



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES October 2, 2025

Commissioner Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on October 2, 2025, at Station 61, 17525 Aurora Ave. N., Shoreline, WA. 98133. Commissioner Fischer read into record Commissioners Adman's excused absence.

PRESENT:

Kimberly Fischer , Chair	Matt Cowan , Chief (attended via Zoom)
Tyler Byers , Vice-Chair (attended via Zoom)	
David Harris , Commissioner	Matt Hochstein , Deputy Chief (DC)
Rod Heivilin , Commissioner	Andres Orams , Deputy Chief (DC)
Rick Nye , Commissioner (attended via Zoom)	
Josh Pratt , Commissioner	
Barb Sullivan , Commissioner	
Rick Webster , Commissioner	
Lisa Wollum , Commissioner (attended via Zoom)	

ABSENT:

- Eric Adman, Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- None.

IV. CONSIDERATION OF AGENDA

V. Station 57 HVAC Request for Proposals:

- The Shoreline Fire Department issued a Request for Proposals (RFP) from qualified firms to provide HVAC replacement and installation services at Station 57. To ensure the selection of the most qualified vendor, the RFP was distributed through the Municipal Research and Services Center (MRSC). Four proposals were submitted, evaluated, and scored in accordance with the criteria outlined in the RFP. DB Solutions ranked highest, and their proposal was distributed to the Governing Board for review.
- The Department confirmed compliance with RCW bid thresholds, which allow for a limited percentage above the established threshold. The Department entered the process with good-faith cost estimates prior to receiving proposals and determined that DB Solutions' pricing falls within the acceptable range under the Department's financial policies. DB Solutions has previously completed work at Station 57 and meets Washington State Green Initiative requirements.

- Deputy Chief Hochstein discussed additional alternatives within the proposed contract, including optional control system upgrades and energy optimization measures. The Department has not yet agreed to these alternatives but will review them further with DB Solutions prior to finalizing the contract.
- The Department recommends awarding the RFP for the Station 57 HVAC Replacement and Installation project to DB Solutions and authorizing the Fire Chief to execute a contract with the selected firm.

MOTION: *Commissioner Webster moved, and Commissioner Pratt seconded a motion to authorize Chief Cowan to award the Request for Proposal (RFP) for Station 57 HVAC Replacement and Installation to DB Solutions and authorize Fire Chief Matt Cowan to enter into and execute a contract with the selected firm. The motion passed; nine ayes.*

VI. APPROVAL OF PAST MINUTES:

MOTION: *Commissioner Webster moved, and Commissioner Sullivan seconded a motion to approve the September 18, 2025, regular meeting minutes as presented. The motion passed; nine ayes.*

VII. CORRESPONDENCE:

- The Department received a letter from a local citizen expressing appreciation for their support at the Town of Woodway's Town Fair and Parade.

VIII. STANDING AGENDA:

1. Warrants:

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

**First Board Meeting
OCTOBER 2, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251005001 - 251005024	44,404.72	10/1/25
Payroll Vouchers	92425A - 92425L	150,339.32	9/24/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,176,794.90	9/25/25
ACH Payment Request - Payroll Taxes	ACH	278,343.11	9/26/25
ACH Payment Request - HRA/VEBA	ACH	83,148.66	9/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	103,805.18	9/29/25
ACH Payment Request - WA DCP	ACH	56,809.33	9/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	250,587.78	9/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,797.31	9/29/25
ACH Payment Request - DSHS	ACH	5,234.38	9/29/25

\$ 2,175,264.69

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251002001 - 251002007	10,117.76	10/1/25
Payroll Vouchers	ALS92425A - ALS92425I	36,530.26	9/24/25
ACH Payment Request - Payroll Direct Deposit	ACH	333,066.36	9/25/25
ACH Payment Request - Payroll Taxes	ACH	89,938.27	9/26/25
ACH Payment Request - HRA/VEBA	ACH	22,899.93	9/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	31,772.47	9/29/25
ACH Payment Request - WA DCP	ACH	24,964.24	9/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	77,022.15	9/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,741.88	9/29/25
ACH Payment Request - DSHS	ACH	2,069.00	9/29/25

\$ 635,122.32

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	251001001 - 251001002	95,870.06	10/1/25

\$ 95,870.06

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)		No Activity	

\$ -

RFA CAPITAL FUND: 10-0643-010		
Vendor Voucher(s)	251003001 - 251003003	14,586.84
		\$ 14,586.84
RFA NKCTC FUND: 10-064-0100		
Vendor Voucher(s)	251004001 - 251004002, 251004005 - 251004006	7,698.47
		\$ 7,698.47
RFA FIRE BENEFIT FEE: 10-064-0030		
Vendor Voucher(s)		No Activity
		\$ -
RFA BENEFITS FUND: 10-064-6050		
Vendor Voucher(s)		No Activity
		\$ -
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 : **\$ 2,928,542.38**

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$2,928,542.38 per the detail above. The motion passed; nine ayes.*

2. Commissioners' Report:

- Commissioners Fischer and Heivilin attended the King County Fire Chiefs Leadership Conference. The conference featured presentations by Michael Callahan, U.S.A. Olympic Rowing Coach; Retired Brigadier General and Professor Wanda Cornum; retired NASA Astronaut, and retired FDNY Chief Joseph Pfeifer, the first incident commander on scene during the 9/11. Commissioners noted that it was a highly valuable and well-organized event.
- Several Commissioners also attended the Shoreline Fire Department Annual Open House, noting strong community participation and positive engagement with the public.

3. Financial Report

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

FINANCIAL SUMMARY REPORT: AUGUST 2025

Regular Board Meeting: October 2, 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 AUG Balance	\$	13,517,093.56
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of AUG 2025		Notes
Percentage Remaining	57.2%	
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	7.2%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of AUG 2025		Notes
Total Overtime	\$ 369,041.64	
Firefighting Staffing Overtime	\$ 275,022.97	Overtime processing period: Jul 11, 2025 - Aug 15, 2025
BLS/EMS Staffing Overtime	\$ 94,018.67	Overtime processing period: Jul 11, 2025 - Aug 15, 2025

General Expense Fund- CASH ON HAND

Data as of AUG 2025		Notes
Cash on hand, end of AUG balance	\$ 2,164,142.52	

Transfers: No Activity

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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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.

- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein noted that the Department is reviewing the potential carport project for Station 51, originally budgeted for 2025, which may be deferred to 2026.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Orams reported that King County Metro is transitioning its fleet from petroleum-based to electric buses and has been coordinating with local fire departments to identify potential locations to assist with repairs and battery-related safety concerns in the event of bus fires.

IX. OLD BUSINESS:

- None.

X. NEW BUSINESS:

- **BLS Transport Fee Increase – Revised Appendix to Resolution 12-05:**

- It is recommended that the BLS Transport Fee rate is reviewed on an annual basis so that the Department remains in line with cost increases as well as other fire departments in King County who bill for transports. The Department recommends increasing the base fee for BLS transports from \$1,074.89 to \$1,103.91 and mileage charge from \$20.30 to \$20.85 effective January 1, 2026. A revised Appendix was added to Resolution 12-05 increasing the fee.

***MOTION:** Commissioner Sullivan moved, and Commissioner Webster seconded a motion to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$1,074.89 to \$1,103.91 and increase the mileage charge from \$20.30 to \$20.85 effective January 1, 2026. The motion passed; nine ayes.*

- **Sole Source Purchase of Lifepak Equipment from Stryker:**

- Stryker is the sole manufacturer and authorized distributor of the Lifepak 15 and Lifepak 35 monitor/defibrillator units. No third-party vendor is authorized to provide these units or the required warranty and certified maintenance services.
- Field personnel are already trained and certified on Lifepak equipment. Switching to a different vendor would require retraining of all paramedics and EMTs, resulting in operational delays and additional costs.
- The Shoreline Fire Department requests approval to proceed with a sole source purchase of the Lifepak 15 and Lifepak 35 units directly from Stryker.

***MOTION:** Commissioner Webster moved, and Commissioner Pratt seconded a motion to authorize Fire Chief or his designee to enter into a sole source purchase of Lifepak 15 and Lifepak 35 units directly from Stryker. The motion passed; nine ayes.*

- **Uniformed Collective Bargaining Agreement:**

- The Commissioners tabled the approval of the Uniformed Collective Bargaining Agreement to allow for additional review. A final decision is expected to be made at the next Governing Board meeting on October 16.

- **Adding Finance Specialist and Facilities Technician Positions:**

- **Finance Specialist:**

- The Department has experienced continued growth in both day-to-day operations and financial activity. Current administrative staff are working at full capacity, with increasing demand in accounts payable, purchasing, reconciliation, and other financial functions.
- The addition of a Finance Specialist position will provide essential support to the Finance Division, helping maintain efficient operations and ensuring workload balance. This position will also enhance long-term financial planning by aligning accounting-related tasks within the appropriate division.
- Although this position was not included in the 2025 adopted budget, the need has become critical to sustain operational effectiveness and support the organization's long-term financial stability.

MOTION: *Commissioner Pratt moved, and Commissioner Sullivan seconded a motion to authorize the Governing Board of Commissioners to approve the addition of the Accounting Specialist position, outside of the current 2025 budget, and to allow Human Resources to begin the hiring process for a start date on November 1, 2025. The motion passed; nine ayes.*

- **Commissioner Webster left the meeting at 6:13 p.m.**

- **Facilities Technician:**

- The Department has experienced reduced capacity in addressing Facility's needs. While efforts continue to pursue a Facilities Manager position, there is also a clear need for a Facilities Technician position.
- The Facilities Technician will initially focus on lower-level maintenance and support tasks such as landscaping, painting, pressure washing, and other related duties to assist in maintaining Department facilities.

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to authorize the Governing Board of Commissioners to approve pursuing the hiring of a Facilities Technician position as soon as possible. The motion passed; eight ayes.*

- **December Meetings and Election of Chair and Vice Chair:**

- The Governing Board discussed the elections of Chair and Vice Chair for 2026.

XI. PROJECTED AGENDA:

- Commissioner Webster will be attending meetings via Zoom October 20 through end of December.
- The Special meeting for the FBC Public hearing is scheduled for October 30, 2025, at Station 61.

- 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.

XII. EXECUTIVE SESSION:

- None.

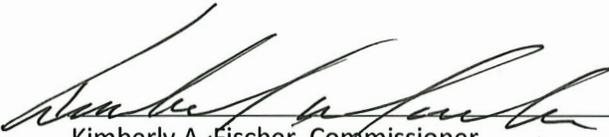
The Governing Board of Commissioners adjourned the regular meeting at 6:19 p.m.

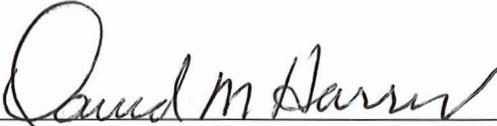
Minutes prepared by: Beatriz Goldsmith


Boupka K. Siharath
Secretary to the Governing Board


Eric Adman, Commissioner

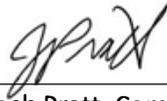
Tyler Byers, Commissioner


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David M. Harris, Commissioner


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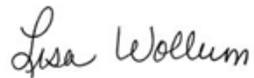
Josh Pratt, Commissioner



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