



VIII. STANDING AGENDA:

1. Warrants:

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY  
VOUCHER COVER SHEET

First Board Meeting  
AUGUST 7, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>RFA EXPENSE FUND: 10-064-0010</b>			
Vendor Voucher(s)	250806001 - 250806024	43,713.52	8/6/25
Payroll Vouchers	73025A - 73025M	156,511.53	7/23/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,187,293.07	7/28/25
ACH Payment Request - HRA/VEBA	ACH	83,815.35	7/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	107,700.29	7/30/25
ACH Payment Request - WA DCP	ACH	80,017.67	7/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,402.77	7/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	256,118.08	7/30/25
ACH Payment Request - DSHS	ACH	7,716.52	7/30/25
ACH Payment Request - Payroll Taxes	ACH	280,878.48	7/29/25
Payroll Voucher	81525A - 81525D	23,819.90	8/13/25
ACH Payment Request - Payroll Direct Deposit	ACH	207,672.13	8/13/25
Payroll - Taxes	ACH	36,922.51	8/14/25
Dept of Retirement Systems	ACH	36,549.63	8/28/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	
		<b>\$ 2,535,131.45</b>	
<b>RFA ALS EXPENSE FUND: 10-064-6080</b>			
Vendor Voucher(s)	250802001 - 250802006	52,746.18	8/6/25
Payroll Vouchers	ALS73025A - ALS73025M	38,962.83	7/23/25
ACH Payment Request - Payroll Direct Deposit	ACH	319,036.17	7/28/25
ACH Payment Request - HRA/VEBA	ACH	20,866.60	7/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	30,151.39	7/30/25
ACH Payment Request - WA DCP	ACH	22,883.51	7/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,181.42	7/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	73,997.56	7/30/25
ACH Payment Request - Payroll Taxes	ACH	87,503.23	7/29/25
Payroll Voucher	81525A - 81525D	4,357.00	8/13/25
ACH Payment Request - Payroll Direct Deposit	ACH	73,278.03	8/13/25
Payroll - Taxes	ACH	12,169.94	8/14/25
Dept of Retirement Systems	ACH	12,914.42	8/28/25
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	
		<b>\$ 755,048.28</b>	

RFA ALS CAPITAL FUND: 10-064-6060				
Vendor Voucher(s)			No Activity	
				\$ -
RFA MIH EXPENSE FUND: 10-064-6070				
Vendor Voucher(s)		250801001	204.34	8/6/25
				\$ 204.34
RFA CAPITAL FUND: 10-0643-010				
Vendor Voucher(s)		250804001	20,309.46	8/6/25
				\$ 20,309.46
RFA NKCTC FUND: 10-064-0100				
Vendor Voucher(s)		250803001 - 250803002	1,845.29	8/6/25
				\$ 1,845.29
RFA FIRE BENEFIT FEE: 10-064-0030				
Vendor Voucher(s)			No Activity	
				\$ -
RFA BENEFITS FUND: 10-064-6050				
Vendor Voucher(s)		250805001 - 250805002	11,459.48	8/6/25
				\$ 11,459.48
RFA DONATION FUND: 10-064-6030				
Vendor Voucher(s)			No Activity	
				\$ -
RFA RESERVE FUND: 10-064-6010				
Vendor Voucher(s)			No Activity	
				\$ -
<b>MOTION</b>				
Move to accept disbursements in the amount of :				\$ 3,323,998.30

**MOTION:** Commissioner Heivilin moved, and Commissioner Wollum seconded a motion to accept the disbursements for \$3,323,998.30 per the detail above. The motion passed; seven ayes.

## 2. Commissioners' Report:

- No report.

### 3. Financial Report

- A summary of the June 2025 Financial Summary Report was provided, which is listed below and included by reference.
  - Chief Cowan reported the Department will be over budget by \$7,500 for Puget Sound Emergency Radio Network (PSERN) radios due to an oversight.
  - Commissioner Pratt asked about the difference between the firefighting staffing and Basic Life Support (BLS) / Emergency Medical Services (EMS) staffing overtime budget lines. Chief Cowan explained they are separated to maximize reimbursement potential through the Ground Emergency Medical Transport (GEMT) program, which is based in part on ambulance availability and transport preparedness. The Department's Administrative Assistant Director Rachel Garlini is the point of contact for further details.

## FINANCIAL SUMMARY REPORT: JUNE 2025

Regular Board Meeting: August 7, 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 JUN Balance	\$	19,385,676.33

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

Data as of JUN 2025		Notes
Percentage Remaining	79.2%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	4.2%	Under Budget

### General Expense Fund- OVERTIME COSTS

Data as of JUN 2025		Notes
<b>Total Overtime</b>	<b>\$ 176,993.29</b>	
Firefighting Staffing Overtime	\$ 93,434.17	Overtime processing period: May 9, 2025 - Jun 13, 2025
BLS/EMS Staffing Overtime	\$ 83,559.12	Overtime processing period: May 9, 2025 - Jun 13, 2025

### General Expense Fund- CASH ON HAND

Data as of JUN 2025		Notes
Cash on hand, end of JUN balance	\$ 7,031,004.60	

### Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
MIH	<i>from SFD</i>	\$ 160,000.00	Special Transfer IN to RFA
ALS EXP	<i>from SFD</i>	\$ 2,000,000.00	Special Transfer IN to RFA
<b>TOTALS</b>		<b>\$ 2,160,000.00</b>	

### 4. Statistics Report:

- No report.

**5. Strategic Activity Report:**

- Deputy Chief Hochstein provided an update regarding Station 57's HVAC project.
  - Deputy Chief Hochstein reported that TCA Architecture is the architect for the generator project, with MacMiller completing the work. Given their knowledge of Station 57, MacMiller may also design the HVAC system.
  - The Department will still be required to solicit bids through a Request for Proposal (RFP) process. The Department's attorney, Brian Snure, was consulted to confirm legal compliance.

**6. RFA Activity Reports:**

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested clarification regarding the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) challenges. Chief Cowan noted that there are funding challenges at the federal level and uncertainty whether the program will remain federally funded or shift to the state level.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
  - Commissioner Heivilin requested an update on apparatus and equipment security options. Chief Hochstein reported that the Department is currently exploring various security solutions; however, no final decisions have been made at this time. In the interim, Chief Orams issued a Department Directive requiring that all apparatus doors remain locked and that personnel stay with the vehicles whenever possible to enhance security.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference provided.
  - Commissioner Heivilin requested additional information regarding the Request for Proposal (RFP) for a clinical psychologist. Chief Cowan explained that the RFP would establish a contract for consulting services to support the Department's Peer Support Program and to assist with the expansion of the Mobile Integrated Health (MIH) program.

**IX. OLD BUSINESS:**

- No Report.

**X. NEW BUSINESS:**

- **Northshore Emergency Management Coalition (NEMCO) and Emergency Management:**
  - Chief Cowan stated that during a recent Kenmore City Council meeting, the City of Kenmore expressed that they do not support leaving NEMCO at this time. Additionally, Chief Cowan met with the City Manager of the City of Shoreline to discuss NEMCO and the broader emergency management needs of all three partner cities. Further noted that the Department's role is to help mediate and align the emergency management response plans among the cities while continuing to foster strong partnerships.

- **Collective Bargaining Agreement (CBA) Contract Negotiations:**
  - Chief Cowan and Local 1760 Union President Doug Loeser have tentatively agreed to the Uniformed CBA. President Loeser will present the agreement to the Union membership for a vote. In the meantime, Chief Cowan would like to apply the same language to the Chief Officer CBA. Once the Union has voted, an executive session will be held with the Governing Board to present the contract.
  - Chief Cowan reported that the administrative staff have voted to join the Union. The Department is awaiting a ruling from the Public Employment Relations Commission (PERC). If approved, there will be a 21-day review period, after which a new contract may need to be negotiated, or the administrative staff will be incorporated into the non-uniform contract. The Department is currently at a standstill until a ruling is issued but Chief Cowan noted there is an ongoing need for additional personnel in the Finance Division.
- **St. Margaret's Place:**
  - The Department has received reports of safety concerns at St. Margaret's Place. In response, the Department has updated the run card to dispatch both an engine and an aid car to the site. Crews have been instructed on response procedures, which include dual response with the police department. Chief Cowan plans to meet with the Shoreline Police Chief and provide an update to the Shoreline City Council regarding the status of the building. The Department intends to reinforce the original proposal for the facility, which included maintaining active security throughout the building.
- **2026 Budget Discussion:**
  - Chief Cowan requested the Commissioners' input on scheduling a Special Meeting to discuss the 2026 budget. The Governing Board agreed to hold the meeting on November 3, 2025, at 5:30 p.m.
  - Commissioner Fischer proposed scheduling a workshop to review the Commissioners' 2026 budget requests and the Governing Board Handbook. The Board agreed to hold the workshop on September 15, 2025, at 5:30 p.m.

**XI. PROJECTED AGENDA:**

- Commissioner Heivilin will attend the September 4 Board meeting via Zoom or will have an excused absence.
- A Special Meeting of the Governing Board is scheduled for September 11, 2025, at 6:00 p.m. to conduct the Department's badge pinning ceremony.
- The Board discussed the possibility of canceling or rescheduling the October 2, 2025, meeting due to anticipated low attendance. A final decision will be made closer to the date.
- The Washington Fire Commissioners yearly fall seminar will be held on October 22-25.
- The Department's Leadership Retreat is scheduled for October 27-29.

The regular meeting of the Governing Board of Commissioners adjourned at 6:26 p.m.

Minutes prepared by: Gina Chanthavong

Boupha K. Siharath  
Secretary to the Governing Board



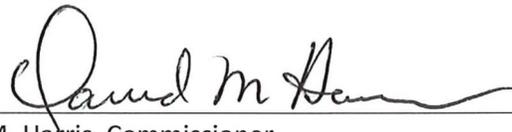
Eric Adman, Commissioner



Tyler Byers, Commissioner



Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



Rod Heivilin

Rick Nye, Commissioner



Josh Pratt, Commissioner

Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner