



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES January 23, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. January 23, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

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

ABSENT:

- Matt Cowan, Chief
- Mark Foster, Deputy Chief (DC)
- Matt Hochstein, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- Moved Impact Mitigation Fee Update to the top of the standing agenda.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the January 9, 2025, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

None.

STANDING AGENDA

IMPACT MITIGATION FEE/UPDATES:

- Ryan Burgess, Department Fire Marshal, distributed and summarized the fire impact fees collected as of December 2024 and the current permitting submittals, which are attached and incorporated by reference.

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
JANUARY 23, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250109001 - 250109023	43,219.98	1/15/25
Payroll Vouchers	13025A - 13025Q	190,435.90	1/29/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,281,980.36	1/28/25
ACH Payment Request - HRA/VEBA	ACH	83,163.78	1/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	295,827.51	1/30/25
ACH Payment Request - WA DCP	ACH	66,514.56	1/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,771.07	1/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	265,952.46	1/30/25
ACH Payment Request - DSHS	ACH	8,716.52	1/30/25
ACH Payment Request - Payroll Taxes	ACH	328,913.36	1/29/25
		\$ 2,591,495.50	
ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250106001 - 250106010	78,688.33	1/15/25
Vendor Voucher(s)			
Payroll Vouchers	ALS13025A - ALS13025J	162,526.29	1/29/25
ACH Payment Request - Payroll Direct Deposit	ACH	380,536.01	1/28/25
ACH Payment Request - HRA/VEBA	ACH	24,166.59	1/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	116,628.01	1/30/25
ACH Payment Request - WA DCP	ACH	46,581.33	1/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,018.83	1/30/25
Dept of Retirement Systems	ACH	79,765.90	1/30/25
ACH Payment Request - Payroll Taxes	ACH	102,160.14	1/29/25
		\$ 998,071.43	
ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	
		\$ -	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No Activity	
		\$ -	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	250108001	1,978.37	1/15/25
		\$ 1,978.37	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No Activity	
			\$ -
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	250107001	10,724.26	1/15/25
			\$ 10,724.26
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 :			\$ 3,602,269.56

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,602,269.56 per the detail above. The motion passed; five ayes.*

- The warrant disbursements approved at the November 21, 2024, Board Meeting has been corrected due to an entry error for the Expense Fund.

Submitted at the November 21, 2024 Board Meeting

Type of Transaction	Control #	Amount	Disbursement Date
ACH Payment Request – ALERUS	ACH	\$103,593.01	11-26-2024

Correction submitted for January 23, 2025 Board Meeting

Type of Transaction	Control #	Amount	Disbursement Date
ACH Payment Request – ALERUS	ACH	\$104,443.01	11-26-2024

Grand Total: \$2,595,881.28 (Incorrect Amount)
 \$2,596,731.28 (Correct Amount)

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the revised disbursements in the amount of \$2,596,731.28 for the November 21, 2024, Board meeting warrant voucher approvals. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Fischer attended the memorial service for Shoreline Fire Department retiree Gordon Pomeroy.
- Commissioner Fischer attended the Shoreline Fire Department Regional Fire Authority public community meeting on January 22 and noted that the information was well presented.

FINANCIAL REPORT

- A summary of the December 2024 Financial Summary Report was provided, which is listed below and included by reference.

FINANCIAL SUMMARY REPORT: DECEMBER 2024

Regular Board Meeting: January 23, 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 DEC Balance	\$ 31,456,769.16

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of DEC 2024		Notes
Percentage Remaining	2.1%	
Targeted Percentage Remaining	0.0%	
Over/Under Targeted Budget Remaining	2.1%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of DEC 2024		Notes
Total Overtime	\$ 279,610.42	
Firefighting Staffing Overtime	\$ 164,126.40	Overtime processing period: Nov 15, 2024 - Dec 13, 2024
BLS/EMS Staffing Overtime	\$ 115,484.02	Overtime processing period: Nov 15, 2024 - Dec 13, 2024

General Expense Fund- CASH ON HAND

Data as of DEC 2024		Notes
Cash on hand, end of DEC balance	\$ 15,824,789.16	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
-----------	---------------	--------------	---------

STATISTICS REPORT:

- DC Orams provided an overview of the 2024 statistical response report, which is attached and incorporated by reference.
 - It was noted that the Department was not able to obtain comprehensive statistics due to some transition impacts.

- Commissioner Fischer asked if the Department had suggestions for alleviating the number of response calls at Station 64. DC Orams noted that the Department has been working on improvements.

STRATEGIC PLAN DISCUSSION:

- No update.

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.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on the electric vehicle fire response plans. DC Orams noted that a one-page summary has been completed, but more information is needed to provide a more comprehensive plan.

OLD BUSINESS:

- **Exempt Employees Contract Discussion:**

- The employment agreements of the Fire Chief, Deputy Chiefs of Operations and Support Services, Administrative Director, and Assistant Administrative Director were approved at the January 9, 2025, Board meeting. An error was found in the final contracts under Uniforms and Equipment. Chief Cowan suggested that the language be updated to all employment agreements and that the single page be replaced.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to make the correction to the exempt employees' contract to update the amount that was understated for clothing. The motion passed; five ayes.*

NEW BUSINESS:

- **Sole Source Turnout Gear (PPE) Purchase:**

- The sole source turnout gear was not included on the final agenda and was added as a consideration for approval.
 - Shoreline Fire Department has been purchasing Lion Rainier Spec turnout gear since 2018. It is imperative that the Department continue to purchase the gear from SeaWestern, as they are currently the only vendor that can maintain the consistency of care, fit, and function so the Department's firefighters can continue providing the excellent levels of service that the citizens expect.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to authorize the Fire Chief or his designee to enter into a sole source purchase for Lion Rainer Spec Turnout Gear (PPE) from SeaWestern. The motion passed; five ayes.*

PROJECTED AGENDA:

- Commissioner Harris will not be in attendance at the February 6 Board meeting.
- The regular Board of Commissioners meeting was rescheduled from March 6 to March 13.
- Legislative day is schedule for February 6.
- The February 20 Board meeting was rescheduled to begin at 4:00 p.m. instead of 5:00 p.m. to accommodate the Department’s promotional ceremony.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:31 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:31 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

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



Barb Sullivan, Chair



Rod Heivilin, Vice-Chair

Absent

David M. Harris, Commissioner



Kenneth G. Callahan, Commissioner



Kimberly A. Fischer, Commissioner