



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

January 18, 2024

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

**ABSENT:**

- Matt Cowan, Chief

**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:

- Battalion Chief – **Jeremiah Ingersoll**
- Battalion Chief- **Michael Majeed**
- Medical Services Officer – **Scott Kim**
- Training Captain – **Jeremy Jamerson**
- Lieutenant – **Michael Mentzos**
- Lieutenant – **Joshua Waite** (was not in attendance)
- Driver Engineer – **Jayden Petro**
- Driver Engineer – **Robert Carrasquillo**
- Driver Engineer – **Alan Christou**
- Community Services Officer – **Wendy Booth**

The regular order of business resumed at 5:02 p.m.

**PUBLIC COMMENT:**

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

**CONSIDERATION OF AGENDA:** None.

**MINUTES**

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

**CORRESPONDENCE:** None

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**JANUARY 18, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240103001 - 240103034	513,391.54	1/10/24
Vendor Voucher(s)	240104001	6,040.77	1/10/24
Vendor Voucher(s)	240107001 - 240107036	325,170.81	1/17/24
Payroll Vouchers		will be applied to next meeting	
ACH Payment Request - Payroll Direct Deposit		will be applied to next meeting	
ACH Payment Request - HRA/VEBA		will be applied to next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be applied to next meeting	
ACH Payment Request - WA DCP		will be applied to next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be applied to next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be applied to next meeting	
ACH Payment Request - DSHS		will be applied to next meeting	
ACH Payment Request - Payroll Taxes		will be applied to next meeting	

**\$ 844,603.12**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240105001 - 240105009	118,698.13	1/10/24
Vendor Voucher(s)	240108001 - 240108011	95,165.42	1/17/24
Payroll Vouchers		will be applied to next meeting	
ACH Payment Request - Payroll Direct Deposit		will be applied to next meeting	
ACH Payment Request - HRA/VEBA		will be applied to next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be applied to next meeting	
ACH Payment Request - WA DCP		will be applied to next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be applied to next meeting	
Dept of Retirement Systems		will be applied to next meeting	
ACH Payment Request - Payroll Taxes		will be applied to next meeting	

**\$ 213,863.55**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	240109001 - 240109002	1,461.53	1/17/24

**\$ 1,461.53**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	240101001 - 240101003	25,523.36	1/10/24
Vendor Voucher(s)	240106001	2,587.72	1/17/24
		<b>\$ 28,111.08</b>	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	240102001 - 240102003	13,742.19	1/10/24
		<b>\$ 13,742.19</b>	
EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
MOTION			
Move to accept disbursements in the amount of :		<b>\$ 1,101,781.47</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$1,101,781.47 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Heivilin mentioned that a memorial service was held on January 17 for retired Shoreline Fire Department Captain Leroy McVay. The Department provided a Department fire engine for transport as part of the service.
- Commissioner Sullivan received an email from a citizen who writes for the Shoreline Area News, who requested recordings of the Department's Board meetings, which would be provided as part of a public records request.
- DC Hochstein provided an update regarding a previous discussion of the Department's high cellular charges. The Department reviewed the Verizon wireless phones and modem plans, and it was discovered that the high costs were due to a modem that was installed but not part of the Department's unlimited plan. The Department is working to resolve the issue.

**FINANCIAL REPORT:**

- DC Foster presented a summary of the December 2023 Financial Summary Report, listed below and included by reference.

**FINANCIAL SUMMARY REPORT: DEC 2023**

Regular Board Meeting: Jan 18, 2024

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

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of DEC Balance	\$	29,961,041.05
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**General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)**

Data as of DEC 2023		Notes
Percentage Remaining	1.3%	
Targeted Percentage Remaining	0.0%	
Over/Under Targeted Budget Remaining	1.3%	Under Budget

**General Expense Fund- OVERTIME COSTS**

Data as of DEC 2023		Notes
<b>Total Overtime</b>	\$ <b>234,607.67</b>	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 128,225.92	Overtime processing period: Nov 10, 2023 - Dec 15, 2023
BLS/EMS Staffing Overtime	\$ 106,381.75	Overtime processing period: Nov 10, 2023 - Dec 15, 2023

**General Expense Fund- CASH ON HAND**

Data as of DEC 2023		Notes
Cash on hand, end of DEC balance	\$ 15,408,261.08	

**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>	\$ -	\$ -	

**STATISTICS REPORT:**

- DC Foster provided an overview of the 2023 statistical response report, which is attached and incorporated by reference. Kudos were given to Rachel Garlini, the Department's Assistant Administrative Director, for help preparing the report.

**IMPACT MITIGATION FEE/UPDATES:**

- The Department's Fire Marshal, Ryan Burgess, summarized the 2023 impact mitigation fees. The Board agreed to continue with providing updates quarterly.

**STRATEGIC PLAN DISCUSSION:**

- None.

**DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - DC Foster provided an update on the recent structure fire. DC Foster further noted that the Department's crew's responded well to the call. Commissioner Sullivan noted that a citizen who lives near the structure fire pointed out that the Department's response was commendable.
  - DC Foster noted that the Department helped set up a fire operations center due to adverse weather conditions and stated there were 90 plus calls within 24 hours. The entire zone was placed into a Resource Emergency for a number of hours.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the Station 54 property. DC Hochstein noted that the Northshore Board of Commissioners has set up a subcommittee to discuss the next steps in moving forward with the property.
  - DC Hochstein noted there was one applicant for the Deputy Fire Marshal position. The testing process will begin in a couple of weeks.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- None.

**PROJECTED AGENDA:**

- Commissioner Fischer has a potential excused absence for the February 15 Board meeting.
- The North City Water District (NCWD) Board of Commissioners Joint meeting will be held on February 8 at 5:00 p.m.
- The March 7 Board meeting is rescheduled to March 14.
- The Department’s annual banquet is scheduled for May 3.

**EXECUTIVE SESSION:**

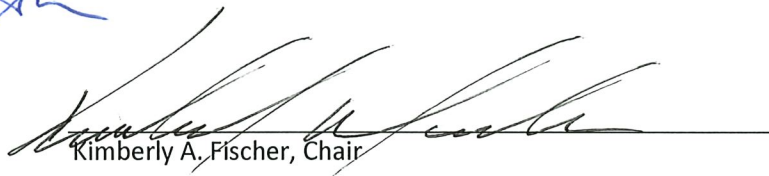
- None.

The Commissioners adjourned the regular meeting at 5:27 p.m.

**MOTION:** *Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:27 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