



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES May 15, 2025

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:32 p.m. on May 15, 2025, Station 51, located at 7220 NE 181st Street. Kenmore, Washington, 98028. Chair Fischer read into record Commissioner Wollum's unexcused absence.

PRESENT:

Kimberly Fischer, Chair	Matt Cowan, Chief
Tyler Byers, Vice-Chair	Andres Orams, Deputy Chief (DC)
Eric Adman, Commissioner	Matt Paxton, Legal Counsel
David Harris, Commissioner	
Rod Heivilin, Commissioner	
Josh Pratt, Commissioner (arrived at 5:35 p.m.)	
Barb Sullivan, Commissioner	
Rick Webster, Commissioner	

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

- **Absent:**
 - Matt Hochstein, Deputy Chief (DC)
 - Lisa Wollum, Commissioner

IV. PUBLIC COMMENT:

- None.

V. CONSIDERATION OF AGENDA

- Discussion of the Governing Board's payroll accounting process was added to New Business and moved to the top of the agenda.
 - Bouphe Siharath, Board Secretary, briefed the Board on the new process and associated forms.

VI. APPROVAL OF PAST MINUTES:

MOTION: Commissioner Webster moved, and Commissioner Sullivan seconded a motion to approve the May 1, 2025, regular meeting minutes. The motion passed; eight ayes.

VII. CORRESPONDENCE:

- None.

VIII. 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 Orams** provided a written district activity report, which is attached and incorporated by reference.
 - DC Orams provided a brief update on wall times, and noted a short-term solution could be in place by August 1.

IX. OLD BUSINESS:

- The Commissioner's Payroll Accounting Process was added as new business and moved to the top of the agenda.

X. NEW BUSINESS:

- **Notification of Meetings Discussion:**
 - The Board discussed various meeting notification options, including the use of Mailchimp, an email marketing platform, to announce Board meetings and post notices that are also saved on the Shoreline Fire Department website.
 - The Board requested the continued use of Mailchimp, as it promotes transparency and encourages community engagement.
- **Resolution 25-15, Adopting RFA Budget Resolution:**
 - As the RFA is now established and has become the primary business entity, dedicated expense budgets must be created. Modifications were made to the RFA budget to reflect implementation from May 1 through December 31, 2025.
 - The Board discussed the need to delay the addition of electric vehicle charging stations to the 2026 budget, allowing time to develop a more formalized budget plan.

- The Board further discussed the updated RFA budget spreadsheet.

MOTION: Commissioner Byers moved, and Commissioner Heivilin seconded a motion to authorize the Governing Board of Commissioners of the Shoreline Fire Department RFA to sign Resolution 25-15 and authorize the Fire Chief to establish expense budgets, subject to change, as identified for the RFA. The motion passed; eight ayes.

XI. PROJECTED AGENDA:

- 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.
- The Pancake Feed Open house will be held on June 7 at Station 51.
- The Washington Fire Commissioners Chelan Seminar is scheduled for June 7. The Commissioners are attending the seminar June 5-8.
- The Governing Board agreed to move the July 3 meeting to July 10.
- The Governing Board agreed to move the July 17 meeting to be moved to July 24.
- Chair Fischer will attend via Zoom or will have an excused absence on June 26. Vice-Chair Byers will facilitate the meeting.

XII. EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 6:12 p.m.

MOTION: Commissioner Tyler moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Governing Board of Commissioners at 6:12 p.m. The motion passed; eight ayes.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Governing Board



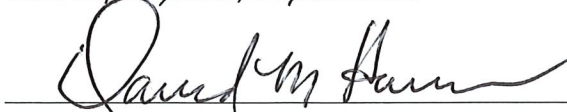
Eric Adman, Commissioner



Tyler Byers, Commissioner



Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



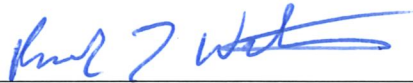
Rod Heivilin, Commissioner



Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner

Absent

Lisa Wollum, Commissioner