



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES June 26, 2025

Commissioner Adman called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on June 26, 2025, at Station 51, 7220 NE 181st Street, Kenmore, WA. 98028.

PRESENT: **Kimberly Fischer**, Chair (attended via Zoom) **Matt Cowan**, Chief
 Tyler Byers, Vice-Chair (attended via Zoom) **Andres Orams**, Deputy Chief (DC)
 Eric Adman, Commissioner **Matt Hochstein**, Deputy Chief (DC)
 David Harris, Commissioner
 Rod Heivilin, Commissioner
 Rick Nye, Commissioner
 Josh Pratt, Commissioner (attended via Zoom)
 Barb Sullivan, Commissioner
 Rick Webster, Commissioner
 Lisa Wollum, Commissioner (attended via Zoom)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC COMMENT:

- No public comments.

IV. CONSIDERATION AND APPROVAL OF AGENDA

- Chief Cowan added an executive session under RCW 42.30.110(1)(i) Litigation with no action expected.

MOTION: *Commissioner Webster moved, and Commissioner Heivilin seconded a motion to approve the modified agenda. The motion passed; ten ayes.*

V. APPROVAL OF PAST MINUTES:

MOTION: *Commissioner Webster moved, and Commissioner Sullivan seconded a motion to approve the June 12, 2025, regular meeting minutes as amended. Amendments included removing individual names from the Public Comment section, as no public comments were made, and relocating the brief report presented by Commissioner Adman to the Commissioners' Report section. The motion passed; ten ayes.*

VI. CORRESPONDENCE:

- None.

VII. STANDING AGENDA:

1. Warrants:

**SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET**

Second Board Meeting
JUNE 26, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250619001 - 250619046	430,273.58	6/18/25
Vendor Voucher(s)	250623001 - 250623039	103,060.43	6/25/25
Vendor Voucher(s)	250705001 - 250705012	35,674.83	7/2/25
Payroll Vouchers	62725A - 62725P	157,612.28	6/25/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,164,381.32	6/25/25
ACH Payment Request - HRA/VEBA	ACH	83,615.35	6/27/25
ACH Payment Request - ALERUS (457 Plan)	ACH	110,093.43	6/27/25
ACH Payment Request - WA DCP	ACH	67,479.50	6/27/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,301.28	6/27/25
ACH Payment Request - Dept. of Retirement Systems	ACH	260,793.21	6/27/25
ACH Payment Request - DSHS	ACH	7,716.52	6/27/25
ACH Payment Request - Payroll Taxes	ACH	274,253.41	6/26/25

\$ 2,721,255.14

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250614001 - 250614011	94,276.85	6/18/25
	250621001 - 250621006	2,653.52	6/25/25
	250701001 - 250701002	6,690.11	7/2/25
Payroll Vouchers	ALS62725A - ALS62725J	132,902.63	6/25/25
ACH Payment Request - Payroll Direct Deposit	ACH	382,507.82	6/25/25
ACH Payment Request - HRA/VEBA	ACH	70,699.43	6/27/25
ACH Payment Request - ALERUS (457 Plan)	ACH	107,581.22	6/27/25
ACH Payment Request - WA DCP	ACH	40,014.55	6/27/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,756.88	6/27/25
ACH Payment Request - Dept. of Retirement Systems	ACH	79,582.69	6/27/25
ACH Payment Request - Payroll Taxes	ACH	110,665.69	6/26/25

\$ 1,034,331.39

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	250612001	633.25	6/18/25

\$ 633.25

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	250613001	2,768.25	6/18/25
Vendor Voucher(s)	250620001	1,819.58	6/25/25
Vendor Voucher(s)	250703001	199,634.42	7/2/25

\$ 204,222.25

RFA CAPITAL FUND: 10-0643-010				
Vendor Voucher(s)	250616001 - 250616003	7,536.39	6/18/25	
Vendor Voucher(s)	250618001	1,806.78	6/18/25	
Vendor Voucher(s)	250622001 - 250622003	68,866.86	6/25/25	
Vendor Voucher(s)	250702001	554.56	7/2/25	
		\$	78,764.59	
RFA NKCTC FUND: 10-064-0100				
Vendor Voucher(s)	250615001 - 250615003	5,593.02	6/18/25	
Vendor Voucher(s)	750704001	477.53	7/2/25	
		\$	6,070.55	
RFA FIRE BENEFIT FEE: 10-064-0030				
Vendor Voucher(s)	No Activity			
		\$	-	
RFA BENEFITS FUND: 10-064-6050				
Vendor Voucher(s)	250617001 - 250617004	20,364.49	6/18/25	
		\$	20,364.49	
RFA DONATION FUND: 10-064-6030				
Vendor Voucher(s)	No Activity			
		\$	-	
RFA RESERVE FUND: 10-064-6010				
Vendor Voucher(s)	No Activity			
		\$	-	

MOTION

Move to accept disbursements in the amount of :

\$ 4,065,641.66

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$4,065, 641.66 per the detail above. The motion passed; ten ayes.

- Commissioner Sullivan requested clarification regarding the cost of Sea-Doo maintenance and the warranty status of the ladder truck. DC Hochstein will research and provide an update.

2. Commissioners' Report:

- None.

3. Financial Report

- The May Financial Report will be provided at the July 10 Board meeting.

4. Statistics Report:

- None.

5. Strategic Activity Report:

- Chief Cowan noted that DC Hochstein will provide a report under the District Activity Reports section.

6. RFA Governing Board Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - Chief Cowan briefed the Board on the recent meeting of the King County Fire Chiefs Association. One of the agenda topics was the potential for a joint apparatus purchase among agencies, including a discussion about transitioning away from custom fire engines to help reduce costs and improve delivery timelines.
 - Chief Cowan also updated the Board on the status of the current negotiation process and hopes to have a final TA'd Uniformed contract by next week. The next steps include finalizing the Chief Officer and Non-Uniformed CBA contracts, obtaining Union Body approval, and then bringing all contracts before the Board for approval.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein provided an update on the kickoff meeting with TCA, the architectural firm selected to provide architectural and engineering services for miscellaneous design and construction administration projects. The meeting included a discussion of priority projects budgeted for 2025.
 - DC Hochstein also briefed the Board on a recent water leak at Station 51:
 - The Department engaged its vendor, MacDonald Miller, to provide a bid for the repair work. During their assessment, additional issues were identified, and the bid submitted was significantly higher than expected. The Department sought additional bids from other organizations, which came in lower and more aligned with the Department's needs.
 - The Department recommends moving forward with one of the lower bids and recommends replacing both water heaters, which are beyond their service life and contributing to the current leak. It was noted that this replacement was not included in the 2025 budget.
 - Chief Cowan clarified that this is not an action item at this time, but brought it to the Board for transparency, as the purchase will exceed the current budget.
 - The Commissioners approved the Department moving forward with researching the purchase and installation of the two water heaters.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference provided.
 - DC Orams provided clarification regarding the Sea-Doo maintenance costs, noting that the issues involved the trailer and water had entered the engine, requiring repairs.

VIII. OLD BUSINESS:

- **Station 57 HVAC Project:**

- DC Hochstein briefed the Board on the kickoff meeting with TCA Architecture and the Station 57 HVAC project. The HVAC project will be the first priority, and it was confirmed the VRF systems are a suitable option to include in the design.

IX. NEW BUSINESS:

- **Committee Involvement Discussion:**

- Chief Cowan discussed with the Board the Department's various committees in which Commissioners can participate, including Labor-Management, Negotiations, Budget, and Financial meetings.
- Chief Cowan will send an email to the Commissioners with a list of available committees for their consideration.

X. PROJECTED AGENDA:

- The Department's Leadership retreat is scheduled for October 27-29.
- Commissioner Fischer may attend the July 10 meeting via Zoom or will have an excused absence.
- Commissioner Nye may attend the July 10 meeting via Zoom or will have an excused absence.

XI. EXECUTIVE SESSION:

- The regular meeting of the Governing Board of Commissioners moved into Executive Session at 6:20 p.m. for 30 minutes, until 6:50 p.m., pursuant to **RCW 42.30.110(1)(i) – Litigation**, with no action expected.
- At 6:50 p.m., the Governing Board briefly returned to open session and then extended the Executive Session for an additional 30 minutes, until 7:20 p.m.
- The Executive Session concluded, and the regular meeting of the Governing Board reconvened at 7:20 p.m.

The regular meeting of the Governing Board of Commissioners adjourned at 7:21 p.m.

Minutes prepared by: Beatriz Goldsmith


Bouppha K. Siharath
Secretary to the Governing Board

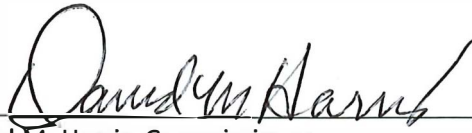

Eric Adman, Commissioner



Tyler Byers, Commissioner



Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner



Rick Nye, Commissioner

Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner

Lisa Wollum, Commissioner