



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES March 21, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 21, 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)	Mark Foster, Deputy Chief (DC)
Ken Callahan, Commissioner	Andres Orams, Battalion Chief (BC)
Rod Heivilin, Commissioner	DC in Training
David Harris, Commissioner	

**ABSENT:** Matt Hochstein, Deputy Chief (DC)

#### PLEDGE OF ALLEGIANCE

#### 2022 STATE AUDIT EXIT:

- **GUESTS:**
  - Haji Adams, Audit Manager, Office of the Washington State Auditor, attended via Zoom.
  - Sheri Campbell, Audit Lead, Office of the Washington State Auditor, attended via Zoom.
  - Lorraine Nitta, Assistant Audit Manager, Office of the Washington State Auditor, attended via Zoom.
  - Bouphe Siharath, Administrative Director, Shoreline Fire Department, attended in person.
  - Rachel Garlini, Assistant Administrative Director, Shoreline Fire Department, attended in person.
- Haji Adams opened the Auditors' 2022 exit conference. The scope included the Accountability and Financial Statement audit for January 1, 2022, through December 31, 2022, which is attached and incorporated by reference.
- Sheri Campbell presented the results of the 2022 audit:
  - The Auditors expressed their appreciation for the cooperation from the Department's Administrative Director, Bouphe Siharath, Assistant Administrative Director, Rachel Garlini, and other Department staff during the audit process.
  - The below areas were examined as part of the audit process:
    - Self-insurance for unemployment compensation
    - Accounts payable – general disbursements, credit cards
    - Petty cash and imprest accounts – replenishments and reconciliations
    - Payroll – gross wages, overtime, leave cash outs
    - Open public meetings – compliance with minutes, meetings, and executive session requirements
    - Financial condition – reviewing for indications of financial distress

- The 2022 accountability audit results indicated:
  - The Shoreline Fire Department is in compliance with all material respects, applicable state laws, regulations, and policies, adequately safeguarding public resources.
  - There were no exceptions rising to the level of a management letter or finding. The auditors provided the Department with an exit letter that included best practices.
- The 2022 financial statement audit results indicated:
  - There were no significant deficiencies in internal control.
  - Identified no deficiencies that were considered material weaknesses.
  - Noted no instances of noncompliance that were material to the Department’s financial statements.
  - It was determined that the Department’s financial statements are fairly represented and can be relied upon by users.
- Lorraine Nitta Haji provided closing remarks:
  - The next audit is scheduled to be conducted in Fall 2024 and will cover the following general areas:
    - Accountability for Public Resources for January 1, 2023 through December 31, 2023.
    - Financial Statements for January 1, 2023, through December 31, 2023.
  - Audit reports will be published on the Office of the Washington State Auditor’s website in the next couple of weeks.

**PUBLIC COMMENT:**

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

**CONSIDERATION OF AGENDA:**

- The Division Chief of Operations personal contract is on the agenda for approval under new business. Chief Cowan asked if the Commissioners would like to discuss employee performance during an executive session before approval. The Commissioners did not need to discuss under an executive session.

**MINUTES**

***MOTION:** Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to approve the March 14, 2024, regular meeting minutes as written. The motion passed; five ayes.*

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

**CORRESPONDENCE:**

- None.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**MARCH 21, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240309001 - 240309036	563,019.31	3/20/24
Payroll Vouchers	13024P	2,267.93	3/20/24
Payroll Vouchers	32824A - 32824N	159,942.73	3/27/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,197,535.15	3/26/24
ACH Payment Request - HRA/VEBA	ACH	82,115.55	3/28/24
ACH Payment Request - ALERUS (457 Plan)	ACH	110,081.24	3/28/24
ACH Payment Request - WA DCP	ACH	55,157.70	3/28/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,481.79	3/28/24
ACH Payment Request - Dept. of Retirement Systems	ACH	264,266.33	3/28/24
ACH Payment Request - DSHS	ACH	3,847.52	3/28/24
ACH Payment Request - Payroll Taxes	ACH	272,358.37	3/27/24

**\$ 2,737,073.62**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240307001 - 240307012	162,548.48	3/20/24
Vendor Voucher(s)	240314001	3,979.37	3/20/24
Payroll Vouchers	ALS13024L	469.89	3/20/24
Payroll Vouchers	ALS32824A - ALS32824J	90,728.98	3/27/24
ACH Payment Request - Payroll Direct Deposit	ACH	383,385.51	3/26/24
ACH Payment Request - HRA/VEBA	ACH	24,933.25	3/28/24
ACH Payment Request - ALERUS (457 Plan)	ACH	59,072.21	3/28/24
ACH Payment Request - WA DCP	ACH	20,943.64	3/28/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,130.52	3/28/24
Dept of Retirement Systems	ACH	83,487.18	3/28/24
ACH Payment Request - Payroll Taxes	ACH	102,255.01	3/27/24

**\$ 938,934.04**

**ALS CAPITAL FUND: 10-004-6060**

Vendor Voucher(s) No Activity

**\$ -**

**CMT EXPENSE FUND: 10-004-6070**

Vendor Voucher(s) 240308001 - 240308002 1,520.91 3/20/24

**\$ 1,520.91**

**CAPITAL EXPENSE FUND: 10-004-0020**

Vendor Voucher(s) 240311001 - 240311003 6,058.24 3/20/24

Vendor Voucher(s)

**\$ 6,058.24**

**NKCTC FUND: 10-004-0100**

Vendor Voucher(s) 240313001 - 240313004 6,635.22 3/20/24

**\$ 6,635.22**

**BENEFITS FUND: 10-004-6050**

Vendor Voucher(s) 240310001 - 240310003 4,012.86 3/20/24

**\$ 4,012.86**

**EMS DONATION FUND: 10-004-6030**

Vendor Voucher(s) 240312001 2,216.55 3/20/24

**\$ 2,216.55**

**EXPENSE RESERVE FUND: 10-004-6010**

Vendor Voucher(s) No Activity

**\$ -**

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**MOTION**

Move to accept disbursements in the amount of :

**\$ 3,696,451.44**

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept disbursements for \$3,696,451.44 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- Chief Cowan provided a brief summary of the February 2024 Financial Summary Report listed below and included by reference.

# FINANCIAL SUMMARY REPORT: FEB 2024

Regular Board Meeting: Mar 21, 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 FEB Balance	\$	23,171,066.85
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### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of FEB 2024		Notes
Percentage Remaining	81.4%	
Targeted Percentage Remaining	83.3%	
Over/Under Targeted Budget Remaining	-1.9%	Over Budget

### General Expense Fund- OVERTIME COSTS

Data as of FEB 2024		Notes
<b>Total Overtime</b>	<b>\$ 112,523.04</b>	Includes holiday OT
Firefighting Staffing Overtime	\$ 55,709.81	<i>Overtime processing period: Jan 12, 2024 - Feb 09, 2024</i>
BLS/EMS Staffing Overtime	\$ 56,813.23	<i>Overtime processing period: Jan 12, 2024 - Feb 09, 2024</i>

### General Expense Fund- CASH ON HAND

Data as of FEB 2024		Notes
Cash on hand, end of FEB balance	\$ 9,908,607.74	

### Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

#### STATISTICS REPORT:

- No update.

#### IMPACT MITIGATION FEE/UPDATES:

- No update.

#### STRATEGIC PLAN DISCUSSION:

- The Department continues to evaluate a potential site location for Station 62 and has contracted with Levrum Data Technologies to begin analyzing and preparing a draft report

#### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.

- Commissioner Sullivan requested an update on the North King County Training Consortium (NKCTC) and Bothell Fire Department's (Bothell Fire) engagement. Chief Cowan noted the Shoreline Fire Department and Eastside Fire Department (Eastside Fire) responded to Bothell Fire's Request for Proposal (RFP) for Executive Level Administrative Services. Chief Cowan clarified that if Bothell Fire chooses to move forward with Eastside Fire's proposal, it could potentially lead to changes in the NKCTC consortium.
- The NKCTC Interlocal Agreement (ILA) and guiding documents need to be updated, and depending on which proposal is chosen, this will help determine how the NCKCTC will move forward in the long term.
- Commissioner Heivilin asked what reporting data FirstWatch collects. Chief Cowan noted that the Department entered into a contract with FirstWatch Solutions, Inc. for data analysis and analytic reporting. This data will provide live reaction and response times and unit utilization updates, formatted into one location so the Department can develop a high-level report. This new system will help alleviate staff workload and will be well within the Department's budget.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Foster** provided a verbal district activity report.
  - DC Foster and BC Orams have been providing input on the Bothell Fire Department's Request for Proposal submittal.
  - DC Foster noted that there would be a seven-month closure at 145<sup>th</sup> beginning April 1, as part of the City of Shoreline's 145<sup>th</sup> Street Corridor and 145<sup>th</sup> Street and I-5 Interchange projects. This closure will have significant effects on traffic flow and access in that area, and the Department's Station 65 may be impacted due to the closure.

**OLD BUSINESS:**

- **Resolution 24-02 Establishment of Regional Fire Authority (RFA) Planning Committee:**
  - The Shoreline and Northshore Fire Departments are considering forming a Regional Fire Authority. The Department plans to appoint three (3) commissioners to the RFA Planning Committee. The Department recommends the Board approve Resolution 24-02, Establishment of an RFA Planning Committee.
 

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to adopt Resolution 24-02 Establishment of RFA Planning Committee. The motion passed; five ayes:*
- **Appointment of Commissioners to the RFA Planning Committee:**
  - Chief Cowan noted that RCW 52.26.030 dictates three (3) elected Commissioners to be appointed to an RFA Planning Committee.
  - Commissioner Fischer noted that the three (3) Commissioners appointed to the RFA Committee would be Commissioners Fischer, Heivilin, and Callahan.
  - Chief Cowan noted that the next steps are to schedule the first meeting to include Attorneys Brian Snure and Matt Paxton to help answer questions.

## NEW BUSINESS:

- **King County Fire District 27 – Fall City Fire Departments (Fall City) Interlocal Agreement:**
  - Chief Cowan provided background on the Interlocal Agreement (ILA) with Fall City to provide vehicle maintenance services.
  - Commissioner Sullivan asked as part of sections 1.3 and 4.9 of the ILA should mileage be included. Chief Cowan will follow up with DC Hochstein to discuss including mileage as applicable.
  - The Commissioners agreed to authorize Chief Cowan to proceed with signing the contract with the modification to include mileage.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to authorize the Fire Chief to enter into an Interlocal Agreement with King County Fire District 27 – Fall City Fire Department for vehicle maintenance services. The motion passed; five ayes.*

- **City of Bothell Fire (Bothell Fire) Department Request for Proposal (RFP):**
  - Chief Cowan submitted the response to the Bothell Fire Department RFP. Eastside Fire Department also submitted an RFP. Bothell Fire will post both responses on their website.
  - If Bothell Fire accepts the Department’s RFP response, the final contract will be brought to the Board of Commissioners for formal approval.
- **Deputy Chief of Operations, Andres Orams Personal Contract:**
  - It is recommended that the Board of Commissioners approve the Deputy Chief of Operations employment agreement for Andres Orams beginning on April 1, 2024, and ending on December 31, 2027.
  - Chief Cowan extended DC Oram's contract through 2027. In case there are changes to the other exempt contracts at the end of 2024, the contract will be reviewed and modified as needed

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the Deputy Chief of Operations employment agreement for Andres Orams beginning on April 1, 2024 and ending on December 31, 2027. The motion passed; five ayes.*

## PROJECTED AGENDA:

- Shoreline Fire Department Easter Egg Hunt is scheduled for March 30 at 1:00 p.m., located at the Richmond Beach Saltwater Park.
- The April 18 Board meeting was rescheduled to a 4:30 p.m. start time to accommodate the Department’s promotional pinning ceremony.
- Shoreline Fire Department annual appreciation banquet is scheduled for May 3 at 5:00 p.m.
- The Commissioners will be attending the Washington Fire Commissioners Seminar in Lake Chelan, Washington from May 30 through June 2.
- Northshore Fire Department’s Pancake Breakfast/Open House is scheduled for June 1 at Station 51.

**EXECUTIVE SESSION:**

- None.

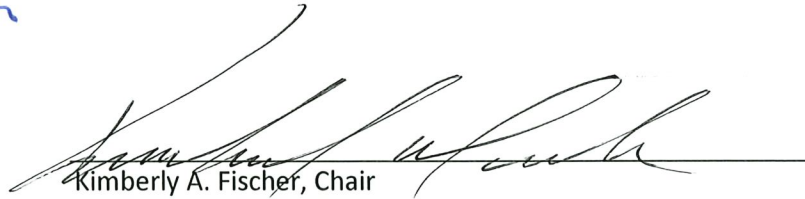
The Commissioners adjourned the regular meeting at 5:46 p.m.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:46 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, Chair

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Barb Sullivan, Vice-Chair

  
David M. Harris, Commissioner

  
Kenneth G. Callahan, Commissioner

  
Rod Heivilin, Commissioner