



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

March 14, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 14, 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 (arrived at 5:15 p.m.)
Barb Sullivan, Commissioner (Vice-Chair)	
Ken Callahan, Commissioner	Matt Hochstein, Deputy Chief (DC)
Rod Heivilin, Commissioner	Andres Orams, Battalion Chief (BC)
David Harris, Commissioner	DC in Training

ABSENT: Mark Foster, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

The Fire Benefit Charge (FBC) Appeal was moved to later on the agenda until Chief Cowan was in attendance.

- The Regular order of business was suspended for the introduction of the Shoreline Fire Department Lateral Probationary Firefighters (PFFs).
 - BC Orams introduced the below PFFs who recently completed the Department's modified training academy and will be on shift in the next few days :
 - PFF Spencer Cannon
 - PFF Travis Schade
 - PFF Bill Wisham

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 February 8, 2024, special meeting minutes. The motion passed; five ayes.

MOTION: Commissioner Sullivan moved, and Commissioner Harris seconded a motion to approve the February 15, 2024, regular meeting minutes. The motion passed; five ayes.

CORRESPONDENCE: None

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
MARCH 14, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240218001-240218026	74,513.96	2/21/24
Vendor Voucher(s)	240306001 - 240306056	445,617.94	3/13/24
Payroll Vouchers	22824A - 22824S	228,805.12	2/28/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,132,410.82	2/26/24
ACH Payment Request - Payroll Taxes	ACH	263,315.88	2/27/24
ACH Payment Request - HRA/VEBA	ACH	83,348.88	2/28/24
ACH Payment Request - ALERUS (457 Plan)	ACH	109,528.28	2/28/24
ACH Payment Request - WA DCP	ACH	56,003.04	2/28/24
ACH Payment Request - Dept. of Retirement Systems	ACH	257,824.70	2/28/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	27,021.08	2/28/24
ACH Payment Request - DSHS	ACH	3,847.52	2/28/24
Payroll Vouchers	31524A - 31524D	16,945.31	3/13/24
ACH Payment Request - Payroll Direct Deposit	ACH	108,435.26	3/13/24
Payroll - Taxes	ACH	11,460.03	3/14/24
Dept of Retirement Systems	ACH	17,910.47	3/15/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,836,988.29

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240214001-240214006	6,627.35	2/21/24
Vendor Voucher(s)	240301001 - 240301014	66,188.20	3/13/24
Payroll Vouchers	ALS22824A - ALS22824J	37,985.84	2/28/24
Payroll Vouchers	ALS22824K	242.31	2/28/24
ACH Payroll Payments - Direct Deposit	ACH	364,007.21	2/26/24
Payroll Tax Deposit	ACH	89,063.85	2/27/24
ACH Payment- HRA/VEBA contributions	ACH	24,933.25	2/28/24
ACH Payment - Alerus Contributions	ACH	39,414.39	2/28/24
ACH - WA State Deferred Compensation Program	ACH	20,943.64	2/28/24
ACH - Department of Retirement Systems	ACH	81,518.24	2/28/24
ACH - IAFF Local 1760 - Union Dues & STA Dues	ACH	7,130.52	2/28/24
Payroll Vouchers	ALS31524A - ALS31524D	4,850.40	3/13/24
ACH Payment Request - Payroll Direct Deposit	ACH	82,933.18	3/13/24
Payroll - Taxes	ACH	12,756.25	3/14/24
Dept of Retirement Systems	ACH	14,444.24	3/15/24
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 853,038.87

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	240215001	64.00	2/21/24
Vendor Voucher(s)	240302001 - 240302002	2,345.51	3/13/24

\$ 2,409.51

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	240216001-240216004	53,353.95	2/21/24
Vendor Voucher(s)	240304001 - 240304004	15,615.38	3/13/24

\$ 68,969.33

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	240217001-240217002	10,770.45	2/21/24
Vendor Voucher(s)	240305001 - 240305003	3,659.49	3/13/24

\$ 14,429.94

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	240303001 - 240303008	19,745.67	3/13/24

\$ 19,745.67

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 :		\$ 3,795,581.61	

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$3,795,581.61 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Heivilin, Harris, and Fischer attended the 2024 Northwest Leadership Seminar and noted it was a very informative event. The topics of the evening included:
 - *Creating and Maintaining the High Reliability*, hosted by Gordon Graham of Graham Research Consultants.

- Zap the Generational Gap! Transforming, Recruiting, Retaining and Engaging Multi-Generational Teams, hosted by Meagan Johnson, Generational speaker.
- Risk Intelligence, Rules, and High Reliability – A Leader’s Guide to Changing Culture in the Dynamic Workplace, hosted by Paul LeSage, Retired Assistant Chief & Firefighter-Flight Paramedic.
- *Leadership When the Heart’s On*, hosted by Charlie Plumb, Former U.S. Naval Pilot / P.O.W. Survivor, and Josh Goldberg, Co-founder and Executive Director of the Boulder Crest Institute for Posttraumatic Growth.
- *The Good, The Bad & The Things We Don’t Want to Discuss: Update on Health Research in the Public Safety*, hosted by Sara Jahnke, PhD and Director of the Center for Fire, Rescue & EMS Health Research at the National Development and Research Institutes.

FINANCIAL REPORT:

- DC Hochstein presented the January 2024 Financial Summary Report, listed below and included by reference.
- Commissioner Sullivan requested an update on the sick leave incentive training budget as it noted that no budget was allocated. Chief Cowan will follow up with payroll to provide an update.

FINANCIAL SUMMARY REPORT: JAN 2024

Regular Board Meeting: Mar 14, 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 JAN Balance	\$	26,358,383.42

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JAN 2024		Notes
Percentage Remaining	89.8%	
Targeted Percentage Remaining	91.7%	
Over/Under Targeted Budget Remaining	-1.9%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of JAN 2024		Notes
Total Overtime	\$ 245,264.06	Includes holiday OT
Firefighting Staffing Overtime	\$ 144,271.86	Overtime processing period: Dec 15, 2023 - Jan 12, 2024
BLS/EMS Staffing Overtime	\$ 100,992.20	Overtime processing period: Dec 15, 2023 - Jan 12, 2024

General Expense Fund- CASH ON HAND

Data as of JAN 2024		Notes
Cash on hand, end of JAN balance	\$ 12,145,617.34	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

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:

- DC Hochstein noted that Chief Cowan attended the special meeting with the Northshore Board of Commissioners to discuss the potential of a Regional Fire Authority with the Shoreline Fire Department. The Northshore Board voted to move forward with an RFA in 2025.
- The Bothell Fire Department's Request for Proposal (RFP) has been published, and the Department is currently reviewing and preparing the RFP response.

Chief Cowan arrived, and the Fire Benefit Charge Appeal hearing started at 5:16 p.m.

FIRE BENEFIT CHARGE (FBC) APPEALS:

- Michael E. Byner of Bryan LLC was in attendance to represent the FBC appeal for Moderna Shore Apartment, MCREM MFR Shoreline LLC. Chief Cowan noted that the appeal had been approved.
- Chief Cowan provided a brief summary of the 2024 Fire Benefit Charge (FBC) appeals:
 - There were 24 appeals, 20 of which were due to the availability of fire sprinklers.
 - Chief Cowan gave Kudos to Kimberly Parker, Training Division Administrative Assistant, for her help in the FBC process.
 - The Department realized that King County has not been receiving fire sprinkler data records, therefore; there were more sprinkler appeals than usual.

The Fire Benefit Charge Appeals Hearing concluded at 5:25 p.m., and the regular order of business resumed.

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. Battalion Chief Orams (DC in training) provided the below clarifications.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Harris requested an update on the Fall City Fire Department fleet service contract. DC Hochstein noted that King County Fire District 27 – Fall City Fire Department's (Fall City) contract with Eastside Fire District will end on July 1, and they are interested in entering into an Interlocal Agreement (ILA) with the Department for vehicle maintenance services. The Department is interested in moving forward with the ILA.

- The Department intends to hire another mechanic in 2025 to help support the added vehicle maintenance services with Fall City and the new ladder truck the Department purchased as part of its fleet.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Northshore Fire Department (Northshore) Strategic Plan Update for 2024:**
 - Chief Cowan attended the Special Northshore Fire Board of Commissioners meeting to discuss the Regional Fire Authority (RFA) with Shoreline Fire. The Northshore Board supported an RFA, but voted to not move forward until April of 2025. The Northshore Fire Department also approved the establishment of an RFA planning committee and assigned three Commissioners to the committee.
 - Chief Cowan noted that one of the first points of business for the RFA planning committee is to determine if the RFA would include the addition of the Bothell Fire Department. Commissioner Heivilin asked if an RFA in 2025 would be affected by validation. Chief Cowan noted that some measures are exempt from validation, is unsure about this measure, and noted that this would be part of committee discussions.
 - Chief Cowan asked if the Board wanted to move forward with an RFA with Northshore. Commissioner Fischer opened the floor for further discussions and questions:
 - Commissioner Heivilin asked if the meetings would include a commissioner's day of service compensation. Chief Cowan clarified that the RCW states that attendance at an RFA planning committee meeting is subject to compensation of \$70.00 a day and not exceeding \$700.00 a year. This is in lieu of a commissioner day of service pay. Commissioner Sullivan asked how the Citizens of Shoreline would benefit from an RFA. Chief Cowan noted that the advantage to the citizens would include a significant reduction in the overall equivalent tax rate. Advantages to the Department would consist of administrative efficiencies, relief in Department workload, and a financial reset. Chief Cowan further noted that one of the potential drawbacks of an RFA would be the need for rebranding.
 - Commissioner Sullivan shared concerns about potential administrative burnout. Chief Cowan noted that having the RFA pushed out to 2025 would help to reduce these concerns.
 - Commissioner Callahan asked if it would be better to complete the RFA with Northshore first and then look into including Bothell Fire after the RFA is in place. Chief Cowan stated that having the RFA completed with Northshore first would be organizationally easier, but the inclusion of Bothell Fire would also allow for better regionalization sooner. Chief Cowan noted that the planning committee will help to guide this process and determine what would be best for the Department.

- Commissioner Harris asked why Bothell Fire Department is interested in moving forward with a contract for services or a potential RFA. Chief Cowan noted Bothell Fire currently has a three-station model that is not as efficient and sustainable, and a contract for services or an RFA would provide improvement in levels of services.
- Commissioner Heivilin asked if Department employees are in favor of an RFA. Chief Cowan believes most are in favor, as it would help efficiencies in service. BC Orams noted that after Northshore joined, the Department became a stronger agency than it had been before.
- Commissioner Fischer asked if the Commissioners would like to have a workshop meeting to discuss the RFA further or if the Commissioners were in favor of approving the resolution today.
- The Commissioners agreed to schedule a special meeting on March 18 at 2:15 p.m. to discuss a Regional Fire Authority (RFA) with the Northshore Fire Department, establish an RFA Planning Committee, and discuss the Request for Proposal with the Bothell Fire Department.
- **Resolution 24-02 Establishment of Regional Fire Authority (RFA) Planning Committee:**
 - Resolution 24-02 was tabled for further discussion at the Commissioner's special meeting workshop on March 18 and potential approval at the Board of Commissioners meeting on March 21.
- **Appointment of Commissioners to the RFA Planning Committee:**
 - The appointment of Commissioners was tabled for discussion at the Commissioners special meeting workshop on March 18 and potential appointment at the Board of Commissioners meeting on March 21.
- **Bothell Fire Department Request for Proposal:**
 - The Bothell Fire Department Request for Proposal is due March 21. The Commissioners will discuss this proposal at their special meeting on March 18, and the approval to move forward with the RFP will be potentially added to the Board of Commissioners meeting on March 21.

PROJECTED AGENDA:

- The 2022 State Audit Exit Conference is scheduled for March 21 Board meeting.
- The 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 6:25 p.m.

MOTION: Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:25 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

Boupha K. Siharath
Secretary to the Board

Kimberly A. Fischer

Kimberly A. Fischer, Chair

Barb Sullivan

Barb Sullivan, Vice-Chair

David M. Harris

David M. Harris, Commissioner

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

Rod Heivilin

Rod Heivilin, Commissioner