



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

AGENDA

May 21, 2026

5:30 p.m.

Regular Meeting will be held via Zoom conferencing and
on-site at Station 61 17525 Aurora Avenue North
Shoreline, WA 98133

Join Zoom Meeting

<https://us02web.zoom.us/j/84248066884?pwd=cnRLWXB5ZVYwYTlxTDBVeWhNRXdCZz09>

Meeting ID: 842 4806 6884

Passcode: 069285

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

- May 7, 2026 – Regular Meeting Minutes / MOTION

VI. Correspondence

VII. Standing Agenda

1. Warrants – Motion to Approve
2. Commissioners' Report
3. Financial Report (*second meeting of each month*) **will be reported at the June 11 meeting.**
4. Statistics Report (*reported annually at the 2nd meeting of January*)
5. Strategic Activity Report
6. RFA Activity Reports

VIII. Old Business

- Bothell Joining RFA / DISCUSSION

IX. New Business

X. Projected Agendas

XI. Adjournment

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

**First Board Meeting
MAY 7, 2026**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260428001 - 260428035	65,697.72	4/29/26
Vendor Voucher(s)	260505001 - 260505035	64,190.73	5/6/26
Payroll Vouchers	42926A - 42926J	198,445.73	4/29/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,371,502.01	4/27/26
ACH Payment Request - Payroll Taxes	ACH	343,887.23	4/28/26
ACH Payment Request - HRA/VEBA	ACH	82,382.54	4/29/26
ACH Payment Request - ALERUS (457 Plan)	ACH	128,663.31	4/29/26
ACH Payment Request - WA DCP	ACH	63,033.01	4/29/26
ACH Payment Request - Dept. of Retirement Systems	ACH	286,873.54	4/29/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	28,816.97	4/29/26
ACH Payment Request - DSHS	ACH	4,984.38	4/29/26
Payroll Voucher	51326A - 51326D	28,908.50	5/13/26
ACH Payment Request - Payroll Direct Deposit	ACH	216,189.94	5/13/26
Payroll - Taxes	ACH	26,264.47	5/14/26
Dept of Retirement Systems	ACH	36,317.70	5/28/26

\$ 2,946,157.78

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260427001 - 260427009	7,809.18	4/29/26
	260501001 - 260501005	35,855.33	5/6/26
Payroll Vouchers	ALS42926A - ALS42926I	45,145.90	4/29/26
ACH Payment Request - Payroll Direct Deposit	ACH	321,040.89	4/27/26
ACH Payment Request - Payroll Taxes	ACH	85,275.16	4/28/26
ACH Payment Request - HRA/VEBA	ACH	19,699.92	4/29/26
ACH Payment Request - ALERUS (457 Plan)	ACH	37,578.36	4/29/26
ACH Payment Request - WA DCP	ACH	24,437.39	4/29/26
ACH Payment Request - Dept. of Retirement Systems	ACH	76,229.24	4/29/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,017.72	4/29/26
ACH Payment Request - DSHS	ACH	2,069.00	4/29/26
Payroll Voucher	ALS51326A - ALS51326D	6,030.57	5/13/26
ACH Payment Request - Payroll Direct Deposit	ACH	86,723.28	5/13/26
Payroll - Taxes	ACH	16,177.47	5/14/26
Dept of Retirement Systems	ACH	15,588.01	5/28/26

\$ 786,677.42

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)		No Activity	

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260424001	8,778.04	4/29/26

\$ 8,778.04

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	260425001	10,469.41	4/29/26
Vendor Voucher(s)	260503001 - 260503003	72,760.49	5/6/26

\$ 83,229.90

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260423001 - 230423005	9,247.39	4/29/26
Vendor Voucher(s)	260504001	916.92	5/6/26

\$ 10,164.31

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260426001	247.00	4/29/26
Vendor Voucher(s)	260502001 - 260502003	196,320.49	5/6/26

\$ 196,567.49

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 :

\$ 4,031,574.94

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$4,031,574,.94 per the detail above. The motion passed; six ayes.

2. Commissioners' Report:

- Commissioner Fischer attended the Shoreline Fire District Fiscal Year 2024 Audit Exit Conference and noted that it was well conducted.

3. Financial Report

- Chief Cowan presented the March 2026 Financial Summary Report, which is incorporated by reference, and noted that adjustments to the funding formula are needed to address the impacts of Paid Family Medical Leave.

FINANCIAL SUMMARY REPORT: MARCH 2026

Regular Board Meeting: May 7, 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 MAR Balance	\$	27,749,289.51
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAR 2026		Notes
Percentage Remaining	73.0%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	-2.0%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of MAR 2026		Notes
Total Overtime	\$ 243,340.12	
Firefighting Staffing Overtime	\$ 139,879.30	Overtime processing period: Feb 13, 2026 - Mar 13, 2026
BLS/EMS Staffing Overtime	\$ 103,460.82	Overtime processing period: Feb 13, 2026 - Mar 13, 2026

General Expense Fund- CASH ON HAND

Data as of MAR 2026		Notes
Cash on hand, end of MAR balance	\$ 12,846,774.57	

Special Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	from NFD (District)	\$ 7,000,000.00	Transfer From Northshore Fire to RFA
TOTALS		\$ 7,000,000.00	

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.
- **DC Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
- **Andres Orams** provided a written RFA activity report, which is attached and incorporated by reference.

VIII. OLD BUSINESS:

• **Potential of Bothell Joining the Regional Fire Authority (RFA):**

- Chief Cowan provided an update on discussions with the City of Bothell regarding the potential RFA process:
 - Chief Cowan reported that the Bothell City Council approved a resolution to move forward with a joint meeting to discuss governance and financial considerations related to Bothell annexing into the Shoreline RFA.
 - Potential dates for the City Council/RFA joint meeting were suggested for May 18, 20, and 21.
 - A presentation provided to the City Council outlined the proposed timeline and next steps. These include holding the joint meeting, incorporating positions into the Governing Board documents, review by the RFA Governing Board, and subsequent review by the City Council before preparing a resolution for placement on the November ballot. The goal is to complete the process by late June, with all required actions completed by August 4.
 - Chief Cowan suggested that a moderator be included for the joint meeting. Coordination will occur with Bothell City Manager Kyle Stannert to determine who will serve in that role.

IX. NEW BUSINESS:

• **Medical Benefits for the Administrative Director:**

- Chief Cowan provided an update regarding the resignation of the Administrative Director, who requested COBRA insurance coverage through the end of the year, as she is not eligible for post-employment medical benefits. The current contract allows for adjustments to benefits.
- Commissioner Webster suggested preparing documentation regarding the extension of coverage and the expectation of continued support to the Department.
- The Governing Board indicated no objection to moving forward.

X. PROJECTED AGENDA:

- A Special Joint Meeting with the Bothell City Council will be scheduled.
- Commissioner Byers is expected to attend the May 21, June 25, and July 23 meetings virtually or be excused from attendance.
- The North King County Training Consortium Graduation is scheduled for May 22.

- The Washington Fire Commissioners Association Annual Seminar is scheduled for June 4 in Chelan.
- The Shoreline Fire Department Annual Open House Pancake Breakfast will be held at Station 51 on June 13.

XI. EXECUTIVE SESSION:

- None.

The Governing Board adjourned the regular meeting at 6:19 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

DRAFT

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

Second Board Meeting
MAY 21, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260411001 - 260511034	377,467.85	5/13/26
Vendor Voucher(s)	260516001 - 260516040	78,314.62	5/20/26
Payroll Vouchers		will be included in next reporting	
ACH Payment Request - Payroll Direct Deposit		will be included in next reporting	
ACH Payment Request - HRA/VEBA		will be included in next reporting	
ACH Payment Request - ALERUS (457 Plan)		will be included in next reporting	
ACH Payment Request - WA DCP		will be included in next reporting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be included in next reporting	
ACH Payment Request - Dept. of Retirement Systems		will be included in next reporting	
ACH Payment Request - DSHS		will be included in next reporting	
ACH Payment Request - Payroll Taxes		will be included in next reporting	

\$ 455,782.47

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260506001 - 260506008	76,152.38	5/13/26
Vendor Voucher(s)	260512001 - 260512008	6,351.28	5/20/26
Payroll Vouchers		will be included in next reporting	
ACH Payment Request - Payroll Direct Deposit		will be included in next reporting	
ACH Payment Request - HRA/VEBA		will be included in next reporting	
ACH Payment Request - ALERUS (457 Plan)		will be included in next reporting	
ACH Payment Request - WA DCP		will be included in next reporting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be included in next reporting	
ACH Payment Request - Dept. of Retirement Systems		will be included in next reporting	
ACH Payment Request - Payroll Taxes		will be included in next reporting	

\$ 82,503.66

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)		No Activity	

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260509001	5,584.36	5/13/26

\$ 5,584.36

RFA CAPITAL FUND: 10-0643-010				
Vendor Voucher(s)	260508001 - 260508005	422,036.57	5/13/26	
Vendor Voucher(s)	260513001 - 260513005	50,289.63	5/20/26	

\$ 472,326.20

RFA NKCTC FUND: 10-064-0100				
Vendor Voucher(s)	260510001	5,000.00	5/13/26	
Vendor Voucher(s)	260514001 - 260514002	3,672.81	5/20/26	

\$ 8,672.81

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

\$ -

RFA BENEFITS FUND: 10-064-6050				
Vendor Voucher(s)	260507001 - 260507002	5,160.80	5/13/26	
Vendor Voucher(s)	260515001	9,306.83	5/20/26	

\$ 14,467.63

RFA DONATION FUND: 10-064-6030				
Vendor Voucher(s)		No Acitivity		

\$ -

RFA RESERVE FUND: 10-064-6010				
Vendor Voucher(s)		No Acitivity		

\$ -

MOTION

Move to accept disbursements in the amount of :

\$ 1,039,337.13

Shoreline Fire Department

BOARD MEETING DATE: May 21st, 2026

Chief Cowan

RFA Activity Reports

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

Hiring/Succession Development

- The CAO recruitment closed on May 15 with 43 applicants from around the country. Of those, 12 will advance to an initial interview and we will decide on May 28th to decide how many and who will advance to executive interviews scheduled for June 8.
- The HR Director application period ends on May 31. We will stagger this process to allow for the new CAO to be part of the interview process.
- We received over 200 applications for the new Receptionist position and are working through initial screenings.
- We will be starting a search for Administrative Assistant position after updating the job description.

Staffing

- The new Firefighter recruit class continues with no current concerns for Shoreline candidates. Graduation is on May 22, 1700, at Eastside Church.

Negotiations

- We have completed six Non-Uniform CBA negotiations. Date for next session is scheduled for June 2nd.

Contracts

- Nothing to report.

Budget

- We have finished an analysis of BFD joining the RFA and it would be a significant cost savings for our taxpayers.
- We will be starting our budget process in July to include the separation of Fleet and Facilities into two different sections to improve the tracking of division costs.

Strategic Activity

- Next apparatus due to arrive is the fire engine, with an ETA forthcoming.
- Continue to work on short and medium-term admin staffing needs.
- Reinforcing our strategic goals for 2026 along with Retreat summary review.
- Continuing to hold our joint exec/leadership team meeting every two weeks on 1st and 3rd Thursdays.
- Working with Bothell City Manager to define collaborative draft positions on potentially joining the RFA pertaining to the remaining matters for the Board to consider.

- We have Mike Mullane, retired NASA astronaut, presenting on the normalization of deviancy on May 21 and 22 for the entire Department.
- Considering joining the City of Bellevue on a regional AFG for apparatus vehicle location devices that will enhance our personal and other driver's safety when responding.

Public Records Requests

- Significant requests currently that are impacting staff workload capacity.

Noteworthy Meetings/Activities

- May 7 – Bothell City Manager Meeting
 - Meeting to discuss financial impacts and next steps for joining the RFA.
- May 7 – KCFCFA E-Board Meeting
 - Met to discuss County-wide distinguished service awards and policy changes.
- May 8 – NORCOM Governing Board Meeting
 - Monthly meeting to review operations and governance.
 - Reinvesting some extra funds in capital projects.
 - Extending the patent on RADAAR, which is an application that was invented by a NORCOM employee that allows for real-time information on calls, etc.
- May 11 – FIFA Security Walk Thru
 - Met in Seattle for final, high-level security briefing and walk thru of stadium to prepare for FIFA, which is about 25 days out.
- May 12 – Moderator and Bothell City Manager Meeting
 - Meeting with Bruce Gryniewski and Kyle Stannert to discuss agenda and flow of upcoming joint City/RFA Board meeting.
- May 12 – Shoreline City Manager Meeting
 - Meeting to check in with Bristol Ellington to review City and RFA activities and issues.
- May 12 – Sno10 BOC Meeting
 - Meeting to discuss Sno10 activities and next steps for joining the RFA.
- May 14 – NUCBA Negotiations #6
 - Negotiations session #6, getting closer.
- May 18 – BFD ELT
 - Meeting to discuss ongoing issues.
 - Impacts and potential of joining the RFA.
 - Transition of Administrative Manager retiring on June 30th.
- May 18 – Bothell Budget Meeting
 - Meeting to discuss the ongoing Bothell biennial budget process.
 - April CPI was 5%, so potentially additional strain on finances if June to June CPI is that high.
- May 18 – Joint Bothell/RFA Board Meeting
 - Meeting to discuss matters affecting Bothell potentially joining the RFA.

Incorporated into the Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: May 21, 2026

Deputy Chief Matt Hochstein

DC of Support Services – DC Hochstein:

- Weekly coordination meetings with I.T., Facilities, Fleet.
- Weekly Executive Team meetings.
- Weekly DC Hochstein/Capital Proj. Manager Hansson check-in meetings.
- Weekly DC Hochstein/BC Savino check-in meetings.
- Attend LRI Conference in Wenatchee.
- Hochstein/Hansson/Johnston meet w/ TCA regarding St. 61 Shop expansion.
- Bi-Weekly Gallatin meeting.
- Bi-Weekly Shoreline ELT meeting.
- Attend presentation by speaker Mike Mullane.
- DC Hochstein vacation 5/11 – 15.

Facilities - Facilities Manager Johnston:

- Ongoing service ticket repairs.
- Landscaping and pressure washing at Station 64
- Preparing for the open house at ST 51
- Electrical upgrades for EV chargers at Stations 64, 65, 57. Building of a pedestrian pad for EV charger access at ST 64 and 65
- Storm Water runoff inspections with our vendor Aqualis. Gathering data for all stations and city inspections of stormwater runoff. This will give us a baseline of the Stormwater systems at all stations. Station 63 is scheduled for city inspection this year
- Continued Clean Buildings training
- Station 54 landscaping

Fleet – Fleet Manager Swanson:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- 2252 (new pumper) remains at Hughes for the hose bed issue.
- Sno10 pumper pre-con and Bothell ladder final trips to Pierce are both happening this month.

IT – IT Manager Middleton:

- Microsoft Windows updates for May 2026.

RFA Activity Highlights

- Updated Symantec anti-virus server
- Computer Replacement project is 95% completed - the remaining 5% are on hold due to a big public records request.
- Worked on new Apple Business account, adding existing iPads and configuring the apps and MDM
 - Preparing to roll out the new ESO Apple iPad hardware
- 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 ST61. Not scheduled yet – estimated 5 hours downtime.

Ongoing:

- Deploying new 5G modems to various apparatus when possible

Capital Projects – Capital Projects Manager Hansson:

- EV outlets at the four stations have been completed and are operational. Evergreen should be submitting invoices soon for us to submit to SCL.
- 57 lighting project to begin later this week; anticipated 2-3 week completion.
- 64/65 lighting projects slightly delayed (waiting for updated incentive amounts from SCL).
- 63 and 65 plumbing has been updated for new washers and dryers; venting upgrade still in progress.
- Replacement extractor at 57 scheduled for delivery on 6/2.

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: May 21, 2026

Deputy Chief Andres Orams

The following items of note were completed during the period of May 8, through May 21, 2026:

Deputy Chief Orams – Projects and Meetings

- Attended Labor Relations Institute in Wenatchee
- Impact Bargaining discussions with Bothell FD
- Communications Framework meeting
- Joint BC/MSO meeting with Shoreline and Bothell FDs
- Executive Team meetings
- Norcom fire operations meeting
- Bothell FD Executive Leadership Team meeting
- Work on Strategy and Tactics Guidelines for HazMat
- Search Manual Presentation
- Gallatin Bi-weekly check-in
- Met with ESF & R DC of Operations
- Executive Leadership Team meeting
- Attended presentation by Mike Mullane, Retired NASA astronaut

Fire Suppression (Burrow)

- PSERNS Operations Committee meeting
- Inglemoor HS DUI Drill
- Joint MSO/BC Meeting
- KC Wildland Coordinator meeting
- Quarterly Radio Roundtable meeting\
- Executive Leadership Team meeting

EMS and MIH (Kennison):

- MSA/Paramedic Training monthly meeting
- Multidisciplinary Trauma Quality Improvement Committee meeting
- UW EMS Fellowship Grand Rounds
- ESO Foundations workgroup
- 2026 FACT Study Leads meeting
- SHFD equipment assessment
- BLS Working Group meeting
- Executive Leadership Team meeting

Training (Majeed):

- Live fire training
- BC Training check-in call
- DEIB Committee meeting
- NKCTC Team meeting
- Summer Fire Program discussion
- Attended presentation by Mike Mullane, Retired NASA astronaut
- Recruit graduation preparation



**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

May 21, 2026

Planned Absence: Commissioner Byers will attend virtually or have an excused absence

5:30 PM (**Public Meeting Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF
May 22 at 5:00 p.m. NKCTC Academy Graduation – Eastside Church			

June 11, 2026, meeting was rescheduled

Planned Absence: _____

5:30 PM (**SPECIAL Meeting Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF
- WFCFA 2026 Seminar at Chelan – June 4-7 - The Pancake Breakfast will be held on Saturday, June 13			

June 25, 2026, meeting was rescheduled

Planned Absence: Commissioner Byers will attend virtually or have an excused absence

5:30 PM (**SPECIAL Meeting Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF

July 9, 2026, meeting was rescheduled

Planned Absence: _____

5:30 PM (**SPECIAL Meeting Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF

July 23, 2026, meeting was rescheduled

Planned Absence: Commissioner Byers will attend virtually or have an excused absence

5:30 PM (**SPECIAL Meeting Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF

OTHER DETIALS: