



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES June 20, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on June 20, 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)  
                    David Harris, Commissioner    Matt Hochstein, Deputy Chief (DC)  
                    Rod Heivilin, Commissioner

**ABSENT:**

- Andres Orams, Deputy Chief (DC)

**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:**

- Old Business – Clarification of motion pertaining to Administrative Director pay.

**MINUTES**

***MOTION:** Commissioner Sullivan moved, and Commissioner Harris seconded a motion to approve the June 6, 2024, regular meeting minutes. The motion passed; four ayes.*

***MOTION:** Commissioner Callahan moved, and Commissioner Harris seconded a motion to approve the June 6, 2024, special meeting minutes. The motion passed; four ayes.*

**CORRESPONDENCE:**

- Letter posted in the Seattle Times thanking the Department’s Integrated Mobile Health Team, Annie Drummond, Clinical Coordinator, Bethel Spagnolo, Social Worker, and Doug Thornburg Community Services Officer.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**JUNE 20, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240614001 - 240614046	102,269.10	6/20/24
	240619001 - 240619031	41,328.33	6/26/24
Payroll Vouchers	62724A - 62724O	176,483.36	6/26/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,222,339.21	6/25/24
ACH Payment Request - Payroll Taxes	ACH	294,711.89	6/26/24
ACH Payment Request - HRA/VEBA	ACH	82,876.05	6/27/24
ACH Payment Request - ALERUS (457 Plan)	ACH	123,814.25	6/27/24
ACH Payment Request - WA DCP	ACH	57,005.18	6/27/24
ACH Payment Request - Dept. of Retirement Systems	ACH	264,196.00	6/27/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,278.90	6/27/24
ACH Payment Request - DSHS	ACH	3,847.52	6/27/24
Interfund Transfer- OUT to MIH fund		176,520.00	5/22/24
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 2,571,669.79**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	240609001 - 240609010	170,976.96	6/12/24
	24061001 - 240610007	10,245.20	6/20/24
	240618001 - 240618011	77,634.17	6/26/24
Payroll Vouchers	ALS62724A - ALS62724J	41,068.84	6/26/24
ACH Payment Request - Payroll Direct Deposit	ACH	361,752.73	6/25/24
ACH Payment Request - Payroll Taxes	ACH	95,478.77	6/26/24
ACH Payment Request - HRA/VEBA	ACH	24,199.92	6/27/24
ACH Payment Request - ALERUS (457 Plan)	ACH	38,463.83	6/27/24
ACH Payment Request - WA DCP	ACH	20,943.64	6/27/24
Dept of Retirement Systems	ACH	78,637.50	6/27/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,943.70	6/27/24

**\$ 926,345.26**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	240608001	19,262.96	6/12/24
Vendor Voucher(s)	24061101 - 240611004	3,129.89	6/20/24
Vendor Voucher(s)	240615001	15,632.00	6/26/24

**\$ 38,024.85**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	240607001	196,242.37	6/12/24

**\$ 196,242.37**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	240612001 - 240612003	11,591.19	6/20/24
Vendor Voucher(s)	240616001 - 240616002	360.21	6/26/24

**\$ 11,951.40**

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	240613001	1,188.99	6/20/24
Vendor Voucher(s)	240617001 - 240617003	2,623.88	6/26/24

**\$ 3,812.87**

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>IMPACT FEE FUND: 10-004-6240</b>			
Interfund Transfer- OUT to LTGO Bond Fund		689,300.00	5/22/24

**\$ 689,300.00**

<b>MOTION</b>		
Move to accept disbursements in the amount of :		<b>\$ 4,437,346.54</b>

**MOTION:** *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$4,437,346.54 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- The June Financial Report will be reported at the July 11 Board meeting.

#### STATISTICS REPORT:

- Reported yearly at the second Board meeting 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:
    - Chief Cowan will prepare a white paper recommendation regarding the current evaluation of the Station 62 site, which will be held as part of an executive session under RCW 42.30.110(1)(b) Real Estate / Site or Acquisition.

#### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on recent high-cost purchases of jet-ski fuel. DC Hochstein noted that costs are high due to the need for premium fuel.
- **Deputy Chief Hochstein** 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.

#### OLD BUSINESS:

- **Clarification of Prior Motion Pertaining to Administrative Director Pay**
  - At the April 18 Board meeting after an Executive Session, a motion was made approving the Fire Chief to restructure the Department's Administrative Director, Boupha Siharath's compensation. Chief Cowan clarified that the salary increase reflected the disparity in pay between the Deputy Chief and the Administrative Director positions. Therefore, an increase of 10% was implemented to ensure parity between these roles.

#### NEW BUSINESS:

- **Surplus SCBA Hansen Fittings `2.0:**
  - The Department would like to declare 97 SCBA Hansen fittings as surplus due to the upgrade to Rectus fittings meeting the 2018 NFPA standard. The fittings will be transferred to the Seattle Fire Department in accordance with Policy 126.1, Addendum H.3 – Intergovernmental Disposition of Property. Seattle Fire currently has many SCBA packs out of service because they cannot obtain additional Hansen fittings. There will be no cost to the Department for this transfer.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to declare the SCBA fittings listed above to be of no benefit to the Department and to declare the fittings surplus and authorize the Fire Chief or his designee to dispose of the fittings through intergovernmental transfer and disposition of property. The motion passed; five ayes.*

**PROJECTED AGENDA:**

- The Commissioners rescheduled the July 4 Board meeting to July 11, due to the meeting falling on a Department Holiday.
- Commissioner Heivilin will potentially not be in attendance at the July 11 Board meeting.
- 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 5:21 p.m.

**MOTION:** *Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:21 p.m. The motion passed; five 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

  
Rod Heivilin, Commissioner