



**SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
BOARD OF COMMISSIONERS MEETING**

AGENDA

January 8, 2026

5:30 p.m.

**Regular Meeting will be held via Zoom conferencing and
on-site at Station 61 17525 Aurora Avenue North**

Join Zoom Meeting

<https://us02web.zoom.us/j/83414034545?pwd=QVJhWGxPMETvaEdvMjJZSWFMMnBoQT09>

Meeting ID: 834 1403 4545

Passcode: 554785

Dial by your location: 1 253 215 8782

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Public Comment**
Public Comment Procedures:
Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with, if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak up to two minutes and those representing recognized organizations may speak up to four minutes.
- IV. **Consideration and Approval of Agenda**
- V. **Approval of Past Meeting Minutes**
 - December 17, 2025 – Special Meeting Minutes / MOTION
- VI. **Correspondence**
- VII. **Standing Agenda**
 1. Warrants – Motion to Approve
 2. Commissioners' Report
 3. Financial Report (*second meeting of each month*) **November's Financial Report will be reported at the January 22 meeting.**
 4. Statistics Report (*reported annually at the 2nd meeting of January*)
 5. Strategic Activity Report
 6. RFA Activity Reports
- VIII. **Old Business**
- IX. **New Business**
- X. **Projected Agendas**
- XI. **Adjournment**



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA) SPECIAL MEETING MINUTES DECEMBER 17, 2025

Commissioner Fischer called the Special Meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on December 17, 2025, at Station 61, 17525 Aurora Ave. N., Shoreline, WA. 98133. Chair Fischer read into record Commissioners Pratt and Adman's excused absences.

PRESENT:

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

ABSENT:

Eric Adman , Commissioner
Josh Pratt , Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

- Members of the public were present. No public comment was offered.

IV. Potential of the Bothell Fire Department joining the Shoreline Fire Department Regional Fire Authority (RFA):

- As required by RCW 42.30, notice of the Special Meeting was posted on December 12, 2025. The purpose of the Special Meeting, as stated in the notice, was to discuss the potential of the Bothell Fire Department joining the Shoreline Fire Department Regional Fire Authority (RFA), with possible action to be taken.
- Fire Chief Cowan presented a brief overview of the cost analysis prepared to support evaluation of the potential RFA integration.
- The Board discussed the information presented and asked, clarifying questions related to the potential paths forward.
- Following discussion, action was taken. By consensus, the Commissioners directed Chief Cowan to continue moving forward with the evaluation process regarding Bothell potentially joining the Shoreline Fire Department Regional Fire Authority.

V. ADJOURNMENT:

The Special Meeting of the Governing Board adjourned at 6:12 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

DRAFT

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

First Board Meeting
JANUARY 8, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251218001	2,995.36	12/29/25
Vendor Voucher(s)	251216001 - 251216031	387,956.80	12/29/25
Payroll Vouchers	123025A - 123025K	289,001.03	12/29/25
ACH Payment Request - Payroll Direct Deposit	ACH	2,020,704.07	12/26/25
ACH Payment Request - Payroll Taxes	ACH	649,859.61	12/28/25
ACH Payment Request - HRA/VEBA	ACH	61,548.65	12/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	179,824.47	12/30/25
ACH Payment Request - WA DCP	ACH	86,544.23	12/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	427,681.68	12/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	37,740.77	12/30/25
ACH Payment Request - DSHS	ACH	4,984.38	12/30/25
Payroll Voucher	11426A - 11426B	22,284.39	1/14/26
ACH Payment Request - Payroll Direct Deposit	ACH	130,174.04	1/13/26
Payroll - Taxes	ACH	19,181.93	1/14/26
Dept of Retirement Systems	ACH	21,365.89	1/29/26

\$ 4,341,847.30

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251215001 - 251215010	146,684.39	12/29/25
Payroll Vouchers	ALS123025A - ALS123025L	83,861.83	12/29/25
ACH Payment Request - Payroll Direct Deposit	ACH	537,696.51	12/26/25
ACH Payment Request - Payroll Taxes	ACH	198,004.89	12/28/25
ACH Payment Request - Payroll Taxes	ACH	2.07	12/30/25
ACH Payment Request - HRA/VEBA	ACH	13,483.26	12/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	66,883.83	12/30/25
ACH Payment Request - WA DCP	ACH	22,909.40	12/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	125,483.33	12/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	9,921.37	12/30/25
ACH Payment Request - DSHS	ACH	2,069.00	12/30/25
Payroll Voucher	ALS11426A - ALS11426B	4,474.39	1/14/26
ACH Payment Request - Payroll Direct Deposit	ACH	88,139.46	1/13/26
Payroll - Taxes	ACH	16,936.60	1/14/26
Dept of Retirement Systems	ACH	15,728.42	1/29/26

\$ 1,332,278.75

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	251211001	15,469.72	12/29/25

\$ 15,469.72

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

\$ -

RFA CAPITAL FUND: 10-064-3010			
Vendor Voucher(s)	251217001	1,463.65	12/29/25
Vendor Voucher(s)	251213001 - 251213005	38,853.15	12/29/25

\$ 40,316.80

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251214001 - 251214003	49,095.50	12/29/25
Vendor Voucher(s)			

\$ 49,095.50

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	251212001 - 251212002	14,415.98	12/29/25

\$ 14,415.98

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 :		\$ 5,793,424.05	

Shoreline Fire Department

BOARD MEETING DATE: January 8th, 2026

Chief Cowan

RFA Activity Reports

The following are noteworthy activities and/or meetings completed since the last Governing Board meeting:

Hiring/Succession Development

- We have made conditional offers of employment for the Facilities Manager and for Facilities Technician positions, both have accepted. We are in the process of performing background checks.
- We have completed the Division Chief of Suppression/Training promotional process and BC John Burrow will be accepting the role as DivC Pitts will be retiring in March.
- PERC has approved most of our administrative staff roles in joining the Non-Uniform bargaining group of Local 1760. Our next steps are to start negotiations for adding the positions to the collective bargaining unit.
- Our next process will be to fill the HR Lead position.

Staffing

- The next recruitment class is starting their EMT training.

Negotiations

- Started the integration of already approved articles from the Uniform CBA into the Non-Uniform CBA, as appropriate, for the start of negotiations.
- Started preparing a comparable analysis for all administrative staff in preparation for negotiations and contract renewals.

Contracts

- There is agreement to extend the NEMCO ILA for 2026 between Lake Forest Park and Kenmore.
- We have implemented Vector Solutions management for BFD personnel.
- Administrative staffing changes at BFD have been implemented improving efficiencies and our partnership.

North King County Training Consortium

- New ladder truck training.

Budget

- Setting up budgets and PO process for 2026.

Strategic Activity

- Continue working on Station 57 Generator and HVAC Replacement.
- New ladder truck is here and will hopefully be put in service in the next month. Fire engine to follow in coming months.
- Continue to work on short and medium-term admin staffing needs.
- Reinforcing our strategic goals for 2026 along with Retreat summary.

- Continuing to hold our joint exec/leadership team meeting every two weeks on 1st and 3rd Thursdays.
- Working on identifying questions to be answered for Bothell joining the RFA.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities

- December 16 – Communications
 - Met and discussed how to improve communications throughout the Department.
- December 16 – Communications
 - Met and discussed how to improve communications throughout the Department.
- December 17 – EMSAC Meeting
 - Quarterly meeting.
- December 17 – Special RFA Meeting
 - Discussed the potential and timeline of Bothell joining RFA.
- December 18 – ELT Meeting
 - Met and discussed issues and action items to be communicated out to staff.
- December 18 – Audit Meeting
 - Met with auditor for entrance meeting to discuss scope and potential risks to be evaluated.
- January 5 – BFD E Staff Meeting
 - Weekly staff meeting.

Incorporated into the Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: January 8, 2026
Deputy Chief Matt Hochstein

Facilities:

- Ongoing service ticket repairs.
- First Arriving platform project underway.
- Continued work with TCA for design of new carport over south drill ground parking stalls.
- Continued work with TCA regarding Shop expansion.
- Planning for 2026 capital project work taking place.

Fleet:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- New engine and ladder are both at Hughes in Mount Vernon getting gig list items repaired, engine should be done in a week or two.
- Bothell ladder is back from refurb and we are finishing repairs and maintenance on it before it goes back in service.
- 2212 (E165) is in the shop getting its annual inspections and repairs.

IT:

- Zeb was Out-of-Office from 12/25/2025 through 1/4/2026
- Waiting for quote from Jaymarc AV for options for better microphones
- Microsoft Windows updates for January 2026.
- Computer Replacement project is 95% completed - the remaining 5% are on hold due to a big public records request.
- Repairing and replacing ESO tablets as needed
- Misc tasks around stations.

Near Future:

- Critical vulnerabilities announced for VMware ESXi server - New updates need to be installed on all servers
- Researching new Remote Control software, for IT helpdesk support
- Researching new Monitoring software, for proactive monitoring of infrastructure equipment.
- Researching new Pelco / Motorola software VMS (video management system)
- Network maintenance needed at ST51. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST57. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST65. Not scheduled yet – estimated 2 hour downtime.

RFA Activity Highlights

- Network maintenance needed at ST61. Not scheduled yet – estimated 4 hour downtime.

Ongoing:

- Deploying new 5G modems to various apparatus when possible

DC of Support Services:

- Weekly coordination meetings with Fire Prevention, I.T., Facilities, Fleet, Support Services Project Manager, and Executive Team.
- Meet with Quartermaster Lead to finalize development of program.
- DC Hochstein on vacation.

Capital Projects:

- New 57 generator was delivered and set in place.
- St. 57 HVAC:
 - The new HVAC ceiling units have been installed.
 - The old outdoor condensing units have been removed and the new ones placed.
 - The refrigerant distribution boxes have been installed in the ceiling.
 - Wiring and plumbing has begun
- New pumper and TDA remain at Hughes
- First Arriving monitors have been ordered
- Surplus items (5 printers) were picked up by DES



**SHORELINE FIRE DEPARTMENT
REGIOINAL FIRE AUTHORITY (RFA)
Tentative Projected Agendas**

Regional Fire Authority Board meetings are held monthly on the 1st and 3rd Thursday of the month

- Items may not be in the same order as they will appear on the preliminary agenda.

D = Discussion
A = Action
PH = Public Hearing

January 8, 2026

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF

January 22, 2026

Planned Absence: _____

5:30 PM (Public Meeting Station 51)

SUBJECT	RESOLUTION	TYPE	STAFF

February 5, 2026

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF

February 19, 2026

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF
2026 Northwest Leadership Seminar -March 4–6, 2026			

March 5, 2026

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF

March 19, 2026

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF

OTHER DETIALS: