



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES November 7, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 7, 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)	Mark Foster, Deputy Chief (DC)
Ken Callahan, Commissioner	Matt Hochstein, Deputy Chief (DC)
David Harris, Commissioner	(joined the meeting via zoom at 5:10 p.m.)
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:

- Added to new business: 2025 Budget Update.
- Moved Impact Mitigation Fee Update to the top of the standing agenda.

MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the October 17, 2024, regular meeting minutes. The motion passed; five ayes.*

***MOTION:** Commissioner Harris moved, and Commissioner Sullivan seconded a motion to approve the October 29, 2024, special meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter from Traders Joe's as part of the First Responders Day, thanking the Department for their services to the community.

STANDING AGENDA

IMPACT MITIGATION FEE/UPDATES:

- Ryan Burgess, Department Fire Marshal, distributed and summarized the fire impact fees collected as of October 31, 2024 and the current permitting submittals, which are attached and incorporated by reference.

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**First Board Meeting
NOVEMBER 7, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	241022001 - 241022016	16,080.27	10/30/24
	241106001 - 241106050	196,857.38	11/13/24
Payroll Voucher	111524A - 111524D	19,816.60	11/13/24
ACH Payment Request - Payroll Direct Deposit	ACH	183,901.02	11/13/24
Payroll - Taxes	ACH	23,310.99	11/14/24
Dept of Retirement Systems	ACH	31,192.67	11/15/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		\$ 471,158.93	
ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	241019001 - 241019005	5,252.93	10/30/24
	241102001 - 241102010	47,590.60	11/13/24
Payroll Voucher	ALS111524A - ALS111524D	3,383.22	11/13/24
ACH Payment Request - Payroll Direct Deposit	ACH	64,930.97	11/13/24
Payroll - Taxes	ACH	13,297.12	11/14/24
Dept of Retirement Systems	ACH	11,774.11	11/15/24
Interfund Transfer- OUT to ALS CAPITAL fund			
		\$ 146,228.95	
ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	241101001 - 241101002	1,634.32	11/13/24
		\$ 1,634.32	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	
		\$ -	

CAPITAL EXPENSE FUND: 10-004-0020

Vendor Voucher(s)	241021001 - 241021002	9,795.71	10/30/24
Vendor Voucher(s)	241104001 - 241104003	9,148.88	11/13/24

\$	18,944.59
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NKCTC FUND: 10-004-0100

Vendor Voucher(s)	241105001 - 241105004	16,128.45	11/13/24
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\$	16,128.45
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BENEFITS FUND: 10-004-6050

Vendor Voucher(s)	241020001 - 241020002	2,884.40	10/30/24
Vendor Voucher(s)	241103001 - 241103003	97,174.42	11/13/24

\$	100,058.82
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EMS DONATION FUND: 10-004-6030

Vendor Voucher(s)	No Activity		
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\$	-
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EXPENSE RESERVE FUND: 10-004-6010

Vendor Voucher(s)	No Activity		
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\$	-
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MOTION

Move to accept disbursements in the amount of :

\$	754,154.06
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MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$754,154.06 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioners Heivilin, Fischer, Sullivan, and Harris attended the Washington Fire Commissioners Association (WFCA) conference in Spokane, WA. Commissioner Heivilin noted the 36th Annual Law Update, hosted by Legal expert Brian Snure, was very informative.
- Commissioner Sullivan noted other seminar topics were on Navigating Labor Negotiations, Everything You Need to Know about Lid Lifts, and Personnel Management: Problems & Solutions.

FINANCIAL REPORT:

- Chief Cowan presented the September 2024 Financial Summary Report, listed on the following page and included by reference.

FINANCIAL SUMMARY REPORT: SEPTEMBER 2024

Regular Board Meeting: November 7, 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 SEP Balance	\$	24,338,338.25

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

Data as of SEP 2024		Notes
Percentage Remaining	25.6%	
Targeted Percentage Remaining	25.0%	
Over/Under Targeted Budget Remaining	0.6%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of SEP 2024		Notes
Total Overtime	\$ 266,616.32	
Firefighting Staffing Overtime	\$ 159,302.54	Overtime processing period: Aug 9, 2024 - Sept 13, 2024
BLS/EMS Staffing Overtime	\$ 107,313.78	Overtime processing period: Aug 9, 2024 - Sept 13, 2024

General Expense Fund- CASH ON HAND

Data as of SEP 2024		Notes
Cash on hand, end of SEP balance	\$ 8,654,734.10	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

STATISTICS REPORT:

- Reported yearly at the second Board meeting in January.

STRATEGIC PLAN DISCUSSION:

- The Department plans to submit a Request for Qualifications (RFQ) to Architectural firms for general consulting work such as; feasibility evaluations for Station 62, Station 57 generator, and Station 51 carport projects.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Discussed current public records requests.
 - Commissioner Heivilin requested an update on replacing the facilities technician position. DC Hochstein noted that the Department is working to update the current job description and is searching for a facilities manager.

- **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.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Review and Approve Fire Benefit Charge Letter 2025:**

- Chief Cowan provided the Board with the updated 2025 Fire Benefit Charge letter for review and recommendation. An updated version was provided via email, which is attached and incorporated by reference. The Commissioners agreed no further changes are needed, and the letter is ready to be submitted.

- **TriMed Contract for Ambulance Services:**

- Shoreline and all but four jurisdictions in Zone 1 have been served for the last three years by a contract with American Medical Response (AMR). A Request for Proposals was advertised on May 8, 2024, for providing medical transportation services, including but not limited to Basic Life Support (“BLS”) ambulance services. Tri-med and American Medical Response responded with proposals. Both proposals were evaluated and Tri-Med won the contract.
- The Ambulance Service contract names Tri-Med as the preferred provider for basic life support (BLS) ambulance transport. This Agreement decreases the costs to our citizens and increases the availability of ambulance units. Shoreline will have lower response times for private ambulances to our emergency scenes and increased BLS ambulance availability for major disasters. This Agreement includes debt relief and case management for our citizens. This is a regional Agreement that each participating Agency must ratify. The Agreement also provides revenue to offset the cost of contract administration, and revenue from liquidated damages if Tri-Med performance does not meet the required criteria.

***MOTION:** Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to authorize the Fire Chief to sign the Ambulance Services Agreement with Tri-Med. The motion passed; five ayes.*

- **2025 Budget Update:**

- Chief Cowan briefed the Board on the current 2025 budget process. A final draft budget, and a Regional Fire Authority draft plan will be emailed to the Commissioners for review.

PROJECTED AGENDA:

- The January 2, 2025, Board of Commissioners meeting was rescheduled to January 9, 2025.
- November 21 - Adoption of 2025 Budget and Supporting Resolutions.
- January 23, 2025 - WFCALegislative Day Workshop.

EXECUTIVE SESSION:

The regular meeting of the Board of Commissioners moved to Executive Session at 6:14 p.m. for approximately 10 minutes until 6:24 p.m. per RCW 42.30.140(4)(b) Negotiations .

Chief Cowan read into record the RCW 42.30.140(4)(b), "that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

At 6:24 p.m., the Commissioners resumed to open session, directing Chief Cowan to move forward with pausing the 2022-2024 uniformed contract negotiations process.


The regular meeting of the Board of Commissioners moved to Executive Session at 6:26 p.m. for approximately 20 minutes until 6:46 p.m. 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 6:46 p.m., and was extended to 6:59 p.m.. The Executive Session moved to an open session at 6:59 p.m. the regular meeting of the Board of Commissioners adjourned at 7:00 p.m.


MOTION: Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 7:00 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