



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

February 1, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. February 1, 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)	Matt Hochstein, Deputy Chief (DC)
Ken Callahan, Commissioner	Andres Orams, Battalion Chief (BC)
Rod Heivilin, Commissioner	DC in Training
David Harris, Commissioner	

**ABSENT:**

- Mark Foster, Deputy Chief (DC)

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:**

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

**CONSIDERATION OF AGENDA:**

- **New Business:** North City Water District (NCWD) agenda items.

**MINUTES**

***MOTION:** Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the January 18, 2024, regular meeting minutes. The motion passed; five ayes.*

**CORRESPONDENCE:** None

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**FEBRUARY 1, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240113001 - 240113034	145,196.13	1/24/24
Payroll Vouchers	13024A - 13024O	150,756.27	1/24/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,288,125.74	1/26/24
ACH Payment Request - HRA/VEBA	ACH	79,258.44	1/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	179,219.01	1/30/24
ACH Payment Request - WA DCP	ACH	54,495.93	1/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,285.87	1/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	258,705.38	1/30/24
ACH Payment Request - DSHS	ACH	3,847.52	1/30/24
ACH Payment Request - Payroll Taxes	ACH	306,225.39	1/29/24
Payroll Voucher		No activity	
ACH - Payroll Direct Deposit	ACH	No activity	
ACH - Payroll - Dept of Retirement Systems	ACH	No activity	
ACH - Payroll - Taxes	ACH	No activity	

**\$ 2,491,115.68**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240114001 - 240114008	8,026.58	1/24/24
Payroll Vouchers	ALS13024A - ALS13024K	41,740.70	1/24/24
ACH Payment Request - Payroll Direct Deposit	ACH	399,776.25	1/26/24
ACH Payment Request - HRA/VEBA	ACH	24,933.25	1/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	80,233.43	1/30/24
ACH Payment Request - WA DCP	ACH	20,943.64	1/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,130.52	1/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	82,036.38	1/30/24
ACH Payment Request - Payroll Taxes	ACH	101,230.98	1/29/24
Payroll Voucher		No activity	
ACH - Payroll Direct Deposit	ACH	No activity	
ACH - Payroll - Dept of Retirement Systems	ACH	No activity	
ACH - Payroll - Taxes	ACH	No activity	

**\$ 766,051.73**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No activity	
		\$	-
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No activity	
		\$	-
<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	240112001 - 240112006	45,763.38	1/24/24
		\$	45,763.38
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	240110001 - 240110002	4,543.56	1/24/24
		\$	4,543.56
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	240111001 - 240111003	1,256.04	1/24/24
		\$	1,256.04
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No activity	
		\$	-
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No activity	
		\$	-
<b>MOTION</b>			
Move to accept disbursements in the amount of :		\$	3,308,730.39

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,308,730.39 per the detail above. The motion passed; five ayes.*

#### **COMMISSIONERS' REPORT:**

- Commissioner Fischer attended the visit of Governor Jay Inslee at the Shoreline Fire Department on January 26. In attendance were also the Shoreline City Mayor Chris Roberts, Shoreline Police Chief Kelly Park, Bristol Ellington City of Shoreline City Manager, and City of Shoreline Council Members. Governor Inslee gave a short speech on the opioid pandemic and the supplemental budget proposal to help address the issue. Governor Inslee included details on the proposed legislation to address mental health and other challenges emergency responders face when on calls.

#### **FINANCIAL REPORT:**

- Reported at the second Board meetings of the month.

#### **STATISTICS REPORT:**

- Reported 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 attended a meeting with the Department's consultant Levrum Data Technologies to discuss the site analysis of Station 62 property. The preliminary data report should be available in early April.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Chief Cowan made one comment on his activity report, which noted that the Department's expense budget was 1.3% under budget. However, this did not include a late invoice the Department received, which was paid in 2024. If the invoice had been received and paid in 2023, the correct percentage would be .43%. The difference will affect the ability to stay on budget for 2024.
  - Continued work on the reconciliation of the Northshore 2023 budget.
  - Met with City of Bothell Fire Chief Mark Risen to discuss the Request for Proposal (RFP) for administrative services. The proposal is expected to be completed next week.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the Department's RFP for new ambulance services. Chief Cowan noted that the American Medical Response (AMR) ambulance service was not pleased with the current Zone 1 contract. The contract has been extended temporarily, while an RFP process for ambulance services is considered.

- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Sullivan requested an update on high cellular costs with the Verizon wireless phones and modem plans. DC Hochstein noted the Department is still working to resolve the issues.
  - Commissioner Fischer requested an update on Sound Transit’s new light pole at Station 65. DC Hochstein noted the Department is working to replace the temporary light pole with a permanent one, similar to others on the property.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- **2024 Budget Narrative:**
  - At its November 2, 2023 Board Meeting, the Board of Commissioners approved the 2024 budget. As part of the budget process, the 2024 Budget Narrative is attached for approval.
 

***MOTION:** Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to approve the 2024 Budget Narrative. The motion passed; five ayes.*
- **North City Water District (NCWD) Agenda Items:**
  - The Commissioners did not have any additional agenda items to add.

**PROJECTED AGENDA:**

- The NCWD/Shoreline Fire Department Board of Commissioners Joint meeting will be held on February 8 at 5:00 p.m.
- Commissioner Fischer has a potential excused absence at the February 15 Board meeting.
- The March 7 Board meeting is rescheduled to March 14 due to the Commissioner and Fire Chief’s attendance at the Northwest Leadership Seminar in Portland, Oregon.
- April 18 Board meeting was rescheduled to a 4:30 p.m. start time to accommodate the Department’s promotional pinning ceremony.
- The Department’s annual appreciation banquet is scheduled for May 3.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:28 p.m.

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:28 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath  
Secretary to the Board



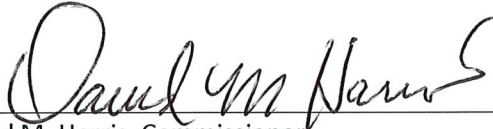
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Kimberly A. Fischer, Chair



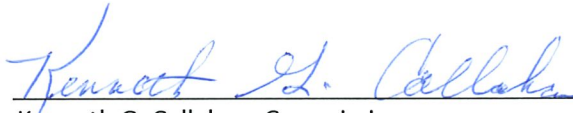
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Barb Sullivan, Vice-Chair



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David M. Harris, Commissioner



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Kenneth G. Callahan, Commissioner



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Rod Heivlin, Commissioner