



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES April 2, 2026

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on April 2, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133.

PRESENT:

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

ABSENT:

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- None.

IV. CONSIDERATION OF AGENDA:

- The agenda was amended to remove the New Business item regarding the capital bond for a new fire station.

V. APPROVAL OF PAST MINUTES:

- **MOTION:** *The Chair asked if there were any corrections or amendments to the March 12, 2026, Special Meeting minutes. A clarification was requested regarding the Administrative Director's separation as noted in the March 12, 2026, Special Meeting minutes. While the meeting recording reflected the term "retiring," it has been clarified that the correct term should have been "resigning." A correction was noted to clarify that the Administrative Director will be resigning, not retiring. The Chair declared the minutes approved as amended.*
- **MOTION:** *The Chair asked if there were any corrections or amendments to the March 19, 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**

First Board Meeting
APRIL 2, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260321001 - 260321029	203,380.41	3/25/26
Vendor Voucher(s)	260404001 - 260404042	82,278.59	4/1/26
ACH Payment Request - Payroll Taxes	ACH	13,570.84	2/2/26
Payroll Vouchers	32526A - 32526H	157,753.44	3/25/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,375,266.60	3/26/26
ACH Payment Request - Payroll Taxes	ACH	369,526.34	3/27/26
ACH Payment Request - HRA/VEBA	ACH	180,242.78	3/30/26
ACH Payment Request - ALERUS (457 Plan)	ACH	159,390.09	3/30/26
ACH Payment Request - WA DCP	ACH	66,314.49	3/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	287,395.48	3/30/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	29,249.65	3/30/26
ACH Payment Request - DSHS	ACH	4,984.38	3/30/26

\$ 2,929,353.09

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260322001 - 260322003	5,597.92	3/25/26
	260405001 - 260405005	1,602.17	4/1/26
ACH Payment Request - Payroll Taxes	ACH	2,965.08	2/2/26
Payroll Vouchers	ALS32526A - ALS32526F	36,355.15	3/25/26
ACH Payment Request - Payroll Direct Deposit	ACH	357,599.75	3/26/26
ACH Payment Request - Payroll Taxes	ACH	107,767.80	3/27/26
ACH Payment Request - HRA/VEBA	ACH	19,699.92	3/30/26
ACH Payment Request - ALERUS (457 Plan)	ACH	37,578.36	3/30/26
ACH Payment Request - WA DCP	ACH	24,437.39	3/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	85,148.84	3/30/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,017.72	3/30/26
ACH Payment Request - DSHS	ACH	2,069.00	3/30/26

\$ 687,839.10

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260401001	101,354.47	4/1/26

\$ 101,354.47

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

\$ -

RFA CAPITAL FUND: 10-064-3010			
Vendor Voucher(s)	260319001 - 260319003	8,249.22	3/25/26
Vendor Voucher(s)	260403001 - 260403003	16,611.01	4/1/26

\$ 24,860.23

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260320001	229.00	3/25/26
Vendor Voucher(s)	260406001 - 260406002	1,497.67	4/1/26

\$ 1,726.67

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260318001	15,817.84	3/25/26
Vendor Voucher(s)	260402001	2,925.91	4/1/26

\$ 18,743.75

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 :

\$ 3,763,877.31

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$3,763,877.31 per the detail above. The motion passed; ten ayes.

2. Commissioners' Report:

- Commissioner Fischer noted that the next King County Commissioners Association General Meeting will include a presentation on the Oklahoma City bombing for those interested in attending.

3. Financial Report

- Chief Cowan presented the February 2026 Financial Summary Report, which is incorporated by reference.

- Commissioner Sullivan requested an update on the Gallatin Services budget line, noting expenditures were at approximately 39% and appeared higher than expected. Chief Cowan will review and follow up.

FINANCIAL SUMMARY REPORT: FEBRUARY 2026

Regular Board Meeting: April 2, 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 FEB Balance	\$ 25,266,660.60

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

Data as of FEB 2026		Notes
Percentage Remaining	82.9%	
Targeted Percentage Remaining	83.3%	
Over/Under Targeted Budget Remaining	-0.4%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of FEB 2026		Notes
Total Overtime	\$ 219,716.82	
Firefighting Staffing Overtime	\$ 114,549.61	<i>Overtime processing period: Jan 9, 2026 - Feb 13, 2026</i>
BLS/EMS Staffing Overtime	\$ 105,167.21	<i>Overtime processing period: Jan 9, 2026 - Feb 13, 2026</i>

General Expense Fund- CASH ON HAND

Data as of FEB 2026		Notes
Cash on hand, end of FEB balance	\$ 8,623,621.04	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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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.
 - Chief Cowan provided an update on recent public records requests and will conduct further research and develop potential legislative language to approach Washington State legislators for support in advancing an amendment to the Public Records Act.

- DC Matt Hochstein provided an update on the upfitting of a new engine. The new apparatus will be placed into service as Engine 164, and the current Engine 164 will transition to a reserve unit. A motion to surplus one of the older engines is expected to come before the Board within the next two meetings.
- Chief Cowan reported on a meeting with UW Northwest Hospital leadership regarding emergency department capacity and patient flow challenges, including potential strategies for improvement.
- The Governing Board discussed wall time impacts, transport practices, and system-level efforts to reduce unnecessary emergency department utilization.
- Chief Cowan provided an update on the potential future RFA with the City of Bothell, including preliminary financial modeling and ongoing coordination with City representatives.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - Commissioner Webster requested an update on the Station 61 shop project. DC Hochstein reported that Requests for Proposals (RFPs) for geotechnical and survey services were completed, and contracts have been executed. Initial site work, including surveying and geotechnical analysis, is underway. The next phase will include programming and preliminary design development in coordination with TCA Architecture and Planning.
 - Commissioner Fischer requested an update on Electric Vehicle (EV) charger installation grants. DC Hochstein reported that the Department was approved by Seattle City Light for installations at Stations 61, 57, 64, and 65, supporting future electric vehicle deployment and long-term infrastructure planning.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.

VIII. OLD BUSINESS:

- **Wage Scale for New HR Director:**
 - Chief Cowan reported on proposed organizational structure changes, including elevating the HR Manager position to an HR Director to align with director-level roles, with an associated salary adjustment to maintain parity among director positions.
 - The Department has completed comparative research on organizational structures.
 - The salary adjustment aligns with the previously approved organizational structure; no formal action was requested and no objection was expressed.

IX. NEW BUSINESS:

- **Capital Bond for New Fire Station:**
 - This topic was removed from the agenda.
- **Co-Operating a Boat on Lake Washington with KCSO:**
 - Chief Cowan reported on efforts to explore marine response capabilities in coordination with the King County Sheriff's Office (KCSO).
 - The Department is evaluating options to address water-based response risks, including use of a loaned vessel and potential partnership opportunities with KCSO,

including development of an interlocal agreement (ILA) and memorandum of understanding (MOU).

X. PROJECTED AGENDA:

- Commissioner Nye is expected to attend the May 7 meeting virtually or have an excused absence.
- Commissioner Adman will have excused absences on May 7 and June 4.
- The Department's Annual Appreciation Banquet is scheduled for May 16 at Cromwell Park.
- Commissioner Byers is expected to attend the May 21 meeting virtually or be absent.
- The Washington Fire Commissioners Association Annual Seminar is scheduled for June 4 in Chelan, Washington; the June 4 Board meeting will require rescheduling.
- The Pancake Breakfast is scheduled for June 13 at Station 51.
- Commissioner Nye will have an excused absence at the June 18 meeting.

XI. EXECUTIVE SESSION:

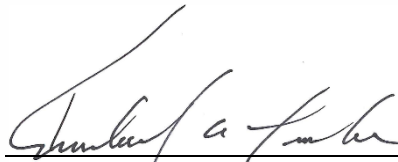
- None.

The Governing Board adjourned the regular meeting at 6:42 p.m.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Governing Board



Kimberly A. Fischer, Chair



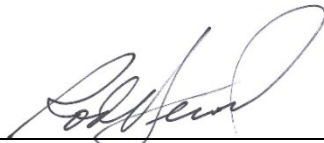
Eric Adman, Vice-Chair



Tyler Byers, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner



Rick Nye, Commissioner



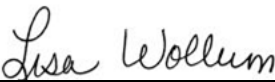
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner