



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES September 5, 2024

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

**ABSENT:**  
Mark Foster, Deputy Chief (DC)  
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 Callahan moved, and Commissioner Harris seconded a motion to approve the August 15, 2024, regular meeting minutes. The motion passed; five ayes.*

### CORRESPONDENCE:

- Letters from citizens thanking the Department for their services on recent calls.

### STANDING AGENDA

### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**First Board Meeting  
SEPTEMBER 5, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240905001 - 240905033	40,224.33	9/11/24
Payroll Vouchers	82924A - 82924O	145,140.09	8/28/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,244,194.81	8/27/24
ACH Payment Request - HRA/VEBA	ACH	83,397.04	8/29/24
ACH Payment Request - ALERUS (457 Plan)	ACH	107,253.30	8/29/24
ACH Payment Request - WA DCP	ACH	57,374.39	8/29/24
ACH Payment Request - Dept. of Retirement Systems	ACH	278,795.27	8/29/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,774.32	8/29/24
ACH Payment Request - DSHS	ACH	3,847.52	8/29/24
ACH Payment Request - Payroll Taxes	ACH	312,199.02	8/28/24
Payroll Voucher	91624A - 91624D	18,529.70	9/11/24
Payroll - Direct Deposits	ACH	166,372.08	9/12/24
Payroll - Taxes	ACH	23,023.74	9/13/24
Dept of Retirement Systems	ACH	28,348.34	9/16/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

**\$ 2,534,473.95**

**ALS EXPENSE FUND: 10-004-6080**

Vendor Voucher(s)	240823001 - 240823002	827.62	8/28/24
Vendor Voucher(s)	240902001 - 240902011	90,012.54	9/11/24
Payroll Vouchers	ALS82924A - ALS82924J	35,340.55	8/28/24
ACH Payment Request - Payroll Direct Deposit	ACH	309,871.78	8/27/24
ACH Payment Request - HRA/VEBA	ACH	24,566.58	8/29/24
ACH Payment Request - ALERUS (457 Plan)	ACH	38,659.40	8/29/24
ACH Payment Request - WA DCP	ACH	21,526.93	8/29/24
ACH Payment Request - Dept. of Retirement Systems	ACH	72,626.58	8/29/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,943.70	8/29/24
ACH Payment Request - Payroll Taxes	ACH	76,221.93	8/28/24
Payroll Voucher	ALS91624A - ALS91624D	2,846.99	9/11/24
Payroll - Direct Deposits	ACH	51,102.50	9/12/24
Payroll - Taxes	ACH	8,957.12	9/13/24
Dept of Retirement Systems	ACH	9,054.35	9/16/24
Interfund Transfer- OUT to ALS CAPITAL fund			

**\$ 748,558.57**

**ALS CAPITAL FUND: 10-004-6060**

Vendor Voucher(s) 240901001 32,495.44 9/11/24

**\$ 32,495.44**

**CMT EXPENSE FUND: 10-004-6070**

Vendor Voucher(s) No Activity

**\$ -**

**CAPITAL EXPENSE FUND: 10-004-0020**

Vendor Voucher(s) No Activity

**\$ -**

**NKCTC FUND: 10-004-0100**

Vendor Voucher(s) 240904001 - 240904002 2,352.21 9/11/24

**\$ 2,352.21**

**BENEFITS FUND: 10-004-6050**

Vendor Voucher(s) 240903001 - 240903008 20,744.75 9/11/24

**\$ 20,744.75**

**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 :

**\$ 3,338,624.92**

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,338,624.92 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:**

- None.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the entry-level Firefighter hiring process. Chief Cowan noted that the Department provided conditional offers to eight candidates. The Training Academy is scheduled to begin in January of 2025.
  - The Department has contracted with Gallatin Public Affairs (Gallatin) for strategic communications services. The first strategic meeting occurred this week, and Gallatin recommended including one or two Shoreline Fire Board members to attend future meetings. Chief Cowan suggested Commissioner Sullivan to participate if available.
  - Commissioner Sullivan requested an update on the processes for soliciting bids for projects. Chief Cowan noted that the Department's standard practice is to use the Municipal Research and Services Center (MRSC) for small public works projects and consulting opportunities. Vendors listed on the MRSC are vetted annually through the Washington State Auditor's office. The Department utilizes the vendor roster list to help with the contracting process.
  - DC Hochstein noted that two vendors have submitted bids to the Department for the Station 51 generator project. The Department will need to determine the generator size required, which will help define the bids more accurately. The Department plans to break the project into two phases. The first phase includes removing and putting in the new generator and running it on the existing circuits, and the second phase is to run the new circuits in the building to the new generator.
  - DC Hochstein noted that the Department will follow up with the Station 51 fuel tank issue in 2025.
- **Deputy Chief Foster/Orams** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the needed repairs at Station 65 after Sound Transit's completion and opening. DC Hochstein noted that the garage enclosure has been painted and the contractor will be replacing the light pole.

## OLD BUSINESS:

- **Fleet Interlocal Agreement with Bothell:**
  - The City of Bothell Fire Department (BFD) is preparing an Interlocal Agreement (ILA) to collaborate for fleet services with the Shoreline Fire Department. The draft contract was provided to the Board for their review. Bothell Fire Department will bring the ILA to the City of Bothell council meeting on September 17 for consideration and approval. The final ILA will then be brought to the Shoreline Board of Commissioners for approval. Implementation is scheduled to begin in January of 2025.
  - The Department has posted a job announcement for an additional mechanic to address the current and future needs of the Department and provide fleet services support as part of the ILA with Bothell. The scheduled start date for the mechanic position is January 1, 2025.

## NEW BUSINESS:

- **Memorandum of Agreement (MOA) for Paramedic Staffing to the City of Seattle Fire Department:**
  - The City of Seattle Fire Department contacted the Shoreline Fire Department to request support with Paramedic coverage due to significant staffing issues in its ALS program, especially at special events. Seattle Fire prepared an MOA to enter into a contract with Shoreline Fire, as the Department is considering providing mutual aid services to provide that support.
  - Chief Cowan provided further details on the request for support and services and clarification of the Memorandum of Agreement
  - Chief Cowan provided further details on the request for support and services, and clarification of the Memorandum of Agreement.
  - The Department recommends that the Board authorize the Fire Chief to enter into an MOA with the City of Seattle Fire Department to assist with paramedic staffing and, if capacity is available, for special event activities in the City of Seattle.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Heivilin seconded, a motion to authorize the Fire Chief to sign the Memorandum of Agreement between the City of Seattle Fire Department and the Shoreline Fire Department to provide Paramedic staffing services. The motion passed; five ayes.*

## PROJECTED AGENDA:

- September 19 - Shoreline Board of Commissioner Meeting – Commissioner Fischer has an excused absence if unable to attend via Zoom
- September 16-17 - NAEFO Annual Commissioner Conference
- September 17-19 – King County Fire Chiefs Association Leadership Summit
- September 21 – Shoreline Fire Department Open House @ Station 61 11:00-1400
- September 23 - RFA Open House Q&A Info Session Station 51 @ 6:00 p.m.
- The October 3 Board meeting has been rescheduled to October 10
- October 1-3 – Shoreline Fire Department Leadership Retreat
- October 17 – Shoreline Fire Department FBC 2025 Public Hearing
- October 23-26 – Washington Fire Commissioners Association Annual Conference
- November 21 - Adoption of 2025 Budget and Supporting Resolutions.

**EXECUTIVE SESSION:**

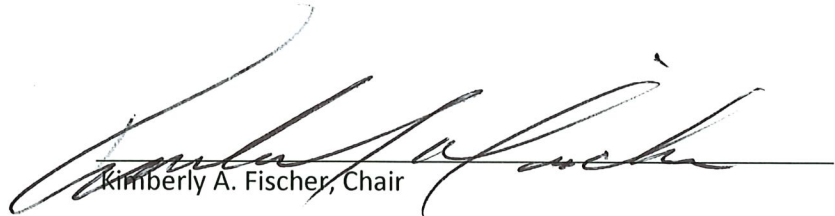
- None.

The Commissioners adjourned the regular meeting at 5:56 p.m.

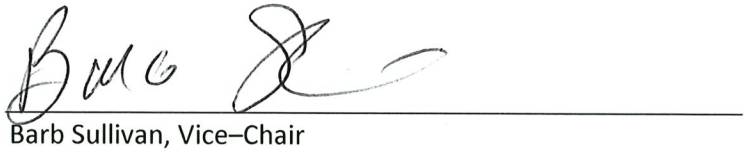
**MOTION:** *Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:56 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath  
Secretary to the Board



Kimberly A. Fischer, Chair



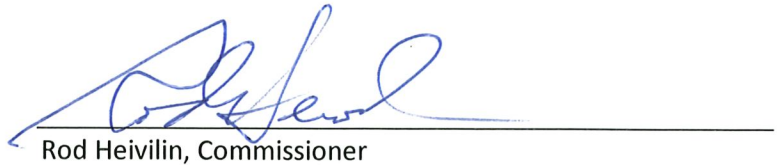
Barb Sullivan, Vice-Chair



David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner