



**SHORELINE FIRE DISTRICT
SPECIAL BOARD OF COMMISSIONERS MEETING**

AGENDA

May 15, 2025

5:15 p.m.

Special Meeting will be held via Zoom conferencing and
on-site at Station 51 7220 NE 181st Street

KENMORE, WA 98028

Join Zoom Meeting

<https://us02web.zoom.us/j/84248066884?pwd=cnRLWXB5ZVYwYTlxTDBVeWhNRXdCZz09>

Meeting ID: 859 5315 9951

Passcode: 452941

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Public Comment**

Public Comment Procedures:

Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with, if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak up to two minutes and those representing recognized organizations may speak up to four minutes.

IV. **Agenda**

- 1. Approval of Past Meeting Minutes - May 1, 2025 – Regular Meeting Minutes / MOTION
- 2. Warrants – Motion to Approve
- 3. Financial Report (***April Financial Report will be presented at the June 12 Meeting***)
- 4. Shoreline District Resolution 25-02 - Establish Meeting Schedule / MOTION
- 5. Filling Vacancy by Appointment / DISCUSSION

VI. **Executive Session – (following the Washington State Legislature RCW's)**

- ☐ **RCW 42.30.110(1)(i) Litigation**
 - (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
- ☐ **RCW 42.30.110(1)(f) Evaluate Complaints / Charges**
 - (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- ☐ **RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance**
 - (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;
- ☐ **RCW 42.30.140(4)(b) Negotiations**
 - (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
- ☐ **RCW 42.30.110(1)(b) Real Estate / Site or Acquisition**
 - (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;



SHORELINE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES May 1, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 4:45 p.m. on May 1, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

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

ABSENT:

Ken Callahan, Commissioner

PLEDGE OF ALLEGIANCE

Chief Cowan spoke about the recent passing of Commissioner Ken Callahan. He expressed his appreciation for the Commissioner's service and led a moment of silence in his honor.

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended the meeting via Zoom without comment.

CONSIDERATION OF AGENDA:

- Added under New Business, discussion regarding the next Shoreline District Board meeting.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Harris seconded a motion to approve the April 17, 2025, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE:

- Letter from St. Margarets Place staff and residents thanking the Department for their services.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)
VOUCHER COVER SHEET**

**Board Meeting
MAY 1, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250419001 - 250419041	407,340.81	4/23/25
	250422001 - 250422020	29,347.29	4/30/25
	250504001 - 250504027	63,534.84	5/7/25
Payroll Vouchers	51425A - 51425E	14,722.14	5/14/25
ACH Payment Request - Payroll Direct Deposit	ACH	87,501.63	5/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	15,089.22	5/15/25
ACH Payment Request - Payroll Taxes	ACH	12,114.42	5/14/25

\$ 629,650.35

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250415001 - 250415008	74,458.24	4/23/25
	250420001 - 250420005	4,737.10	4/30/25
	250501001 - 250501006	20,555.88	5/7/25
Payroll Vouchers	ALS51425A - ALS51425D	4,443.20	5/14/25
ACH Payment Request - Payroll Direct Deposit	ACH	68,356.40	5/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	12,313.72	5/15/25
ACH Payment Request - Payroll Taxes	ACH	13,106.81	5/14/25

\$ 197,971.35

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)	250417001 - 250417004	6,599.35	4/23/25	
Vendor Voucher(s)	250421001 - 250421003	13,833.17	4/30/25	
Vendor Voucher(s)	250503001 - 250503003	3,772.29	5/7/25	

\$ 24,204.81

NKCTC FUND: 10-004-0100				
Vendor Voucher(s)	250418001 - 250418003	13,397.09	4/23/25	
Vendor Voucher(s)	250423001 - 250423004	5,725.00	4/30/25	

\$ 19,122.09

BENEFITS FUND: 10-004-6050				
Vendor Voucher(s)	250416001 - 250416002	6,697.35	4/23/25	
Vendor Voucher(s)	250502001	12,277.44	5/7/25	

\$ 18,974.79

EMS DONATION FUND: 10-004-6030				
Vendor Voucher(s)		No Activity		

\$ -

IMPACT FEE FUND: 10-004-6240				
Interfund Transfer- OUT to LTGO Bond Fund		No Activity		

\$ -

MOTION				
Move to accept disbursements in the amount of :		\$ 889,923.39		

MOTION: Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$889,923.39 per the detail above. The motion passed; four ayes.

• **Revision and Reapproval of Warrant Disbursements from April 3, 2025, Board Meeting:**

- The warrant disbursements approved at the April 3, 2025, Board Meeting have been corrected due to a duplicate entry of the payroll vouchers. The payroll vouchers were approved at the March 20 Board meeting and again at the April 3 Board meeting.

Grand Total: **\$3,296,021.04** (Incorrect Amount)
\$511,704.38 (Correct Amount)

MOTION: Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept the revised disbursements in the amount of \$511,704.38 for April 3, 2025, Board meeting warrant voucher approvals. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT

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

FINANCIAL SUMMARY REPORT: MARCH 2025

Regular Board Meeting: May 1, 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 MAR Balance	\$	23,164,172.26
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAR 2025		Notes
Percentage Remaining	75.0%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	0.0%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of MAR 2025		Notes
Total Overtime	\$ 168,362.91	
Firefighting Staffing Overtime	\$ 86,750.13	Overtime processing period: Feb 14, 2025 - Mar 14, 2025
BLS/EMS Staffing Overtime	\$ 81,612.78	Overtime processing period: Feb 14, 2025 - Mar 14, 2025

General Expense Fund- CASH ON HAND

Data as of MAR 2025		Notes
Cash on hand, end of MAR balance	\$ 9,436,417.21	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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STATISTICS REPORT:

- None.

STRATEGIC PLAN DISCUSSION:

- None.

REGIONAL FIRE AUTHORITY (RFA) UPDATE:

- None.

DISTRICT ACTIVITY REPORTS:

- None.

NEW BUSINESS:

- **Next Board Meeting Discussion:**
 - Chief Cowan noted that the RFA Governing Board meeting schedules will be set by resolution today and suggested that the Board change the Shoreline District May 15 meeting time and location to 5:15 p.m. at Station 51. The Board will approve the resolution to set the regularly scheduled Shoreline Fire District Board meetings at this meeting. The Board agreed to reschedule after the RFA Board has set up its meetings.

PROJECTED AGENDA:

- None.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 4:54 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 4:54 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Board

Barb Sullivan, Chair

Rod Heivilin, Vice–Chair

David M. Harris, Commissioner

Kimberly A. Fischer, Commissioner

**SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)
VOUCHER COVER SHEET**

Board Meeting
MAY 15, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250510001 - 250510021	318,285.04	5/14/25
Vendor Voucher(s)	250517001 - 250517030	96,680.67	5/21/25

\$ 414,965.71

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250505001 - 250505004	68,744.37	5/14/25
Vendor Voucher(s)	250511001	32,252.00	5/14/25
Vendor Voucher(s)	250512001 - 250512009	11,253.89	5/21/25

\$ 112,250.26

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Acitivity	

\$ -

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	250508001	12,852.86	5/14/25
Vendor Voucher(s)	250515001	467.91	5/21/25

\$ 13,320.77

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	250507001 - 250507002	91,548.60	5/14/25
Vendor Voucher(s)	250514001	3,820.98	5/21/25

\$ 95,369.58

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	250509001 - 250509005	16,320.59	5/14/25
Vendor Voucher(s)	250516001 - 250516005	9,981.52	5/21/25

\$ 26,302.11

BENEFITS FUND: 10-004-6050

Vendor Voucher(s)	250506001 - 250506002	5,160.80	5/14/25
Vendor Voucher(s)	250513001	9,909.81	5/21/25

\$ 15,070.61**EMS DONATION FUND: 10-004-6030**

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

Vendor Voucher(s)	No Activity
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\$ -

MOTION

Move to accept disbursements in the amount of :

\$ 677,279.04



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris

BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 15, 2025
Agenda Title:	Resolution 25-02 <i>Establishing Regular Meeting Schedule</i>
Background Information: As required by State law the Shoreline Fire Department must set the regular meeting schedule for the remainder of 2025.	
Recommendation: Recommend that the Board of Commissioners approve and sign the Shoreline Fire Department (Fire District) Resolution 25-03– <i>Shoreline Fire District Authorizing Use of Electronic Signatures</i> .	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department Resolution 25-02– <i>Establishing Regular Meeting Schedule</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department District to approve and sign 25-02– *Establishing Regular Meeting Schedule*.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Bouphe Siharath, Board Secretary
Follow up Date(s):	



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FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris

SHORELINE DISTRICT RESOLUTION 25-02

Resolutions Establishing Regular Meeting Schedule

A Resolution of the Board of Commissioners of the Shoreline Fire Department, a fire protection district, establishing a regular meeting schedule.

WHEREAS, RCW 42.30.070 requires that each fire protection district establish, by resolution, the date for holding their regular meetings;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Shoreline Fire Department hereby adopts the following schedule for its regular meeting:

The first Thursday of each month at 5:15 pm, 17525 Aurora Ave N, Shoreline WA 98133.

ADOPTED AND APPROVED by the Board of Commissioners of the Shoreline Fire Department, a fire protection district, at an open public meeting of such Board on the 15th day of May 2025 the following Commissioners being present and voting:

Attest:

Boupha K. Siharath

Barb Sullivan, Chair

Rod Heivilin, Vice-Chair

David M. Harris, Commissioner

Kimberly A. Fischer, Commissioner

SNURE LAW OFFICE, PSC

A Professional Services Corporation

Brian K. Snure
brian@snurelaw.com

Clark B. Snure
1930-2014

April 10, 2025

MEMORANDUM

To: Shoreline Fire Department

From: Brian Snure

Re: Commissioner Vacancies

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Issue: What are the requirements for filling a single commissioner vacancy in a fire protection district with an assessed value of over \$5,000,000,000?

Commissioner Qualifications:

Commissioners must meet the following minimum requirements to hold office:

1. U.S. Citizen
2. 18 years old or older
3. Registered voter Residing in the District for at least 30 days
4. No Felony Convictions unless the individual has had his or her civil rights restored subsequent to the conviction. Conviction of anything less than a felony does not preclude an individual from holding public office.
5. No contractual conflict of interest with the District, i.e a contractual relationship with the District that exceeds \$3,000 per month in compensation.

Procedures (The Board has 90 days from the date the vacancy occurred to fill the vacancy):

1. Subject to the statutory nomination and notice requirements set forth under steps 2 and 3 below, the Board identifies the process and parameters it will use to fill the vacancy, i.e. will the Board require nominees to submit an application, a resume, interviews, etc.?
2. The Board must nominate at least one candidate at an open public meeting (RCW 42.12.080(1)). A vacancy cannot be filled until it exists so the commissioner that is leaving office cannot formally vote on the nomination or his or her successor.

3. Publish notice of the vacancy in three public places within the District and on the District's website for at least 15 calendar days prior to the deadline for additional nominations to be submitted from District registered voters (RCW 42.12.080(1)).
 - a. The notice must state that a vacancy exists, must identify the candidate(s) nominated under step 2 and must indicate that the Board will accept additional nominations from District registered voters(RCW 42.12.080(1)).
4. The Board evaluates all nominees and appoints a new commissioner from the field of nominees within 90 days of the date the position became vacant at an open public meeting (RCW 42.12.080(1)).
5. If the Board does not fill the vacancy within 90 days, the Board's authority to fill the vacancy terminates and the County legislative body is required to fill the vacancy. (RCW 42.12.080(5)).
6. Applications and letters of interest for appointment to a vacant commissioner position, unlike employment applications, are subject to disclosure under the public records act.
7. Any interviews of commissioner candidates must occur in an open public meeting. The Board may evaluate, but not interview, the qualifications of the applicants in executive session RCW 42.30.110(1)(h). The Board must make the appointment in an open public meeting.
8. The person appointed to fill the vacancy serves until the next general fire district election (commissioner elections are held only in odd numbered years) (RCW 42.12.070(6)). However, if the vacancy occurs in an odd numbered year after the regular filing period in May has closed, the appointed commissioner serves until the second general fire district election (RCW 29A.24.171). For example, if a position becomes vacant July 1, 2025 for a position whose term expires in 2029, the appointed commissioner serves until a successor is elected at the 2027 general election. If the vacancy occurred on May 1, 2025 the appointed commissioner would serve until a successor is elected at the 2025 general election.
9. The person elected at the general election takes office immediately on certification of the election and qualification for office (i.e. takes his or her oath) and serves the remainder of the term associated with the position (RCW 42.12.070(6)). If the term expires at the end of the 2025 term, the person elected will serve a full six year term.

If you have any questions or require any more detail, please advise.