



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES March 13, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on March 13, 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	Matt Hochstein, Deputy Chief (DC)
Ken Callahan, Commissioner	
David Harris, Commissioner	

ABSENT: None.

FIRE BENEFIT CHARGE (FBC) APPEALS:

- **Commissioner Sullivan opened the Public Hearing at 5:00 p.m. to hear citizen appeals to the 2025 FBC.**
 - Chief Cowan provided a brief update of the 2025 Fire Benefit Charge (FBC) appeals and noted they were all resolved.
- **Commissioner Sullivan closed the FBC Public Hearing at 5:01 p.m. and the regular order of business resumed.**

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:

- Sole Source Purchase (SeaWestern) – Bauer SCBA Compressor / MOTION was added under new business.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Harris seconded a motion to approve the February 20, 2025, regular meeting minutes. The motion passed; five ayes.*

CORRESPONDENCE:

- Thank you note to the Department for their services during the Palisades Fires in LA County.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
MARCH 13, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250305001 - 250305032	61,773.46	3/5/25
Vendor Voucher(s)	250310001 - 250310016	231,570.87	3/12/25
Payroll Vouchers	22725A - 22725N	158,914.67	2/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,243,837.04	2/25/25
ACH Payment Request - Payroll Taxes	ACH	302,405.94	2/26/25
ACH Payment Request - HRA/VEBA	ACH	86,514.75	2/27/25
ACH Payment Request - ALERUS (457 Plan)	ACH	112,133.24	2/27/25
ACH Payment Request - WA DCP	ACH	51,444.61	2/27/25
ACH Payment Request - Dept. of Retirement Systems	ACH	266,602.51	2/27/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,287.55	2/27/25
ACH Payment Request - DSHS	ACH	7,716.52	2/27/25
Payroll Vouchers	31425A - 31425D	11,526.66	3/12/25
ACH Payment Request - Payroll Direct Deposit	ACH	86,697.42	3/12/25
Payroll - Taxes	ACH	8,747.58	3/13/25
Dept of Retirement Systems	ACH	14,323.00	3/14/25

\$ 2,670,495.82

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250301001 - 250301003	68,224.21	3/5/25
Vendor Voucher(s)	250309001 - 250309007	104,310.57	3/12/25
Payroll Vouchers	ALS22725A - ALS22725J	35,633.56	2/26/25
ACH Payroll Payments - Direct Deposit	ACH	312,061.59	2/25/25
Payroll Tax Deposit	ACH	78,045.46	2/26/25
ACH Payment- HRA/VEBA contributions	ACH	22,699.93	2/27/25
ACH Payment - Alerus Contributions	ACH	32,220.57	2/27/25
ACH - WA State Deferred Compensation Program	ACH	20,323.64	2/27/25
ACH - Department of Retirement Systems	ACH	72,571.27	2/27/25
ACH - IAFF Local 1760 - Union Dues & STA Dues	ACH	6,786.88	2/27/25
Payroll Vouchers	ALS31425A - ALS31425D	4,506.86	3/12/25
ACH Payment Request - Payroll Direct Deposit	ACH	67,984.61	3/12/25
Payroll - Taxes	ACH	11,330.47	3/13/25
Dept of Retirement Systems	ACH	12,000.31	3/14/25

\$ 848,699.93

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No activity	
			\$ -
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	250304001	193,078.51	3/5/25
			\$ 193,078.51
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	250303001	1,213.79	3/5/25
Vendor Voucher(s)	250307001 - 250307002	39,400.79	3/12/25
			\$ 40,614.58
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	250306001	2,204.00	3/12/25
			\$ 2,204.00
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	250302001 - 250302007	19,539.04	3/5/25
Vendor Voucher(s)	250308001 - 250308003	372,287.59	3/12/25
			\$ 391,826.63
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 :			\$ 4,146,919.47

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$4,146,919.47 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- The Commissioners attended the King County Fire Commissioners Association (KCFA) general meeting and noted the guest speakers and presentations were very informative.

- Commissioners Fischer, Harris, and Heivilin attended the Northwest Leadership Summit in Portland, Oregon, and noted that the speakers and presentations were very informative.

FINANCIAL REPORT

- Reported at the second Board meetings of the month.

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 implementing the new Regional Fire Authority (RFA) and using an initial checklist as a starting point to address the needs of starting the RFA.
- Chief Cowan will prepare a merged RFA budget for consideration and provide a report on the summarizing of the different funds.
- Chief Cowan suggested adding the topic of RFA Discussions to the standing agenda. The Board agreed.

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.
 - DC Hochstein noted the Pancake Feed Open house will be held on June 7 at Station 51.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Sole Source Purchase (SeaWestern) – Bauer SCBA Compressor:**
 - SeaWestern is the primary factory-authorized sales and service provider of Bauer compressors. The Department chose Bauer due to agency-wide standardization, matching Station 51 and Station 61 SCBA compressor and fill station brands. Further, the Department is contracted with SeaWestern for SCBA service and repairs.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to authorize the Fire Chief or his designee to enter into a sole source purchase with SeaWestern for the purchase of a Bauer SCBA compressor. The motion passed; five ayes.*

PROJECTED AGENDA:

- The NCWD joint meeting is scheduled for March 27 at 5:00 p.m. at the North City Water District.
- The Department's annual Appreciation picnic will be held at Cromwell Park on May 31.
- Commissioner Fischer will attend via Zoom or will have an excused absence at the May 15 Board meeting.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:20 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:20 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

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

Kimberly A. [Signature]

Kimberly A., Commissioner