



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

April 4, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 4, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Chair Fischer read into record Commissioner Sullivan's excused absence.

**PRESENT:**

Kimberly Fischer, Commissioner (Chair)	Matt Cowan, Fire Chief
Ken Callahan, Commissioner	Andres Orams, Deputy Chief (DC)
Rod Heivilin, Commissioner	Mark Foster, Deputy Chief (DC)
David Harris, Commissioner	

#### ABSENT:

- Matt Hochstein, Deputy Chief (DC)
- Barb Sullivan, Commissioner (Vice-Chair)

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant, and Local 1760 IAFF Union President, attended the meeting via Zoom without comment.
- Bill Krepick, a City of Woodway resident, provided a public comment via email that is attached and incorporated by reference.

#### CONSIDERATION OF AGENDA:

- None.

#### MINUTES

**MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the March 21, 2024, regular meeting minutes. The motion passed; four ayes.

**MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the March 28, 2024, special meeting minutes. The motion passed; three ayes.

#### CORRESPONDENCE:

- None

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**APRIL 4, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240315001 - 240315044	91,805.15	3/27/24
Vendor Voucher(s)	240407001 - 240407047	325,151.96	4/10/24
Payroll Vouchers	41524A - 41524D	10,916.52	4/10/24
ACH Payment Request - Payroll Direct Deposit	ACH	63,927.29	4/11/24
ACH Payment Request - Dept. of Retirement Systems	ACH	11,339.65	4/15/24
ACH Payment Request - Payroll Taxes	ACH	11,097.38	4/12/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfold Transfer- OUT to BENEFIT fund		No Activity	
		<b>\$ 514,237.95</b>	

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240318001 - 240318007	9,006.57	3/27/24
Vendor Voucher(s)	240402001 - 240402010	124,168.60	4/10/24
Payroll Vouchers	ALS41524A - ALS41524D	5,022.80	4/10/24
ACH Payment Request - Payroll Direct Deposit	ACH	85,767.11	4/11/24
ACH Payment Request - Dept. of Retirement Systems	ACH	15,083.58	4/15/24
ACH Payment Request - Payroll Taxes	ACH	13,928.58	4/12/24
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	
		<b>\$ 252,977.24</b>	

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	240319001	7,276.45	3/27/24
Vendor Voucher(s)	240401001 - 240401002	6,495.66	4/10/24
		<b>\$ 13,772.11</b>	

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	240403001	3,371.73	4/10/24
		<b>\$ 3,371.73</b>	

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	240316001- 240316002	51,081.51	3/27/24
Vendor Voucher(s)	240405001 - 240405004	93,905.34	4/10/24
		<b>\$ 144,986.85</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	240317001 - 240317002	1,567.76	3/27/24
Vendor Voucher(s)	240404001	1,331.64	4/10/24
		<b>\$ 2,899.40</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	240406001 - 240406004	15,949.64	4/10/24
		<b>\$ 15,949.64</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>\$ 948,194.92</b>	

**MOTION:** *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$948,194.92 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Heivilin attended the annual Shoreline Easter Egg hunt, noting it was well attended, and thanked the Department for all the hard work put into the event.

**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 second Board meetings in January, April, July, and October.

#### **STRATEGIC PLAN DISCUSSION:**

- The Department is considering real estate options in the northwest corner of the City of Shoreline.

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

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the Northshore/Shoreline Fire Department's Regional Fire Authority (RFA) process. Chief Cowan noted there are scheduling conflicts, but will continue to look into further available dates and suggested a Zoom meeting might be an option.
  - Chief Cowan noted that the Northshore Board of Commissioners will hold a special meeting on April 23 to pass a resolution to include a Levy Lid Lift measure on the August 2024 ballot.
  - Chief Cowan attended a City of Bothell meeting with the Assistant City Manager and interim Fire Chief to discuss the Request for Proposal (RFP) for the Executive Level Fire Administrative Services process. A decision is expected next week.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the issues with the Puget Sound Emergency Radio (PSERN) systems. DC Foster noted that when the newer radios were installed, wiring issues caused the radios to shut down and restart. The Department is working with PSERN to remedy the problems.
  - Commissioner Fischer requested an update on the bid requests to repair a drain line at Station 54. Chief Cowan clarified the site drain line is broken and leaking. The Department is working with a contractor to determine which property the leak is located on and the necessary repairs. Commissioner Fischer asked if Station 54 will be demolished would the repairs still be needed. Chief Cowan will check to verify.
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
  - DC Orams noted the retirement celebration for the Department's Medical Services Officer Doug Locken went well.

#### **OLD BUSINESS:**

- None.

#### **NEW BUSINESS:**

- None.

#### **PROJECTED AGENDA:**

- The April 18 Board meeting was rescheduled to a 4:30 p.m. start time to accommodate the Department's promotional pinning ceremony.
- The Shoreline Fire Department's annual appreciation banquet is scheduled for May 3 at 5:00 p.m.

- The Shoreline Fire Department graduation for the new recruits is Friday, May 10 at the Northshore Fire Department (NSFD) Station 51.
- The Commissioners will attend the Washington Fire Commissioners Seminar in Lake Chelan, Washington, from May 30 through June 2.
- The NSFD Pancake Breakfast/Open House is scheduled for June 1 at NSFD Station 51.
- The City of Shoreline Strawberry Festival will be held at Richmond Beach Library Park on June 8 from 11:30 a.m. – 5:00 p.m.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:17 p.m.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:17 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith



Boupka K. Siharath  
Secretary to the Board




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Kimberly A. Fischer, Chair

ABSENT

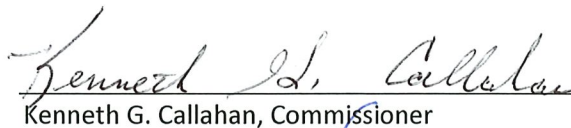
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Barb Sullivan, Vice-Chair




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David M. Harris, Commissioner




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Kenneth G. Callahan, Commissioner




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Rod Heivilin, Commissioner