



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES December 5, 2024

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

- The exempt employee contracts approval was removed from the agenda under new business due to the need for further review. Chief Cowan asked the Commissioners if they would like to discuss employee contract performance in an executive session. The Commissioner agreed this was not needed.

MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Callahan seconded a motion to approve the November 21, 2024, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- Thank you letter from the Washington Fire Administrative Support (WFAS) section of the Washington Fire Chiefs (WFC), for the contribution basket personally provided by the Shoreline Fire Department's Administrative group.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Firts Board Meeting
DECEMBER 5, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	241207001 - 241207032	52,358.84	12/4/24
Vendor Voucher(s)	241211001 - 241211027	51,077.57	12/11/24
Payroll Voucher	121124A - 121124D	11,450.62	12/11/24
ACH Payment Request - Payroll Direct Deposit	ACH	159,853.77	12/12/24
Payroll - Taxes	ACH	26,302.96	12/13/24
Dept of Retirement Systems	ACH	23,065.87	12/16/24
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		\$ 324,109.63	

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	241203001 - 241203006	10,108.50	12/4/24
Payroll Voucher	ALS121124A - ALS121124B	1,748.09	12/11/24
ACH Payment Request - Payroll Direct Deposit	ACH	39,277.51	12/12/24
Payroll - Taxes	ACH	10,623.95	12/13/24
Dept of Retirement Systems	ACH	7,481.69	12/16/24
Interfund Transfer- OUT to ALS CAPITAL fund			
		\$ 69,239.74	

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	241201001	838.26	12/4/24
		\$ 838.26	

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	241202001	196,242.37	12/4/24
		\$ 196,242.37	

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	241205001 - 241205005	14,996.53	12/4/24
Vendor Voucher(s)	241209001 - 241209004	36,313.04	12/11/24
		\$ 51,309.57	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	241206001	84.00	12/4/24
Vendor Voucher(s)	241210001	1,139.87	12/11/24
		\$ 1,223.87	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	241204001 - 241204007	18,588.53	12/4/24
Vendor Voucher(s)	241208001	113.48	12/11/24
		\$ 18,702.01	

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 :		\$ 661,665.45	

MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$661,665.64 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Chief Cowan presented the October 2024 Financial Summary Report listed below and included by reference.

FINANCIAL SUMMARY REPORT: OCTOBER 2024

Regular Board Meeting: December 5, 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 OCT Balance	\$	28,563,235.52
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of OCT 2024		Notes
Percentage Remaining	17.4%	
Targeted Percentage Remaining	16.7%	
Over/Under Targeted Budget Remaining	0.7%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of OCT 2024		Notes
Total Overtime	\$ 407,625.44	
Firefighting Staffing Overtime	\$ 323,260.74	Overtime processing period: Sept 13, 2024 - Oct 11,, 2024
BLS/EMS Staffing Overtime	\$ 84,364.70	Overtime processing period: Sept 13, 2024 - Oct 11,, 2024

General Expense Fund- CASH ON HAND

Data as of OCT 2024		Notes
Cash on hand, end of OCT balance	\$ 13,305,507.21	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

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:

- The Department’s strategic planning meetings include Gallatin Public Affairs (“Gallatin”), the Department’s provider of strategic communications services. Recent discussions have focused on strategic and crisis communications and social media policies. The Department is collaborating with Gallatin to develop a more comprehensive policy and communication plan, which may be implemented as early as the second week of January.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested an update on the meetings with Washington State Representatives and City Council Members. Chief Cowan met with Representatives Cindy Ryu, Shelly Kloba, Davina Duerr, and Senator Jesse Salomon to share the current process and impacts of the Shoreline/Northshore Regional Fire Authority process.
 - Chief Cowan further noted that the City of Kenmore passed a resolution supporting the Shoreline/Northshore Regional Fire Authority (RFA). Future informational meetings will continue with City Council members of Shoreline and Lake Forest Park
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on the Department’s fleet division and the increased workload. DC Hochstein reported that the workload currently exceeds the capacity of the two mechanics. To address this, the Department has hired a new mechanic beginning on January 2, 2025. This addition is expected to help alleviate the burden. The Department plans to reassess the workload in 2025 to determine whether hiring a fourth mechanic will be necessary.
 - Chief Cowan noted that the Department will evaluate the apparatus bay space in 2025 due to the increased demands on fleet services. As part of this process, the Department is considering hiring architectural and engineering firms through a request for qualifications process to assess the current space.
- **Deputy Chief Foster/Orams** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Fischer highlighted that the Department has had numerous promotions. DC Foster announced that Strojan Kennison, the current Department Medical Services Officer, has been promoted to the position of Division Chief of Emergency Medical Services.

OLD BUSINESS:

- None.

NEW BUSINESS:

- The exempt employee contracts motion for approval was removed from the agenda, and will be added to the December 19 Board of Commissioners meeting agenda.

PROJECTED AGENDA:

- The 2025 Shoreline Board Chair and Vice Chair appointments will be held at the December 19 Board meeting.
- 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 5:34 p.m.

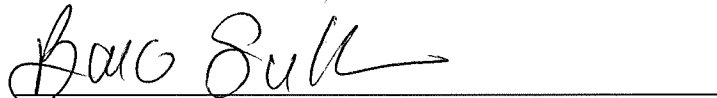
MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:34 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

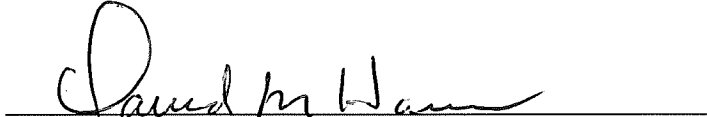

Boupha K. Siharath
Secretary to the Board



Kimberly A. Fischer, Chair



Barb Sullivan, Vice-Chair



David M. Harris, Commissioner

Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner