

SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

VII. STANDING AGENDA:

1. Warrants:

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

**Second Board Meeting
SEPTEMBER 18, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250910001 - 250910031	49,022.66	9/10/25
Vendor Voucher(s)	250911001 - 250911029	563,105.38	9/17/25
Vendor Voucher(s)	250919001 - 250919030	72,632.91	9/24/25
Payroll Vouchers		will be presented at next meeting	
ACH Payment Request - Payroll Direct Deposit		will be presented at next meeting	
ACH Payment Request - HRA/VEBA		will be presented at next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be presented at next meeting	
ACH Payment Request - WA DCP		will be presented at next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be presented at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be presented at next meeting	
ACH Payment Request - DSHS		will be presented at next meeting	
ACH Payment Request - Payroll Taxes		will be presented at next meeting	

\$ 684,760.95

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250909001 - 250909008	6,725.09	9/10/25
	250915001 - 250915007	141,096.57	9/17/25
	250916001 - 250916005	16,232.32	9/24/25
Payroll Vouchers		will be presented at next meeting	
ACH Payment Request - Payroll Direct Deposit		will be presented at next meeting	
ACH Payment Request - HRA/VEBA		will be presented at next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be presented at next meeting	
ACH Payment Request - WA DCP		will be presented at next meeting	
Dept of Retirement Systems		will be presented at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be presented at next meeting	
ACH Payment Request - Payroll Taxes		will be presented at next meeting	

\$ 164,053.98

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

\$ -

RFA MIH EXPENSE FUND: 10-064-6070	
Vendor Voucher(s)	No Activity
<div><div>\$</div><div>-</div></div>	

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	250908001 - 250908009	119,642.16	9/10/25
Vendor Voucher(s)	250913001	194.77	9/17/25
Vendor Voucher(s)	250917001 - 250917006	50,817.28	9/24/25
\$ 170,654.21			

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	250912001	12,862.50	9/17/25
Vendor Voucher(s)	250918001	274.47	9/24/25
\$ 13,136.97			

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

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	250907001	3,165.60	9/10/25
Vendor Voucher(s)	250914001 - 250914005	35,629.20	9/17/25
\$ 38,794.80			

RFA DONATION FUND: 10-064-6030			
Vendor Voucher(s)		No Activity	
		\$ -	

RFA RESERVE FUND: 10-064-6010	
Vendor Voucher(s)	No Activity
<div><div>\$</div><div>-</div></div>	

MOTION		
Move to accept disbursements in the amount of :	\$ 1,071,400.91	

MOTION: Commissioner Pratt moved, and Commissioner Wollum seconded a motion to accept the disbursements for \$1,071,400.91 per the detail above. The motion passed; ten ayes.

2. Commissioners' Report:

- No report.

3. Financial Report

- The August 2025 Financial Summary Report will be provided at the October 2 Board meeting.

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- DC Hochstein provided a brief update on the Station 57 HVAC project.
 - The Department submitted a Request for Proposal (RFP) for the Station 57 HVAC Replacement and Installation project. The RFP was posted through the MRSC small works roster to over 130 listed vendors.
 - Final proposals are due the afternoon of September 30. The Department will evaluate the proposals and provide a recommendation to the Governing Board at its October 2 meeting for approval to award the contract.
 - Commissioner Adman asked if the project proposal included the potential for additional bedrooms. DC Hochstein confirmed that language was added to the proposal to allow for the configuration of two (2) future sleeping rooms within the existing framework of the building.
- Chief Cowan noted the Department has also submitted an RFP for mental health consulting services to support the Peer Support Program and assist with employee health.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - The Department continues to work on finalizing the Uniformed and Chief Officer Collective Bargaining Agreements (CBA). Final drafts will be provided to the Commissioners for review, followed by a briefing under executive session if needed, with potential approval at the October 2 Governing Board meeting.
 - Chief Cowan also provided a brief update on recent public records requests and personnel rescue training.
 - Chief Cowan attended the Regional Crisis Response (RCR) Operations Board meeting. The RCR program is a collaborative mobile crisis response service in north King County that dispatches Mental Health Professionals (MHPs) to behavioral health crises instead of law enforcement. Topics discussed included usage data, ongoing and future needs, and challenges to expanded use.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein provided an update on the Department's strategic communications vendor contract with Gallatin Public Affairs. The contract includes ongoing website and internal portal training and has resulted in significant improvements to the Department's RFP and recruitment processes.

- The Department's new ladder truck is scheduled to arrive at Hughes Fire Equipment later this month and will be delivered to the Department this fall for final preparation. It will replace Ladder Truck 161, which will be retained as a reserve. A push-in ceremony will be scheduled upon delivery.
- DC Hochstein also provided a brief update on fire apparatus service arrangements with the Bothell Fire Department.

VIII. OLD BUSINESS:

- No Report.

IX. NEW BUSINESS:

• Lifepak Purchase Discussion:

- The Department's current stock of LIFEPAK portable, multi-functional devices is nearing end of life.
- The purchases were identified in the 20-year replacement strategy and budgeted for 2026; however, the Department will need to initiate the purchases sooner to avoid a significant price increase.
- Commissioner Pratt recommended that replacement costs be set aside in a specific fund for these purchases moving forward.

• Resolution 25-17 Transfer of Credit Card Accounts to RFA:

- The Governing Board recognizes the need to provide access to funds in a timelier manner than the standard vouchering process allows, and to accommodate time-critical purchases, as outlined in Policy Admin 126.3 – Financial Procedures.

MOTION: *Commissioner Webster moved, and Commissioner Wollum seconded a motion to authorize the Governing Board of Commissioners to sign Resolution 25-17 and authorize the Fire Chief or designee to authorize the transfer of all existing Department credit card accounts to the Regional Fire Authority, and authorize the use, cancellation, or re-assignment of US Bank credit cards under the Regional Fire Authority. The motion passed; ten ayes.*

• Pre-Payment Pierce Heavy Duty Rescue:

- A quote and contract with Hughes Fire Equipment for the purchase of a Pierce heavy duty rescue apparatus was provided to the Commissioners for review. The pre-payment option offers significant savings. Although budgeted for 2027 as part of the 20-year strategic plan, Chief Cowan requested consensus from the Governing Board to initiate the purchase this year to take advantage of the savings. The Governing Board agreed, with the exception of Commissioner Byers, who had stepped out of the meeting.

• Embroidery/Logo Discussion:

- The Board discussed logo and clothing embroidery for the new RFA Governing Board.
- Commissioner Fischer volunteered to prepare a mockup logo including the RFA Governing Board title.

X. PROJECTED AGENDA:

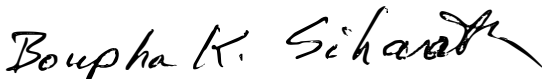
- Commissioner Nye will attend the October 2, 2025, meeting via Zoom or will have an excused absence.
- Commissioner Adman will attend the October 2, 2025, meeting via Zoom or will have an excused absence.
- Commissioner Webster will be attending meetings via Zoom October 20 through end of December.
- Commissioner Nye will have an excused absence at the November 20, 2025, meeting.
- 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.

XI. EXECUTIVE SESSION:

- The Governing Board moved into Executive Session pursuant to RCW 42.30.110(1)(i) – Litigation at 6:40 p.m. for approximately five minutes, to 6:45 p.m.
- The Executive Session concluded at 6:45 p.m., and the regular meeting of the Governing Board reconvened at 6:46 p.m.

The regular meeting of the Governing Board of Commissioners adjourned at 6:46 p.m.

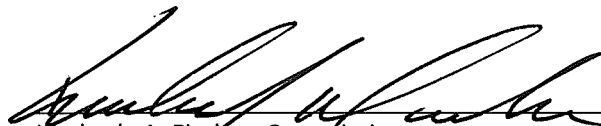
Minutes prepared by: Beatriz Goldsmith


Bouphe 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