



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES May 1, 2025

Chief Matt Cowan called the regular meeting of the Shoreline Fire Regional Fire Authority (RFA) Governing Board to order at 5:00 p.m. on May 1, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Chief Cowan read into the record Commissioner Byers excused absence.

PRESENT:

Eric Adman, Commissioner (Zoom attendance)	Matt Cowan, Chief
Kimberly Fischer, Commissioner	Andres Orams, Deputy Chief (DC)
David Harris, Commissioner	Matt Hochstein, Deputy Chief (DC)
Rod Heivilin, Commissioner	Matt Paxton, Legal Counsel
Josh Pratt, Commissioner	
Barb Sullivan, Commissioner	
Rick Webster, Commissioner	
Lisa Wollum, Commissioner (Zoom attendance)	

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

- **Absent:** Tyler Byers, Commissioner, Ken Callahan, Commissioner

IV. PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended the meeting via Zoom without comment.

V. ELECTION OF BOARD CHAIR AND VICE CHAIR:

MOTION: *Commissioner Sullivan nominated Commissioner Fischer as the RFA Chairperson for 2025, and Commissioner Webster seconded the nomination. The motion passed; eight ayes.*

MOTION: *Commissioner Wollum nominated Commissioner Byers as the RFA Vice-Chairperson for 2025, and Commissioner Pratt seconded the nomination. The motion passed; eight ayes.*

VI. CONSIDERATION OF AGENDA

- Removed motion to approve Resolution 25-15, Adopting RFA Budget, for discussion.

VII. APPROVAL OF PAST MINUTES:

- None.

VIII. CORRESPONDENCE:

- None.

IX. STANDING AGENDA:

1. Warrants:

- None.

2. Commissioners' Report:

- None.

3. Financial Report

- None.

4. Statistics Report:

- None.

5. Strategic Plan Discussion:

- None.

6. 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 updated the Board on the status of the Station 57 generator.

X. OLD BUSINESS:

- None.

XI. NEW BUSINESS:

• **SFD/NSFD Monthly Meeting Schedules:**

- The Board discussed the potential Northshore and Shoreline Fire District Board meeting schedules. The current plan, depending on the approval of Resolution 25-01 to establish the RFA regular meeting schedules, is to hold the Shoreline Fire District meetings on the 1st Thursday of the month and the Northshore Fire District meeting on the 3rd Thursday of the month, both just prior to the RFA Governing Board meetings. The Northshore and Shoreline District Board of Commissioners will approve their meeting schedules by resolution at their upcoming meetings.

- **Resolution 25-01, Shoreline FD OPT 1,2,3 Regular Meeting Schedule:**
 - State law requires the Shoreline Fire Department to set the regular meeting schedule for the remainder of 2025.
 - The Commissioners discussed the three separate Resolutions with separate start times, and the Board was in favor of the 5:30 p.m. start time.

***MOTION:** Commissioner Webster moved, and Commissioner Sullivan seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-01– Establishing Regular Meeting Schedule for the 1st and 3rd Thursdays at 5:30 p.m. The motion passed; eight ayes.*

- **June 5 RFA/SFD Board Meeting Rescheduled or Canceled Discussion:**
 - The Governing Board discussed rescheduling the June 5 and the June 19 RFA Board meetings
 - The Governing Board agreed to change the June 5 meeting to June 12, and the June 19 meeting to June 26.

- **Resolution 25-02 Accepting Assets and Liabilities:**
 - To comply with the RFA plan and conduct business serving the communities of Shoreline, Lake Forest Park, and Kenmore, the RFA will need to have all assets, funds, and liabilities transferred into it. Liabilities do not include the UTGO bonds in the Shoreline and Northshore Fire Departments, which sunset in 2025 and 2026, respectively.

***MOTION:** Commissioner Heivilin moved, and Commissioner Webster seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-02– Accepting Assets and Liabilities. The motion passed; eight ayes.*

- **Resolution 25-03 Establishing Policies and Procedures:**
 - The RFA will need to establish policies and procedures to govern its operations in order to comply with the RFA plan and conduct business in serving the communities of Shoreline, Lake Forest Park, and Kenmore.
 - The Governing Board discussed the policies and procedures process.

***MOTION:** Commissioner Harris moved, and Commissioner Sullivan seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-03– Establishing Policies and Procedures. The motion passed; eight ayes.*

- **Resolution 25-04 Accepting Employment Obligations:**
 - The RFA will be the new employer for all employees. This resolution authorizes the transfer of represented and non-represented employees from the Shoreline and Northshore Fire Department fire districts and authorizes the RFA to accept any employment obligations associated with those employees.

***MOTION:** Commissioner Heivilin moved, and Commissioner Webster seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-04– Accepting Employment Obligations. The motion passed; eight ayes.*

- **Resolution 25-05 Appointment of Agent to Receive Claims:**
 - At times, the RFA will be involved in claims made to or by the RFA. As such, the RFA needs to have a designated claims officer to represent it. This would name Bouphe Siharath, the Administrative Director, as the designated claims officer.

***MOTION:** Commissioner Harris moved, and Commissioner Sullivan seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-05– Appointment of Agent to Receive Claims. The motion passed; eight ayes.*

- **Resolution 25-06 Appointing a Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners:**
 - As we are forming a new RFA, the Department must appoint a Secretary to the Governing Board.

***MOTION:** Commissioner Webster moved, and Commissioner Harris seconded a motion to authorize the Board of Commissioners to sign Resolution 25-06 Appointing Bouphe Siharath as the Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners. The motion passed; eight ayes.*

 - Chair Fischer read into the record the Oath of Office for Bouphe Siharath, as the Governing Board Secretary of the RFA, which is attached and incorporated by reference.

- **Resolution 25-07 Shoreline Fire Department Regional Fire Authority (RFA) Authorizing Use of Electronic Signatures:**
 - The Board of Commissioners of the Shoreline Fire Department RFA encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
 - The Board of Commissioners, Fire Chief, RFA Board Secretary and their designees are authorized to use electronic signature platforms approved to affix electronic signatures to RFA Board records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the RFA Board is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other RFA Board records as authorized by the Fire Chief.

***MOTION:** Commissioner Heivilin moved, and Commissioner Webster seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-07– Shoreline RFA Authorizing Use of Electronic Signatures. The motion passed; eight ayes.*

- **Resolution 25-08 Rules of Procedure Governing Board RFA Rules of Procedure for the RFA Governing Board Resolution:**
 - The Board of Commissioners of the Shoreline Fire Department Regional Fire Authority created the official Rules of Procedure for the Shoreline Fire Department Governing Board. Resolution 25-08 approves in all matters not addressed in the rules, the Board of Fire Governing Board Members shall be governed by statutory requirements and Robert’s Rules of Order, provided the rules do not conflict with statutory requirements. The rules of

procedure shall be the Board of Governing Board Members “standard operating procedures.”

MOTION: *Commissioner Harris moved, and Commissioner Webster seconded a motion to authorize the Shoreline Fire Department Governing Board approve Resolution 25-08 Rules of Procedure Governing Board and the regional Fire Authority Rules of Procedure for the RFA Governing Board. The motion passed; eight ayes.*

- **Resolution 25-09 Shoreline Fire Department Regional Fire Authority Appointing Auditing Officers:**

- As there may be circumstances when the Board of Commissioners of the Shoreline Fire Department Regional Fire Authority does not meet prior to a day on which they would need to approve vouchers for the Department’s warrants and claims. There is a need by the Department to process warrants and electronic payments in a timely and consistent manner, and it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments.

MOTION: *Commissioner Webster moved, and Commissioner Heivilin seconded a motion to authorize the Board of Commissioners to approve Resolution 25-09 Shoreline Fire Department Regional Fire Authority Appointing Auditing Officers. The motion passed; eight ayes.*

- **Resolution 25-10 Establishing Funds with King County:**

- As the RFA is established and becomes the primary business entity, funds from the two fire districts, Shoreline and Northshore, will need to be transferred into the RFA. However, King County needs authorization to establish the funds for the RFA.
- It is recommended that the Board authorize the Fire Chief to direct King County to create the following funds for the RFA;

- Expense
- Capital
- Reserve
- Donation
- Benefits
- Fire Benefit Fee
- ALS Exp
- ALS Cap
- MIH Exp
- NKCTC

MOTION: *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to authorize the Board of Commissioners to sign Resolution 25-10 and authorize the Fire Chief to direct King County to establish new accounting funds for the RFA. The motion passed; eight ayes.*

- **Motion to Approve Transfer of Funds:**

- As the RFA is established and becomes the primary business entity, funds from the two fire districts, Shoreline and Northshore, will need to be transferred into the RFA. Resolutions 25-01 for both fire districts authorize the transfer of assets from both Districts, including the transfer of funds. However, this motion provides transparency and a summary of the details regarding said transfer.

- Authorize the Fire Chief and Assistant Administrative Director to make the transfers identified in the spreadsheet below. The identified transfers will not zero out that specific fund, as there will be a need for the short term to maintain balances in the two fire districts until all outstanding transactions can be reconciled, with two exceptions. The Reserve, Donation, and Fire Benefit Fee funds should have a zero balance after the transfer. There is no need to maintain balances in these funds.

***MOTION:** Commissioner Sullivan moved, and Commissioner Harris seconded a motion to authorize the Board of Commissioners to authorize the Fire Chief and Assistant Administrative Director to make the transfers as identified above. The motion passed; eight ayes*

- **Resolution 25-11 DRS- Deferred Compensation Program (DCP) and Resolution 25-12 Authorizing Participation in PERS:**

- The Department of Retirement Systems required the setup of DCP and PERS accounts for the Shoreline Fire Department—RFA to comply with the RFA plan and conduct business in serving the communities of Shoreline, Lake Forest Park, and Kenmore.

***MOTION:** Commissioner Heivilin moved, and Commissioner Webster seconded a motion to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign Resolution 25-11 DRS- Deferred Compensation Program (DCP) and Resolution 25-12 Authorizing Participation in PERS. The motion passed; eight ayes.*

- **Resolution 25-13 Establishing Record Retention Officer and Medical Records Privacy Officer:**

- The Shoreline Fire Department Regional Fire Authority will need to name a Records Retention and Medical Services Privacy Officer. This Officer shall ensure that the Department remains compliant with all applicable State laws regarding the production and retention of records.

***MOTION:** Commissioner Webster moved, and Commissioner Harris seconded a motion to authorize the Shoreline Fire Department Governing Board to approve Resolution 25-13 Establishing Record Retention Officer and Medical Records Privacy Officer. The motion passed; eight ayes.*

- **Resolution 25-14 Small Public Works and Consultant:**

- The Shoreline Fire Department Regional Fire Authority (RFA) will need to make capital purchases and manage projects in the operations of the RFA. The most efficient and responsible process is to use small works rosters when appropriate and following Administrative Policy 126.1 – Financial Policy. Resolution 25-14 allows for using said rosters.

***MOTION:** Commissioner Webster moved, and Commissioner Harris seconded a motion to authorize the Shoreline Fire Department Governing Board to approve Resolution 25-14 Small Public Works and Consultant. The motion passed; eight ayes.*

- **Motion to approve Resolution 25-15 Establishing 2025 RFA Expense Budgets was tabled.**

- Chief Cowan discussed the process to establish the 2025 RFA Expense budget. The motion to approve resolution 25-15 was tabled to the next RFA Governing Board meeting due to the need to adjust the budget to begin on May 1, 2025, and not for the entire year.

- Chief Cowan briefed the Board on additional capital purchases to guide additional RFA budget updates.

XII. PROJECTED AGENDA:

- Commissioners agreed to move June 5 RFA Governing Board meeting to June 12, and the June 19 RFA Governing Board meeting to June 26.
- The Annual Appreciation Picnic is on May 31 at Cromwell Park from 12-4:00 p.m.
- The fire Academy graduation is on May 23 at Bothell’s Eastside Church.
- Pancake Feed Open house will be held on June 7 at Station 51.
- June 7 WFC Chelan Seminar – Commissioners attending the seminar June 5-8.
- July 3rd the Board meeting will be discussed to be changed.

XIII. EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 6:30 p.m.

MOTION: Commissioner Webster moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:30 p.m. The motion passed; eight eyes.

Minutes prepared by: Beatriz Goldsmith


Boupka K. Siharath
Secretary to the Board

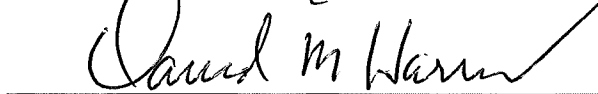


Eric Adman, Commissioner

ABSENT

Tyler Byers, Commissioner


Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



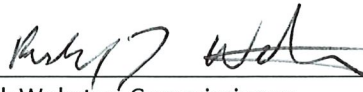
Rod Heivilin, Commissioner



Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner

Lisa Wollum, Commissioner