



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES August 1, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 1, 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) Matt Hochstein, Deputy Chief (DC)
 Ken Callahan, Commissioner (attended via Zoom)
 David Harris, Commissioner Mark Foster, Deputy Chief (DC)
 Rod Heivilin, Commissioner

ABSENT:
Andres Orams, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- Potential Executive Session to discuss the request for proposals for Strategic Consulting services if needed.
- Chief Cowan added 2025 Operations Hiring discussion to New Business.

MINUTES

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

CORRESPONDENCE:

- Thank you letter to Firefighters Zeke Culbertson and Travis Schade for their kindness and support.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
AUGUST 1, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240804001 - 240804033	46,230.37	8/7/24
Payroll Vouchers	73024N	3,729.44	7/24/24
Payroll Vouchers	81524A - 81524D	20,372.07	8/14/24
ACH Payment Request - Payroll Direct Deposit	ACH	183,500.08	8/13/24
ACH Payment Request - Payroll - Taxes	ACH	26,642.51	8/14/24
ACH Payment Request - Dept of Retirement Systems	ACH	31,577.78	8/15/24
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 312,052.25

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240805001 - 240805011	58,796.39	8/7/24
Payroll Vouchers	ALS81524A - ALS81524D	4,029.40	8/14/24
ACH Payment Request - Payroll Direct Deposit	ACH	69,703.72	8/13/24
ACH Payment Request - Payroll - Taxes	ACH	13,486.47	8/14/24
ACH Payment Request - Dept of Retirement Systems	ACH	12,564.30	8/15/24
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 158,580.28

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	

\$ -

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	240802001 - 240802003	5,065.12	8/7/24
		\$ 5,065.12	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	240803001 - 240803005	11,116.04	8/7/24
		\$ 11,116.04	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	240801001	403.45	8/7/24
		\$ 403.45	
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 :		\$ 487,217.14	

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$487,217.14 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Reported at the second Board meetings of the month.

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:

- The Department will be submitting a Request for Qualifications (RFQ) to Architectural firms for general consulting work such as; feasibility evaluation for Station 62, Station 57 generator, and Station 51 carport projects.
- The Department is receiving generator and generator tank replacement bids for Station 57 and Station 51, respectively.

- The 2024 Northshore Fire Levy Rate Ballot Measure is still in process, and there have not been a lot of questions or concerns.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan provided a brief explanation of the budget allocation process and expected refunds for certain line items such as wildland fire deployments.
 - Chief Cowan provided a brief update on the discussion with the City Council members of Lake Forest Park and Kenmore on the 2024 Northshore Fire Levy Rate Ballot Measure and the possible 2025 Regional Fire Authority (RFA).
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Sound Transit (ST) Light Rail conducted a full-scale exercise in collaboration with South Snohomish County and Shoreline Fire Departments, the Shoreline Police Department, the King County Sheriff's Department, and ST Light Rail staff to ensure that local agencies are on the same page regarding emergency responses.
 - The Department has seven current wildland deployments. There have been many deployments and unfilled requests in the northwest area.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Station 65 had an accidental sprinkler activation in the ceiling of the apparatus bay due to the high temperatures. Repairs are ongoing.

OLD BUSINESS:

- **Request for Proposals (RFP) for Strategic Communications Services:**
 - DC Hochstein provided a brief update:
 - Shoreline Fire Department requested proposals from qualified communications firms to provide strategic communications services. Six (6) proposals were submitted and evaluated by the Department's executive team, and three of the top candidates were selected for interviews. The Department will follow up with a request for clarification of the scope of work with the potential firms. A response will be provided early next week, and a decision to select a firm will be presented at the August 15 Board meeting.

NEW BUSINESS:

- **2025 Operations Hiring:**
 - The Department has been researching the 2025 staffing needs. Due to attrition and overtime, the Department would like to increase assigned staffing shifts from 28 to 29 per shift. To achieve the staffing levels, the Department would like to increase the hiring process for entry-level firefighters for 2025. The Board of Commissioners was in agreement to adjust the hiring of the entry-level firefighters to eight.

PROJECTED AGENDA:

- August 6 – National Night Out – Shoreline – Block parties throughout the community 1630-2130.
- August 7 – National Night Out – Kenmore @ Farmers Market – 1530-1900.
- August 13 – Jazz Walk @ North City - 1800-2030.
- August 17 – Woodway Town Fair/Engine led parade/education table 10-12.

- August 17 – Celebrate Shoreline @ Cromwell Park 12-2000.
- August 19 – RFA Planning Committee Meeting is scheduled for August 19 at Station 61 at 5:00 p.m.
- August 30 – Sound Transit Grand Opening @ 185th 1600-2000.
- September 19 Shoreline Board of Commissioner Meeting – Commissioner Fischer attend the Board meeting via Zoom.
- September 17-19 – King County Fire Chiefs Association (KCFCA) Leadership Summit – Clearwater.
- September 21 – Open House @ 61 11-1400
- October 1-3 – Shoreline Fire Department Leadership Retreat – Clearwater October 1-3.
- October 23-26 – Washington Fire Commissioners Association WFCA Annual Conference.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:46 p.m.

MOTION: Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:46 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

 Rod Heivilin, Commissioner