



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES December 18, 2025

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on December 18, 2025, at Station 51, 7220 NE 181st Street, Kenmore, WA. 98028. Commissioner Fischer read into the record Commissioners Adman's excused absence.

PRESENT:

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

- Commissioner Fischer requested the addition of a presentation under New Business from Alan Coburn, President (501(c)), and Chris Goodman, Assistant Team Lead, of the Shoreline Auxiliary Communication Services (ACS). The presentation was moved up on the agenda.
- **Presentation from the Shoreline Auxiliary Communication Services (ACS):**
 - Alan Coburn provided a presentation on recent significant upgrades to auxiliary communications and the emergency and disaster services provided in support of the Shoreline Fire Department.
- Chief Cowan requested the addition under New Business of a discussion regarding the Shoreline Fire Department Organizational Chart for 2026.

V. APPROVAL OF PAST MINUTES:

MOTION: *The Chair asked if there were any corrections or amendments to the December 4, 2025 Regular Meeting minutes. Commissioner Fischer noted a correction to accurately reflect the vote to adopt the Post-Employment Medical Benefits Coverage Resolution 25-18. The draft minutes incorrectly reflected the vote. The correct vote was five ayes, three opposed, and two abstentions.*

Hearing no further corrections, the Chair declared the December 4, 2025 Regular Meeting minutes approved as corrected.

VI. CORRESPONDENCE:

- The Department received a donation and thank-you correspondence from local citizens expressing appreciation for the services provided by the Department.

VII. STANDING AGENDA:

1. Warrants:

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

**Second Board Meeting
DECEMBER 18, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251205001 - 251205052	109,444.14	12/10/25
	251210001 - 251210035	63,320.60	12/17/25
Payroll Vouchers		will be added to next meeting	
ACH Payment Request - Payroll Direct Deposit		will be added to next meeting	
ACH Payment Request - HRA/VEBA		will be added to next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be added to next meeting	
ACH Payment Request - WA DCP		will be added to next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be added to next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be added to next meeting	
ACH Payment Request - DSHS		will be added to next meeting	
ACH Payment Request - Payroll Taxes		will be added to next meeting	

\$ 172,764.74

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251201001 - 251201011	17,762.28	12/10/25
	251206001 - 251206012	72,925.01	12/17/25
Payroll Vouchers		will be added to next meeting	
ACH Payment Request - Payroll Direct Deposit		will be added to next meeting	
ACH Payment Request - HRA/VEBA		will be added to next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be added to next meeting	
ACH Payment Request - WA DCP		will be added to next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be added to next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be added to next meeting	
ACH Payment Request - Payroll Taxes		will be added to next meeting	

\$ 90,687.29

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

\$ -

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

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251203001 - 251203010	215,966.40	12/10/25
Vendor Voucher(s)	251208001 - 251208009	239,520.80	12/17/25

\$ 455,487.20

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251204001 - 251204005	15,591.07	12/10/25
Vendor Voucher(s)	25109001 - 251209003	29,724.18	12/17/25

\$ 45,315.25

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	251202001 - 251202008	30,948.71	12/10/25
Vendor Voucher(s)	251207001 - 251207003	9,617.57	12/17/25

\$ 40,566.28

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 :		\$ 804,820.76	

MOTION: Commissioner Heivilin moved, and Commissioner Webster seconded a motion to accept the disbursements for \$804,820.76 per the detail above. The motion passed; nine ayes.

2. Commissioners' Report:

- Commissioner Fischer attended the annual Shoreline Fire Department toy drive and gave a special acknowledgment to the employees who attended and provided their support.

3. Financial Report

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

FINANCIAL SUMMARY REPORT: OCTOBER 2025

Regular Board Meeting: December 18, 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 OCT Balance	\$ 31,470,130.53

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

Data as of OCT 2025		Notes
Percentage Remaining	34.8%	
Targeted Percentage Remaining	25.0%	
Over/Under Targeted Budget Remaining	9.8%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of OCT 2025		Notes
Total Overtime	\$ 264,278.95	
Firefighting Staffing Overtime	\$ 174,338.50	<i>Overtime processing period: Sept 12, 2025 - Oct 10, 2025</i>
BLS/EMS Staffing Overtime	\$ 89,940.45	<i>Overtime processing period: Sept 12, 2025 - Oct 10, 2025</i>

General Expense Fund- CASH ON HAND

Data as of OCT 2025		Notes
Cash on hand, end of OCT balance	\$ 14,737,011.29	

Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
CAPITAL	<i>from NSD</i>	\$ 1,270,175.28	Special Transfer IN to RFA
RESERVE	<i>from NSD</i>	\$ 11,673.17	Special Transfer IN to RFA
DONATIONS	<i>from NSD</i>	\$ 331.82	Special Transfer IN to RFA
BENEFITS	<i>from NSD</i>	\$ 1,271,819.39	Special Transfer IN to RFA
TOTALS		\$ 2,553,999.66	

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 discussed with the Board that the Department has been exploring options to shift Department schedules, including the potential closure of offices or allowing remote work on Fridays. The Commissioners expressed support for further exploring this potential schedule change.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein provided a status update on the HVAC and generator installation projects at Station 57.
 - The HVAC project remains on schedule, with completion anticipated on February 4, 2026.
 - The generator installation project remains on schedule, with the new generator expected to arrive at the end of the month.
 - DC Hochstein provided an update on the Department’s hiring process for the Facilities Manager and Facilities Technician positions. Candidates were selected for both positions, and conditional offers were extended to the selected candidates.

VIII. OLD BUSINESS:

- None.

IX. NEW BUSINESS:

- **Review of Meeting Management:**
 - Chief Cowan discussed meeting management processes to ensure consistency across District and RFA Board meetings, including the need for backup Recording Secretary support.
- **Anders Hansson Contract for 2026 / MOTION:**
 - The Department required additional support in 2025 to address workload demands related to supporting services projects. To meet this need, Anders Hansson was employed on a part-time basis as a Project Manager. The Department anticipates the need to extend this work into 2026. By the end of 2026, the Department expects to have a long-term solution in place through the hiring of a Facilities Manager and/or a position such as a Logistics Manager.
 - Recommended that the Board of Commissioners extend the employment agreement for Anders Hansson as a project manager until the end of 2026.

MOTION: *Commissioner Webster moved, and Commissioner Harris seconded, to authorize the Governing Board of Commissioners to approve the project manager contract for Anders Hansson. The motion passed with nine ayes.*
- **Shoreline Fire Department Organizational Chart for 2026:**
 - Chief Cowan presented and discussed the Shoreline Fire Department Regional Fire Authority (RFA) Organizational Chart for 2026. The organizational chart is attached to these minutes and incorporated by reference.

X. PROJECTED AGENDA:

- Chief Cowan discussed the need to close the Department’s front office on December 26 due to short staffing. The Governing Board expressed consensus to proceed with the office closure.
- Commissioner Byers will attend the January 8 and January 22 meetings via Zoom or will have an excused absence.
- The King County Fire Commissioners 101 class will be held virtually on January 17 from 9:00 a.m. to 1:00 p.m.
- Commissioner Fischer will attend the February 19 meeting via Zoom or will have an excused absence.

XI. EXECUTIVE SESSION:

- None.

The Governing Board adjourned the regular meeting at 6:23 p.m.

Minutes prepared by: Beatriz Goldsmith



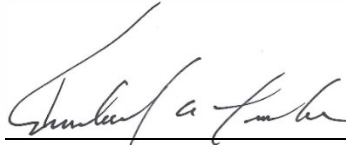
Boupha K. Siharath
Secretary to the Governing Board



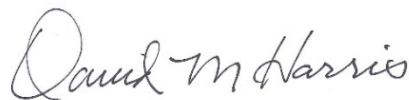
Eric Adman, Commissioner



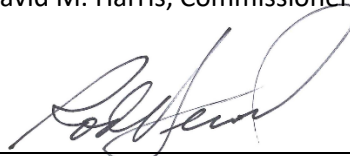
Tyler Byers, Commissioner



Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner



Rick Nye, Commissioner



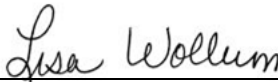
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner