

IX. STANDING AGENDA:

1. Warrants:

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

**Second Board Meeting
JULY 24, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250713001-250713036	103,475.49	7/23/25
Payroll Vouchers		to be added to the next meeting	
ACH Payment Request - Payroll Direct Deposit		to be added to the next meeting	
ACH Payment Request - HRA/VEBA		to be added to the next meeting	
ACH Payment Request - ALERUS (457 Plan)		to be added to the next meeting	
ACH Payment Request - WA DCP		to be added to the next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		to be added to the next meeting	
ACH Payment Request - Dept. of Retirement Systems		to be added to the next meeting	
ACH Payment Request - DSHS		to be added to the next meeting	
ACH Payment Request - Payroll Taxes		to be added to the next meeting	

\$ 103,475.49

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250710001-250710009	7,651.08	7/23/25
Payroll Vouchers		to be added to the next meeting	
ACH Payment Request - Payroll Direct Deposit		to be added to the next meeting	
ACH Payment Request - HRA/VEBA		to be added to the next meeting	
ACH Payment Request - ALERUS (457 Plan)		to be added to the next meeting	
ACH Payment Request - WA DCP		to be added to the next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		to be added to the next meeting	
ACH Payment Request - Dept. of Retirement Systems		to be added to the next meeting	
ACH Payment Request - Payroll Taxes		to be added to the next meeting	

\$ 7,651.08

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)	250712001-250712006	341,654.47	7/23/25

\$ 341,654.47

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	250714001-250714002	8,589.09	7/23/25

\$ 8,589.09

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	250711001-250711002	11,585.30	7/23/25

\$ 11,585.30

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 :		\$ 472,955.43	

MOTION: Commissioner Webster moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$472,955.43 per the detail above. The motion passed; six ayes.

2. Commissioners' Report:

- No report.

3. Financial Report

- A summary of the May 2025 Financial Summary Report was provided, which is listed below and included by reference.
 - Commissioner Fischer requested clarification regarding the percentage of the budget remaining for the Labor and Industries line item. Chief Cowan will research the matter and provide a follow-up report via email.

FINANCIAL SUMMARY REPORT: MAY 2025

Regular Board Meeting: July 24, 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 MAY Balance	\$ 19,368,326.21

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAY 2025		Notes
Percentage Remaining	91.6%	
Targeted Percentage Remaining	87.5%	
Over/Under Targeted Budget Remaining	4.1%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of MAY 2025		Notes
Total Overtime	\$ 71,404.15	
Firefighting Staffing Overtime	\$ 36,815.94	Overtime processing period: Apr 29, 2025 - May 9, 2025
BLS/EMS Staffing Overtime	\$ 34,588.21	Overtime processing period: Apr 29, 2025 - May 9, 2025

General Expense Fund- CASH ON HAND

Data as of MAY 2025		Notes
Cash on hand, end of MAY balance	\$ 7,857,500.56	

Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from SFD & NFD</i>	\$ 10,000,000.00	Special Transfer IN to RFA
CAPITAL	<i>from SFD & NFD</i>	\$ 2,000,000.00	Special Transfer IN to RFA
RESERVE	<i>from SFD & NFD</i>	\$ 5,953,689.58	Special Transfer IN to RFA
DONATION	<i>from SFD & NFD</i>	\$ 304,107.66	Special Transfer IN to RFA
BENEFITS	<i>from SFD & NFD</i>	\$ 1,750,000.00	Special Transfer IN to RFA
ALS EXP	<i>from SFD</i>	\$ 1,000,000.00	Special Transfer IN to RFA
ALS CAP	<i>from SFD</i>	\$ 1,000,000.00	Special Transfer IN to RFA
NKCTC	<i>from SFD</i>	\$ 500,000.00	Special Transfer IN to RFA
TOTALS		\$ 22,507,797.24	

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.
 - Commissioner Adman requested an update on the Facility Manager hiring process. Chief Cowan stated that the Department has paused the hiring process and will take time to re-evaluate options and determine the next steps.

- At an upcoming Kenmore City Council meeting the City's withdrawal from the Northshore Emergency Management Coalition (NEMCO) will be discussed. This change has the potential to have an impact on the Department's emergency response capabilities.
- Chief Cowan also provided a brief update on the Snohomish County Fire District 10 Board of Commissioners meeting.
- Commissioner Fischer asked whether the Department has a policy in place to prevent theft of its apparatus. Chief Cowan responded that, to his knowledge, no formal policy exists; however, the Department is implementing measures to protect its apparatus.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference provided.
 - Deputy Chief Orams also briefed the Board on a recent hazardous materials (Hazmat) response incident.

X. OLD BUSINESS:

- No Report:

XI. NEW BUSINESS:

- **Business Cards:**

- The Board discussed ordering business cards for those Commissioners that are interested.

XII. PROJECTED AGENDA:

- Due to staffing needs, the August 7 Governing Board meeting minutes may be delayed and presented at the September 4 meeting.
- Commissioner Harris will either have an excused absence or attend the August 7 Board meeting virtually.
- Commissioner Adman will either have an excused absence or attend the August 7 Board meeting virtually.
- A special meeting of the Governing Board is scheduled for September 11 at Station 61 to conduct the Department's badge pinning ceremony for recently promoted Paramedics and Medical Services Officers.
- The Board discussed the possibility of cancelling or rescheduling the October 2 meeting due to anticipated low attendance. A final decision will be made closer to the date.
- The Department's Leadership Retreat is scheduled for October 27–29.

The regular meeting of the Governing Board of Commissioners adjourned at 6:37 p.m.

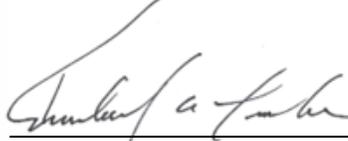
Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Governing Board

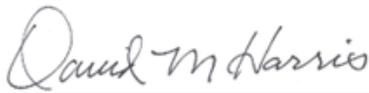
Eric Adman, Commissioner



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