



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES February 15, 2024

Vice-Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. February 15, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Fischer's absence was read the into record.

**PRESENT:**

Barb Sullivan, Commissioner (Vice-Chair)	Matt Cowan, Fire Chief (attended via zoom)
Ken Callahan, Commissioner	Matt Hochstein, Deputy Chief (DC)
Rod Heivilin, Commissioner	Mark Foster, Deputy Chief (DC)
David Harris, Commissioner	Andres Orams, Battalion Chief (BC)
	DC in Training (attended via Zoom)

### ABSENT:

- Kimberly Fischer, Commissioner (Chair)

### 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:

- None.

### MINUTES

***MOTION:** Commissioner Harris moved, and Commissioner Callahan seconded a motion to approve the February 1, 2024, regular meeting minutes. The motion passed; four ayes.*

**CORRESPONDENCE:** None

### STANDING AGENDA

### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**FEBRUARY 15, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240204001 - 240204039	441,916.77	2/7/24
Vendor Voucher(s)	240212001 - 240212046	315,297.23	2/14/24
Payroll Vouchers	21524A - 21524D	15,146.78	2/14/24
ACH Payment Request - Payroll Direct Deposit	ACH	69,891.41	2/13/24
ACH Payment Request - Dept. of Retirement Systems	ACH	12,065.91	2/15/24
ACH Payment Request - Payroll Taxes	ACH	11,264.22	2/14/24
		<b>\$ 865,582.32</b>	
<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240205001 - 240205010	48,467.14	2/7/24
Vendor Voucher(s)	240208001 - 240208016	100,196.58	2/14/24
Vendor Voucher(s)	240207001	7,481.57	2/7/24
Payroll Vouchers	ALS21524A - ALS21524D	4,428.15	2/14/24
ACH Payment Request - Payroll Direct Deposit	ACH	73,103.20	2/13/24
ACH Payment Request - Dept. of Retirement Systems	ACH	12,805.03	2/15/24
ACH Payment Request - Payroll Taxes	ACH	11,639.16	2/14/24
		<b>\$ 258,120.83</b>	
<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	231213001	143,562.70	12/20/23
Vendor Voucher(s)	240206001 - 240206003	66,062.30	2/7/24
Vendor Voucher(s)	240210001 - 240210002	797.25	2/14/24
		<b>\$ 210,422.25</b>	
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	240209001	277.62	2/14/24
		<b>\$ 277.62</b>	

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	240202001 - 240202003	6,119.98	2/7/24
Vendor Voucher(s)	240211001 - 240211003	4,539.63	2/14/24
		<b>\$ 10,659.61</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	240201001 - 240201003	3,842.35	2/7/24
		<b>\$ 3,842.35</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	240203001	10,541.59	2/7/24
Vendor Voucher(s)	240213001 - 240213003	10,431.26	2/14/24
		<b>\$ 20,972.85</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>\$ 1,369,877.83</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$1,369,877.83 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- The January 2024 Financial Summary Report will be presented at the March 14 Board meeting.

**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 noted that the Northshore Board of Commissioners will hold a special meeting to discuss strategic plan options for 2024, which may include a potential Levy Lid Lift. In 2025, a reauthorization of the Northshore Fire District Fire Benefit Charge will need to occur, and discussion for options of merging districts or a Regional Fire Authority (RFA).

#### **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.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the repair of the plymovent vehicle exhaust system. DC Hochstein noted that there were issues with the exhaust ventilation system on the MSO apparatus, which the Department is working to repair.
  - Commissioner Heivilin requested an update on the meeting with the insurance company regarding the drone program. DC Hochstein clarified that the Department purchased a small drone last year, but there is no policy or drone program to operate it. The Department met with its insurance provider, WHA, to discuss creating a drone program. The Department is interested in creating a drone program that follows all usage requirements and guidelines. More information will be forthcoming if the Department decides to move forward.

#### **OLD BUSINESS:**

- None.

#### **NEW BUSINESS:**

- **Northshore Fire Department Reconciliation:**
  - Chief Cowan provided a brief update on the impacts and reconciliation of the 2023 Actual Salary and Benefits budget for the Northshore Fire Department, which is attached and incorporated by reference.

#### **PROJECTED AGENDA:**

- 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. This meeting includes the 2024 Fire Benefit Charge Public Appeal Hearing.
- 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 5:24 p.m.

***MOTION:*** *Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:24 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith

*Boupha K. Siharath*  
Boupha K. Siharath  
Secretary to the Board

**Absent**

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Kimberly A. Fischer, Chair

*Barb Sullivan*  
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Barb Sullivan, Vice-Chair

*David M. Harris*  
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David M. Harris, Commissioner

*Kenneth G. Callahan*  
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Kenneth G. Callahan, Commissioner

*Rod Heivilin*  
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Rod Heivilin, Commissioner