



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

April 17, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on April 17, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Callahan's excused absence was read into the record.

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

ABSENT:

- Ken Callahan, Commissioner
- Matt Cowan, Chief
- Andres Orams, Deputy Chief (DC)

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 April 3, 2025, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE:

- Letter from a local citizen thanking the Department for their services.

IMPACT MITIGATION FEE/UPDATES:

- Ryan Burgess, Department Fire Marshal, provided a quarterly update, distributed and summarized the fire impact fees collected as of March 2025 and the current permitting submittals, which are attached and incorporated by reference.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

**Second Board Meeting
APRIL 17, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250414001 - 250414026	65,370.73	4/16/25
Payroll Vouchers	42925A - 42925M	163,857.01	4/23/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,235,976.32	4/25/25
ACH Payment Request - HRA/VEBA	ACH	84,182.02	4/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	111,325.73	4/29/25
ACH Payment Request - WA DCP	ACH	51,883.05	4/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,474.37	4/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	272,254.41	4/29/25
ACH Payment Request - DSHS	ACH	7,716.52	4/29/25
ACH Payment Request - Payroll Taxes	ACH	294,526.69	4/28/25

\$ 2,313,566.85

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250412001 - 250412008	7,770.27	4/16/25
Payroll Vouchers	ALS42525A - ALS42925I	59,509.86	4/23/25
ACH Payment Request - Payroll Direct Deposit	ACH	340,388.34	4/25/25
ACH Payment Request - HRA/VEBA	ACH	22,699.93	4/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	50,401.86	4/29/25
ACH Payment Request - WA DCP	ACH	20,323.64	4/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,771.88	4/29/25
Dept of Retirement Systems	ACH	75,640.04	4/29/25
ACH Payment Request - Payroll Taxes	ACH	86,824.53	4/8/25

\$ 670,330.35

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)	250413001 - 250413002	2,978.15	4/16/25
		\$	2,978.15
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No activity	
		\$	-
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No activity	
		\$	-
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 :		\$	2,986,875.35

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$2,986,875.35 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioners Sullivan and Heivilin attended the King County Fire Commissioners General Board meeting. The speaker of the evening was Andrew Bisbee Journeyman, Lineman, and Troubleman from Puget Sound Energy, who presented the danger and use of Li-Ion batteries.

FINANCIAL REPORT

- The March 2025 Financial Summary Report will be presented at the next Board meeting.

STATISTICS REPORT:

- The 2024 Statistics Report was presented at the January 23 Board meeting. During this meeting it was noted that due to transition impacts, the report did not include comprehensive data. DC Hochstein provided an overview of the updated 2024 statistical response report, which is attached and incorporated by reference.

STRATEGIC PLAN DISCUSSION:

- None.

REGIONAL FIRE AUTHORITY (RFA) UPDATE:

- DC Hochstein noted that the Commissioners received the Regional Fire Authority (RFA) draft documents via email for review and clarified that if there are any changes or comments, please provide those to Chief Cowan by April 25.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - DC Hochstein provided a brief update on the current negotiations process.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - DC Hochstein noted that the new facilities manager job description is being reviewed by the Local 1760 IAFF Union and the hiring process is forthcoming.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Website BOC Page and Agenda Packets:**
 - Beatriz Goldsmith, Recording Secretary to the Board of Commissioners, briefed the Board on the new process for the Shoreline Fire Department Regional Fire Authority, website, and Board meeting packets.

- **Termination of the ILA for Fire and EMS Services:**

- On June 1, 2022, the Northshore Fire Department (NFD) entered into a contract with the Shoreline Fire Department (SFD) for Fire and EMS services. In accordance with Section 6(C) of the Shoreline Fire Department RFA Plan, the intent and effect of the formation of the RFA was to consolidate the resources of SFD and NFD into the RFA; therefore, it is recommended that the ILA for Fire and EMS Services be terminated.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to authorize Fire Chief Matt Cowan to sign the agreement to terminate the ILA for Fire and EMS Services in accordance with Section 6(C) of the Shoreline Fire Department RFA Plan. The motion passed; four ayes.*

- **Resolution 25-03 Shoreline Fire Department (Fire District) Authorizing Use of Electronic Signatures:**

- Resolution 25-03 authorizes the Board of Commissioners, Fire Chief, Shoreline Fire Department (Fire District) Board Secretary, and their designee to use electronic signature platforms approved for affixing electronic signatures to Board-approved records.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to authorize the Board of Commissioners of the Shoreline Fire Department (Fire District) to approve and sign Shoreline Fire District Resolution 25-03 Authorizing Use of Electronic Signatures. The motion passed; four ayes.*

PROJECTED AGENDA:

- The Shoreline Fire Department's annual Easter Egg Hunt will be held at Saltwater Park in Richmond Beach on April 19 from 12:00 p.m. to 2:00 p.m.
- Commissioner Fischer will attend via Zoom or will have an excused absence at the May 15 Board 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.
- Pancake Breakfast/Safety Fair Open House will be held on June 7 at Station 51.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:44 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:44 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