



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## REGULAR MEETING MINUTES

January 9, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. January 9, 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	Mark Foster, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Matt Hochstein, Deputy Chief (DC)
Ken Callahan, Commissioner	
David Harris, Commissioner	

### ABSENT:

- Andres Orams, Deputy Chief (DC)

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT:

- None.

### CONSIDERATION OF AGENDA:

- None.

### MINUTES

**MOTION:** *Commissioner Fischer moved, and Commissioner Harris seconded a motion to approve the December 19, 2024, regular meeting minutes. The motion passed; four ayes.*

### CORRESPONDENCE:

- Chief Cowan noted that the Department received a donation and thank you letter from Shoreline Fire Department retiree Jim Fischer.

### STANDING AGENDA

### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

First Board Meeting  
**JANUARY 9, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	250104001 - 250104046	577,999.45	1/8/25
Payroll Voucher	11525A - 11525D	17,252.52	1/15/25
ACH Payment Request - Payroll Direct Deposit	ACH	161,172.44	1/13/25
Payroll - Taxes	ACH	19,914.11	1/14/25
Dept of Retirement Systems	ACH	25,887.46	1/15/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		<b>\$ 802,225.98</b>	
<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)		No Activity	
Payroll Voucher	ALS11525A - ALS11525D	4,548.40	1/15/25
ACH Payment Request - Payroll Direct Deposit	ACH	74,199.11	1/13/25
Payroll - Taxes	ACH	13,208.95	1/14/25
Dept of Retirement Systems	ACH	13,227.58	1/15/25
Interfund Transfer- OUT to ALS CAPITAL fund			
		<b>\$ 105,184.04</b>	
<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</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)	250102001 - 250102002	5,839.44	1/8/25
Vendor Voucher(s)			
		<b>\$ 5,839.44</b>	
<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	250105001 - 250105002	6,790.57	1/8/25
Vendor Voucher(s)			
		<b>\$ 6,790.57</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	250103001	3,165.60	1/8/25
		<b>\$ 3,165.60</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>\$ 923,205.63</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$923,205.63 per the detail above. The motion passed; five ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- Chief Cowan presented a summary of the November 2024 Financial Summary Report, listed on the following page and included by reference.

# FINANCIAL SUMMARY REPORT: NOVEMBER 2024

Regular Board Meeting: January 9, 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 NOV Balance	\$ 33,295,925.49
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## General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of NOV 2024		Notes
Percentage Remaining	9.6%	
Targeted Percentage Remaining	8.3%	
Over/Under Targeted Budget Remaining	1.3%	Under Budget

## General Expense Fund- OVERTIME COSTS

Data as of NOV 2024		Notes
<b>Total Overtime</b>	<b>\$ 271,303.60</b>	
Firefighting Staffing Overtime	\$ 163,734.91	Overtime processing period: Oct 11, 2024 - Nov 15, 2024
BLS/EMS Staffing Overtime	\$ 107,568.69	Overtime processing period: Oct 11, 2024 - Nov 15, 2024

## General Expense Fund- CASH ON HAND

Data as of NOV 2024		Notes
Cash on hand, end of NOV balance	\$ 16,337,786.06	

## Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from Fire 16 Expense</i>	\$ 3,041,180.00	Northshore/Shoreline Fire ILA (payment 2 of 2)
<b>TOTALS</b>		<b>\$ 3,041,180.00</b>	

## STATISTICS REPORT:

- Provided at the second Board meetings in January and July of each year.

## IMPACT MITIGATION FEE/UPDATES:

- Reported quarterly at the second Board meetings in January, April, July, and October.

## STRATEGIC PLAN DISCUSSION:

- The Department is preparing a Request for Qualifications (RFQ) for architectural firms for general consulting work such as feasibility evaluation 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.

- Chief Cowan corrected his district activity report. The Department was 1.3% under budget not .7%.
- Commissioner Harris requested an update on the Department's clothing exchange. The Department is working to minimize PFAS in Class B Department Uniforms and is in the process of inventorying and replacing as needed.
- Chief Cowan spoke at the Parkwood Neighborhood Association meeting and provided an update on the Shoreline/Northshore Fire Department Regional Fire Authority (RFA) process. Chief Cowan noted the Department would be holding a public RFA open house at Shoreline, Lake Forest Park and Kenmore.
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the current California wildfire deployments. DC Foster noted that the Department mobilized four strike team members, including a battalion chief, a paramedic, and two driver engineers, and deployed one Type 1 engine to support the efforts.
  - DC Foster corrected his district activity report. The Department's statistics report will be presented at the next Board meeting.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on the repairs of the Department's Ladder 161 truck. DC Hochstein noted that the ladder truck was sent to Hughes to install a new wiring harness. The mechanics discovered electrical issues and confirmed that the wire harness was faulty. A new harness has been ordered, which will be covered by the manufacturer. The engine will be out of service for a couple more weeks.
  - The Department's shared reserve ladder truck has mechanical issues, and repairs are needed. It will not be back in service for several weeks.

**OLD BUSINESS:**

- **Exempt Employees Contracts:**
  - The employment agreements of the Fire Chief, Deputy Chiefs of Operations and Support Services, Administrative Director, and Assistant Administrative Directors expire on December 31, 2024.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to authorize the Board of Commissioners to approve the Fire Chief, Deputy Chief-Operations, Deputy Chief-Support Services, Administrative Director, and Assistant Administrative Director's employment agreements. The motion passed; five ayes.*

**NEW BUSINESS:**

- None.

**PROJECTED AGENDA:**

- Commissioner Harris will not attend the February 6 Board meeting.

- A few of the Commissioners and Chiefs will attend the Northwest Leadership Seminar March 5-7. Therefore, the Board of Commissioners meeting was rescheduled from March 6 to March 13.
- The Board of Commissioners rescheduled the January 16 meeting to January 23.
- Legislative day is February 6.

**EXECUTIVE SESSION:**

- None.

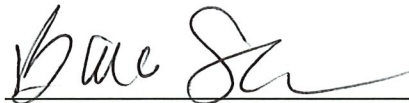
The Commissioners adjourned the regular meeting at 5:50 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:50 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