



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

December 19, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on December 19, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Callahan's excused absence was read into record.

**PRESENT:** Kimberly Fischer, Commissioner (Chair)                      Matt Cowan, Fire Chief  
Barb Sullivan, Commissioner (Vice-Chair)                      Matt Hochstein, Deputy Chief (DC)  
David Harris, Commissioner                      Andres Orams, Deputy Chief (DC)  
Rod Heivilin, Commissioner

#### ABSENT:

- Mark Foster, Deputy Chief (DC)
- Ken Callahan, Commissioner

#### 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 under new business Public Records Request Discussion and removed under old business the Exempt Employees Contract, which will be discussed at the first meeting in January.

#### MINUTES

***MOTION:** Commissioner Sullivan moved, and Commissioner Harris seconded a motion to approve the December 5, 2024, regular meeting minutes. The motion passed; four ayes.*

#### CORRESPONDENCE:

- Letters thanking the Department for their services.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**DECEMBER 19, 2024**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	241215001 - 241215035	110,268.64	12/18/24
Vendor Voucher(s)	241223001 - 241223034	399,033.12	12/26/24
Payroll Vouchers	123024A - 123024M	198,251.11	12/26/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,170,611.69	12/26/24
ACH Payment Request - HRA/VEBA	ACH	80,897.11	12/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	148,177.24	12/30/24
ACH Payment Request - WA DCP	ACH	53,303.73	12/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,291.51	12/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	260,557.33	12/30/24
ACH Payment Request - DSHS	ACH	6,916.52	12/30/24
ACH Payment Request - Payroll Taxes	ACH	287,007.63	12/27/24
		<b>\$ 2,740,315.63</b>	
<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	241216001 - 241216016	113,877.84	12/18/24
	241221001 - 241221007	84,282.20	12/26/24
Payroll Vouchers	ALS123024A - ALS123024J	89,911.29	12/26/24
ACH Payment Request - Payroll Direct Deposit	ACH	405,325.91	12/26/24
ACH Payment Request - HRA/VEBA	ACH	24,899.92	12/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	102,222.06	12/30/24
ACH Payment Request - WA DCP	ACH	15,540.15	12/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,377.34	12/30/24
Dept of Retirement Systems	ACH	87,016.45	12/30/24
ACH Payment Request - Payroll Taxes	ACH	120,441.02	12/27/24
		<b>\$ 1,050,894.18</b>	
<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	241217001	1,980.58	12/18/24
		<b>\$ 1,980.58</b>	
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	241222001	8,705.67	12/26/24
		<b>\$ 8,705.67</b>	

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	241213001 - 241213004	13,309.57	12/18/24
Vendor Voucher(s)	241219001	2,006.20	12/26/24
		<b>\$ 15,315.77</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	241214001 - 241214004	15,207.17	12/18/24
Vendor Voucher(s)	24120001	19,237.50	12/26/24
		<b>\$ 34,444.67</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	241212001 - 241212002	3,326.95	12/18/24
Vendor Voucher(s)	241218001	1,995.20	12/26/24
		<b>\$ 5,322.15</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>\$ 3,856,978.65</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$3,856,978.65 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- Commissioner Heivilin gave kudos to all those who participated in the Department's Annual Holiday Toy Drive.
- Commissioner Fischer attended a workshop at Shoreline City Hall. Bill Bear is part of the non-profit organization Shoreline Community Care, which offers hope by providing financial, spiritual, and practical resources for Shoreline residents. Mr. Bear showed interest in the Department's Mobile Integrated Health (MIH) program and requested to meet with Chief Cowan and the MIH team to learn more about it. Chief Cowan will reach out.

**FINANCIAL REPORT:**

- The November 2024 Financial Summary Report will be presented at the January 9, 2025 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:**

- The Department is working on strategic planning for 2025, which includes hiring architectural and engineering firms through a request for qualifications process, discussing modifications at Station 61, Capital projects at the various stations, and the Regional Fire Authority (RFA) with Northshore.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** 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.
  - Commissioner Heivilin requested an update on the Gallatin Public Affairs (Gallatin) strategic communications planning meetings. DC Hochstein noted the Department is very impressed with their management and services of the Department's communications and public affairs.
- **Deputy Chief Foster/Orams** provided a written district activity report, which is attached and incorporated by reference.
  - DC Orams noted that the Zone 1 fire agencies, Shoreline, Kirkland, Redmond, King County Fire District 45, and Eastside Fire and Rescue contracted with TriMed Ambulance Services. Signatures from three agencies are still needed to fully execute the contract.

#### **OLD BUSINESS:**

- None.

#### **NEW BUSINESS:**

- **Election of 2025 Officers - Board Chair and Vice-Chair:**
  - MOTION:** Commissioner Harris nominated Commissioner Sullivan as Chairperson for 2025, and Commissioner Heivilin seconded the nomination. The motion passed; four ayes.*
  - MOTION:** Commissioner Sullivan nominated Commissioner Heivilin as Vice-Chairperson for 2025, and Commissioner Harris seconded the nomination. The motion passed; four ayes.*
- **Exempt Employees Contracts:**
  - The exempt employee contracts motion for approval was removed from the agenda and will be added to the agenda at the first Commissioner Board meeting in January.
- **Public Records Request Discussion:**
  - Chief Cowan discussed the public records requests from local citizen Eric Tronson and noted that Mr. Tronson has made hundreds if not close to a thousand requests for information.
  - Commissioner Fischer added that Mr. Tronson suggested the Board of Commissioners confirm with Chief Cowan and the Department's Public Records Officer that the Department has responded to the requests by following the Washington State RCW Public Records Act. Chief Cowan stated that the Department has been diligent and responded appropriately following the 42.56 RCW Public Records Act and guidelines.

- Commissioner Harris thanked Chief Cowan for being diligent in responding and appreciates all the time and effort made on behalf of the Department in responding to these public records requests.
- Chief Cowan further discussed the Department’s process for receiving and responding to Public Records requests.

**PROJECTED AGENDA:**

- The January 2, 2025, Board of Commissioners meeting was rescheduled to January 9, 2025.
- January 23, 2025 - WFCA-Legislative Day Workshop.
- Commissioner Harris will be absent at the February 6 Board meeting.

**EXECUTIVE SESSION:**


- None.


The Commissioners adjourned the regular meeting at 5:45 p.m.

**MOTION:** Commissioner Heivilin moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:45 p.m. The motion passed; four ayes.

Minutes prepared by: Beatriz Goldsmith

*Boupha K. Siharath*  
 Boupha K. Siharath  
 Secretary to the Board

  
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 Kimberly A. Fischer, Chair

  
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 Barb Sullivan, Vice-Chair

  
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 David M. Harris, Commissioner

Absent  
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 Kenneth G. Callahan, Commissioner

  
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 Rod Heivilin, Commissioner