



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

April 3, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 3, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Callhan's excused absence was read into the record.

PRESENT:

Barb Sullivan, Chair	Matt Cowan, Chief
Rod Heivilin, Vice-Chair	Andres Orams, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Matt Hochstein, Deputy Chief (DC)
David Harris, Commissioner	

ABSENT:

- Ken Callahan, Commissioner

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:

- None.

MINUTES

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

CORRESPONDENCE:

- Letters from local citizens thanking the Department for their services.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
APRIL 3, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250404001-250404026	38,018.26	4/2/25
Vendor Voucher(s)	250410001-250410032	115,296.42	4/9/25
Payroll Vouchers	32825A - 32825N	162,817.12	3/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,193,520.27	3/26/25
ACH Payment Request - Payroll Taxes	ACH	277,437.26	3/27/25
ACH Payment Request - HRA/VEBA	ACH	84,182.02	3/28/25
ACH Payment Request - ALERUS (457 Plan)	ACH	112,219.31	3/28/25
ACH Payment Request - WA DCP	ACH	51,883.05	3/28/25
ACH Payment Request - Dept. of Retirement Systems	ACH	265,197.39	3/28/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,474.37	3/28/25
ACH Payment Request - DSHS	ACH	7,716.52	3/28/25
Payroll Vouchers	40925A - 40925E	17,030.22	4/9/25
ACH Payment Request - Payroll Direct Deposit	ACH	108,043.99	4/11/25
ACH Payment Request - Dept. of Retirement Systems	ACH	18,955.34	4/15/25
ACH Payment Request - Payroll Taxes	ACH	14,116.22	4/14/25
Interfund Transfer- OUT to RESERVE fund		No activity	
Interfund Transfer- OUT to CAPITAL fund		No activity	
Interfold Transfer- OUT to BENEFIT fund		No activity	
		\$ 2,492,907.76	

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250401001-250401004	978.30	4/2/25
Vendor Voucher(s)	250406001-250406006	53,748.32	4/9/25
Payroll Vouchers	ALS32825A - ALS32825J	39,424.07	3/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	322,504.86	3/26/25
ACH Payment Request - Payroll Taxes	ACH	82,381.23	3/27/25
ACH Payment Request - HRA/VEBA	ACH	22,699.93	3/28/25
ACH Payment Request - ALERUS (457 Plan)	ACH	32,859.31	3/28/25
ACH Payment Request - WA DCP	ACH	20,323.64	3/28/25
ACH Payment Request - Dept. of Retirement Systems	ACH	75,934.43	3/28/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,741.88	3/28/25
Payroll Vouchers	ALS40925A - ALS40925D	3,957.74	4/9/25
ACH Payment Request - Payroll Direct Deposit	ACH	58,696.12	4/11/25
ACH Payment Request - Dept. of Retirement Systems	ACH	10,588.26	4/15/25
ACH Payment Request - Payroll Taxes	ACH	11,275.25	4/14/25
Interfund Transfer- OUT to ALS CAPITAL fund		No activity	
		\$ 742,113.34	

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	250405001	2,740.67	4/9/25
		\$ 2,740.67	
CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	250409001	993.99	4/9/25
		\$ 993.99	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	250402001-250402004	23,594.37	4/2/25
Vendor Voucher(s)	250408001-250408007	11,720.00	4/9/25
		\$ 35,314.37	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	250403001-250403003	4,638.75	4/2/25
Vendor Voucher(s)	250411001	1,203.48	4/9/25
		\$ 5,842.23	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	250407001-250407002	16,108.68	4/9/25
		\$ 16,108.68	
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 :		\$ 3,296,021.04	

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$3,296,021.04 per the detail above. The motion passed; four ayes.*

- **Revision and reapproval of warrant disbursements from March 13, 2025, Board meeting:**

Submitted at the March 13, 2025, Board Meeting

Type of Transaction	Amount	Disbursement Date
Vendor Voucher	193,078.51	03-05-2025

Correction submitted for April 3, 2025, Board Meeting

Type of Transaction	Amount	Disbursement Date
Vendor Voucher	\$193,079.51	03-05-2025

Incorrect Total: \$4,146,919.47

Corrected Total: \$4,146,920.47

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept the revised disbursements in the amount of \$4,146,920.47 for the March 13, 2025, Board meeting warrant voucher approvals. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- None.

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.
- Chief Cowan suggested removing the Impact Mitigation Fee updates from the standing agenda. The Department's Fire Marshal, Ryan Burgess, will provide quarterly reports for the Fire Marshall's office and the mitigation fee updates, which will be scheduled and added to the agenda for the second meetings of January, April, and October.

STRATEGIC PLAN DISCUSSION:

- None.

REGIONAL FIRE AUTHORITY (RFA) UPDATE:

- The Department is continuing the implementation of the new Regional Fire Authority (RFA). Chief Cowan provided a brief update on the process:
 - Discussed the layout of the conference rooms and the use of audio-visual tools for future RFA meetings.
 - Chief Cowan discussed ordering laptops for each Shoreline District Commissioner to help streamline the RFA meetings.
 - Due to the auditor's requirements, the Shoreline and Northshore Districts will need to continue to have separate budgets for the next few years.

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 that the continued strategic communication services with Gallatin Public Affairs (Gallatin) have been going very well.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- **Self-Contained Breathing Apparatus (SCBA) Purchase for New Ladder Truck:**
 - In preparation for the delivery of the new ladder truck later this year, The Department is planning on purchasing SCBAs to be placed on the fire trucks. The SCBAs must be from the same manufacturer and model what the Department currently uses, and since there is only one vendor in the area that sells them, the Department must declare this purchase as the sole source.

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded, a motion to authorize the Fire Chief or his designee to enter into a sole source purchase with SeaWestern for the purchase of SCBAs totaling \$99,279.58. The motion passed; four ayes.*

NEW BUSINESS:

- **Shoreline District Resolution 25-01 - Transferring Assets:**
 - On February 11, 2025, the combined voters of the Shoreline Fire Department and Northshore Fire Department approved the formation of the Shoreline Fire Department, a regional fire protection service authority effective May 1, 2025, in accordance with the Regional Fire Department Plan "RFA Plan". Section 6.C of the RFA Plan provides for the transfer of all assets and certain liabilities of the Shoreline and Northshore Fire Departments to the Shoreline Fire Department, a regional fire authority.

MOTION: *Commissioner Fisher moved, and Commissioner Heivilin seconded, a motion to authorize the Board of Commissioners to approve and sign Shoreline District Resolution 25-01, authorizing the transfer of all Shoreline Fire Department, a fire protection district, assets and liabilities as required by the RFA Plan to the Shoreline Fire Department, a regional fire authority, and authorizing the Fire Chief Matt Cowan to sign and deliver all documents necessary to complete the transfer of the assets. The motion passed; four ayes.*
- **Shoreline District Resolution 25-02 - Establishing Regular Meeting Schedule:**
 - Chief Cowan provided a brief update on the potential schedule issues. The approval of Resolution 25-02 was tabled for further discussion.
 - Chief Cowan requested that the regular Shoreline District Board meeting on May 1 be changed from 5:00 p.m. to 4:45 p.m. to accommodate the start time of the RFA Board meeting. The Board was in agreement.

PROJECTED AGENDA:

- Chief Cowan will not be physically at the April 17 meeting.
- The Department's Annual Appreciation picnic will be held at Cromwell Park on May 31.
- The fire academy graduation is on May 23 at Bothell's Eastside Church.
- Commissioner Fischer will attend via Zoom or will have an excused absence at the May 15 Board meeting.
- Pancake Breakfast/Safety Fair Open House will be held on June 7 at Station 51.

EXECUTIVE SESSION:

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:40 p.m. until 5:55 p.m. for approximately 15 minutes, with no decision expected per RCW 42.30.110(1)(g) *Applicant Qualifications / Employee Performance.*
 - Chief Cowan read into record the RCW, (g) *To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;*
- The Executive Session moved to an open session at 5:55 p.m., and the regular meeting of the Board of Commissioners adjourned at 5:55 p.m.

MOTION: Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:55 p.m. The motion passed; four 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

Absent
Kenneth G. Callahan, Commissioner

Kimberly A. Fischer
Kimberly A. Fischer, Commissioner