



**SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
BOARD OF COMMISSIONERS MEETING**

AGENDA

July 10, 2025

5:30 p.m.

**Special Meeting will be held via Zoom conferencing and
on-site at Station 61 17525 Aurora Avenue North**

Join Zoom Meeting

<https://us02web.zoom.us/j/83414034545?pwd=QVJhWGxPMETvaEdvMjJZSWFMMnBoQT09>

Meeting ID: 834 1403 4545

Passcode: 554785

Dial by your location: 1 253 215 8782

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. 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.

V. Consideration and Approval of Agenda

VI. Approval of Past Meeting Minutes

- June 26, 2025 – Regular Meeting Minutes / MOTION

VII. Correspondence

VIII. Standing Agenda

1. Warrants – Motion to Approve
2. Commissioners' Report
3. Financial Report (*second meeting of each month*) ***May's Financials will be reported at the July 24 meeting.**
4. Statistics Report (*semi-annual*) (*reported annually at the 2nd meeting of January*)
5. Strategic Activity Report
6. RFA Activity Reports

IX. Old Business

- Staffing Management Program Partnership / DISCUSSION
- Commissioner's Involvement on Committees / DISCUSSION

X. New Business

- Resolution 25-16 Establishing RFA Petty Cash Checking Account / MOTION

XI. Projected Agendas

XII. Adjournment



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

DRAFT

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

Boupha 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

thank you

Dear Shoreline Fire Station #61,

We want to thank you for your support during the No Kings rally on June 14th (sorry to be a little late with this!). It was a wonderful event.

Knowing you were close and available in case of serious injury or medical emergency helped to ensure a safe event, and was so reassuring. Fortunately there was no conflict with "bad actors", but these events are skewed towards older participants, and something like an acute cardiac event is always possible. We are fortunate to have you nearby! Many thanks, Dana Matthews & Sandy Labyrinth (Invisible Shoreline WA: Everyday Activists)

**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 Acitivity | |
| Interfund Transfer- OUT to CAPITAL fund | | No Acitivity | |
| Interfund Transfer- OUT to BENEFIT fund | | No Acitivity | |

\$ 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

Shoreline Fire Department

BOARD MEETING DATE: July 10th, 2025

Chief Cowan

RFA Activity Reports

The following are noteworthy activities and/or meetings completed since the last Governing Board meeting:

Hiring/Succession development

- New Facilities Manager hiring process continues. We have two more interviews scheduled.
- New hire Chief level interviews scheduled for July 14 and 16 with plan to hire up to eight for January academy.

Staffing

- Our Paramedic students should be completing their training later this month and will be assigned to shift soon thereafter.
- Celebrated the retirement of Paramedic Craig Overfield with over two decades of service.

Negotiations

- Uniform CBA negotiations are nearly complete.
- Non-Uniform and Chief Officer CBA negotiations will follow.

Contracts

- Met with Shoreline EM, Dorrie Lanni, and there is still movement of having Shoreline, Lake Forest Park, and Kenmore join together. Conversations are ongoing.

North King County Training Consortium

- Upcoming training on EV fires, water rescue, and tech ops.

Budget

- Still working to finish all transactions in the District general fund accounts and ensure all is transferred to the RFA accounts.

Strategic Activity

- Station 57 Generator Replacement is ongoing. We are working with TCA to evaluate HVAC options at Sta 57 as part of the generator replacement.
- New ladder truck is coming along and should be here end of summer, early fall.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities (June 24 – July 7)

- June 24 – Sno10 BOC Meeting
 - Focusing on next steps of Sta 44 remodel.
- June 25 – Initial TCA Strategic Planning Meeting
 - Initial kick off and discussed structure of arrangement and priorities for 2025.
- June 26 – Quarterly Sno10 Contract Discussion

- Met to discuss service contract
- July 1 – LMC
 - Discussion of current efforts for expanding peer support program.
 - Have been notified that Administrative staff have voted to join the Non-Uniform CBA and be represented by Local 1760. Discussed the next steps, which is that the results of the vote will go to PERC for review and a ruling.
 - Discussed upcoming vacancies and promotional opportunities.
 - Support for Seattle special events seem to be going well.
- July 1 – King County Council Meeting
 - Attended virtually to testify in support of the KCEMS levy strategic plan and going to voters for levy vote in November. This was supported by the Council and was approved.
- July 1 – Meeting with Shoreline EM
 - Met new EM, Dorrie Lanni and discussed any ongoing concerns.
 - Started to have conversation about communications group and the possibility of them joining NEMCO.
- July 7 – Preparation Meeting for Bothell ILA Addendum
 - Attended virtually to discuss upcoming City Council meeting for modifying the Executive Services ILA to allow for Vector Solutions staffing management.
 - City Council meeting is on July 15th.
 - A full MOU is expected in September for Bothell to adopt Shoreline CBA and policy language.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: July 10, 2025

Deputy Chief Matt Hochstein

Facilities:

- Ongoing service ticket repairs.
- First Arriving platform project underway.
- St. 51 SCBA compressor in service.
- St. 51 SCBA washer in service.
- St. 51 water heater replacement scheduled.
- St. 51 server room suppression system ordered.
- St. 57 upsized generator ordered. Reviewing HVAC for simultaneous project options.
- St. 61 server room suppression system ordered.
- St. 63 SCBA compressor in service.
- St. 63 SCBA washer in service.
- St. 64 stacked washer/dryer units in service.
- St. 65 vehicle gate in service.

Fleet:

- Ongoing preventative maintenance of all district apparatus.
- Annual PM's and pump testing on fire apparatus are on going
- Bothell engine 8417 is in the shop getting its annual PM and catching up repairs
- ATV is OOS with a transmission problem at Motoplex

IT:

- Microsoft Windows updates for July 2025
- Worked with vendor to install new electronic door locks at ST63.
- Worked with vendor to test and validate new gates at ST65 are fully operational.
- Finished setting up new laptops for SFD commissioners
- Setup new laptop for one SFD user
- Repairing and replacing ESO tablets as needed
- Misc tasks around stations.

Near Future:

- Critical vulnerabilities announced for VMware ESXi server - New updates need to be installed on all servers
- Researching new Remote Control software, for IT helpdesk support
- Researching new Monitoring software, for proactive monitoring of infrastructure equipment.
- Researching new Pelco / Motorola software VMS (video management system)

RFA Activity Highlights

- Network maintenance completed at ST51 on Wednesday 2/5/2025 – 3 hour downtime – resolved internet issue at ST51.
- Network maintenance needed at ST57. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST65. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST61. Not scheduled yet – estimated 4 hour downtime.

Ongoing:

- Deploying new 5G modems to various apparatus when possible
- Continue the Windows 11 rollout

DC of Support Services:

- Weekly coordination meetings with Fire Prevention, I.T., Facilities, Fleet, Support Services Project Manager, and Executive Team.
- Labor Management Meeting.
- Check in with Bothell BC Savino regarding Bothell Support Services.
- Meet and Greet with City of Shoreline new Emergency Manager.
- DC Hochstein July 2 – 8.

RFA Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: July 10, 2025
Deputy Chief Andres Orams

The following items of note were completed during the period of June 12, 2025 to June 26, 2025

Fire Suppression

- Greater Alarm Incident Planning in Progress (Ongoing)

EMS and MIH

- MIH realignment project started (Ongoing)
 - CMT 161 will be redeployed October 1
 - Communities of Care soft rollout on October 1
 - Social Work and Clinical Coordination will remain unchanged

Hazmat

- No updates

Technical Rescue

- No updates

Training

- Acquired Structure Training at Fircrest

Other Notable Work or Meetings

- Bothell Labor Management Meeting
- Policy Updates in Progress (Ongoing)
 - 200 Series
 - 400 Series
 - 500 Series
 - 600 Series Complete
- Contract article and policy work with Local 1760 VP (Ongoing)
- Monthly BC MSO Meeting
- Craig Overfield Final Tones Monday June 30
- Shoreline Emergency Manager Meet and Greet



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
 Eric Adman Tyler Byers
 Kim Fischer David Harris
 Rod Heivilin Josh Pratt
 Rick Nye Barb Sullivan
 Rick Webster Lisa Wollum

**GOVERNING BOARD OF COMMISSIONERS
 REGIONAL FIRE AUTHORITY MEETING**

| | |
|--------------------------------|--|
| Meeting Date: | July 10, 2025 |
| Agenda Title: | Resolution 25-16 <i>Establishing Petty Cash Checking Accounts</i> |
| Background Information: | 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. |
| Recommendation: | To establish the following petty cash checking accounts at U.S. Bank to be used as outlined in policy Admin 126.3—Financial Procedures: <ul style="list-style-type: none"> • Expense Petty Cash Checking account in the amount not to exceed \$20,000 • ALS Petty Cash Checking account in the amount not to exceed \$10,000 |
| Financial Impact: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral |
| Other Options: | |
| Attachments: | Resolution 25-16 <i>Establishing Petty Cash Checking Accounts</i> |

RECOMMENDED MOTION

| | |
|--|-----------------------|
| I move 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. | |
| Follow Up Action(s): | |
| Follow up Person(s): | Fire Chief Matt Cowan |
| Follow up Date(s): | |



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
Eric Adman Tyler Byers
Kim Fischer David Harris
Rod Heivilin Josh Pratt
Rick Nye Barb Sullivan
Rick Webster Lisa Wollum

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)

RESOLUTION 25-16

Establishing Petty Cash Checking Accounts

WHEREAS, 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

WHEREAS, 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;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department Regional Fire Authority, hereby authorizes the Fire Chief or designee to establish the following petty cash checking accounts at U.S. Bank to be used as outlined in policy Admin 126.3—Financial Procedures:

- Expense Petty Cash Checking account in the amount not to exceed \$20,000
- ALS Petty Cash Checking account in the amount not to exceed \$10,000

ADOPTED at the regular meeting of the RFA Board of Commissioners of the Shoreline Fire Department, this 10th day of July 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the 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



**SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
Tentative Projected Agendas**

Regional Fire Authority Board meetings are held monthly on the 1st and 3rd Thursday of the month

- Items may not be in the same order as they will appear on the preliminary agenda.

D = Discussion
A = Action
PH = Public Hearing

July 10, 2025

Planned Absence: Commissioners Nye may attend via Zoom or have an excused absence

5:30 PM (Public Meeting **Station 61**)

| SUBJECT | RESOLUTION | TYPE | STAFF |
|---------|------------|------|-------|
| | | | |

July 24, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

| SUBJECT | RESOLUTION | TYPE | STAFF |
|---------|------------|------|-------|
| | | | |

August 7, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 61**)

| SUBJECT | RESOLUTION | TYPE | STAFF |
|---------|------------|------|-------|
| | | | |

August 21, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

| SUBJECT | RESOLUTION | TYPE | STAFF |
|---------|------------|------|-------|
| | | | |

September 4, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 61**)

| SUBJECT | RESOLUTION | TYPE | STAFF |
|---------|------------|------|-------|
| | | | |

September 18, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

| SUBJECT | RESOLUTION | TYPE | STAFF |
|---------|------------|------|-------|
| | | | |

FUTURE DATES:

- **August 21 Board Meeting – Chief Cowan out of office**
- **Promotional Ceremony – TENTATIVE September 11 Special Meeting?**
- **October 2 Board meeting – Leadership Summit – Chief's attending?**
- **October 22-25 WFCFA Conference**
- **October 27-29 Department's Leadership Retreat**
- **January 1, 2026, Board meeting – falls on Holiday**