

VIII. STANDING AGENDA:

1. Warrants:

- The warrant disbursements approved at the August 21, 2025, Board meeting has been corrected due to an entry error.

Fund: ALS Expense Fund 10-064-6080

Type of Transaction	Control #	Amount	Disbursement Date
Vendor Vouchers	250815001	445.41	8-20-2025

Correction submitted for September 4, 2025, Board Meeting

Fund: ALS Expense Fund 10-064-6080

Type of Transaction	Control #	Amount	Disbursement Date
Vendor Vouchers	250815001	\$4,450.41	8-20-2025

Voucher amount was incorrectly entered on the Voucher Cover Sheet for Board’s approval.

Grand Total: **\$1,037,799.47** (Incorrect Amount)
\$1,041,804.47 (Correct Amount)

MOTION: *Commissioner Adman moved, and Commissioner Webster seconded a motion to accept the revised disbursements in the amount of \$1,041,804.47 for the August 21, 2025, Board meeting warrant voucher approvals. The motion passed; nine ayes.*

- Current warrant disbursements are presented for approval (see following page).

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

First Board Meeting
SEPTEMBER 4, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250901001 - 250901021	24,313.77	9/3/25
Payroll Vouchers	82725A - 82725N	159,526.36	8/27/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,175,695.58	8/26/25
ACH Payment Request - HRA/VEBA	ACH	83,815.35	8/28/25
ACH Payment Request - ALERUS (457 Plan)	ACH	107,092.92	8/28/25
ACH Payment Request - WA DCP	ACH	90,817.37	8/28/25
ACH Payment Request - Dept. of Retirement Systems	ACH	255,612.18	8/28/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,200.95	8/28/25
ACH Payment Request - DSHS	ACH	7,303.38	8/28/25
ACH Payment Request - Payroll Taxes	ACH	278,806.44	8/27/25
Payroll Voucher	91525A - 91525D	14,357.76	9/10/25
Payroll - Direct Deposits	ACH	153,292.43	9/11/25
Payroll - Taxes	ACH	27,459.17	9/12/25
Dept of Retirement Systems	ACH	26,800.14	9/29/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,431,093.80

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250906001 - 250906006	62,087.45	9/3/25
Vendor Voucher(s)			
Payroll Vouchers	ALS82725A - ALS82725I	32,976.48	8/27/25
ACH Payment Request - Payroll Direct Deposit	ACH	307,927.05	8/26/25
ACH Payment Request - HRA/VEBA	ACH	20,866.60	8/28/25
ACH Payment Request - ALERUS (457 Plan)	ACH	30,168.47	8/28/25
ACH Payment Request - WA DCP	ACH	39,240.63	8/28/25
ACH Payment Request - Dept. of Retirement Systems	ACH	71,380.72	8/28/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,181.42	8/28/25
ACH Payment Request - Payroll Taxes	ACH	81,435.91	8/27/25
Payroll Voucher	ALS91525A - ALS91525D	3,623.54	9/10/25
Payroll - Direct Deposits	ACH	61,033.56	9/11/25
Payroll - Taxes	ACH	10,777.39	9/12/25
Dept of Retirement Systems	ACH	10,853.93	9/29/25
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 738,553.15

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	250904001	606.95	9/3/25

\$ 606.95

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	250905001	1,169.40	9/3/25

\$ 1,169.40

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	250902001 - 250902003	6,822.33	9/3/25

\$ 6,822.33

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)		No Activity	

\$ -

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	250903001 - 250903008	17,453.29	9/3/25

\$ 17,453.29

EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	

\$ -

EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION		
Move to accept disbursements in the amount of :		\$ 3,195,698.92

MOTION: Commissioner Adman moved, and Commissioner Webster seconded a motion to accept the disbursements for \$3,195,698.92 per the detail above. The motion passed; nine ayes.

2. Commissioners' Report:

- No report.

3. Financial Report

- A summary of the July 2025 Financial Summary Report was provided, which is listed below and included by reference.

- Commissioner Fischer requested an update on a purchase made for the Station 51 lighting project. DC Hochstein clarified that the purchase was for a capital project to replace all bay lighting with an LED conversion.
- Chief Cowan noted that the Department has deployed a Type 1 apparatus and five personnel to the Kettle Falls wildland fires.

FINANCIAL SUMMARY REPORT: JULY 2025

Regular Board Meeting: September 4, 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 JUL Balance	\$ 16,959,225.47

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

Data as of JUL 2025		Notes
Percentage Remaining	68.8%	
Targeted Percentage Remaining	62.5%	
Over/Under Targeted Budget Remaining	6.3%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of JUL 2025		Notes
Total Overtime	\$ 191,897.74	
Firefighting Staffing Overtime	\$ 104,808.17	<i>Overtime processing period: Jun 13, 2025 - Jul 11, 2025</i>
BLS/EMS Staffing Overtime	\$ 87,089.57	<i>Overtime processing period: Jun 13, 2025 - Jul 11, 2025</i>

General Expense Fund- CASH ON HAND

Data as of JUL 2025		Notes
Cash on hand, end of JUN balance	\$ 4,515,390.80	

Transfers: No Activity

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- The Department continues to focus on the Station 57 HVAC project.
- Chief Cowan provided an update on the Department’s partnership with the Bothell Fire Department:
 - The Bothell City Council will consider approval, on next Tuesday’s consent agenda, to adopt much of the Shoreline Fire Department’s Collective Bargaining Agreement (CBA) and relevant policy language.
 - Full implementation of the partnership managing staffing is anticipated by January 1, 2026.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - Deputy Chief Hochstein reported that the Department continues to work on the Station 57 generator and HVAC system projects. The Department will be soliciting bids next week through a Request for Proposal (RFP) process. After receiving and reviewing the RFP bids, the Department will present them to the Governing Board for approval.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference provided.
 - Commissioner Pratt requested an update on the Zone 1 Technical Rescue discussions. Chief Cowan provided a brief update on Zone 3 and Zone 1 Training Consortium.
 - It was noted that the ILA will likely end; but discussions continue regarding partnerships for shared resources, including initial training and refresher programs.
 - Chief Cowan emphasized that the Shoreline Fire Department remains committed to working collaboratively with neighboring departments—Bothell, Kirkland, and Eastside—to provide the best possible service to the community.

IX. OLD BUSINESS:

- No Report.

X. NEW BUSINESS:

- **Substitute Board of Secretary Support Discussion:**
 - Commissioner Fischer discussed issues that occurred at the August 21 Board meeting related to last-minute secretarial support and noted that technical difficulties with audio/visual equipment prevented participants from attending via Zoom.
 - It was suggested that the Department explore options for additional and continuous secretarial support to help alleviate similar issues in the future.
 - Board Secretary Bouphe Siharath noted that the Department is working to establish a plan to ensure ongoing backup secretarial support for the Board.

XI. PROJECTED AGENDA:

- Commissioner Byers will attend the September 18, 2025, meeting via Zoom or will have an excused absence.
- Commissioner Nye will attend the meetings on October 2 and 16, 2025 via Zoom or will have an excused absence.
- Discussed moving the NSFD meeting on September 18 at Northshore and moving to 5:00 p.m.
- A special meeting of the Governing Board is scheduled for September 11, 2025, at 6:00 p.m. for the Department's badge pinning ceremony.

- A Governing Board workshop is scheduled for September 15, 2025, at Station 61 to review budget and handbook changes. Commissioner Adman will not be in attendance.
- Commissioner Byers will attend the September 18, 2025, meeting via Zoom or will be excused if absent.
- The Department will host its annual Open House event on September 20, 2025, at Station 61 from 11:00 a.m. to 2:00 p.m.
- Commissioner Webster will attend the October 16, 2025, meeting via Zoom or will be excused if absent.
- The Washington Fire Commissioners' annual fall seminar will be held October 22–25, 2025.
- The Department's Leadership Retreat is scheduled for October 27–29, 2025.

GOOD OF THE ORDER:

- The Board discussed the potential of adding an executive session to the September 18 Board meeting.
- Chief Cowan reported that the Local 1760 Union body has voted to approve the Uniformed Collective Bargaining Agreement, effective January 1, 2025, through December 31, 2027. He further noted that the Department and Union have tentatively agreed to the Chief Officer Collective Bargaining Agreement. Copies of both agreements will be sent to the Board for review, and an executive session may be scheduled to discuss the contracts as needed.

The regular meeting of the Governing Board of Commissioners adjourned at 6:34 p.m.

Minutes prepared by: Beatriz Goldsmith

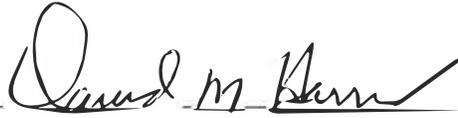

 Boupka K. Siharath
 Secretary to the Governing Board



Eric Adman, Commissioner

Tyler Byers, Commissioner


 Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner



Rick Nye, Commissioner



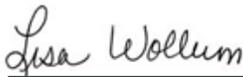
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner