



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

October 17, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 17, 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)
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.

PUBLIC HEARING

- The Public Hearing notice was posted on September 20, 2024, for the purpose of reviewing sources of revenue for the Department's 2025 budget and the Department's fire benefit charge for 2025. Commissioner Fisher opened the Public Hearing at 5:00 p.m. by reading the following into record:

Pursuant to RCW 84.55.120, the Shoreline Fire Department is required to hold a Public Hearing on revenue sources for the Department's following year's expense budget. This Hearing is being called to order for:

- The purpose of receiving citizens' comments and questions related to the 2025 budget
- Reviewing and establishing the Department's 2025 fire benefit charge

Commissioner Fisher closed the Public Hearing at 5:02 p.m., and the regular meeting of the Board of Commissioners resumed.

MOTION: *Commissioner Harris moved, and Commissioner Callahan seconded, a motion to adjourn the Public Hearing at 5:02 p.m. The motion passed; five ayes.*

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: *Commissioner Sullivan moved, and Commissioner Harris seconded a motion to approve the October 10, 2024, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- Three letters from local citizens thanking the Department for their support on recent calls.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
OCTOBER 17, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	241011001 - 241011035	93,615.15	10/16/24
Vendor Voucher(s)	241012001 - 241012035	361,139.49	10/23/24
Payroll Vouchers	103024A - 103024M	149,000.28	10/30/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,287,742.77	10/28/24
ACH Payment Request - HRA/VEBA	ACH	81,430.44	10/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	107,158.73	10/30/24
ACH Payment Request - WA DCP	ACH	55,296.14	10/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	279,994.98	10/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,400.68	10/30/24
ACH Payment Request - DSHS	ACH	6,916.52	10/30/24
ACH Payment Request - Payroll Taxes	ACH	336,446.83	10/29/24
		\$ 2,784,142.01	

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	241006001 - 241006010	11,693.94	10/16/24
Vendor Voucher(s)	241016001 - 241016017	121,028.13	10/23/24
Vendor Voucher(s)			
Payroll Vouchers	ALS103024A - ALS103024J	40,090.46	10/30/24
ACH Payment Request - Payroll Direct Deposit	ACH	350,348.28	10/28/24
ACH Payment Request - HRA/VEBA	ACH	25,633.25	10/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	39,207.93	10/30/24
ACH Payment Request - WA DCP	ACH	20,498.01	10/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,579.16	10/30/24
Dept of Retirement Systems	ACH	81,271.29	10/30/24
ACH Payment Request - Payroll Taxes	ACH	90,025.58	10/29/24
		\$ 787,376.03	

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	241007001	1,378.75	10/16/24
Vendor Voucher(s)	241017001 - 241017003	2,560.13	10/23/24
		\$ 3,938.88	

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	241018001 - 241018002	199,149.90	10/23/24
		\$ 199,149.90	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	241009001 - 241009002	5,562.21	10/16/24
Vendor Voucher(s)	241013001 - 241013005	14,104.90	10/23/24
		\$ 19,667.11	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	241010001 - 241010002	1,464.50	10/16/24
Vendor Voucher(s)	241014001 - 241014005	18,318.12	10/23/24
		\$ 19,782.62	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	241008001	3,165.60	10/16/24
Vendor Voucher(s)	241015001	1,929.80	10/23/24
		\$ 5,095.40	
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 :		\$ 3,819,151.95	

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,819,151.95 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- The September Financial Report will be reported at the November 7 Board meeting.

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. The October update will be presented at the November 7 meeting.

STRATEGIC PLAN DISCUSSION:

- None.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Provided a brief update on the recent Department public records requests, and the extreme amount of requests received from a local citizen.
 - Provided a brief update on the Regional Fire Authority public meeting and process.
- **Deputy Chief Foster/Orams** provided a written district activity report, which is attached and incorporated by reference.
 - A Department facilities personnel has provided notice to retire at the end of October; due to this vacancy, the Department is looking to fill the position soon.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- 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, and RFA Plan adoption by Resolution


EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 5:35 p.m. for approximately 20 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 5:56 p.m., and the regular meeting of the Board of Commissioners adjourned at 5:57 p.m.

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan 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



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