



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

November 21, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on November 21, 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                      Andres Orams, Deputy Chief (DC)  
Rod Heivilin, Commissioner

**ABSENT:** None.

#### 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:

#### MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the November 7, 2024, regular meeting minutes. The motion passed; five ayes.*

#### CORRESPONDENCE:

- Letter's from local citizens thanking the Department for their services to the community.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**NOVEMBER 21, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	241111001 - 241111003	22,364.19	11/20/24
Vendor Voucher(s)	241110001 - 241110035	401,959.57	11/20/24
Vendor Voucher(s)	241116001 - 241116038	63,907.10	11/27/24
Payroll Vouchers	112624A - 112624M	146,620.62	11/25/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,150,966.76	11/22/24
ACH Payment Request - HRA/VEBA	ACH	80,897.11	11/26/24
ACH Payment Request - ALERUS (457 Plan)	ACH	103,593.01	11/26/24
ACH Payment Request - WA DCP	ACH	53,304.33	11/26/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,291.51	11/26/24
ACH Payment Request - Dept. of Retirement Systems	ACH	266,742.56	11/26/24
ACH Payment Request - DSHS	ACH	6,916.52	11/26/24
ACH Payment Request - Payroll Taxes	ACH	273,318.00	11/25/24
		<b>\$ 2,595,881.28</b>	
<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	241113001 - 241113015	100,052.69	11/20/24
Vendor Voucher(s)	241117001 - 241117005	9,640.17	11/27/24
Payroll Vouchers	ALS112624A - ALS112624K	93,409.84	11/25/24
ACH Payment Request - Payroll Direct Deposit	ACH	363,649.22	11/22/24
ACH Payment Request - HRA/VEBA	ACH	25,633.25	11/26/24
ACH Payment Request - ALERUS (457 Plan)	ACH	50,321.16	11/26/24
ACH Payment Request - WA DCP	ACH	19,713.71	11/26/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,579.16	11/26/24
Dept of Retirement Systems	ACH	85,162.58	11/26/24
ACH Payment Request - Payroll Taxes	ACH	100,483.32	11/25/24
		<b>\$ 855,645.10</b>	
<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	241112001 - 241112002	33,566.58	11/20/24
Vendor Voucher(s)	241118001 - 241118005	7,201.81	11/27/24
		<b>\$ 40,768.39</b>	
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	241108001 - 241108004	8,914.94	11/20/24
Vendor Voucher(s)	241115001 - 241115007	26,032.55	11/27/24
		<b>\$ 34,947.49</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	241107001 - 241107004	44,894.96	11/20/24
Vendor Voucher(s)	241114001	1,577.00	11/27/24
		<b>\$ 46,471.96</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	241109001 - 241109002	2,302.17	11/20/24
		<b>\$ 2,302.17</b>	
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 3,576,016.39</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,576,016.39 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Fischer noted that at the last Washington Fire Commissioners Association meeting (WFCA), the evening speaker was R. Kevin Mallinson, who wrote the book Alarm in the Firehouse, a memoir of America's first openly gay professional firefighter. The book was provided to the Department on behalf of Commissioner Fischer.

**FINANCIAL REPORT:**

- The October Financial Report will be reported at the December 6 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.

**STRATEGIC PLAN DISCUSSION:**

- None.

**DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Chief Cowan reached out to Representative Cindy Ryu for a legislative update on public records requests.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the Ladder 161 repairs. DC Hochstein noted that the apparatus was sent to Hughes for repairs, which are expected to be completed before the Christmas holiday. The reserve Ladder was placed into service while the repairs are completed.
  - Commissioner Sullivan requested an update on the Departments expected Verizon bill credits. DC Hochstein will look into the credits and provide an update.
- **Deputy Chief Foster/Orams** provided a written district activity report, which is attached and incorporated by reference.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- **Resolution 24-03 – 2025 Budget Adoption:**
  - A public hearing for citizen input was held on October 17, 2024. The Department recommends the Board approve Resolution 24-03 adopting the 2025 budget in its entirety, including the below expenditures by Division:

**Expenditure Division Budget Amount**

*\* General Expense Budget includes interfund transfers out.*

<b><u>Budget</u></b>		<b><u>Amount</u></b>
General Expense*	\$	42,969,164
General Capital	\$	2,623,852
General Benefits	\$	2,030,915
ALS Expense	\$	11,748,295
ALS Capital	\$	919,500
CMT Expense	\$	876,359
<b>TOTAL</b>	<b>\$</b>	<b>61,168,086</b>

**MOTION:** *Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to adopt Resolution 24-03 approving the 2025 budget, (General Expense, General Capital, General Benefits, ALS Expense, ALS Capital and CMT Expense budgets), in the amount of \$61,168,086. The motion passed; five ayes.*

➤ **Resolution 24-04 – 2025 Fire Benefit Charge:**

- In 2021, the voters of the District re-authorized the imposition of a benefit charge for a period of ten (10) years; and
- The Board of Fire Commissioners of a fire district may, by Resolution, for fire protection district purposes authorized by law, fix and impose a benefit charge on personal property and improvements to real property, which are located within the fire protection district on the date specified and which have or will receive benefits provided by the fire protection district, to be paid by the owners of the property.
- The Department recommends the Board approve Resolution 24-04, setting the fire benefit charge for the calendar year 2025 at \$7,797,000.

**MOTION:** *Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to adopt Resolution 24-04, establishing the fire benefit charge for the calendar year 2025 at \$7,797,000. The motion passed; five ayes.*

➤ **Resolution 24-05 – 2024 Increase Regular Property Tax Levy:**

- The Department recommends the Board authorize an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property for the 2025 levy in the amount of \$110,598 which is a 1% increase from the previous year in 2024.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to adopt Resolution 24-05 increasing the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property for the 2025 levy in the amount of \$110,598 which is a 1% increase from the previous year in 2024. The motion passed; five ayes.*

➤ **Resolution 24-06 – Certification of Regular Property Tax Levy and Bond Levy**

- The Department recommends the Board approve Resolution 24-06, Certification of Regular Property Tax Levy and Bond Levy.

**MOTION:** *Commissioner Callahan moved, and Commissioner Heivilin seconded a motion to authorize the Board to adopt Resolution 24-06 certifying to the King County Council a regular property tax levy in the principal amount of \$11,372,916 and the Excess Tax Levy for the Department's Bond Fund in the amount of \$1,256,952. Further, I recommend that the Board authorize and direct the Treasury Division Manager of King County, Washington to collect the said amount in 2025. This motion is made understanding that calculations were done using preliminary numbers provided by King County and may be adjusted by King County, if necessary. The motion passed; five ayes.*

➤ **Resolution 24-07 - Post Employment Medical Benefits CPI Increase:**

- Revisions to the Post-Employment Medical Benefits Coverage Resolution are updated to reflect yearly increases for CPI-U. Changes to Resolution 24-07 have been made to incorporate the CPI increase of 3.8%, effective beginning on January 1, 2025.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve and sign Resolution 24-07 Post Employment Medical Benefits Coverage, effective beginning on January 1, 2025. The motion passed; five ayes.*

➤ **Resolution 24-08 - Adoption of the Shoreline Northshore Regional Fire Authority (RFA) Joint Resolution**

- On March 15 and 21, 2024, the Board of Commissioners formed a Planning Committee to explore the feasibility of forming a regional fire authority and to draft a regional fire authority plan in accordance with the provisions of Chapter 52.26 RCW. Both fire districts support the plan for a February 11, 2025, election to form a regional fire protection service authority within the boundaries of the fire districts, effective May 1, 2025.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to approve and sign Resolution 24-08– Adoption of the Shoreline Northshore RFA Joint Resolution. The motion passed; five ayes.*

**PROJECTED AGENDA:**

- The January 2, 2025, Board of Commissioners meeting was rescheduled to January 9, 2025.
- January 23, 2025 - WFCA-Legislative Day Workshop.

**EXECUTIVE SESSION:**


- None.

The Commissioners adjourned the regular meeting at 5:23 p.m.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:23 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