



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES August 15, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on August 15, 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 Mark Foster, Deputy Chief (DC)
David Harris, Commissioner
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:

- None.

MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the August 1, 2024, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
AUGUST 15, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240811001 - 240811035	38,400.86	8/14/24
Vendor Voucher(s)	240815001 - 240815028	330,240.81	8/21/24
Payroll Vouchers		will be listed on September approval sheet	
ACH Payment Request - Payroll Direct Deposit		will be listed on September approval sheet	
ACH Payment Request - HRA/VEBA		will be listed on September approval sheet	
ACH Payment Request - ALERUS (457 Plan)		will be listed on September approval sheet	
ACH Payment Request - WA DCP		will be listed on September approval sheet	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be listed on September approval sheet	
ACH Payment Request - Dept. of Retirement Systems		will be listed on September approval sheet	
ACH Payment Request - DSHS		will be listed on September approval sheet	
ACH Payment Request - Payroll Taxes		will be listed on September approval sheet	

\$ 368,641.67

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240806001 - 240806007	2,329.76	8/14/24
	240818001 - 240818007	81,753.46	8/21/24
Payroll Vouchers		will be listed on September approval sheet	
ACH Payment Request - Payroll Direct Deposit		will be listed on September approval sheet	
ACH Payment Request - HRA/VEBA		will be listed on September approval sheet	
ACH Payment Request - ALERUS (457 Plan)		will be listed on September approval sheet	
ACH Payment Request - WA DCP		will be listed on September approval sheet	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be listed on September approval sheet	
Dept of Retirement Systems		will be listed on September approval sheet	
ACH Payment Request - Payroll Taxes		will be listed on September approval sheet	

\$ 84,083.22

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	240816001	1,495.39	8/21/24

\$ 1,495.39

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	240807001	1,657.40	8/14/24
Vendor Voucher(s)	240817001	78.46	8/21/24

\$ 1,735.86

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	240810001	212,421.74	8/14/24
Vendor Voucher(s)	240814001 - 240814003	36,414.28	8/21/24
		\$ 248,836.02	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	240809001	135.20	8/14/24
Vendor Voucher(s)	240813001 - 240813002	3,840.65	8/21/24
		\$ 3,975.85	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	240808001 - 240808002	15,932.58	8/14/24
Vendor Voucher(s)	240812001	1,929.80	8/21/24
		\$ 17,862.38	

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 :		\$ 726,630.39	

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$726,630.39 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Heivilin attended the King County Fire Commissioners E-Board meeting and noted the presentation regarding cancer testing from Lucid Diagnostics was informative.

FINANCIAL REPORT:

- Chief Cowan presented the July 2024 Financial Summary Report listed on the following page and included by reference. The Commissioners had a brief discussion regarding some of the financial line items.

FINANCIAL SUMMARY REPORT: JULY 2024

Regular Board Meeting: August 15, 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 JUL Balance	\$ 28,100,604.72

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JUL 2024	Notes
Percentage Remaining	41.9%
Targeted Percentage Remaining	41.7%
Over/Under Targeted Budget Remaining	0.2% Under Budget

General Expense Fund- OVERTIME COSTS

Data as of JUL 2024	Notes
Total Overtime	\$ 230,867.22
Firefighting Staffing Overtime	\$ 150,812.78 <i>Overtime processing period: Jun 14, 2024 - Jul 12, 2024</i>
BLS/EMS Staffing Overtime	\$ 80,054.44 <i>Overtime processing period: Jun 14, 2024 - Jul 12, 2024</i>

General Expense Fund- CASH ON HAND

Data as of JUL 2024	Notes
Cash on hand, end of JUL balance	\$ 13,132,752.69

Interfund Transfers: Northshore-Shoreline Fire ILA

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from Fire 16 Expense</i>	\$ 9,000,000.00	Northshore/Shoreline Fire ILA (payment 1 of 2)
TOTALS		\$ 9,000,000.00	

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:

- 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 exploring options for surplus equipment from the leased space near Station 62.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - The 2024 Northshore Fire Levy Rate Ballot Measure is at 63%.

- Commissioner Heivilin requested an update on the hiring process. Chief Cowan noted there are 52 candidates were scheduled for interviews, and 12-20 will move to executive level interviews. The Department anticipates hiring eight entry-level firefighters for the January Academy.
- **Deputy Chief Foster** provided a brief verbal district activity report.
 - No current deployments.
 - A Department employee was injured at a recent structure fire. The employee is expected to recover fully, and an internal investigation will be conducted to ensure future injuries do not occur.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- **Contract for Strategic Communications Services:**
 - Shoreline Fire Department requested proposals from qualified communication firms to provide strategic communication services.
 - To determine the best agency to fit the Department needs, a Request for Proposals (RFP) was sent to qualified communication firms listed on the Municipal Research and Services Center (MRSC) and through an online search.
 - The Department interviewed Gallatin Public Affairs and the Fearey Agency and recommends awarding the contract to Gallatin Public Affairs.
 - The contract for services is for 14 months. After the contract is completed, the Department will evaluate services and future needs to determine how to proceed.
 - The Board reviewed and discussed each firm's pros, cons, and financial details.
 - Commissioner Sullivan requested clarification on next steps for continued website services after completion of the contract. Chief Cowan clarified that the Department will have full access and training to continue maintaining the website. DC Hochstein further clarified the contract is a partnership and that all services include the Departments participation and approval.
 - The Department recommends the Board of Commissioners authorize Fire Chief Matt Cowan to enter into a contract for Strategic Communications Services with Gallatin Public Affairs.

MOTION: *Commissioner Harris moved, and Commissioner Callahan seconded, a motion to authorize Chief Cowan to enter into a contract with Gallatin Public Affairs for Strategic Communications Services. The motion passed; five ayes.*

- **Request for Qualifications for Station 62 Property:**

- Discussion postponed.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- 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 attended the Board meeting via Zoom.
- September 17-19 – King County Fire Chiefs Association Leadership Summit – Clearwater.
- September 21 – Shoreline Fire Department Open House @ Station 61 11-1400
- October 1-3 – Shoreline Fire Department Leadership Retreat – Clearwater October 1-3.
- October 23-26 – Washington Fire Commissioners Association Annual Conference.

EXECUTIVE SESSION:


- None.

The Commissioners adjourned the regular meeting at 5:57 p.m.


MOTION: *Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:57 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Board



Kimberly A. Fischer, Chair



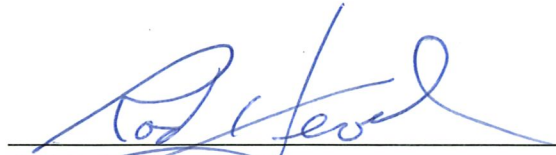
Barb Sullivan, Vice-Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner