



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES July 11, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 11, 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
David Harris, Commissioner

ABSENT:

- Rod Heivilin, Commissioner
- Matt Hochstein, Deputy Chief (DC)
- Mark Foster, 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:

- None.

MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the June 20, 2024, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE:

- Letter from a citizen thanking the Department for their services on a recent call.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
JULY 11, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240703001 - 240703035	73,949.57	7/10/24
Vendor Voucher(s)	240711001 - 240711035	330,218.53	7/17/24
Payroll Voucher	71524A - 71524D	12,196.69	7/10/24
ACH Payment Request - Payroll Direct Deposit	ACH	92,252.60	7/11/24
Payroll - Taxes	ACH	13,811.93	7/12/24
Dept of Retirement Systems	ACH	15,903.99	7/15/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		\$ 538,333.31	
ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240706001 - 240706009	49,732.26	7/10/24
Vendor Voucher(s)	240707001 - 240707011	84,800.04	7/17/24
Payroll Voucher	ALS71524A - ALS71524D	3,735.18	7/10/24
ACH Payment Request - Payroll Direct Deposit	ACH	60,994.12	7/11/24
Payroll - Taxes	ACH	11,052.45	7/12/24
Dept of Retirement Systems	ACH	10,891.68	7/15/24
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	
		\$ 221,205.73	
ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	240704001 - 240704002	1,285.61	7/10/24
		\$ 1,285.61	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	240705001	1,816.11	7/10/24
		\$ 1,816.11	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	240702001 - 240702003	4,274.60	7/10/24
Vendor Voucher(s)	240709001 - 240709005	20,445.70	7/17/24
		\$ 24,720.30	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	240710001	30,600.00	7/17/24
		\$ 30,600.00	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	240701001 - 240701004	27,441.17	7/10/24
Vendor Voucher(s)	240708001 - 240708002	15,191.30	7/17/24
		\$ 42,632.47	
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 :		\$ 860,593.53	

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$860,593.53 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioner Sullivan attended the National Association of Emergency and Fire Officials (NAEFO) Webinar regarding the new Occupational Safety and Health Administration (OSHA) regulations.

FINANCIAL REPORT:

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

FINANCIAL SUMMARY REPORT: MAY 2024

Regular Board Meeting: July 11, 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 MAY Balance	\$	24,284,233.85
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAY 2024		Notes
Percentage Remaining	57.5%	
Targeted Percentage Remaining	58.3%	
Over/Under Targeted Budget Remaining	-0.8%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of MAY 2024		Notes
Total Overtime	\$ 190,706.99	
Firefighting Staffing Overtime	\$ 103,195.40	<i>Overtime processing period: Apr 12, 2024 - May 10, 2024</i>
BLS/EMS Staffing Overtime	\$ 87,511.59	<i>Overtime processing period: Apr 12, 2024 - May 10, 2024</i>

General Expense Fund- CASH ON HAND

Data as of MAY 2024		Notes
Cash on hand, end of APR balance	\$ 9,005,987.42	

Interfund Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 176,520.00		Transfer to CMT per budget request
FIRE IMPACT FEE	\$ 689,300.00		Transfer to LTGO Bond for interest/principal payment
LTGO BOND		\$ 689,300.00	Receipt from FIRE IMPACT FEE fund
CMT		\$ 176,520.00	Receipt from EXP fund
TOTALS	\$ 865,820.00	\$ 865,820.00	

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:

- None.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan will be addressing the City Council members of the City of Lake Forest Park and Kenmore to discuss the 2024 Northshore Fire Levy Rate Ballot Measure language and the possible 2025 Regional Fire Authority (RFA). The Levy Lid Lift vote is scheduled for August 6.
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Seattle Fire Department is having significant staffing issues in its specialty programs. The Department has been contacted to request Paramedic assistance at special events. The Department recognized this would not be the best use of time and effort and suggested the option of providing automatic aid support in the future. More meetings are forthcoming.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- **Update on the Search for a Strategic Communications Firm:**
 - The Department has been evaluating the need for strategic communications services. A request for a proposal has been posted for assessment and strategy development services, media relations, digital media management, community outreach, and crisis communication. Proposals are due by July 17, 2024.
 - **Discussion on Potential Station 62 Rebuild Project discussed under Executive Session.**

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- RFA Planning Committee Meeting is scheduled for July 15 at Station 51 at 5:00 p.m.
- RFA Planning Committee Meeting is scheduled for August 19 at Station 61 at 5:00 p.m.
- King County Fire Chiefs Association (KCFCA) Leadership Summit – Clearwater September 17-19
- Shoreline Fire Department Leadership Retreat – Clearwater October 1-3
- Washington Fire Commissioners Association WFCFA Annual Conference October 23-26

EXECUTIVE SESSION:

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:35 p.m. per RCW 42.30.110(1)(b) Real Estate / Site or Acquisition for approximately fifteen minutes with no action expected. Chief Cowan read into the record the following:
 - **RCW 42.30.110(1)(b) Real Estate / Site or Acquisition (b):**To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

- The Executive Session moved to an open session at 5:50 p.m. and extended the session to 6:00 p.m. The Public was informed of the extension.
- The Executive Session moved to an open session at 6:00 p.m. and extended the session to 6:05 p.m. The Public was informed of the extension.

The Executive session moved to an open session at 6:05 p.m. The Commissioners adjourned the regular meeting at 6:05 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:05 p.m. The motion passed; four ayes.*

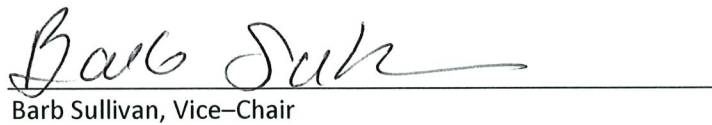
Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

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Secretary to the Board



Kimberly A. Fischer, Chair



Barb Sullivan, Vice-Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner

Absent

Rod Heivilin, Commissioner