



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD SPECIAL MEETING

SHORELINE FIRE DEPARTMENT (RFA) SPECIAL MEETING MINUTES February 26, 2026

Chair Fischer called the special meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on February 26, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133. Chair Fischer read into record Commissioner Pratt's excused absence.

PRESENT:

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

ABSENT:

- **Josh Pratt**, Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- None.

IV. CONSIDERATION OF AGENDA:

- None.

V. APPROVAL OF PAST MINUTES:

MOTION: *The Chair asked if there were any corrections or amendments to the February 5, 2026 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
FEBRUARY 26, 2026**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260205001 - 260205034	63,403.46	2/4/26
Vendor Voucher(s)	260209001 - 260209023	19,905.10	2/11/26
Vendor Voucher(s)	260210001 - 260210003	309,920.45	2/11/26
Vendor Voucher(s)	260217001 - 260217031	116,547.83	2/18/26
Vendor Voucher(s)	260222001 - 260222037	63,807.34	2/25/26
Payroll Vouchers	22526A - 22526G	193,511.78	2/25/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,306,538.53	2/24/26
ACH Payment Request - Payroll Taxes	ACH	344,148.12	2/25/26
ACH Payment Request - HRA/VEBA	ACH	82,899.43	2/26/26
ACH Payment Request - ALERUS (457 Plan)	ACH	132,161.91	2/26/26
ACH Payment Request - WA DCP	ACH	67,140.20	2/26/26
ACH Payment Request - Dept. of Retirement Systems	ACH	286,803.68	2/26/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	29,915.14	2/26/26
ACH Payment Request - DSHS	ACH	4,984.38	2/26/26

\$ 3,021,687.35

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260201001 - 260201009	3,696.64	2/4/26
Vendor Voucher(s)	260206001 - 0206001	144,425.37	2/11/26
Vendor Voucher(s)	260212001 - 260212014	15,005.56	2/18/26
Vendor Voucher(s)	260218001 - 260218003	17,835.64	2/25/26
Post Retirement Medical Benefits	ACH	14,735.70	1/29/26
Post Retirement Medical Benefits	ACH	14,735.70	2/18/26
Payroll Vouchers	ALS22526A - ALS22526F	45,580.90	2/25/26
ACH Payment Request - Payroll Direct Deposit	ACH	353,892.11	2/24/26
ACH Payment Request - Payroll Taxes	ACH	107,432.53	2/25/26
ACH Payment Request - HRA/VEBA	ACH	19,699.92	2/26/26
ACH Payment Request - ALERUS (457 Plan)	ACH	37,718.38	2/26/26
ACH Payment Request - WA DCP	ACH	24,405.25	2/26/26
ACH Payment Request - Dept. of Retirement Systems	ACH	84,467.62	2/26/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,017.72	2/26/26
ACH Payment Request - DSHS	ACH	2,069.00	2/26/26

\$ 892,718.04

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260215001	3.90	2/18/26

\$ 3.90

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260214001	12,310.46	2/18/26

\$ 12,310.46

RFA CAPITAL FUND: 10-064-010			
Vendor Voucher(s)	260203001	68,924.38	2/4/26
Vendor Voucher(s)	260208001 - 260208003	8,779.72	2/11/26
Vendor Voucher(s)	260213001 - 260213006	115,767.88	2/18/26
Vendor Voucher(s)	260220001 - 260220002	16,049.19	2/25/26

\$ 209,521.17

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260204001 - 260204002	8,846.05	2/4/26
Vendor Voucher(s)	260216001	4,906.21	2/18/26
Vendor Voucher(s)	260221001	798.95	2/25/26

\$ 14,551.21

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260202001 - 260202002	883.85	2/4/26
Vendor Voucher(s)	260207001 - 260207003	5,384.00	2/11/26
Vendor Voucher(s)	260219001 - 260219003	16,689.56	2/25/26
Post Retirement Medical Benefits	ACH	13,140.62	1/29/26
Post Retirement Medical Benefits	ACH	13,140.62	2/18/26

\$ 49,238.65

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 :

\$ 4,200,030.78

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$4,200,030.78 per the detail above. The motion passed; nine ayes.

2. Commissioners' Report:

- Commissioner Adman noted that the Climate Action Committee meeting is scheduled for March 17 at 1:30 p.m. at Shoreline Fire Department Station 61.
- Several Commissioners attended the Department's Push-In Ceremony to welcome the new Pierce Velocity Ascendant Tiller and noted that the event went well.

3. Financial Report

- A summary of the December 2025 Financial Summary Report was provided, which is listed below and incorporated by reference.
- The Department ended the year under budget. Late-year expenditures occurred primarily in the Capital Fund, along with retroactive payroll adjustments issued in December and January related to the ratified labor contract reconciliation.

FINANCIAL SUMMARY REPORT: DECEMBER 2025

Regular Board Meeting: February 26, 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 DEC Balance	\$	25,381,055.28
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of DEC 2025		Notes
Percentage Remaining	4.5%	
Targeted Percentage Remaining	0.0%	
Over/Under Targeted Budget Remaining	4.5%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of DEC 2025		Notes
Total Overtime	\$ 143,670.17	
Firefighting Staffing Overtime	\$ 78,181.48	<i>Overtime processing period: Nov 14, 2025 - Dec 12, 2025</i>
BLS/EMS Staffing Overtime	\$ 65,488.69	<i>Overtime processing period: Nov 14, 2025 - Dec 12, 2025</i>

General Expense Fund- CASH ON HAND

Data as of DEC 2025		Notes
Cash on hand, end of DEC balance	\$ 8,946,036.77	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

4. Statistics Report:

- DC Orams provided an overview of the 2025 Statistical Response Report, which is attached and incorporated by reference. He recognized Michelle Pidduck, the Department's Public Information Officer /Public Education Officer, for her work in preparing the report.

5. Strategic Activity Report:

- None.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - Commissioner Webster asked for an update on the generator project. Chief Cowan reported that the project has experienced delays due to issues identified during testing, and the contractor is currently troubleshooting the system. He also noted that the HVAC project is nearing completion.
 - Chief Cowan also updated the Board on the First Arriving project. The Department is currently experiencing communication issues with NORCOM related to incident notifications appearing on department screens. Troubleshooting efforts are ongoing.
 - Chief Cowan noted that a non-water fire suppression system has been installed in the server room at Station 61 to provide additional protection for the Department's IT infrastructure.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.

VIII. OLD BUSINESS:

- **None:**

IX. NEW BUSINESS:

- **Service contract with LION TotalCare:**
 - DC Orams provided an update on the proposed service contract with LION TotalCare that was discussed at the February 5, 2026, RFA Governing Board meeting.
 - NFPA 1850 updated the requirements for the annual comprehensive inspection, cleaning, and testing of structural firefighting protective ensembles. The Shoreline Fire Department currently maintains approximately 350 sets of turnout gear. Department PPE specialists determined the updated requirements cannot be efficiently completed in-house without significant overtime, additional equipment, and certification costs. The Department is therefore proposing to enter into a service agreement with LION TotalCare to provide annual testing, ozone cleaning, inspection, repairs, and tracking/reporting services.
 - Chief Cowan noted that while the service is costly, it directly supports Firefighter health and safety and aligns with increasing industry emphasis on proper inspection, cleaning, and testing of protective equipment. The cost is not included in the current budget but is anticipated to be incorporated into next year's budget, subject to Board approval.

- Commissioner Webster asked whether the service would be subject to an annual competitive bid. Chief Cowan noted that there is currently no other local source for these services but that a competitive process may be considered in the future.

MOTION: *Commissioner Webster moved, and Commissioner Harris seconded, Chief Cowan to enter and execute a service contract with LION TotalCare for structural firefighting PPE inspection, cleaning, testing, and repair services to ensure compliance with NFPA 1850 requirements. The motion passed; nine ayes.*

- **Regional Fire Authority (RFA) Potentially Including Bothell:**

- Chief Cowan provided a brief update on the ongoing discussions of Bothell joining the RFA:
 - The Bothell City Council is expected to consider the matter at its March 10 study session.
 - Chief Cowan noted the Department is preparing informational materials for the City Council, including potential benefits, financial comparisons, and a Fire Benefit Charge analysis to evaluate impacts to the City of Bothell and its taxpayers.
 - Commissioners discussed governance considerations should Bothell join the RFA, including potential representation on the RFA Governing Board and the status of Snohomish County Fire District 10.
 - Following discussion, the Governing Board expressed consensus to propose the addition of three City of Bothell Councilmembers to the RFA Governing Board, subject to further review and approval as the process moves forward.

X. PROJECTED AGENDA:

- The regularly scheduled RFA Governing Board 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.
- Commissioner Webster will attend the March 19 meeting virtually.
- Commissioner Nye will attend the May 7 meeting virtually or have an excused absence.
- Commissioner Adman will have an excused absence on May 7.
- The Department's Annual Appreciation Banquet will be held May 16 at Cromwell Park.
- The Washington Fire Commissioners Association Annual Seminar is scheduled for June 3 in Chelan, Washington.

XI. EXECUTIVE SESSION:

- The regular meeting of the Governing Board recessed at 6:30 p.m. and entered Executive Session at 6:35 p.m. for approximately 20 minutes, until 6:55 p.m. Chief Cowan announced the Executive Session pursuant to RCW 42.30.110(1)(g) to review applicant qualifications / employee performance, with a decision expected.

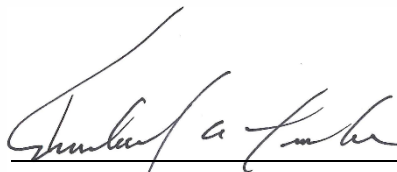
- At 6:55 p.m., the Governing Board briefly returned to open session and announced an extension of the Executive Session for an additional 15 minutes, until 7:10 p.m.
- At 7:10 p.m., the Governing Board returned to open session. Following discussion, the Governing Board unanimously tabled the matter and requested additional information from the Department using Uniform CBA comparables.

The Governing Board adjourned the regular meeting at 7:12 p.m.

Minutes prepared by: Beatriz Goldsmith



Boupha K. Siharath
Secretary to the Governing Board



Kimberly A. Fischer, Chair



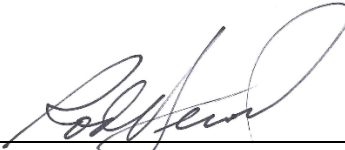
Eric Adman, Vice-Chair



Tyler Byers, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner



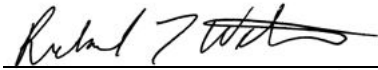
Rick Nye, Commissioner



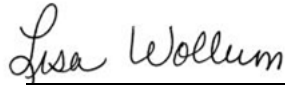
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner