



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES November 6, 2025

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on November 6, 2025, at Station 61, 17525 Aurora Ave. N., Shoreline, WA. 98133. Commissioner Fischer read into the record Commissioners Wollum's excused absence.

PRESENT:

Kimberly Fischer , Chair	Matt Cowan , Chief
Tyler Byers , Vice-Chair (attended via Zoom and left the meeting at 7:10 p.m.)	Matt Hochstein , Deputy Chief (DC)
Eric Adman , Commissioner (attended via Zoom)	Ryan Burgess , Fire Marshal
David Harris , Commissioner	
Rod Heivilin , Commissioner	
Rick Nye , Commissioner	
Josh Pratt , Commissioner (attended via Zoom)	
Barb Sullivan , Commissioner	
Rick Webster , Commissioner (attended via Zoom and left the meeting at 6:25 p.m.)	

ABSENT:

- **Lisa Wollum**, Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- The Governing Board received public comment from Doug Loeser, Department Battalion Chief and Local 1760 IAFF Union President, who urged the Commissioners to consider the financial impacts of eliminating the Post-Employment Medical Benefit.

IV. CONSIDERATION OF AGENDA:

- None.

V. APPROVAL OF PAST MINUTES:

MOTION: *The Chair asked if there were any corrections or amendments to the October 16, 2025, Special Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

MOTION: *The Chair asked if there were any corrections or amendments to the October 30, 2025, Special Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

MOTION: *The Chair asked if there were any corrections or amendments to November 3, 2025, Special Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

VI. CORRESPONDENCE:

- A thank-you letter was received recognizing the Department's support at the Ridgecrest Elementary parade.

VII. IMPACT MITIGATION FEE/UPDATES:

- Ryan Burgess, Fire Marshal, provided the quarterly update from the Fire Marshal's Office. He distributed and summarized the fire impact fees collected to date and reviewed current permitting submittals. This information is attached and incorporated by reference.

- Chief Cowan reported that the Fire Impact Residential Fee schedule has been updated to include a per-square-foot calculation to ensure compliance with State of Washington requirements. The updated schedule has been shared with the City of Shoreline for their consideration and adoption.

VIII. STANDING AGENDA:

1. Warrants:

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

First Board Meeting
NOVEMBER 6, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251022001 - 251022027	70,969.33	10/22/25
Vendor Voucher(s)	251026001 - 251026034	30,263.73	10/29/25
Vendor Voucher(s)	251105001 - 251105024	69,961.60	11/5/25
Payroll Vouchers	102225A - 102225M	157,365.51	10/22/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,171,287.20	10/28/25
ACH Payment Request - Payroll Taxes	ACH	279,194.52	10/29/25
ACH Payment Request - HRA/VEBA	ACH	82,048.67	10/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	104,585.94	10/30/25
ACH Payment Request - WA DCP	ACH	57,522.85	10/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	250,935.02	10/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,920.72	10/30/25
ACH Payment Request - DSHS	ACH	5,234.38	10/30/25
Payroll Voucher	111225A - 111225E	25,059.83	11/12/25
ACH Payment Request - Payroll Direct Deposit	ACH	191,007.44	11/12/25
Payroll - Taxes	ACH	29,139.77	11/13/25
Dept of Retirement Systems	ACH	32,934.02	11/26/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,583,430.53

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251018001 - 251018009	9,355.14	10/22/25
	251023001 - 251023006	3,417.73	10/29/25
	251102001 - 251102002	827.82	11/5/25
Payroll Vouchers	ALS102225A - ALS102225I	35,539.82	10/22/25
ACH Payment Request - Payroll Direct Deposit	ACH	306,082.06	10/28/25
ACH Payment Request - Payroll Taxes	ACH	80,825.14	10/29/25
ACH Payment Request - HRA/VEBA	ACH	22,499.93	10/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	31,772.47	10/30/25
ACH Payment Request - WA DCP	ACH	23,176.86	10/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	71,124.70	10/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,555.06	10/30/25
ACH Payment Request - DSHS	ACH	2,069.00	10/30/25
Payroll Voucher	ALS111225A - ALS111225D	5,518.98	11/12/25
ACH Payment Request - Payroll Direct Deposit	ACH	90,185.62	11/12/25
Payroll - Taxes	ACH	16,078.86	11/13/25
Dept of Retirement Systems	ACH	16,065.47	11/26/25
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 721,094.66

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	251017001	803.28	10/22/25
Vendor Voucher(s)	251101001	978.17	11/5/25

\$ 1,781.45

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	251025001	2,728.42	10/29/25

\$ 2,728.42

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251020001 - 251020008	94,675.26	10/22/25
Vendor Voucher(s)	251024001 - 251024005	9,136.04	10/29/25
Vendor Voucher(s)	251104001 - 251104005	1,909,101.32	11/5/25

\$ 2,012,912.62

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251021001 - 251021003	24,579.17	10/22/25

\$ 24,579.17

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	251019001	14,469.37	10/22/25
Vendor Voucher(s)	251103001 - 251103003	14,178.77	11/5/25

\$ 28,648.14

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

\$ -

RFA RESERVE FUND: 10-064-6010			
Vendor Voucher(s)			

\$ -

MOTION

Move to accept disbursements in the amount of : **\$ 5,375,174.99**

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$5,375,174.99 per the detail above. The motion passed; nine ayes.

2. Commissioners' Report:

- Commissioner Adman reported that he was elected to the City of Kenmore Council, Position No. 6.
- Commissioner Adman also requested that the Department upgrade the microphone technology for future public meetings. Chief Cowan noted that we will explore options.

- Commissioners Heivilin, Fischer, Nye, Sullivan, and Harris attended the Washington Fire Commissioners Association (WFCA) Conference in Tulalip, Washington, and reported that it was very informative.
- Commissioner Fischer attended the Medic One Foundation Gala and noted that the event’s fundraising goal of one million dollars was successfully achieved.

3. Financial Report

- Chief Cowan presented the September 2025 Financial Summary Report, listed below and included by reference.

FINANCIAL SUMMARY REPORT: SEPTEMBER 2025

Regular Board Meeting: November 6, 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 SEP Balance	\$ 30,124,897.54

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

Data as of SEP 2025		Notes
Percentage Remaining	45.3%	
Targeted Percentage Remaining	37.5%	
Over/Under Targeted Budget Remaining	7.8%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of SEP 2025		Notes
Total Overtime	\$ 261,126.53	
Firefighting Staffing Overtime	\$ 183,955.24	<i>Overtime processing period: Aug 15, 2025 - Sept 12, 2025</i>
BLS/EMS Staffing Overtime	\$ 77,171.29	<i>Overtime processing period: Aug 15, 2025 - Sept 12, 2025</i>

General Expense Fund- CASH ON HAND

Data as of SEP 2025		Notes
Cash on hand, end of SEP balance	\$ 16,882,246.41	

Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from SFD</i>	\$ 10,800,000.00	Special Transfer IN to RFA
EXPENSE	<i>from NSD</i>	\$ 6,500,000.00	Special Transfer IN to RFA
CAPITAL	<i>from SFD</i>	\$ 1,210,000.00	Special Transfer IN to RFA
NKCTC	<i>from SFD</i>	\$ 600,000.00	Special Transfer IN to RFA
BENEFITS	<i>from SFD</i>	\$ 430,000.00	Special Transfer IN to RFA
ALS EXP	<i>from SFD</i>	\$ 340,000.00	Special Transfer IN to RFA
TOTALS		\$ 19,880,000.00	

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- Chief Cowan will provide, via email, a report from the Department’s Leadership Retreat, which will include the strategic goals for 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.
 - Commissioner Heivilin inquired whether a ladder truck is currently in service. Deputy Chief Hochstein clarified that Ladder 161 (Apparatus 2171) is at Hughes Manufacturing for required repairs, and that Pierce Manufacturing has deemed the apparatus unsafe for use until those repairs are completed. The apparatus is expected to return to service next week.
 - The new ladder truck (Apparatus 2251), is not expected to be ready for service for approximately two months. A push-in ceremony for the new apparatus is tentatively planned for mid-January.
 - Deputy Chief Hochstein recognized and commended the Department's apparatus committee, particularly Captain Cameron Eickelmann, the committee chair, for their work throughout the process.
 - Deputy Chief Hochstein addressed questions regarding the high electricity usage at Station 51 and noted it could be due to the size and operational demands of the station.
 - In 2025, Station 51 completed its bay lighting conversion project to LED fixtures to help reduce energy consumption. The Department will continue implementing energy-saving measures to help mitigate rising costs.
 - Brief discussion was also held regarding higher sewer costs at Station 64.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.

IX. OLD BUSINESS:

- None.

X. NEW BUSINESS:

- **Final Edits of the 2026 Budget:**
 - Chief Cowan presented the final 2026 Budget Summary and Revenue vs. Expenses which is included by reference.
- **Resolution 25-18 Post Employment Medical Benefit Program (PEMB)-CPI 2026:**
 - Revisions to the PEMB coverage resolutions were updated to reflect the annual CPI-U increase. Changes to Resolution 25-18 incorporate a CPI-U increase of 2.7% effective January 1, 2026, and include formal notice that the PEMB program will be terminated effective November 6, 2028, in accordance with the required three-year notice provision.
 - Commissioner Adman requested additional analysis on the impacts of eliminating the PEMB program as outlined in the resolution. Chief Cowan noted that Labor and Management negotiated a higher sick-leave cash-out rate, firefighter step raises, and position pay increases to help offset the removal of the PEMB program. Commissioner Pratt also requested a more detailed discussion.

- Further, it was noted that the program costs the Department money and is not generating savings, and that there is a significant concern regarding long-term liability increases.
- Chief Cowan clarified that PEMB is not tied to Collective Bargaining Agreement ratification, as it is established solely by Commissioner resolution.
- The Governing Board recommended having further discussion regarding the PEMB resolution under an executive session pursuant to RCW 42.30.140(4)(b) Negotiations.
- **Chief Officer Collective Bargaining Agreement (CBA):**
 - IAFF Local Union 1760 and Management negotiated and finalized the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027. Recommend that the Governing Board of Fire Commissioners approve the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.
MOTION: *Commissioner Harris moved, and Commissioner Heivilin seconded a motion to authorize the Shoreline Fire Department RFA Governing Board to approve the Chief Officer Collective Bargaining Agreement for January 1, 2025 through December 31, 2027. The motion passed; eight ayes.*
- **Future Board Meeting Locations:**
 - The Governing Board discussed future meeting locations between Station 61 and Station 51, including anticipated scheduling conflicts at Station 51 beginning in February of 2026.
 - Commissioner Adman expressed support for maintaining a dual-location meeting schedule, and Commissioner Byers agreed. The consensus of the Board was to continue alternating meeting locations between Station 61 and Station 51 through 2026.
 - It was agreed that during the Department’s Fire Academy, scheduled for February through May 2026, all Board meetings will be held at Station 61.
- **Board Minutes Signatures:**
 - The Governing Board discussed the continued use of digital/e-signatures for Board-approved documents. Chief Cowan confirmed that the e-signature process remains legally compliant and has been authorized by Board resolution and by each Commissioner through the Signature Authorization forms.
- **January 1 Board Meeting Reschedule:**
 - The Governing Board agreed to reschedule the January 1, 2026, meeting to January 8, 2026, and to move the January 15, 2026 meeting to January 22, 2026.

XI. PROJECTED AGENDA:

- Commissioner Nye will have an excused absence at the November 20, 2025 meeting.
- Commissioner Adman will have an excused absence at the December 18, 2025 meeting.

XII. EXECUTIVE SESSION:

- The regular meeting of the Governing Board moved to Executive Session at 6:50 p.m. until 7:05 p.m. for approximately 15 minutes. Chief Cowan read into record the executive session pursuant to RCW 42.30.140(4)(b) Negotiations.

- At 7:05 p.m., the Governing Board briefly returned to open session and announced an extension of the Executive Session for an additional 5 minutes, until 7:10 p.m.

The Executive Session concluded, and the regular meeting was reconvened at 7:10 p.m. The Governing Board tabled the PEMB discussion to the next Board meeting.

The Governing Board adjourned the regular meeting at 7:10 p.m.

Minutes prepared by: Gina Chanthavong



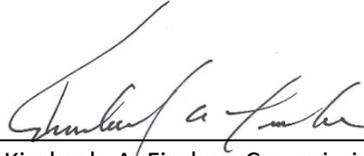
Bouphe K. Siharath
Secretary to the Governing Board



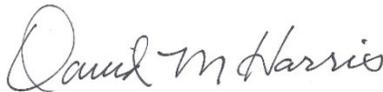
Eric Adman, Commissioner



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