



## SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

### SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES November 20, 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 20, 2025, at Station 51, Station 51, 7220 NE 181st Street, Kenmore, WA. 98028. Commissioner Fischer read into the record Commissioners Nyes's excused absence.

**PRESENT:**

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

**ABSENT:**

- **Rick Nye**, Commissioner

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT:**

- None.

**IV. CONSIDERATION OF AGENDA:**

- The Chair declared the agenda approved as presented, with no corrections or amendments.

**V. APPROVAL OF PAST MINUTES:**

***MOTION:** The Chair asked if there were any corrections or amendments to the November 6, 2025, Regular Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

**VI. CORRESPONDENCE:**

- None.

**VII. STANDING AGENDA:**

**1. Warrants:**

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

**Second Board Meeting  
NOVEMBER 20, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>RFA EXPENSE FUND: 10-064-0010</b>			
Vendor Voucher(s)	251110001 - 251110052	251,244.79	11/12/25
Vendor Voucher(s)	251115001 - 251115026	310,038.00	11/19/25
Vendor Voucher(s)	251119001	50,152.69	11/19/25
Payroll Vouchers	112525A - 112525j	159,598.96	11/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,247,866.48	11/21/25
ACH Payment Request - HRA/VEBA	ACH	62,915.23	11/25/25
ACH Payment Request - ALERUS (457 Plan)	ACH	116,891.80	11/25/25
ACH Payment Request - WA DCP	ACH	61,959.88	11/25/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,807.03	11/25/25
ACH Payment Request - Dept. of Retirement Systems	ACH	269,103.57	11/25/25
ACH Payment Request - DSHS	ACH	4,984.38	11/25/25
ACH Payment Request - Payroll Taxes	ACH	320,539.18	11/24/25

**\$ 2,882,101.99**

<b>RFA ALS EXPENSE FUND: 10-064-6080</b>			
Vendor Voucher(s)	251106001 - 251106008	8,979.35	11/12/25
	251112001 - 251112007	71,494.27	11/19/25
	251116001 - 251116002	3,357.49	11/19/25
Payroll Vouchers	ALS112525A - ALS112525H	39,743.46	11/26/25
ACH Payment Request - Payroll Direct Deposit	ACH	346,599.67	11/21/25
ACH Payment Request - HRA/VEBA	ACH	13,816.58	11/25/25
ACH Payment Request - ALERUS (457 Plan)	ACH	33,673.12	11/25/25
ACH Payment Request - WA DCP	ACH	22,909.40	11/25/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,843.48	11/25/25
ACH Payment Request - Dept. of Retirement Systems	ACH	80,209.23	11/25/25
ACH Payment Request - Payroll Taxes	ACH	101,411.01	11/24/25
ACH Payment Request - DSHS	ACH	2,069.00	11/25/25

**\$ 731,106.06**

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

**\$ -**

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

**\$ -**

<b>RFA CAPITAL FUND: 10-0643-010</b>			
Vendor Voucher(s)	251108001 - 251108012	68,528.53	11/12/25
Vendor Voucher(s)	251113001 - 251113007	121,422.47	11/19/25
Vendor Voucher(s)	251117001	5,117.52	11/19/25

**\$ 195,068.52**

<b>RFA NKCTC FUND: 10-064-0100</b>			
Vendor Voucher(s)	251109001	555.53	11/12/25
Vendor Voucher(s)	251111001	367.25	11/19/25
Vendor Voucher(s)	251118001	6,134.65	11/19/25

**\$ 7,057.43**

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

**\$ -**

<b>RFA BENEFITS FUND: 10-064-6050</b>			
Vendor Voucher(s)	251107001	3,165.60	11/12/25
Vendor Voucher(s)	251114001 - 251114005	31,700.67	11/19/25

**\$ 34,866.27**

<b>RFA DONATION FUND: 10-064-6030</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

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

**\$ -**

**MOTION**

Move to accept disbursements in the amount of :

**\$ 3,850,200.27**

**MOTION:** Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$3,850,200.27 per the detail above. The motion passed; nine ayes.

## 2. Commissioners' Report:

- None.

## 3. Financial Report

- The October 2025 Financial Summary Report will be provided at the December 4 Board meeting.

## 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.
  - Chief Cowan provided an update on the EMS World Skills Competition, noting that Shoreline Fire Department's ALS (Advanced Life Support) teams placed 4th and 2nd, and the BLS (Basic Life Support) teams placed 4th and 1st.
  - Chief Cowan also discussed the administrative positions at Shoreline Fire that will be joining the Local 1760 bargaining unit.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
  - DC Hochstein provided an update on the replacement of security cameras at various Department stations.
  - DC Hochstein reported that the Department's insurance broker, WHA, is marketing the Department's insurance package to obtain competitive bids for the 2026 policy year.
  - DC Orams briefed the Board on future training focused on emergency preparedness and incident management, noting that the Department may pursue an informal partnership with NEMCO Emergency Management to support this effort.
  - DC Hochstein provided a status update on the generator and HVAC project at Station 57:
    - The Department is still awaiting a delivery date for the permanent generator; however, the overall project remains on schedule, and the Department has approved the plan for a temporary generator.
    - HVAC work is progressing, with initial preparation underway and materials and equipment currently being procured.
  - DC Hochstein noted that the Department currently issues CSO tablets to crews, which currently consists of end-of-life Surface tablets. The Department identified less costly alternatives and will begin replacing the devices with iPads.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.
  - DC Orams provided brief updates regarding current activities with the City of Bothell Fire Department.

**VIII. OLD BUSINESS:**

• **Resolution 25-18 - Post Employment Medical Benefits Coverage (PEMB):**

- Chief Cowan addressed an email that had been shared within the Department, noting that it did not accurately reflect the cost savings associated with the program.
- 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.
- The Governing Board recommended continuing further discussion regarding the PEMB resolution in an executive session pursuant to RCW 42.30.140(4)(b) (Negotiations).

**IX. NEW BUSINESS:**

• **Resolution 25-19 - Adoption of the 2026 Budget:**

- A public hearing for citizen input was held on October 30, 2025. It is recommended that the Governing Board approve Resolution 25-19 adopting the 2026 budget in its entirety.

**Expenditure Division Budget Amount**

<b><u>Budget</u></b>		<b><u>Amount</u></b>
General Expense*	\$	48,615,432
General Capital	\$	4,106,987
General Benefits	\$	2,862,227
ALS Expense	\$	12,113,412
ALS Capital	\$	1,631,700
MIH Expense	\$	1,187,266
<b>TOTAL</b>	<b>\$</b>	<b>70,517,024</b>

*General Expense budget includes Interfund Transfers Out.*

**MOTION:** *Commissioner Adman moved, and Commissioner Pratt seconded a motion to authorize the Governing Board of Commissioners to sign and adopt Resolution 25-19 approving the 2026 budget, (General Expense, General Capital, General Benefits, ALS Expense, ALS Capital and CMT Expense budgets), in the amount of \$70,517,024. The motion passed; nine ayes.*

• **Resolution 25-20 - Establishing 2026 Benefit Charge:**

- It is recommended that the Governing Board approve Resolution 25-20 establishing the fire benefit charge for the calendar year 2026.

**MOTION:** *Commissioner Sullivan moved, and Commissioner Webster seconded a motion to authorize the Governing Board of Commissioners to sign and adopt Resolution 25-20 establishing the fire benefit charge for the calendar year 2026 at \$11,500,000. The motion passed; nine ayes.*

• **Resolution 25-21 - Certification of Regular Property Tax Levy and Bond Levy:**

- It is recommended that the Governing Board approve Resolution 25-21 certifying to the King County Council a regular property tax levy for 2026.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to authorize the Governing Board of Commissioners to sign and adopt Resolution 25-21 and hereby certifies to the King County Council a regular property tax levy in the principal amount of \$22,336,408 for the Shoreline Fire Department RFA's General Expense Budget,*

as described in Exhibit A. Further, the Governing Board hereby authorizes and directs the Treasury Division Manager of King County, Washington, to collect said amount in 2026. The motion passed; nine ayes.

- **Resolution 25-22 - Governing Board Amending the Regular Meeting Schedule:**

- The Board discussed the need to reschedule the regular meeting dates of the Governing Board in January 2026, and to temporarily adjust the location of the third-Thursday meetings between February and May 2026 to accommodate the Department's Fire Academy.

**MOTION:** Commissioner Adman moved, and Commissioner Pratt seconded a motion to authorize the Governing Board of Commissioners to sign and adopt Resolution 25-22 - Governing Board Amending the Regular Meeting Schedule. The motion passed; nine ayes.

**X. PROJECTED AGENDA:**

- Commissioner Adman will have an excused absence at the December 18 meeting.
- Commissioner Byers will attend the December 4, January 8, and January 22 meetings via Zoom.
- The King County Fire Commissioners 101 class will be held virtually on January 17 from 9:00 a.m. to 1:00 p.m.

**XI. EXECUTIVE SESSION:**

- The regular meeting of the Governing Board moved to Executive Session at 6:25 p.m. until 6:45 p.m. for approximately 20 minutes. Commissioner Fischer read into record the executive session pursuant to RCW 42.30.140(4)(b) Negotiations.
- At 6:45 p.m., the Governing Board briefly returned to open session and announced an extension of the Executive Session for an additional 15 minutes, until 7:00 p.m.
- At 7:02 p.m., the Governing Board briefly returned to open session and announced an extension of the Executive Session for an additional 5 minutes, until 7:07 p.m.
- The Executive Session concluded, and the regular meeting was reconvened at 7:07 p.m.
- The Governing Board tabled the PEMB discussion and requested the formation of a committee to further review the program. Commissioners Pratt, Heivilin, and Byers requested to serve on the committee.

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

Minutes prepared by: Beatriz Goldsmith



Boupha K. Siharath  
Secretary to the Governing Board

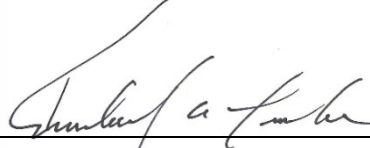


Eric Adman, Commissioner



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Tyler Byers, Commissioner



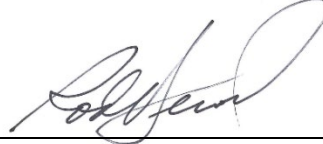
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Kimberly A. Fischer, Commissioner



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David M. Harris, Commissioner



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Rod Heivilin, Commissioner



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Rick Nye, Commissioner



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Josh Pratt, Commissioner



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Barb Sullivan, Commissioner



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Rick Webster, Commissioner



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Lisa Wollum, Commissioner