



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 10, 2024

Vice-Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 10, 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
Barb Sullivan, Commissioner (Vice-Chair)
Ken Callahan, Commissioner
David Harris, Commissioner
Rod Heivilin, Commissioner

ABSENT:

Andres Orams, Deputy Chief (DC)
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.
- Commissioner Sullivan confirmed receipt of the public comment and documents provided via email on October 8 by Bill Krepick, a City of Woodway resident, which is attached and incorporated by reference.

CONSIDERATION OF AGENDA:

- Executive Session was added under RCW 42.30.110(1)(b) Real Estate / Site or Acquisition (b).

MINUTES

MOTION: *Commissioner Callahan moved, and Commissioner Heivilin seconded a motion to approve the September 19, 2024, regular meeting minutes. The motion passed; five ayes.*

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve the September 25, 2024, special meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**First Board Meeting
OCTOBER 10, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	241005001 - 241005029	38,463.80	10/2/24
Payroll Vouchers	92724A - 92724M	139,736.80	9/25/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,176,604.71	9/25/24
ACH Payment Request - Payroll Taxes	ACH	280,544.22	9/26/24
ACH Payment Request - HRA/VEBA	ACH	81,030.44	9/27/24
ACH Payment Request - ALERUS (457 Plan)	ACH	107,266.01	9/27/24
ACH Payment Request - WA DCP	ACH	55,282.34	9/27/24
ACH Payment Request - Dept. of Retirement Systems	ACH	261,873.85	9/27/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,400.68	9/27/24
ACH Payment Request - DSHS	ACH	3,847.52	9/27/24
Payroll Voucher	101524A - 101524D	14,107.16	10/9/24
Payroll - Direct Deposits	ACH	139,751.29	10/11/24
Payroll - Taxes	ACH	21,473.94	10/14/24
Dept of Retirement Systems	ACH	24,176.82	10/15/24
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfund Transfer- OUT to BENEFIT fund		No activity	

\$ 2,369,559.58

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	241001001 - 241001010	49,326.71	10/2/24
Payroll Vouchers	ALS92724A - ALS92724J	43,089.40	9/25/24
ACH Payment Request - Payroll Direct Deposit	ACH	343,951.13	9/25/24
ACH Payment Request - Payroll Taxes	ACH	88,292.63	9/26/24
ACH Payment Request - HRA/VEBA	ACH	25,633.25	9/27/24
ACH Payment Request - ALERUS (457 Plan)	ACH	39,207.93	9/27/24
ACH Payment Request - WA DCP	ACH	22,593.98	9/27/24
ACH Dept of Retirement Systems	ACH	80,615.38	9/27/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,619.34	9/27/24
Payroll Voucher	ALS101524A - ALS101524D	2,592.53	10/9/24
Payroll - Direct Deposits	ACH	39,585.89	10/11/24
Payroll - Taxes	ACH	8,508.89	10/14/24
Dept of Retirement Systems	ACH	7,255.68	10/15/24
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 758,272.74

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)	241004001 - 241004003	6,728.94	10/2/24
			\$ 6,728.94
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	241002001 - 241002003	17,718.33	10/2/24
			\$ 17,718.33
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	241003001 - 241003003	11,396.55	10/2/24
			\$ 11,396.55
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:			\$ 3,163,676.14

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$3,163,676.14 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Heivilin and Callahan noted their attendance at the King County Board of Commissioners general Board meeting and noted that Roger Ferris and Ryan Spiller provided a presentation of the 2025 Legislative Topics.

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:

- Chief Cowan provided a brief update on the Shoreline Fire Department Leadership Retreat summary and strategic plan process.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan noted the Department has been focusing on the Station 57 generator replacement project.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Foster/Orams** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan noted that the Department has been working with NORCOM to implement changes in the Run Card process (Regional 9-1-1 Center's computer-aided dispatch software database) to help with efficiencies.

OLD BUSINESS:

- **City of Bothell ILA for Apparatus Services:**

- The City of Bothell Fire Department (BFD) prepared 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 at the September 5 Board meeting, and the Bothell Fire Department approved the ILA at the City of Bothell council meeting on October 1. The Shoreline Fire Department will start fleet work for BFD effective February 1, 2025.

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize the Fire Chief to enter into an ILA for fleet maintenance and repair services with the City of Bothell. The motion passed; five ayes.*

- **Basic Life Support (BLS) Transport Fee Increase:**

- It is recommended that the BLS Transport Fee rate be reviewed annually so the Department remains in line with cost increases and other fire departments in King County who bill for transports. The Department is currently at a base rate of \$1,035.54 and \$19.56 per mile.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$1,035.54 to \$1,074.89, and increase the mileage charge from \$19.56 to \$20.30 effective January 1, 2025. The motion passed; five ayes.*

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- October 17 – Shoreline Fire Department FBC 2025 Public Hearing

- October 21 - RFA Planning Committee Meeting Station 61 @ 5:00 p.m.
- October 23-26 – Washington Fire Commissioners Association Annual Conference
- October 28 - RFA Open House Q&A Info Session Station 61 @ 6:00 p.m.
- October 29 – Joint Northshore and Shoreline Commissioner 2025 Budget @ 5:00 p.m.
- November 21 - Adoption of 2025 Budget and Supporting Resolution

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:24 p.m. for approximately 15 minutes, with no decision expected per RCW 42.30.110(1)(b) Real Estate / Site or Acquisition (b). Chief Cowan read into record the RCW, “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 5:40 p.m., and the regular meeting of the Board of Commissioners immediately adjourned.

MOTION: Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:40 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith


 Boupda 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