



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES June 6, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 6, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Heivilin's excused absence was read into the record.

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)
	David Harris, Commissioner	Matt Hochstein, Deputy Chief (DC)

ABSENT:

- Rod Heivilin, Commissioner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

CONSIDERATION OF AGENDA:

- None

MINUTES

MOTION: Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to approve the May 16, 2024, regular meeting minutes. The motion passed; four ayes.

MOTION: Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the June 3, 2024, special meeting minutes. The motion passed; four ayes.

CORRESPONDENCE:

- Commissioner Fischer and Chief Cowan received an email from a local citizen, thanking the Department for their efforts.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
JUNE 6, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240521001 - 240521027	67,224.81	5/29/24
Vendor Voucher(s)	240603001 - 240603034	37,311.74	6/5/24
Vendor Voucher(s)	240606001 - 240606024	476,014.05	6/12/24
Payroll Vouchers	53024A - 53024O	141,629.13	5/29/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,178,273.63	5/28/24
ACH Payment Request - HRA/VEBA	ACH	82,851.49	5/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	109,889.84	5/30/24
ACH Payment Request - WA DCP	ACH	55,887.14	5/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,088.99	5/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	262,229.14	5/30/24
ACH Payment Request - DSHS	ACH	3,847.52	5/30/24
ACH Payment Request - Payroll Taxes	ACH	275,676.20	5/29/24
Payroll Voucher	61424A - 61424D	17,493.00	6/12/24
ACH Payment Request - Payroll Direct Deposit	ACH	115,992.34	6/12/24
Payroll - Taxes	ACH	15,074.91	6/13/24
Dept of Retirement Systems	ACH	19,608.50	6/14/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,885,092.43

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240522001 - 240522007	3,113.12	5/29/24
Payroll Vouchers	ALS53024A - ALS53024J	36,261.85	5/29/24
ACH Payment Request - Payroll Direct Deposit	ACH	323,091.50	5/28/24
ACH Payment Request - HRA/VEBA	ACH	24,199.92	5/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	38,463.83	5/30/24
ACH Payment Request - WA DCP	ACH	20,943.64	5/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,943.70	5/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	73,815.16	5/30/24
ACH Payment Request - Payroll Taxes	ACH	80,633.46	5/29/24
Payroll Voucher	ALS61424A - ALS61424D	5,217.08	6/12/24
ACH Payment Request - Payroll Direct Deposit	ACH	85,727.93	6/12/24
Payroll - Taxes	ACH	15,456.41	6/13/24
Dept of Retirement Systems	ACH	15,275.07	6/14/24
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 729,142.67

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	240524001 - 240524002	6,250.68	5/29/24
		\$ 6,250.68	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	240523001	1,626.99	5/29/24
		\$ 1,626.99	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	240601001	3,229.23	6/5/24
		\$ 3,229.23	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	240602001	1,473.23	6/5/24
Vendor Voucher(s)	240604001	1,160.00	6/12/24
		\$ 2,633.23	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	240605001 - 240605009	19,787.11	6/12/24
		\$ 19,787.11	
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 :		\$ 3,647,762.34	

MOTION: *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,647,762.34 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioners Fischer, Heivilin, Harris, and Sullivan attended the Annual Washington Fire Commissioners Association (WFCA) Saturday Seminar and the Legal Update seminar hosted by Nicholson & Associates, LLC.
- The Commissioners attended the Special Meeting workshop dinner at the City of Shoreline Council meeting.

FINANCIAL REPORT:

- Chief Cowan presented the April 2024 Financial Summary Report, listed below and included by reference.

FINANCIAL SUMMARY REPORT: APR 2024Regular Board Meeting: June 6, 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 APR Balance	\$	27,242,704.13
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of APR 2024		Notes
Percentage Remaining	64.5%	
Targeted Percentage Remaining	66.7%	
Over/Under Targeted Budget Remaining	-2.2%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of APR 2024		Notes
Total Overtime	\$ 149,997.11	Includes holiday OT
Firefighting Staffing Overtime	\$ 86,878.84	Overtime processing period: Mar 15, 2024 - Apr 12, 2024
BLS/EMS Staffing Overtime	\$ 63,118.27	Overtime processing period: Mar 15, 2024 - Apr 12, 2024

General Expense Fund- CASH ON HAND

Data as of APR 2024		Notes
Cash on hand, end of APR balance	\$ 9,861,308.01	

Interfund Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 3,259,362.00		Transfer to BEN, RES, CAP per Resolution 23-07
BENEFITS		\$ 564,636.00	Receipt from EXP fund
RESERVE		\$ 1,444,726.00	Receipt from EXP fund
CAPITAL		\$ 1,250,000.00	Receipt from EXP fund
TOTALS	\$ 3,259,362.00	\$ 3,259,362.00	

STATISTICS REPORT:

- Reported yearly at the second Board meetings in January.

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:
 - The Station 62 property purchase:
 - The property purchase meet and greet was held on June 5.
 - A final draft analysis of the property will be provided in the next couple of weeks. Chief Cowan will develop a recommendation of the pros and cons of building a fire station at this location and will provide it to the Board for review.
 - The Department is considering hiring a public relations company to help with social media and messaging needs. A proposal will be drafted for the Board's review and consideration.
 - The Station 54 demolition is delayed due to permitting issues.
 - The Department has entered into a contract for Executive Level Administrative services with the City of Bothell Fire Department (BFD). The next steps are to prepare a job description for the Division Chief of Operations and begin the hiring process.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Eastside Fire Department has chosen not to sell their reserve ladder truck. Since the Shared Reserve Apparatus Interlocal Agreement (ILA) status is unknown, the Department will be considering all options for a temporary reserve apparatus.
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Provided an update on recent local water rescues in the area.
 - On June 8, the Department will host a recruitment information session for entry-level Firefighters.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - The Department is considering hiring a support position to the Deputy Chief of Operations. The rank and scope of the position are being determined to help prepare the job description and begin the hiring process.
 - The City of Bothell Fire Department (BFD) is interested in possible collaboration for fleet services with the Shoreline Fire Department. The Department is considering hiring a new mechanic if a decision to contract with BFD for fleet services is made.

OLD BUSINESS:

- None:

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- 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.

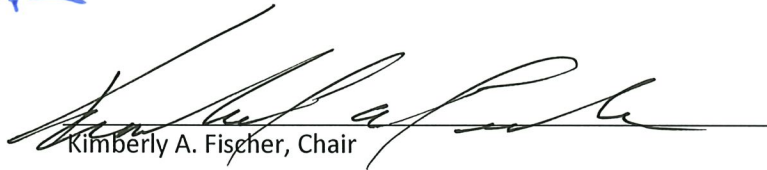
The Commissioners adjourned the regular meeting at 5:47 p.m.

MOTION: *Commissioner Sullivan moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:47 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Board


Kimberly A. Fischer, Chair


Barb Sullivan, Vice-Chair


David M. Harris, Commissioner


Kenneth G. Callahan, Commissioner

Absent
Rod Heivilin, Commissioner