



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES May 16, 2024

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on May 16, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

Kimberly Fischer, Commissioner (Chair) (attended via Zoom)	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:

CONSIDERATION OF AGENDA:

- Added to old business the contract with City of Bothell discussion and motion, and a motion to amend DC Orams personal services contract.
- Added to new business the surplus of the Department's Pierce Engine and Chevy Suburban.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the May 2, 2024, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter from a citizen posted to the Shoreline Area News, thanking the Department for their services.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
MAY 16, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240510001 - 240510037	354,763.84	5/15/24
Vendor Voucher(s)	240514001	6,318.14	5/15/24
Vendor Voucher(s)	240519001 - 240519025	91,574.51	5/22/24
Payroll Vouchers		will be added to June 6	
ACH Payment Request - Payroll Direct Deposit		will be added to June 6	
ACH Payment Request - HRA/VEBA		will be added to June 6	
ACH Payment Request - ALERUS (457 Plan)		will be added to June 6	
ACH Payment Request - WA DCP		will be added to June 6	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be added to June 6	
ACH Payment Request - Dept. of Retirement Systems		will be added to June 6	
ACH Payment Request - DSHS		will be added to June 6	
ACH Payment Request - Payroll Taxes		will be added to June 6	
Interfund Transfer- OUT to MIH fund		will be added to June 6	
Interfund Transfer- OUT to CAPITAL fund		will be added to June 6	

\$ 452,656.49

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240511001 - 240511010	81,736.29	5/15/24
Vendor Voucher(s)	240515001 - 240515007	19,789.05	5/22/24
Payroll Vouchers		will be added to June 6	
ACH Payment Request - Payroll Direct Deposit		will be added to June 6	
ACH Payment Request - HRA/VEBA		will be added to June 6	
ACH Payment Request - ALERUS (457 Plan)		will be added to June 6	
ACH Payment Request - WA DCP		will be added to June 6	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be added to June 6	
Dept of Retirement Systems		will be added to June 6	
ACH Payment Request - Payroll Taxes		will be added to June 6	

\$ 101,525.34

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	240516001 - 240516002	41,502.15	5/22/24

\$ 41,502.15

CMT EXPENSE FUND: 10-004-6070

Vendor Voucher(s)	240513001	11,032.82	5/15/24
Vendor Voucher(s)	240520001	18.68	5/22/24

\$ 11,051.50

CAPITAL EXPENSE FUND: 10-004-0020

Vendor Voucher(s)	240509001 - 240509005	149,332.66	5/15/24
Vendor Voucher(s)	240518001 - 240518005	35,681.90	5/22/24

\$ 185,014.56

NKCTC FUND: 10-004-0100

Vendor Voucher(s)	240517001 - 240517002	3,689.23	5/22/24
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\$ 3,689.23

BENEFITS FUND: 10-004-6050

Vendor Voucher(s)	240512001	1,929.80	5/15/24
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\$ 1,929.80

EMS DONATION FUND: 10-004-6030

Vendor Voucher(s)	No Activity
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\$ -

IMPACT FEE FUND: 10-004-6240

Interfund Transfer- OUT to LTGO Bond Fund	No Activity
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\$ -

MOTION

Move to accept disbursements in the amount of :

\$ 797,369.07

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$797,369.07 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Sullivan, Heivilin, Harris, and Callahan attended the Department's Annual Appreciation Banquet.

FINANCIAL REPORT:

- The April 2024 Financial Summary Report will be presented at the June 6 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 second Board meetings in January, April, July, and October.

STRATEGIC PLAN DISCUSSION:

- Chief Cowan provided a brief update on the following strategic plans:
 - Plans for the purchased property and rental units located at 1857 NW 195th Street in Shoreline. A final draft of the property analysis will be provided in the next couple of weeks.
 - The Station 54 demolition will be occurring soon.
 - The Station 51 outbuilding project is postponed.
 - Levy lid lift for the Northshore Fire Department is on the August 6 ballot. The pro/con information was posted and there will only be a pro statement.
 - Regional Fire Authority (RFA) Planning Committee is in process.

DISTRICT ACTIVITY REPORTS:

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

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, was 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, with an implementation start date of June 1.
 - Minor grammatical changes were made to the contract, and Chief Cowan distributed the updated version to the Commissioners for review and approval.

- Commissioner Callahan requested clarification of the salary for the Assistant Chief position. Chief Cowan noted that the total salary includes full benefits.

MOTION: *Commissioner Fischer moved, and Commissioner Harris seconded, a motion to authorize the Fire Chief to enter into a contract for services with the City of Bothell to provide Executive Level Fire Administrative Services presented to the Board for this meeting. The motion passed; five ayes.*

- **Amendment of DC Orams Personal Services Contract:**

- The Department historically started the Deputy Chiefs position pay at 97% for the first year of hire. DC Oram's probationary year reflects the additional time for the new DC to learn the position and acquire the experience commensurate with a more experienced DC. Assuming the final Interlocal Agreement (ILA) with Bothell is approved next week, the Department will send DC Orams to Bothell to fill the role of Administrative Chief. The position will increase in responsibility. It is recommend that the Board of Fire Commissioner approve increasing DC Orams personal service contract up to 100% of position pay, effective June 1, 2024. If DC Orams moves back to Shoreline at the end of the year, his pay rate will remain at 100% reflecting the time and experience gained in Bothell.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize the Board of Commissioners to approve Chief Cowan to raise DC Oram's salary to 100% of position pay, effective June 1, 2024. The motion passed; five ayes.*

- **RFA Planning Committee Joint Representation with Snure Law Office:**

- At the Shoreline Fire Department (SFD) and Northshore Fire Department (NFD) Board meetings in March of 2024, the Commissioners approved the establishment of Regional Fire Authority (RFA) Planning Committees. Per RCW 52.26.030 the SFD and NFD Boards appointed three Commissioners to the Committees. As part of the RFA process and to keep costs reasonable, the Department requested to retain Attorney Brian Snure to jointly represent both Fire Departments to help guide the RFA Planning Committee in developing, drafting, and reviewing an RFA Plan.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to approve the Fire Chief to retain Attorney Brian Snure to jointly represent SFD and NFD in the RFA Planning Committee development, drafting, and review of an RFA Plan. The motion passed; five ayes.*

NEW BUSINESS:

- **Surplus Vehicle Trailer:**

- The Department would like to declare the vehicles listed below for surplus due to age and mechanical unreliability. The vehicles will be auctioned off through Ritchie Bros. in Chehalis, WA. There will be a minimal auction process fee as part of the cost to the Department.

- **2008 Pierce Arrow XT Pumper**

- License: 85481C

- Vin: 4P1CA01H38A008606

- **2009 Chevy Suburban Command Vehicle**

- License: 50197D

- VIN: 1 GNGK56KX9R229557

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to declare the apparatus listed above to be of no benefit to the Department and to declare the apparatus surplus and authorize the Fire Chief or his designee to dispose the vehicles through auction. The motion passed; five ayes.*

PROJECTED AGENDA:

- 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 Commissioners will attend a special workshop dinner meeting at the City of Shoreline Council meeting on June 3, 2024.
- Special Board of Commissioners educational workshop meeting is scheduled for June 6 at Station 61 at 4:00 p.m.
- 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.
- RFA Planning Committee Meeting is scheduled for June 17 at Station 61 at 5:00 p.m.
- The Commissioners rescheduled the July 4 Board meeting to July 11, due to the meeting falling on a Department Holiday.
- RFA Planning Committee Meeting is scheduled for July 15 at Station 61 at 5:00 p.m.
- RFA Planning Committee Meeting is scheduled for August 19 at Station 61 at 5:00 p.m.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 6:00 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:00 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, Commissioner