



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

February 6, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on February 6, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Harris's excused absence was read into the record.

PRESENT:

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

ABSENT:

- David Harris, Commissioner

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- None.

CONSIDERATION OF AGENDA:

- Added to New Business – Staffing Update

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the January 23, 2025, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE:

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

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
FEBRUARY 6, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250113001 - 250113030	62,235.49	1/22/25
Vendor Voucher(s)	250118001 - 250118033	69,806.99	1/29/25
Vendor Voucher(s)	250204001 - 250204026	903,675.79	2/5/25
Vendor Voucher(s)	250209001 - 250209025	24,836.95	2/12/25
Vendor Voucher(s)	250210001 - 250210002	15,218.94	2/12/25
Payroll Voucher	21425A - 21425D	19,800.89	2/12/25
ACH - Payroll Direct Deposit	ACH	133,210.43	2/12/25
ACH - Payroll - Dept of Retirement Systems	ACH	22,976.67	2/14/25
ACH - Payroll - Taxes	ACH	20,030.71	2/13/25

\$ 1,271,792.86

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250116001 - 250116010	30,320.91	1/22/25
Vendor Voucher(s)	250205001 - 250205011	152,788.94	2/5/25
Vendor Voucher(s)	250206001	16,863.00	2/5/25
Vendor Voucher(s)			
Payroll Voucher	ALS21425A - ALS21425D	5,618.72	2/12/25
ACH - Payroll Direct Deposit	ACH	84,696.84	2/12/25
ACH - Payroll - Dept of Retirement Systems	ACH	15,383.48	2/14/25
ACH - Payroll - Taxes	ACH	16,927.42	2/13/25

\$ 322,599.31

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	250114001	685.78	1/22/25

\$ 685.78

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	250115001	4,398.36	1/22/25

\$ 4,398.36

CAPITAL EXPENSE FUND: 10-004-0020

Vendor Voucher(s)	250111001 - 250111002	1,886.87	1/22/25
Vendor Voucher(s)	250202001 - 250202005	20,998.74	2/5/25
Vendor Voucher(s)	250208001 - 250208002	2,652.92	2/12/25

\$	25,538.53
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NKCTC FUND: 10-004-0100

Vendor Voucher(s)	250203001	1,109.91	2/5/25
Vendor Voucher(s)	250112001 - 250112002	4,854.96	1/22/25

\$	5,964.87
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BENEFITS FUND: 10-004-6050

Vendor Voucher(s)	250110001	420.26	1/22/25
Vendor Voucher(s)	250117001	1,823.64	1/29/25
Vendor Voucher(s)	250201001 - 250201002	14,714.66	2/5/25
Vendor Voucher(s)	250207001	3,165.60	2/12/25

\$	20,124.16
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EMS DONATION FUND: 10-004-6030

Vendor Voucher(s)	No Activity
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\$	-
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EXPENSE RESERVE FUND: 10-004-6010

Vendor Voucher(s)	No Activity
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\$	-
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MOTION

Move to accept disbursements in the amount of :

\$	1,651,103.87
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MOTION: Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$1,651,103.87 per the detail above. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- Commissioner Fischer noted that at the King County Fire Commissioner's Executive Board meeting, Commissioner Sullivan was appointed Director Position #1.

FINANCIAL REPORT

- Reported at the second Board meetings of the month.

STATISTICS REPORT:

- Reported yearly at the second Board meeting in January.

STRATEGIC PLAN DISCUSSION:

- No update.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Seattle and South County Fire Departments are filling positions with lateral Paramedics to participate in the accelerated Paramedic training class to help address the Paramedic crisis some Departments are facing. As a regional partner, the Department will support the efforts by sending a qualified Medical Services Officer (MSO) to help coordinate the program for up to 18 months, which will be fully reimbursed for all salary and benefits.
 - Commissioner Fischer requested an update on the continued number of requests for records from a local citizen. The Commissioners requested that Chief Cowan track the number of requests and the time spent by the specific citizen so the Commissioners can potentially provide this detail to Washington State for review.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Staffing Update:**
 - Chief Cowan provided a brief update on the Department's current hiring process and staffing needs. The Department is in the process of hiring a part-time support services project manager to help support Deputy Chief Hochstein and facilitate larger capital projects. This position was allocated as part of the 2025 budget and salaried at a Battalion Chief level, with a potential start date later this month.
 - The Department is working to create a job description for a non-uniformed facilities manager so to begin the advertisement process to fill the position.
 - As part of the strategic planning process for 2025, the Department will be submitting a Request for Proposal (RFP) for architectural and engineering firms.

PROJECTED AGENDA:

- February 20 – The Board of Commissioners meeting will begin at 4:00 p.m. to accommodate the Departments Pinning Ceremony.
- March 13 - The Board of Commissioner meeting will be a public hearing for the Fire Benefit Charge (FBC) Appeals.
- The Department's annual Appreciation banquet is tentatively to be held on May 31.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:39 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:39 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

Absent

David M. Harris, Commissioner

Kenneth G. Callahan

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer

Kimberly A., Commissioner