



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES September 19, 2024

Vice-Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on September 19, 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  
                         attended via Zoom                                              Matt Hochstein, Deputy Chief (DC)  
                         Barb Sullivan, Commissioner (Vice-Chair)                      Mark Foster, Deputy Chief (DC)  
                         Ken Callahan, Commissioner  
                         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:

- **Old Business:** The motion to approve the City of Bothell Interlocal Agreement (ILA) for Apparatus Services was removed from the agenda as the approval of the ILA by the City of Bothell has been moved to October 1.

#### MINUTES

**MOTION:** *Commissioner Callahan moved, and Commissioner Fischer seconded a motion to approve the September 5, 2024, regular meeting minutes. The motion passed; five ayes.*

#### CORRESPONDENCE:

- Letter was received from a local citizen thanking the Department's Mobile Integrated Health (MIH) team for their services on a recent call.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**SEPTEMBER 19, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	240822001-240822023	27,911.06	8/28/24
Vendor Voucher(s)	240909001 - 240909032	525,064.55	9/18/24
Vendor Voucher(s)	240912001	40,960.02	9/18/24
Vendor Voucher(s)	240915001 - 240915018	52,790.75	9/25/24
Payroll Vouchers		will be included next meeting	
ACH Payment Request - Payroll Direct Deposit		will be included next meeting	
ACH Payment Request - HRA/VEBA		will be included next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be included next meeting	
ACH Payment Request - WA DCP		will be included next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be included next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be included next meeting	
ACH Payment Request - DSHS		will be included next meeting	
ACH Payment Request - Payroll Taxes		will be included next meeting	
		<b>\$ 646,726.38</b>	
<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	24091101 - 240911008	153,124.64	9/18/24
	240916001 - 270916005	6,579.82	9/25/24
Payroll Vouchers		will be included next meeting	
ACH Payment Request - Payroll Direct Deposit		will be included next meeting	
ACH Payment Request - HRA/VEBA		will be included next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be included next meeting	
ACH Payment Request - WA DCP		will be included next meeting	
Dept of Retirement Systems		will be included next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be included next meeting	
ACH Payment Request - Payroll Taxes		will be included next meeting	
		<b>\$ 159,704.46</b>	
<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	240910001 - 240910002	6,457.32	9/18/24
		<b>\$ 6,457.32</b>	

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

Vendor Voucher(s)

No Activity

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

Vendor Voucher(s) 240820001 - 240820003

7,426.05

8/28/24

Vendor Voucher(s) 240907001 - 240907002

2,899.54

9/18/24

Vendor Voucher(s) 240913001

5,131.12

9/25/24

\$ 15,456.71
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**NKCTC FUND: 10-004-0100**

Vendor Voucher(s) 240821002

10,015.00

8/28/24

Vendor Voucher(s) 240908001

1,794.09

9/18/24

Vendor Voucher(s) 240914001 - 240914003

7,837.19

9/25/24

\$ 19,646.28
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**BENEFITS FUND: 10-004-6050**

Vendor Voucher(s) 240819001

2,249.38

8/28/24

Vendor Voucher(s) 240906001

1,929.80

9/18/24

\$ 4,179.18
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**EMS DONATION FUND: 10-004-6030**

Vendor Voucher(s)

No Activity

\$ -
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**EXPENSE RESERVE FUND: 10-004-6010**

Vendor Voucher(s)

No Activity

\$ -
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**MOTION**

Move to accept disbursements in the amount of :

\$ 852,170.33
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**MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$852,170.33 per the detail above. The motion passed; five ayes.

**COMMISSIONERS' REPORT:**

- Commissioners Callahan and Harris noted that at the King County Fire Commissioners general Board meeting, the *911 Aftermath* presentation led by Jay Fischer (former Shoreline Fire Department Captain-MSO), was very informative.

- Commissioners Heivilin and Fischer attended the National Association of Emergency and Fire Officials (NAEFO) conference held in Las Vegas, Nevada. Topics from the seminar were:
  - *Roberts Rules Made Simple*, led by Susan Leahy, MA, CSP.
  - *The Importance of DEI Policies for Emergency Services, Fire, and Ambulance Districts*, led by John Murphy, JD, PA-C, EFO.
  - *Diving into Federal Issues for Fire & Ambulance Service*, led by Cole Arreola-Karr, Executive Director for the National Association of Emergency & Fire Officials.
  - *Engaging at the Federal and State Levels: What it means to have your Voice Heard*, led by Bill Webb, Executive Director for the Congressional Fire Services Institute, and Garry Brieze, Executive Director of the Colorado Fire Chiefs Association.
  - *Strategizing and Prioritizing your Federal Grant and Earmark Approach*, led by The Ferguson Group.
- Commissioner Sullivan attended the Shoreline Fire Department's internal meeting with Gallatin Public Affairs regarding strategic communication services.

#### FINANCIAL REPORT:

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

### FINANCIAL SUMMARY REPORT: AUGUST 2024

Regular Board Meeting: September 19, 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 AUG Balance	\$	25,639,726.23
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#### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of AUG 2024		Notes
Percentage Remaining	33.9%	
Targeted Percentage Remaining	33.3%	
Over/Under Targeted Budget Remaining	0.6%	Under Budget

#### General Expense Fund- OVERTIME COSTS

Data as of AUG 2024		Notes
Total Overtime	\$ 421,319.30	
Firefighting Staffing Overtime	\$ 324,779.38	Overtime processing period: Jul 12, 2024 - Aug 9, 2024
BLS/EMS Staffing Overtime	\$ 96,539.92	Overtime processing period: Jul 12, 2024 - Aug 9, 2024

#### General Expense Fund- CASH ON HAND

Data as of AUG 2024		Notes
Cash on hand, end of AUG balance	\$ 10,991,729.22	

#### Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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**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 Town of Woodway annexation of Point Wells.

**DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Chief Cowan provided a brief update on the King County Medic One Levy meeting and briefly discussed the levy rate and potential options.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Foster** provided a brief verbal district activity report.
  - Commissioner Heivilin requested an update on the current deployments. DC Foster noted that the Department has wildfire deployments in Eastern WA., Oregon, and Southern California.

**OLD BUSINESS:**

- The motion to approve the City of Bothell ILA for Apparatus Services was removed from the agenda.

**NEW BUSINESS:**

- None.

**PROJECTED AGENDA:**

- 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.
- September 25 - The Commissioners scheduled a special meeting to review the Commissioner handbook and discuss the 2025 budget 5 at 4:00 p.m. at Station 61
- October 1-3 – Shoreline Fire Department Leadership Retreat
- October 3 Board meeting has been rescheduled to October 10
- October 17 – Shoreline Fire Department FBC 2025 Public Hearing
- October 23-26 – Washington Fire Commissioners Association Annual Conference
- October 21 - RFA Open House Q&A Info Session Station 61 @ 6:00 p.m.
- October 29 – Joint Northshore and Shoreline Commissioner 2025 Budget Meeting
- November 21 - Adoption of 2025 Budget and Supporting Resolution


**EXECUTIVE SESSION:**

➤ None.


The Commissioners adjourned the regular meeting at 5:37 p.m.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:37 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