



## SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

### SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES March 19, 2026

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on March 19, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133. Chair Fischer read into record Commissioners Webster and Nye's excused absences.

**PRESENT:**

<b>Kimberly Fischer</b> , Chair	<b>Matt Cowan</b> , Fire Chief
<b>Eric Adman</b> , Vice-Chair (attended via Zoom)	<b>Matt Hochstein</b> , Deputy Chief (DC)
<b>Tyler Byers</b> , Commissioner (attended via Zoom)	<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>Lisa Wollum</b> , Commissioner (attend via Zoom)	

**ABSENT:**

- **Rick Webster**, Commissioner
- **Rick Nye**, Commissioner

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. FIRE BENEFIT CHARGE (FBC) APPEALS:**

- Commissioner Fischer opened the Public Hearing at 5:31 p.m. to receive citizen appeals regarding the 2026 Fire Benefit Charge (FBC).
  - Chief Cowan reported that the majority of 2026 FBC appeals have been resolved. Two appeals remain pending King County review for Senior Discount eligibility. Chief Cowan acknowledged Jennifer Kunkel for her assistance with processing the appeals.
- Commissioner Fischer closed the Public Hearing at 5:33 p.m., and the regular order of business resumed.

**IV. PUBLIC COMMENT:**

- None.

**V. CONSIDERATION OF AGENDA:**

- The agenda was amended to include Staffing and Recruitment Process for Administrative Employees under New Business.

**VI. APPROVAL OF PAST MINUTES:**

**MOTION:** *The Chair asked if there were any corrections or amendments to the February 26, 2026, Special 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 March 9, 2026, Special Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

**VII. CORRESPONDENCE:**

- None.

VIII. STANDING AGENDA:

1. Warrants:

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY  
VOUCHER COVER SHEET

Second Board Meeting

MARCH 19, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>RFA EXPENSE FUND: 10-064-0010</b>			
Vendor Voucher(s)	260304001 - 260304023	31,354.51	3/4/26
Vendor Voucher(s)	260309001 - 260309031	209,833.94	3/11/26
	260316001 - 260316041	895,750.36	3/18/26
Payroll Voucher	31626A	16,061.01	3/11/26
ACH Payment Request - Payroll Direct Deposit	ACH	137,000.87	3/12/26
Payroll - Taxes	ACH	16,748.52	3/13/26
Dept of Retirement Systems	ACH	22,453.90	3/30/26

**\$ 1,329,203.11**

<b>RFA ALS EXPENSE FUND: 10-064-6080</b>			
Vendor Voucher(s)	260301001 - 260301005	3,114.66	3/4/26
	260305005 - 260305011	51,879.43	3/11/26
	260310001 - 260310004	2,693.93	3/11/26
	260312001 - 26312011	153,984.68	3/18/26
Post Retirement Medical Benefits	ACH	14,735.70	3/12/26
Payroll Voucher	ALS31626A	3,440.08	3/11/26
ACH Payment Request - Payroll Direct Deposit	ACH	65,484.37	3/12/26
Payroll - Taxes	ACH	11,861.86	3/13/26
Dept of Retirement Systems	ACH	11,543.94	3/30/26

**\$ 318,738.65**

<b>RFA ALS CAPITAL FUND: 10-064-6060</b>			
Vendor Voucher(s)	260311001	632,363.06	3/18/26

**\$ 632,363.06**

<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)	260303001 - 260303002	33,706.14	3/4/26
Vendor Voucher(s)	260307001 - 260307003	16,549.37	3/11/26
Vendor Voucher(s)	260313001 - 260313002	26,224.82	3/18/26

**\$ 76,480.33**

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260308001	66,180.00	3/11/26
Vendor Voucher(s)	260314001	12,683.78	3/18/26

**\$ 78,863.78**

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

**\$ -**

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260302001 - 260302002	28,663.18	3/4/26
Vendor Voucher(s)	260306001 - 260306009	21,651.28	3/11/26
Vendor Voucher(s)	260315001 - 260315004	14,728.02	3/18/26
Post Retirement Medical Benefits	ACH	13,140.62	3/12/26

**\$ 78,183.10**

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 :

**\$ 2,513,832.03**

**MOTION:** Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$2,513,832.03 per the detail above. The motion passed; eight ayes.

**2. Commissioners' Report:**

- Commissioner Adman reported that the Climate Action Committee held its first meeting on March 17, with Commissioners Adman, Nye, and Fischer, and Deputy Chief Hochstein in attendance. Discussion included recruitment and related topics. The next meeting is scheduled for May 5.
- Chief Cowan acknowledged a request to include an overtime budget line and will return to the Board with a proposal for consideration.
- Commissioners Fischer, Heivilin, Pratt, and Harris reported attending the Northwest Leadership Seminar (NWLS) seminar and encouraged future participation.

**3. Financial Report**

- Chief Cowan presented the January 2026 Financial Summary Report, which is incorporated by reference.
  - Commissioner Heivilin inquired about the disability budget line exceeding projections. Chief Cowan will review and report back to the Board.

- Deputy Chief Hochstein reported on maintenance issues related to an aid car affected by mold from a leak; the vehicle was sent out for cleaning. He also provided an update on the carport project, noting that Board approval will be required to complete the project. The carport will help protect vehicles from weather exposure. The Request for Proposals (RFP) is forthcoming, with construction anticipated in the coming months.

## FINANCIAL SUMMARY REPORT: JANUARY 2026

Regular Board Meeting: March 19, 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 JAN Balance	\$ 28,753,033.89

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

Data as of JAN 2026		Notes
Percentage Remaining	90.1%	
Targeted Percentage Remaining	91.7%	
Over/Under Targeted Budget Remaining	-1.6%	Over Budget

### General Expense Fund- OVERTIME COSTS

Data as of JAN 2026		Notes
<b>Total Overtime</b>	<b>\$ 338,148.47</b>	
Firefighting Staffing Overtime	\$ 202,763.75	<i>Overtime processing period: Dec 12, 2025 - Jan 9, 2026</i>
BLS/EMS Staffing Overtime	\$ 135,384.72	<i>Overtime processing period: Dec 12, 2025 - Jan 9, 2026</i>

### General Expense Fund- CASH ON HAND

Data as of JAN 2026		Notes
Cash on hand, end of JAN balance	\$ 11,066,910.64	

### Interfund Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	\$ 2,997,500.00		Transfer OUT to Capital per budget approval (#1 of 2)
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE			
RESERVE			
CAPITAL		\$ 2,997,500.00	Transfer IN to Capital per budget approval (#1 of 2)
LTGO BOND			
MIH			
<b>TOTALS</b>	<b>\$ 2,997,500.00</b>	<b>\$ 2,997,500.00</b>	

### Special Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from SFD (District)</i>	\$ 8,736,000.00	Transfer From Fire District to RFA
<b>TOTALS</b>		<b>\$ 8,736,000.00</b>	

**4. Statistics Report:**

- None.

**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 Sullivan requested an update on the Department’s public records requests. Chief Cowan reported that the volume of requests has been significant this year and noted that the Department is exploring use of a third-party vendor to assist with public records requests related to litigation.
  - The Governing Board discussed legislative considerations related to public records requests.
  - Chief Cowan discussed the prior RFA structure and strategies for a potential future RFA, including the need to evaluate the financial outlook. He noted that a new RFA Governing Board document will be developed to define the framework.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
  - Commissioner Sullivan requested an update on the services provided through the Departments contract with Gallatin Public Affairs.
    - Deputy Chief Hochstein reported that services include support with Bothell RFA communications, development of crisis communication plans, evaluation of the internal portal, assistance with hiring and recruitment processes, coordination on current events and future action items, support for succession planning documents, and internal communication planning.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.

**IX. OLD BUSINESS:**

• **Review Retention Proposals:**

- The Department acknowledged the value of experienced employees and the knowledge and expertise they bring, which benefit both the Department and the communities it serves. The Department recognized that retaining capable and experienced employees enhances service levels and reduces costs associated with recruiting and training new employees. To support retention, the Department is offering incentives to certain non-represented employees. The Department will provide retention incentives to specified employees, subject to the terms and conditions outlined in the attached Retention Agreements.

**MOTION:** *Commissioner Harris moved, and Commissioner Wollum seconded Chief Cowan to sign the Retention Agreements for said employees except Chief Cowan, which will be signed by the Board Chair. The motion passed; eight ayes.*

**X. NEW BUSINESS:**

• **Chevy Suburban Vehicle Surplus:**

➤ The Department requested to declare the vehicle listed below as surplus due to age and mechanical unreliability. The vehicle will be auctioned through Ritchie Bros. in Chehalis, Washington, with a minimal auction processing fee incurred by the Department.

- 1998 Chevy Suburban
- License Plate: 30692C
- VIN: 3GNGK26R6XG164537

**MOTION:** *Commissioner Sullivan moved, and Commissioner Heivilin seconded, to declare the unit listed above to be of no benefit to the Department and to declare the apparatus surplus and authorize the Fire Chief or his designee to dispose the unit through auction. The motion passed; eight ayes.*

• **Chevy Tahoe Vehicle Surplus:**

➤ The Department requested to declare the vehicle listed below as surplus due to age and mechanical unreliability. The unit will be auctioned through Ritchie Bros. in Chehalis, Washington, with a minimal auction processing fee incurred by the Department.

- 2013 Chevy Tahoe
- License Plate: A5394C
- VIN: 1GNSK2E03ER208679

**MOTION:** *Commissioner Heivilin moved, and Commissioner Wollum seconded, to declare the unit listed above to be of no benefit to the Department and to declare the apparatus surplus and authorize the Fire Chief or his designee to dispose the unit through auction. The motion passed; eight ayes.*

• **Staffing and Recruitment process for Administrative Employees:**

- Chief Cowan provided a briefing on the staffing and recruitment process for administrative employees and distributed a draft Shoreline Fire Department organizational chart to the Governing Board for discussion and review. The document is attached and incorporated by reference.
- Commissioner Adman inquired about the number of full-time equivalent (FTE) positions included in the proposed structure. Chief Cowan stated that the only new position proposed is an HR Director; other positions reflect existing, currently vacant roles. He further noted the potential future need for a Finance Director role. At present, the Administrative Director fulfills finance-related responsibilities, and the need for a separate position will be evaluated later this year.
- The Governing Board discussed the recruitment process. Chief Cowan reported that the Department has reached out to recruitment agencies to assist with hiring and has requested proposals from Prothman and ESCI (Emergency Services Consulting International). Although not originally budgeted, this support was identified as a valuable need and will assist with the transition of the current Administrative Director. No concerns were raised by the Governing Board regarding moving forward with the plan.

**XI. PROJECTED AGENDA:**

- Commissioner Pratt is expected to attend the April 2 meeting virtually or will have an excused absence.
- Commissioner Nye is expected to attend the May 7 meeting virtually or will have an excused absence.
- Commissioner Adman will have an excused absence on May 7.
- The Department’s Annual Appreciation Banquet will be held on May 16 at Cromwell Park.
- The Washington Fire Commissioners Association Annual Seminar is scheduled for June 3 in Chelan, Washington. The June 3 Board meeting date will need to be rescheduled.
- The Pancake Breakfast will be held on Saturday, June 13.

**XII. EXECUTIVE SESSION:**

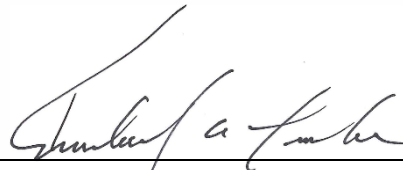
- None.

The Governing Board adjourned the regular meeting at 6:37 p.m.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath  
Secretary to the Governing Board



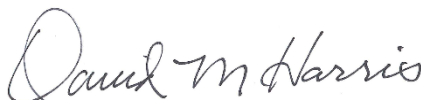
Kimberly A. Fischer, Chair



Eric Adman, Vice-Chair



Tyler Byers, Commissioner



David M. Harris, Commissioner



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Rod Heivilin, Commissioner



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Rick Nye, Commissioner



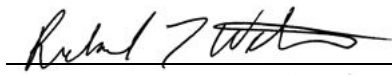
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Josh Pratt, Commissioner



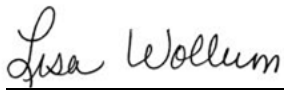
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Barb Sullivan, Commissioner



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Rick Webster, Commissioner



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Lisa Wollum, Commissioner