



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES July 10, 2025

Commissioner Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on July 10, 2025, at Station 61, 17525 Aurora Ave. N., Shoreline, WA. 98133. Commissioner Fisher read into record Commissioner Wollum's excused absence.

PRESENT:

Kimberly Fischer , Chair	Matt Cowan , Chief
Tyler Byers , Vice-Chair	Andres Orams , Deputy Chief (DC)
Eric Adman , Commissioner	Matt Hochstein , Deputy Chief (DC)
David Harris , Commissioner	
Rod Heivilin , Commissioner	
Rick Nye , Commissioner (attended via Zoom)	
Josh Pratt , Commissioner (attended via Zoom at 5:34 p.m.)	
Barb Sullivan , Commissioner	
Rick Webster , Commissioner	

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

- Absent: Lisa Wollum, Commissioner

III. PUBLIC COMMENT:

- No public comments.

IV. CONSIDERATION OF AGENDA

- None.

V. APPROVAL OF PAST MINUTES:

MOTION: *Commissioner Webster moved, and Commissioner Byers seconded a motion to approve the June 26, 2025, regular meeting minutes as presented. The motion passed; eight ayes.*

VI. CORRESPONDENCE:

- A letter was received from the Indivisible organization, thanking the Department for its presence for potential medical needs during the No Kings Rally.

VII. STANDING AGENDA:

1. Warrants:

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

First Board Meeting
JULY 10, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250709001 - 250709054	376,004.89	7/16/25
Vendor Voucher(s)			
Vendor Voucher(s)			
Payroll Voucher	71525A - 71525D	13,402.60	7/16/25
ACH Payment Request - Payroll Direct Deposit	ACH	94,152.34	7/11/25
Payroll - Taxes	ACH	11,827.09	7/14/25
Dept of Retirement Systems	ACH	15,883.42	7/15/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 511,270.34

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250706001 - 250706013	135,257.94	7/16/25
Payroll Voucher	ALS71525A - ALS71525D	4,074.38	7/16/25
ACH Payment Request - Payroll Direct Deposit	ACH	66,696.85	7/11/25
Payroll - Taxes	ACH	10,656.97	7/14/25
Dept of Retirement Systems	ACH	11,691.01	7/15/25
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 228,377.15

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)		No Activity	

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)		No Activity	

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	250708001 - 250708005	267,918.99	7/16/25

\$ 267,918.99

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)		No Activity	

\$ -

RFA FIRE BENEFIT FEE: 10-064-0030		
Vendor Voucher(s)	No Activity	

\$ -

RFA BENEFITS FUND: 10-064-6050		
Vendor Voucher(s)	250707001 - 250707004	16,458.37 7/16/25

\$ 16,458.37

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 :		\$ 1,024,024.85

MOTION: Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$1,024,024.85 per the detail above. The motion passed; eight ayes.

2. Commissioners' Report:

- No report.

3. Financial Report

- The May Financial Report will be provided at the July 24 Board meeting.

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- No report.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - Chief Cowan provided a brief verbal update regarding a recent meeting with Emergency Management Coordinator Dorrie Lanni to discuss emergency management and the potential of consolidating these services across Shoreline, Lake Forest Park, and Kenmore.

- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein provided a verbal update on the Station 57 projects. A meeting was held with TCA Architecture, their mechanical subcontractor, and a contractor from MacDonald Miller to evaluate options for conducting the HVAC work at Station 57 in parallel with the generator project, which is scheduled to begin this December.
 - With the Board's approval, the Department plans to initiate the Request for Proposal (RFP) process through the small works roster for the HVAC VRF system project, which will run concurrently with the generator installation.
 - The Department is also exploring the potential addition of a seventh bedroom at Station 57. This will be evaluated during the HVAC system design phase to determine feasibility.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference provided.
 - DC Orams provided a brief verbal update on the Department's realignment of its Mobile Integrated Health (MIH) program, which includes the following changes:
 - Redeployment of CMT (Community Medical Technician) Apparatus 61 to respond to low-acuity calls.
 - A new partnership with Communities of Care at King County EMS.
 - The Clinical Coordination program will remain unchanged.

VIII. OLD BUSINESS:

- **Staffing Management Program Partnership:**
 - Chief Cowan provided an update on the Department's partnership with the Bothell Fire Department.
 - Since last fall, both Departments have been working on the next phase of the partnership, specifically focusing on staffing management systems using Vector Solutions software. Efforts have included aligning collective bargaining agreements and policies to ensure efficiency.
 - The first step is for Bothell City Council, next week, to approve an addendum to the Executive Services ILA, which will allow Shoreline Fire Department to purchase the necessary licenses, the populating of personnel, and develop the program in a siloed test environment.
 - In early September, the Bothell City Council is expected to consider approving a Memorandum of Understanding (MOU) with Local 2099 to adopt the Shoreline Fire Department's Collective Bargaining Agreement (CBA) and relevant policies.
 - Full implementation of the partnership is anticipated by January 1, 2026.
- **Commissioner's Involvement on Committees:**
 - Chief Cowan provided a brief overview of the Department committee opportunities available to Board members interested in participating. He will follow up with an email listing the committees along with the Commissioners who have elected to join each one.

IX. NEW BUSINESS:

- **Resolution 25-16 Establishing Petty Cash Checking Accounts:**

- The Governing Board of the Shoreline Fire Department Regional Fire Authority (RFA Board), recognizes the need to facilitate small, routine expenditures in an efficient and timely manner for operational needs, and as a new municipal corporation with a legal existence separate from the Shoreline Fire Department, a fire protection district, and the Northshore Fire Department, a fire protection district, it is necessary for Shoreline Fire Department Regional Fire Authority to establish its own petty cash checking accounts.

MOTION: *Commissioner Sullivan moved, and Commissioner Webster seconded a motion to authorize the Governing Board of Commissioners to sign Resolution 25-16 and authorize the Fire Chief or designee to establish the petty cash checking accounts at U.S. Bank to be used as outlined in policy Admin 126.3—Financial Procedures. The motion passed; nine ayes.*

- **Roll Call Discussion:**

- Commissioner Fischer raised a question regarding the necessity of roll call at each meeting. The Board discussed and agreed to remove roll call from future agendas, as attendance will continue to be noted in the official minutes.


X. PROJECTED AGENDA:

- Commissioner Callahan's Celebration of Life will be held on Sunday, July 13 at 2:00 p.m. at the Innis Arden Community Club.
- Commissioner Byers will either have an excused absence or attend the July 24 Board meeting virtually.
- Commissioner Nye will either have an excused absence or attend the July 24 Board meeting virtually.
- Commissioner Harris will either have an excused absence or attend the August 7 Board meeting virtually.
- The Board discussed the possibility of cancelling or rescheduling the October 2 meeting due to anticipated low attendance.
- The Department's Leadership Retreat is scheduled for October 27–29.

The regular meeting of the Governing Board of Commissioners adjourned at 6:11 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Webster seconded, a motion to adjourn the regular meeting of the Governing Board of Commissioners at 6:11 p.m. The motion passed; nine ayes.*

Minutes prepared by: Beatriz Goldsmith


Bouppha K. Siharath
Secretary to the Governing Board

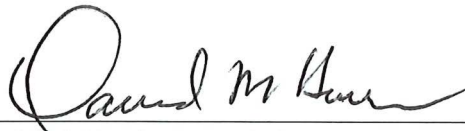


Eric Adman, Commissioner

Tyler Byers, Commissioner



Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner

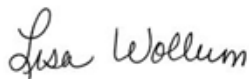
Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner