



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

FIRE CHIEF
Matt Cowan

COMMISSIONERS

Eric Adman
Kim Fischer
Rod Heivilin
Rick Nye
Rick Webster

Tyler Byers
David Harris
Josh Pratt
Barb Sullivan
Lisa Wollum

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)

RESOLUTION 25-17

A RESOLUTION TO TRANSFER CREDIT CARD ACCOUNTS TO THE REGIONAL FIRE AUTHORITY

WHEREAS, the Shoreline Fire Department currently maintains credit card accounts for the purpose of conducting official business transactions, purchases, and authorized expenditures; and

WHEREAS, the Shoreline Fire Department has consolidated operations into the Regional Fire Authority (RFA), which shall assume responsibility for financial management; and

WHEREAS, all Department credit card accounts are to be transferred under the authority of the RFA; and

WHEREAS, the Governing Board of the Shoreline Fire Department recognizes the need to provide access to funds in a timelier manner than the standard vouchering process allows and, to accommodate time-critical purchases, as outlined in policy Admin 126.3 – *Financial Procedures*; and

WHEREAS, the RFA will maintain thirty-one (31) VISA credit cards; and

WHEREAS, Department credit cards are authorized for the following positions and divisions:

- Governing Board Members (10)
- Fire Chief (1)
- Deputy Chiefs (3)
- Division Chiefs (2)
- Platoon Shifts (4)
- Station 51 (1)
- Training Division (1)
- NKCTC Training Division (2)
- Maintenance Division (1)
- Facilities Division (1)
- Fire Prevention Division (1)
- ALS (1)
- Generic credit cards (3)

WHEREAS, the Department's combined monthly credit limit shall be set at \$225,000; and

WHEREAS, when a Commissioner or employee is no longer eligible, the assigned credit card shall be re-assigned or cancelled, as appropriate; and

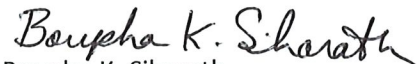
WHEREAS, the Department shall maintain a record of all individually assigned credit cards; and

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department hereby authorizes:

1. The transfer of all existing Department credit card accounts to the Regional Fire Authority.
2. The use, cancellation, or re-assignment of US Bank credit cards under the Regional Fire Authority.

ADOPTED at the regular meeting of the Governing Board of the Shoreline Fire Department, this 18th day of September 2025.

Attest:

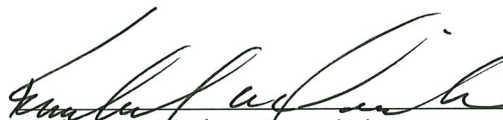
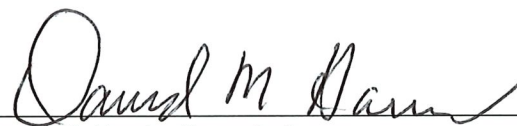

Bouphe K. Siharath
Secretary to the Board

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**



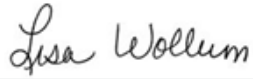
Eric Adman, Commissioner

Tyler Byers, Commissioner


Kimberly A. Fischer, Commissioner
David M. Harris, Commissioner
Rod Heivilin, Commissioner
Rick Nye, Commissioner
Josh Pratt, Commissioner
Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner