



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

March 20, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 20, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

Barb Sullivan, Chair	Matt Cowan, Chief
Rod Heivilin, Vice-Chair	Andres Orams, Deputy Chief (DC)
Kimberly Fischer, Commissioner	
Ken Callahan, Commissioner	
David Harris, Commissioner	

ABSENT:

- Matt Hochstein, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to approve the March 13, 2025, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- Letter thanking the Department's Public Information Officer, Michelle Pidduck, for the presentation at the Parkwood Neighborhood meeting.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
MARCH 20, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250315001 - 250315044	409,080.70	3/19/25
	250321001 - 250321023	54,631.90	3/26/25
Payroll Vouchers	032825A - 032825N	162,817.12	3/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,193,520.27	3/26/25
ACH Payment Request - HRA/VEBA	ACH	84,182.02	3/28/25
ACH Payment Request - ALERUS (457 Plan)	ACH	112,219.31	3/28/25
ACH Payment Request - WA DCP	ACH	51,883.05	3/28/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,474.37	3/28/25
ACH Payment Request - Dept. of Retirement Systems	ACH	265,197.39	3/28/25
ACH Payment Request - DSHS	ACH	7,716.52	3/28/25
ACH Payment Request - Payroll Taxes	ACH	277,437.26	3/27/25

\$ 2,645,159.91

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250314001 - 250314008	78,472.97	3/19/25
Vendor Voucher(s)	250317001 - 250317003	1,506.10	3/26/25
Payroll Vouchers	ALS032825A - ALS032825J	39,424.07	3/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	322,504.86	3/26/25
ACH Payment Request - HRA/VEBA	ACH	22,699.93	3/28/25
ACH Payment Request - ALERUS (457 Plan)	ACH	32,859.31	3/28/25
ACH Payment Request - WA DCP	ACH	20,323.64	3/28/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,741.88	3/28/25
Dept of Retirement Systems	ACH	75,934.43	3/28/25
ACH Payment Request - Payroll Taxes	ACH	82,381.23	3/27/25

\$ 682,848.42

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	250316001	3,459.17	3/26/25

\$ 3,459.17

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	No activity		
	\$ -		
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	250313001 - 250313002	1,337.70	3/19/25
Vendor Voucher(s)	250319001	178.56	3/26/25
	\$ 1,516.26		
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	250311001 - 250311002	7,485.62	3/19/25
Vendor Voucher(s)	250320001 - 250320002	3,505.00	3/26/25
	\$ 10,990.62		
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	250312001	1,995.20	3/19/25
Vendor Voucher(s)	250318001 - 250318002	4,202.81	3/26/25
	\$ 6,198.01		
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 :		\$ 3,350,172.39	

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,350,172.39 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT

- A summary of the February 2025 Financial Summary Report was provided, which is listed below and included by reference.
- Commissioner Heivilin requested clarification on why a few line items were budgeted so low. Chief Cowan will review and update as applicable.

FINANCIAL SUMMARY REPORT: FEBRUARY 2025

Regular Board Meeting: March 20, 2025

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 FEB Balance	\$	25,319,394.81
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of FEB 2025		Notes
Percentage Remaining	81.5%	
Targeted Percentage Remaining	83.3%	
Over/Under Targeted Budget Remaining	-1.8%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of FEB 2025		Notes
Total Overtime	\$ 250,582.51	
Firefighting Staffing Overtime	\$ 163,626.04	Overtime processing period: Jan 10, 2025 - Feb 14, 2025
BLS/EMS Staffing Overtime	\$ 86,956.47	Overtime processing period: Jan 10, 2025 - Feb 14, 2025

General Expense Fund- CASH ON HAND

Data as of FEB 2025		Notes
Cash on hand, end of FEB balance	\$ 10,368,595.90	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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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.

REGIONAL FIRE AUTHORITY (RFA) UPDATE:

- The Department is implementing the new Regional Fire Authority (RFA). Chief Cowan provided a brief update on the process.
- The Department is preparing resolutions relating to the RFA that will be ready for review by mid-April and for approval at the 1st RFA Board meeting on May 1.
- Commissioner Fischer asked if a lawyer would be present at the future RFA Board meetings. Chief Cowan noted that Attorney Matt Paxton may be present at the first couple of meetings.
- The Board discussed the future processes of the board meetings and the use of audio-visual tools.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan provided a brief update on the Department's recent purchase of the self-contained breathing apparatus (SCBA) for use on the new fire truck. The SCBA's were part of the 2025 capital budget.
 - Chief Cowan briefed the Board on the potential decision by the City of Kenmore to separate from Northshore Emergency Management Coalition (NEMCO) at the end of 2025.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.
 - Discussed the use of electric vehicle (EV) blankets to extinguish electric vehicle fires. The Department will be following up on lessons learned from the use of the EV blankets by Snohomish County Fire.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- The North City Water District (NCWD) joint meeting is scheduled for March 27 at 5:00 p.m. at NCWD.
- Chief Cowan will not be physically at the April 17 meeting.
- The Department's Annual Appreciation picnic will be held at Cromwell Park on May 31.
- The fire academy graduation is on May 23 at Bothell's Eastside Church at 5:30 p.m.
- Commissioner Fischer will attend via Zoom or will have an excused absence at the May 15 Board meeting.
- Pancake Feed Open House Breakfast will be held on June 7 at Station 51.

EXECUTIVE SESSION:

➤ None.

The Commissioners adjourned the regular meeting at 5:41 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:41 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

Boupha K. Siharath
Secretary to the Board

Barb Sullivan

Barb Sullivan, Chair

Rod Heivilin

Rod Heivilin, Vice-Chair

David M. Harris

David M. Harris, Commissioner

absent

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer

Kimberly A. Fischer, Commissioner