



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES January 22, 2026

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on January 22, 2026, at Station 51, 7220 NE 181st Street, Kenmore, WA. 98028.

PRESENT:

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

ABSENT: None.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- None.

IV. CONSIDERATION OF AGENDA:

- Commissioner Fischer added under new business Post Employment Medical Benefits (PEMB) Qualifying Date Discussion

V. APPROVAL OF PAST MINUTES:

MOTION: *The Chair asked if there were any corrections or amendments to the December 18, 2025, Regular 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 January 8, 2026 Regular Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

VI. CORRESPONDENCE:

- None.

VIII. IMPACT MITIGATION FEE AND FIRE MARSHAL OFFICE UPDATES:

- Ryan Burgess, Fire Marshal (FM), provided a quarterly update from the Fire Marshal’s Office and reviewed fire impact fee collections and current permitting submittals for the City of Shoreline. This information is attached and incorporated by reference.
- FM Burgess provided an overview of a regional effort among King County Fire Marshals to enhance fire incident data analysis using National Emergency Response Information System (NERIS) data. At the request of the Board, FM Burgess will provide a follow-up report on this initiative.
- The Board discussed Senate Bill 6040. FM Burgess provided a brief legislative update regarding proposed legislation related to fire protection districts, noting that the King County Fire Marshal group is monitoring the bill and has expressed concerns regarding potential impacts to regional collaboration and fire code application. It was further noted that correspondence has been sent to the bill sponsor and that the legislation will continue to be monitored.
- FM Burgess reported that fire system compliance rates across the jurisdictions served by the RFA are approaching 90%, reflecting progress in ensuring operational fire alarm and sprinkler systems. The Board discussed the value of sharing this information with the Department and partner cities as part of community risk reduction efforts.
- FM Burgess provided summary statistics regarding construction inspections and fire investigations and discussed plans to analyze multi-year data trends. It was recommended to provide future trend reporting on a biannual basis, and the Board was in agreement.

IX. STANDING AGENDA:

1. Warrants:

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

Second Board Meeting
JANUARY 22, 2026

| TYPE OF TRANSACTION | INVOICE NUMBER | DISBURSEMENT AMOUNT | RELEASE DATE |
|--|-----------------------|-------------------------------|--------------|
| RFA EXPENSE FUND: 10-064-0010 | | | |
| Vendor Voucher(s) | 260103001 - 260103054 | 959,596.13 | 1/14/2026 |
| Vendor Voucher(s) | 260110001 - 260110040 | 137,132.77 | 1/21/26 |
| Vendor Voucher(s) | 260114001 - 260114002 | 37,874.28 | 1/21/26 |
| Post Retirement Medical Benefits | ACH | 11,094.07 | 12/10/25 |
| Payroll Vouchers | | Will be posted on next months | |
| ACH Payment Request - Payroll Direct Deposit | | Will be posted on next months | |
| ACH Payment Request - HRA/VEBA | | Will be posted on next months | |
| ACH Payment Request - ALERUS (457 Plan) | | Will be posted on next months | |
| ACH Payment Request - WA DCP | | Will be posted on next months | |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | | Will be posted on next months | |
| ACH Payment Request - Dept. of Retirement Systems | | Will be posted on next months | |
| ACH Payment Request - DSHS | | Will be posted on next months | |
| ACH Payment Request - Payroll Taxes | | Will be posted on next months | |

\$ 1,145,697.25

| | | | |
|--|-----------------------|-------------------------------|----------|
| RFA ALS EXPENSE FUND: 10-064-6080 | | | |
| Vendor Voucher(s) | 260101001 - 260101013 | 162,400.78 | 1/14/26 |
| Vendor Voucher(s) | 260106001 - 260106009 | 8,390.84 | 1/21/26 |
| Vendor Voucher(s) | 260111001 | 993.80 | 1/21/26 |
| Post Retirement Medical Benefits | ACH | 14,348.32 | 12/10/25 |
| Payroll Vouchers | | Will be posted on next months | |
| ACH Payment Request - Payroll Direct Deposit | | Will be posted on next months | |
| ACH Payment Request - HRA/VEBA | | Will be posted on next months | |
| ACH Payment Request - ALERUS (457 Plan) | | Will be posted on next months | |
| ACH Payment Request - WA DCP | | Will be posted on next months | |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | | Will be posted on next months | |
| ACH Payment Request - Dept. of Retirement Systems | | Will be posted on next months | |
| ACH Payment Request - Payroll Taxes | | Will be posted on next months | |

\$ 186,133.74

| | | | |
|--|-----------------------|----------|---------|
| RFA ALS CAPITAL FUND: 10-064-6060 | | | |
| Vendor Voucher(s) | 260105001 - 260105002 | 6,317.40 | 1/21/26 |

\$ 6,317.40

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

\$ -

| RFA CAPITAL FUND: 10-0643-010 | | | | |
|--------------------------------------|-----------------------|--|------------|-----------|
| Vendor Voucher(s) | 260104001 - 260104002 | | 179,256.50 | 1/14/2026 |
| Vendor Voucher(s) | 260108001 - 260108006 | | 277,584.99 | 1/21/26 |
| Vendor Voucher(s) | 260112001 | | 2,437.78 | 1/21/26 |

\$ 459,279.27

| RFA NKCTC FUND: 10-064-0100 | | | | |
|------------------------------------|-----------|--|-----------|---------|
| Vendor Voucher(s) | 260109001 | | 27,575.00 | 1/21/26 |
| Vendor Voucher(s) | 260115001 | | 2,902.45 | 1/21/26 |

\$ 30,477.45

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

\$ -

| RFA BENEFITS FUND: 10-064-6050 | | | | |
|---------------------------------------|-----------------------|--|----------|-----------|
| Vendor Voucher(s) | 260102001 - 260102003 | | 7,915.83 | 1/14/2026 |
| Vendor Voucher(s) | 260107001 | | 6,552.01 | 1/21/2026 |

\$ 14,467.84

| 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 :

\$ 1,842,372.95

MOTION: Commissioner Heivilin moved, and Commissioner Webster seconded a motion to accept the disbursements for \$1,842,372.95 per the detail above. The motion passed; ten ayes.

2. Commissioners' Report:

- Commissioner Heivilin reported attending the Fire Commissioners 101 class and noted that the presentation by John Murphy was informative.

3. Financial Report

- A summary of the November 2025 Financial Summary Report was provided, which is listed below and included by reference.
 - Chief Cowan reviewed the financial summary and reported that the Department remains under budget. He noted that year-end capital expenditures are still being finalized and may impact final fund balances.
 - In response to Governing Board questions, Chief Cowan clarified that reduced development activity may result in lower impact fee collections; however, this does not affect the annual operating budget, and sufficient impact fee funds remain available to meet existing bond obligations.

FINANCIAL SUMMARY REPORT: NOVEMBER 2025

Regular Board Meeting: January 22, 2026

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 NOV Balance | \$ 25,992,201.39 |

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

| Data as of NOV 2025 | | Notes |
|--------------------------------------|-------|--------------|
| Percentage Remaining | 21.8% | |
| Targeted Percentage Remaining | 12.5% | |
| Over/Under Targeted Budget Remaining | 9.3% | Under Budget |

General Expense Fund- OVERTIME COSTS

| Data as of NOV 2025 | | Notes |
|--------------------------------|----------------------|--|
| Total Overtime | \$ 254,686.90 | |
| Firefighting Staffing Overtime | \$ 169,128.45 | <i>Overtime processing period: Oct 10, 2025 - Nov 14, 2025</i> |
| BLS/EMS Staffing Overtime | \$ 85,558.45 | <i>Overtime processing period: Oct 10, 2025 - Nov 14, 2025</i> |

General Expense Fund- CASH ON HAND

| Data as of NOV 2025 | | Notes |
|----------------------------------|------------------|-------|
| Cash on hand, end of NOV balance | \$ 11,785,913.56 | |

Interfund Transfers: NO ACTIVITY

| FUND NAME | TRANSFERS-OUT | TRANSFERS-IN | Purpose |
|-----------|---------------|--------------|---------|
| | | | |

4. Statistics Report:

- Tabled to be presented at one of the next Governing Board meetings this year.

5. Strategic Activity Report:

- No Update.

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.
 - At the request of Commissioner Adman, Deputy Chief Hochstein provided an update on the Station 57 HVAC project, noting that although there have been some delays, the project remains on track for completion in mid-February. The generator project is delayed due to scheduling constraints with Seattle City Light.
 - Deputy Chief Hochstein reported on a recent apparatus wheel failure, noting that no patients or injuries were involved. A full investigation is underway in coordination with the Fleet Department, Safety Officer, and manufacturer, and procedures and equipment checks are being reviewed to prevent future occurrences.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.
 - At the request of Commissioner Adman, Chief Cowan provided an update on discussions with the King County Sheriff's Office regarding potential collaboration involving the use of a boat for training and operational evaluation purposes.

X. OLD BUSINESS:

- None.

XI. NEW BUSINESS:

- **Post Employment Medical Benefits (PEMB) Qualifying Date Discussion:**
 - The Board discussed a request for clarification from Doug Loeser, IAFF Local Union President, regarding the qualifying dates for participation in the Post-Employment Medical Benefits (PEMB) program. Chief Cowan reported that employees must meet the notification and retirement requirements established in the current resolution in order to qualify. Chief Cowan further noted that the program will conclude as scheduled and that the Department intends to explore potential replacement options prior to the program's expiration.
- **Climate Action Plan Discussion:**
 - Commissioner Adman provided a brief update regarding climate action planning as it relates to the fire service.
 - The Board discussed the concept of developing a Department climate action approach. By consensus, the Board established a Climate Action Plan subcommittee. Commissioner Adman volunteered to chair the subcommittee, with Commissioners Nye, Webster, Fischer, and Heivilin participating.
 - The Board discussed inviting the City of Shoreline Sustainability Coordinator to provide a brief, time-limited overview of the City's Climate Action Plan at an upcoming meeting. By consensus, the Board directed that this presentation be scheduled for the February 5 RFA Governing Board meeting and placed at the top of the agenda. Commissioner Adman will coordinate with the City's representative.

XII. PROJECTED AGENDA:

- Washington Fire Commissioners Association Legislative Day is scheduled for January 29.
- Commissioner Nye will attend the February 5 and February 19 meetings via Zoom or will have an excused absence.
- Commissioner Fischer will attend the February 19 meeting via Zoom or will have an excused absence. Commissioner Adman will Chair the meeting in Commissioner Fischer’s absence.
- Commissioner Pratt will not be in attendance at the February 19 meeting.
- The regularly scheduled RFA meeting on March 5 has been cancelled. The Fire Benefit Charge Appeal Hearing has been rescheduled to the March 19 RFA Governing Board meeting.
- A Joint Shoreline Fire Department RFA and North City Water District Special Meeting is scheduled for March 12 at 5:30 p.m.

XIII. EXECUTIVE SESSION:

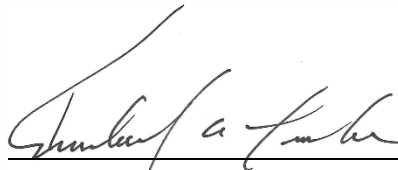
- None.

The Governing Board adjourned the regular meeting at 7:07 p.m.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Governing Board



Kimberly A. Fischer, Chair



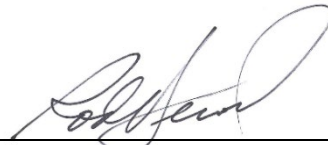
Eric Adman, Vice-Chair



Tyler Byers, Commissioner



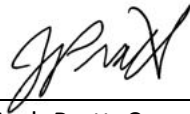
David M. Harris, Commissioner



Rod Heivilin, Commissioner



Rick Nye, Commissioner



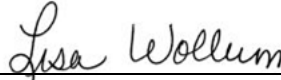
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner