



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

February 20, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 4:00 p.m. on February 20, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

**PRESENT:**

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

**ABSENT:**

- Matt Hochstein, Deputy Chief (DC)

**PLEDGE OF ALLEGIANCE**

**PINNING CEREMONY:** Following the Pledge of Allegiance, the regular order of business was suspended to recognize and honor the newly promoted employees below:

- |  |   |
|--|---|
| • Driver Engineer – <b>Ryan Horner</b>           | • Medical Services Officer – <b>Ed Horstman</b>               |
| • Lieutenant– <b>Scott Macomber</b>              | • Division Chief of EMS – <b>Strojan Kennison</b>             |
| • Captain – <b>Cameron Eickelmann</b>            | • Lieutenant– <b>Jerett Rumph (was not in attendance)</b>     |
| • Captain – <b>Willis Reed</b>                   | • Battalion Chief– <b>Doug Loeser (was not in attendance)</b> |
| • Medical Services Officer – <b>Aaron Pompeo</b> |   |

The regular order of business resumed at 4:49 p.m.

**PUBLIC COMMENT:**

- None.

**CONSIDERATION OF AGENDA:**

- **New Business:** Future Pinning Ceremony Discussion.

**MINUTES**

**MOTION:** Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the February 6, 2025, regular meeting minutes. The motion passed; four ayes.

**CORRESPONDENCE:**

- A thank you letter with a contribution from a local citizen and another thanking the Department for their services.
- The Department received 50 letters from the students of **Tustin Memorial Academy**, a K-5 magnet public school in Santa Ana, California, thanking the Shoreline Fire Department for their services in the Los Angeles fires.

**STANDING AGENDA**

**WARRANTS**

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

**Second Board Meeting  
FEBRUARY 20, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	250214001 - 250214025	44,581.63	2/19/25
Vendor Voucher(s)	250217001	56,868.35	2/19/25
Vendor Voucher(s)	250220001 - 250220033	88,237.86	2/26/25
		<b>\$ 189,687.84</b>	
<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	250212001-250212012	11,917.41	2/19/25
Vendor Voucher(s)	250221001 - 250221011	87,363.33	2/26/25
		<b>\$ 99,280.74</b>	
<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	250211001	1,175.77	2/19/25
		<b>\$ 1,175.77</b>	
<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	250213001	32,183.37	2/19/25
Vendor Voucher(s)	250215001	4,881.87	2/19/25
Vendor Voucher(s)	250218001-250218004	16,704.53	2/26/25
		<b>\$ 53,769.77</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	250216001	2,637.90	2/19/25
		<b>\$ 2,637.90</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	250219001	2,177.63	2/26/25
		<b>\$ 2,177.63</b>	
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)			
		<b>\$ -</b>	
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)			
		<b>\$ -</b>	
<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 348,729.65</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$348,729.65 per the detail above. The motion passed; five ayes.*

#### COMMISSIONERS' REPORT:

- Commissioner Sullivan thanked the on-duty personnel for their outstanding service during a personal call.

#### FINANCIAL REPORT

- A summary of the January 2025 Financial Summary Report was provided, which is listed below and included by reference.

# FINANCIAL SUMMARY REPORT: JANUARY 2025

Regular Board Meeting: February 20, 2025

## ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of JAN Balance	\$	27,859,142.05
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## General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JAN 2025		Notes
Percentage Remaining	90.8%	
Targeted Percentage Remaining	91.7%	
Over/Under Targeted Budget Remaining	-0.9%	Over Budget

## General Expense Fund- OVERTIME COSTS

Data as of JAN 2025		Notes
Total Overtime	\$ 253,395.33	
Firefighting Staffing Overtime	\$ 148,299.84	Overtime processing period: Dec 13, 2024 - Jan 10, 2025
BLS/EMS Staffing Overtime	\$ 105,095.49	Overtime processing period: Dec 13, 2024 - Jan 10, 2025

## General Expense Fund- CASH ON HAND

Data as of JAN 2025		Notes
Cash on hand, end of JAN balance	\$ 13,127,701.84	

## Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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## 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.
  - Chief Cowan provided a brief update regarding the 2024 summary of the public records requests from a local citizen.

- Chief Cowan provided a brief update on the Medic One Foundation's annual meeting. Topics included challenges of wall-times, peer support, Federal changes, funding, and the lateral accelerated Paramedic training program.
- **Deputy Chief Orams** provided a written district activity report, which is attached and incorporated by reference.
  - DC Orams discussed wall-time issues and the potential solutions the Department is currently working on to help provide support.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- **Regional Fire Authority (RFA) Discussion:**
  - Chief Cowan discussed the RFA indoctrination schedule for May 1. The Department is working on an RFA checklist with its attorney, Brian Snure, to determine the resolutions needed to establish the RFA.
  - The Department must define by resolution, the location and dates, for the future RFA Commissioner Board meeting dates. Chief Cowan suggested holding the RFA Board meetings on Thursdays. Future discussions and decisions are forthcoming.
- **Joint North City Water District (NCWD) Discussion:**
  - The NCWD joint meeting is tentatively scheduled for March 27 at 5:00 p.m. to be held at NCWD.
- **Future Pinning Ceremony Discussion:**
  - The Commissioners discussed future pinning ceremonies and the potential of scheduling them on other dates that are not conducted during a regularly scheduled Board meeting. The Commissioners agreed to have them scheduled on a case-by-case basis.

**PROJECTED AGENDA:**

- March 13 - The Board of Commissioners public hearing for the Fire Benefit Charge (FBC) Appeals is scheduled.
- May 31 - The Department's annual Appreciation banquet will be held at Cromwell Park.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:35 p.m.

**MOTION:** *Commissioner Fischer moved, and Commissioner Callahan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:35 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

*Kenneth G. Callahan*

Kenneth G. Callahan, Commissioner

*Kimberly A.*

Kimberly A., Commissioner