commissioner	Mark Foster, Deputy Chief (DC)
Rod Heivilin, Commissioner	Matt Hochstein, Deputy Chief (DC)
David Harris, Commissioner	

**ABSENT:**

**PLEDGE OF ALLEGIANCE**

**PINNING CEREMONY:** Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the newly promoted employees below:

- Deputy Chief of Operations – **Andres Orams**
- Lieutenant – **Marshall Griffin**
- Lieutenant – **Joshua Waite** (was not in attendance)
- Medical Services Officer – **Strojan Kennison**
- Battalion Chief in Training – **Brian Ford**
- Deputy Fire Marshal – **Chris Carl**
- Driver Engineer – **Steve Smith**
- Driver Engineer – **Ian Brusseau**

The regular order of business resumed at 5:06 p.m.

**PUBLIC COMMENT:**

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

**CONSIDERATION OF AGENDA:**

- Added Executive Session under RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for five minutes.
- Moved the order of business to accommodate the Impact Mitigation Fee Updates.

**IMPACT MITIGATION FEE/UPDATES:**

- Ryan Burgess, Department Fire Marshall, provided a brief update on the Fire Impact Fee forecasting summary.

**MINUTES**

**MOTION:** Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to approve the April 4, 2024, regular meeting minutes. The motion passed; four ayes.

**CORRESPONDENCE:**

- Chief Cowan received an online comment from a citizen thanking the Department for their efforts.

**STANDING AGENDA**

# WARRANTS

## SHORELINE FIRE DEPARTMENT VOUCHER COVER SHEET

Second Board Meeting  
APRIL 18, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240411001 - 240411031	82,241.23	4/17/24
Vendor Voucher(s)	240415001	39,152.54	4/17/24
Vendor Voucher(s)	240423001-240423039	45,664.47	4/24/24
Payroll Vouchers	42924A - 42924O	173,622.51	4/24/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,171,906.32	4/25/24
ACH Payment Request - HRA/VEBA	ACH	83,218.16	4/24/24
ACH Payment Request - ALERUS (457 Plan)	ACH	111,438.53	4/24/24
ACH Payment Request - WA DCP	ACH	55,623.35	4/24/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,264.97	4/24/24
ACH Payment Request - Dept. of Retirement Systems	ACH	262,724.36	4/24/24
ACH Payment Request - DSHS	ACH	3,847.52	4/24/24
ACH Payment Request - Payroll Taxes	ACH	276,184.28	4/26/24

**\$ 2,331,888.24**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240412001 - 240412007	6,991.97	4/17/24
Vendor Voucher(s)	240413001	2,892.29	4/17/24
Vendor Voucher(s)	240419001-240419008	5,340.47	4/24/24
Payroll Vouchers	ALS42924A - ALS42924K	43,162.82	4/24/24
ACH Payment Request - Payroll Direct Deposit	ACH	341,537.56	4/25/24
ACH Payment Request - HRA/VEBA	ACH	24,199.92	4/24/24
ACH Payment Request - ALERUS (457 Plan)	ACH	37,949.14	4/24/24
ACH Payment Request - WA DCP	ACH	20,943.64	4/24/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,943.70	4/24/24
Dept of Retirement Systems	ACH	77,250.70	4/24/24
ACH Payment Request - Payroll Taxes	ACH	84,910.83	4/26/24

**\$ 652,123.04**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	240418001	327.84	4/24/24

**\$ 327.84**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	240417001	198,522.63	4/24/24

**\$ 198,522.63**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	240408001	75,000.00	4/8/24
Vendor Voucher(s)	240410001 - 240410005	64,570.74	4/17/24
Vendor Voucher(s)	240416001	2,868.62	4/17/24
Vendor Voucher(s)	240422001-240422004	23,289.24	4/24/24
		<b>\$ 165,728.60</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	240409001 - 240409003	1,450.00	4/17/24
Vendor Voucher(s)	240414001	2,129.70	4/17/24
Vendor Voucher(s)	240420001	3,320.00	4/24/24
		<b>\$ 6,899.70</b>	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	240421001-240421002	3,554.42	4/24/24
		<b>\$ 3,554.42</b>	

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	

<b>MOTION</b>		
Move to accept disbursements in the amount of :	<b>\$ 3,359,044.47</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$3,359,044.47 per the detail above. The motion passed; five ayes.*

#### COMMISSIONERS' REPORT:

- The Commissioners attended the King County Fire Commissioners seminar on Roberts Rules led by Ann McFarland, a Professional Registered Parliamentarian.
- Commissioner Fischer noted that the seminar topic included a discussion of the purpose of Board meeting minutes to record the actions taken by the body, stating what is done and not what is said. The Commissioners agreed to begin reducing the level of details of the meeting information to focus more on actions of the Board. Chief Cowan will review Department policies regarding meeting minutes.

#### FINANCIAL REPORT:

- The March Financial Report will be reported at the May 2 Board meeting.

#### STATISTICS REPORT:

- Reported at the second Board meetings in January and July each year.

### STRATEGIC PLAN DISCUSSION:

- Chief Cowan provided a brief update on the Department's current capital projects:
  - Evaluating property in the Northwest corner of the City of Shoreline.
  - Requesting quotes for the drain-line repair and demolishing of the building at Station 54.
  - Architectural request for proposals for the Station 51 outbuilding.
- The Department submitted a response to the Bothell Fire Department's Request for a Proposal, and a decision will likely be made next week. If the Department's response is chosen, the contract will be brought to the Board of Commissioners for formal approval.

### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - In 2018, the Department entered a Shared Reserve Apparatus Interlocal Agreement (ILA) with Eastside Fire and Rescue, Woodinville Fire (now ESFR), Redmond Fire and Kirkland Fire. The three fire departments are no longer interested in owning or maintaining the current reserve ladder truck. The Department is evaluating options to purchase the ladder truck as a temporary reserve apparatus, with the intent that once the new ladder truck is delivered, this temporary reserve truck would then be declared surplus.
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the issues with the Puget Sound Emergency Radio (PSERN) systems. DC Hochstein noted that the Department is working to resolve the issues.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - DC Hochstein noted that the Department has been researching the high Verizon bills. It was determined Verizon has been overcharging due to an error in billing. The Department will hopefully receive a refund.

### OLD BUSINESS:

- **Approval of Property Acquisition Near Station 62:**
  - The Department has been actively pursuing opportunities to enhance emergency services in the Richmond Beach area, including evaluating potential locations for a new fire station. The Department scheduled a special executive Board of Commissioners meeting on March 28, 2024, per RCW 42.30.110(1)(b) Real Estate / Site or Acquisition (b). At the special executive meeting, the Board of Commissioners directed the Fire Chief to proceed with pursuing real estate options. Subsequently the Department entered into a Purchase and Sale agreement by and between the Shoreline Fire Department and Jane J Huestis Trust.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize Chief Cowan, on behalf of the Shoreline Fire Department, to purchase the property located at 1857 NW 195th Street, Shoreline, WA. 98177, in the amount of \$1,778,301.66 from the impact mitigation fee program, which will be used to pay for the purchase. The motion passed; five ayes.*

## NEW BUSINESS:

- **Resolution 24-01 - Diversity, Equity, Inclusion, Belonging (DEIB) Initiatives Program:**
  - The Shoreline Fire Department's mission is to provide equitable, inclusive, and responsive services to all segments of the community. The establishment of the Diversity, Equity, Inclusion, and Belonging (DEIB) initiative will be facilitated and collaborated with the Department and Union.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to authorize the Board of Commissioners to approve Resolution 24-01 Establishment of a DEIB Initiatives Program. The motion passed; five ayes.*

## PROJECTED AGENDA:

- The Shoreline Fire Department's annual appreciation banquet is scheduled for May 3 at 5:00 p.m.
- The Shoreline Fire Department graduation for the new recruits is Friday, May 10, at 5:00 p.m. at the Northshore Fire Department (NSFD) Station 51.
- The Commissioners will attend the Washington Fire Commissioners Seminar in Lake Chelan, Washington, from May 30 through June 2.
- The NSFD Pancake Breakfast/Open House is scheduled for June 1 at NSFD Station 51.
- The City of Shoreline Strawberry Festival will be held at Richmond Beach Library Park on June 8 from 11:30 a.m. – 5:00 p.m.

## EXECUTIVE SESSION:

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:45 p.m. per RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance for approximately five minutes with an action expected. Chief Cowan read into the record:
  - **RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance:** (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
- The Commissioners returned to open session at 5:50 p.m. and motioned to approve the Fire Chief to restructure the Department's Administrative Director, Bouphe Siharath's compensation to increase the salary by 10% to reflect added workload and responsibilities.

**MOTION:** *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to approve the Fire Chief to offer a 10% increase in salary to Administrative Director Bouphe Siharath. The motion passed; five ayes.*


The Commissioners adjourned the regular meeting at 5:53 p.m.

**MOTION:** *Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:53 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath  
Secretary to the Board

  
Kimberly A. Fischer, Chair  
Barb Sullivan, Vice-Chair  
David M. Harris, Commissioner  
Kenneth G. Callahan, Commissioner  
Rod Heivilin, Commissioner