



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES May 2, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 2, 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)	Andres Orams, Deputy Chief (DC)
Ken Callahan, Commissioner	Mark Foster, Deputy Chief (DC)
Rod Heivilin, Commissioner	Matt Hochstein, Deputy Chief (DC)
David Harris, Commissioner	

**ABSENT:**

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

**CORRESPONDENCE:**

- Letter from Vision House, a transitional housing service organization, thanking Deputy Chief Foster, Deputy Chief Orams, and their crew for their support on a recent call.
- Letter from a citizen thanking the Department's Lieutenant Michael Merrick, Driver-Engineer Heath Miller, and Firefighter Gabriel Mannix for their support on a recent call.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**MAY 2, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240505001 - 240505041	68,809.42	5/8/24
Payroll Voucher	51524A - 51524D	15,510.06	5/15/24
ACH Payment Request - Payroll Direct Deposit	ACH	117,216.06	5/13/24
Payroll - Taxes	ACH	15,930.28	5/14/24
Dept of Retirement Systems	ACH	19,953.17	5/15/24
Interfund Transfer- OUT to RESERVE fund		1,444,726.00	4/29/24
Interfund Transfer- OUT to CAPITAL fund		1,250,000.00	4/29/24
Interfund Transfer- OUT to BENEFIT fund		564,636.00	4/29/24

**\$ 3,496,780.99**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240506001 - 240506007	45,049.90	5/8/24
Payroll Voucher	ALS51524A - ALS51524D	4,947.01	5/15/24
ACH Payment Request - Payroll Direct Deposit	ACH	80,469.50	5/13/24
Payroll - Taxes	ACH	15,412.13	5/14/24
Dept of Retirement Systems	ACH	14,490.00	5/15/24
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

**\$ 160,368.54**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	240507001	565.08	5/8/24

**\$ 565.08**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	240504001 - 240504004	12,647.70	5/8/24
		<b>\$ 12,647.70</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	240503001 - 240503004	12,194.95	5/8/24
		<b>\$ 12,194.95</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	240502001 - 240502002	127,035.56	5/8/24
		<b>\$ 127,035.56</b>	
<b>IMPACT FEE FUND: 10-004-6240</b>			
Vendor Voucher(s)	2405001-240501002	1,853,301.66	5/1/24
		<b>\$ 1,853,301.66</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>\$ 5,662,894.48</b>	

**MOTION:** *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$5,662,894.48 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- Chief Cowan presented the March 2024 Financial Summary Report, listed on the following page and included by reference.

# FINANCIAL SUMMARY REPORT: MAR 2024

Regular Board Meeting: May 2, 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 MAR Balance	\$ 20,555,541.04

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

Data as of MAR 2024		Notes
Percentage Remaining	72.0%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	-3.0%	Over Budget

### General Expense Fund- OVERTIME COSTS

Data as of MAR 2024		Notes
<b>Total Overtime</b>	<b>\$ 163,818.53</b>	Includes holiday OT
Firefighting Staffing Overtime	\$ 67,109.34	<i>Overtime processing period: Feb 09, 2024 - Mar 15, 2024</i>
BLS/EMS Staffing Overtime	\$ 96,709.19	<i>Overtime processing period: Feb 09, 2024 - Mar 15, 2024</i>

### General Expense Fund- CASH ON HAND

Data as of MAR 2024		Notes
Cash on hand, end of FEB balance	\$ 7,921,597.08	

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

### STRATEGIC PLAN DISCUSSION:

- The Department entered into a Purchase and Sale agreement for the property located at 1857 NW 195th Street, Shoreline, WA. 98177. The Department will continue to manage the rental units at the location.

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

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - The Department is preparing for a levy lid lift for the Northshore Fire Department on the August 6 ballot. The explanatory statements and resolutions have been submitted, and the Department has solicited a Pro/Con Committee for interested parties due by 4:30 p.m. on May 3. The pro/con information has been posted on the Department's website and Facebook page, and submitted to the local papers.
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
  - DC Orams noted that King County Medic One/Emergency Medical Services (EMS) prepared a proposal to formalize the Mobile Integrated Health (MIH) program to include strategic initiatives.
  - DC Orams provided a brief update on the new incident command tools and regional updates.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

#### **OLD BUSINESS:**

- **Executive Administrative Services Contract with Bothell Fire Department:**
  - The City of Bothell Fire Department's Request for Proposal for Executive Administrative Services was awarded to the Shoreline Fire Department. The City will be providing a draft contract, which will be presented to the Board of Commissioners at the May 16 meeting for consideration. If approved by the Board, the contract will be sent back to the City of Bothell for finalization at their City Council meeting on May 21, for an implementation start date of June 1.
  - Chief Cowan discussed the draft proposed staffing structure.

#### **NEW BUSINESS:**

- None.

#### **PROJECTED AGENDA:**

- The Shoreline Fire Department's annual appreciation banquet is scheduled for May 3 at 5:00 p.m.
- Commissioner Fischer will potentially have an excused absence for the May 16 Board meeting.
- The Shoreline Fire Department graduation for the 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.

- The Commissioners rescheduled the July 4 Board meeting to July 11, due to the meeting falling on a Department Holiday.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:43 p.m.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:43 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

*Boupha K. Siharath*  
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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 Heivilin, Commissioner