



## SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD SPECIAL MEETING

### SHORELINE FIRE DEPARTMENT (RFA) SPECIAL MEETING MINUTES June 11, 2026

Chair Fischer called the Special meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on June 11, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133. Chair Fischer noted for the record Commissioner Nye's excused absence.

**PRESENT:**

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

**ABSENT:**

**Rick Nye**, Commissioner

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT:**

- No public comment was received.

**IV. APPROVAL OF PAST MINUTES:**

- **MOTION:** *The Chair asked if there were any corrections or amendments to the May 18, 2026, Special Joint Meeting minutes. Commissioner Adman requested an amendment to correct the name of the individual who provided a public comment to David Maehren. Commissioner Sullivan noted for the record that she was not in attendance at the May 18, 2026, Special Joint Meeting. The minutes were approved as amended to reflect the correction to the public comment speaker's name.*
- **MOTION:** *The Chair asked if there were any corrections or amendments to the May 21, 2026, 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 May 27, 2026, Special Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

**V. CORRESPONDENCE:**

- None.

**VI. STANDING AGENDA:**

**1. Warrants:**

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

First Board Meeting  
**JUNE 11, 2026**

| TYPE OF TRANSACTION                                | INVOICE NUMBER        | DISBURSEMENT AMOUNT | RELEASE DATE |
|----------------------------------------------------|-----------------------|---------------------|--------------|
| <b>RFA EXPENSE FUND: 10-064-0010</b>               |                       |                     |              |
| Vendor Voucher(s)                                  | 260521001 - 260521031 | 100,461.68          | 5/27/26      |
| Vendor Voucher(s)                                  | 260606001 - 260606037 | 61,609.12           | 6/3/26       |
| Payroll Vouchers                                   | 52726A - 52726M       | 209,222.48          | 5/27/26      |
| ACH Payment Request - Payroll Direct Deposit       | ACH                   | 1,315,982.21        | 5/26/26      |
| ACH Payment Request - Payroll Taxes                | ACH                   | 324,858.03          | 5/27/26      |
| ACH Payment Request - HRA/VEBA                     | ACH                   | 82,749.21           | 5/28/26      |
| ACH Payment Request - ALERUS (457 Plan)            | ACH                   | 130,577.58          | 5/28/26      |
| ACH Payment Request - WA DCP                       | ACH                   | 65,365.52           | 5/28/26      |
| ACH Payment Request - Dept. of Retirement Systems  | ACH                   | 287,915.61          | 5/28/26      |
| ACH Payment Request - IAFF Local 1760 (Union Dues) | ACH                   | 28,776.68           | 5/28/26      |
| ACH Payment Request - DSHS                         | ACH                   | 4,934.38            | 5/28/26      |
| ACH Payment Request - Payroll Taxes - Q1           | ACH                   | 9,135.08            | 5/4/26       |
| Payroll Voucher                                    | 61026A - 61026D       | 17,819.05           | 6/10/26      |
| ACH Payment Request - Payroll Direct Deposit       | ACH                   | 125,337.85          | 6/11/26      |
| Payroll - Taxes                                    | ACH                   | 13,853.91           | 6/12/26      |
| Dept of Retirement Systems                         | ACH                   | 20,592.47           | 6/29/26      |

**\$ 2,799,190.86**

|                                                                           |                       |            |         |
|---------------------------------------------------------------------------|-----------------------|------------|---------|
| <b>RFA <span style="color: red;">ALS</span> EXPENSE FUND: 10-064-6080</b> |                       |            |         |
| Vendor Voucher(s)                                                         | 265107001 - 260517007 | 10,853.08  | 5/27/26 |
|                                                                           | 260602001 - 260602009 | 11,632.51  | 6/3/26  |
| Payroll Vouchers                                                          | ALS52726A - ALS52726I | 52,621.89  | 5/27/26 |
| ACH Payment Request - Payroll Direct Deposit                              | ACH                   | 342,741.86 | 5/26/26 |
| ACH Payment Request - Payroll Taxes                                       | ACH                   | 94,537.88  | 5/27/26 |
| ACH Payment Request - HRA/VEBA                                            | ACH                   | 49,322.03  | 5/28/26 |
| ACH Payment Request - ALERUS (457 Plan)                                   | ACH                   | 38,499.88  | 5/28/26 |
| ACH Payment Request - WA DCP                                              | ACH                   | 45,445.39  | 5/28/26 |
| ACH Payment Request - Dept. of Retirement Systems                         | ACH                   | 79,264.82  | 5/28/26 |
| ACH Payment Request - IAFF Local 1760 (Union Dues)                        | ACH                   | 7,017.72   | 5/28/26 |
| ACH Payment Request - DSHS                                                | ACH                   | 2,069.00   | 5/28/26 |
| ACH Payment Request - Payroll Taxes - Q1                                  | ACH                   | 2,283.77   | 5/4/26  |
| Payroll Voucher                                                           | ALS61026A - ALS61026D | 5,528.13   | 6/10/26 |
| ACH Payment Request - Payroll Direct Deposit                              | ACH                   | 76,470.10  | 6/11/26 |
| Payroll - Taxes                                                           | ACH                   | 12,714.12  | 6/12/26 |
| Dept of Retirement Systems                                                | ACH                   | 13,515.77  | 6/29/26 |

**\$ 844,517.95**

|                                                                           |           |          |        |
|---------------------------------------------------------------------------|-----------|----------|--------|
| <b>RFA <span style="color: red;">ALS</span> CAPITAL FUND: 10-064-6060</b> |           |          |        |
| Vendor Voucher(s)                                                         | 260601001 | 2,130.72 | 6/3/26 |

**\$ 2,130.72**

|                                          |           |           |         |
|------------------------------------------|-----------|-----------|---------|
| <b>RFA MIH EXPENSE FUND: 10-064-6070</b> |           |           |         |
| Vendor Voucher(s)                        | 260522001 | 13,371.61 | 5/27/26 |

**\$ 13,371.61**

|                                      |                       |           |         |
|--------------------------------------|-----------------------|-----------|---------|
| <b>RFA CAPITAL FUND: 10-0643-010</b> |                       |           |         |
| Vendor Voucher(s)                    | 260519001 - 260519002 | 1,050.14  | 5/27/26 |
| Vendor Voucher(s)                    | 260604001 - 260604006 | 64,685.43 | 6/3/26  |

**\$ 65,735.57**

|                                    |                       |           |         |
|------------------------------------|-----------------------|-----------|---------|
| <b>RFA NKCTC FUND: 10-064-0100</b> |                       |           |         |
| Vendor Voucher(s)                  | 260520001 - 260520004 | 2,545.80  | 5/27/26 |
| Vendor Voucher(s)                  | 260605001 - 260605005 | 10,954.44 | 6/3/26  |

**\$ 13,500.24**

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

**\$ -**

|                                       |                       |           |         |
|---------------------------------------|-----------------------|-----------|---------|
| <b>RFA BENEFITS FUND: 10-064-6050</b> |                       |           |         |
| Vendor Voucher(s)                     | 260518001 - 260518002 | 14,588.07 | 5/27/26 |
| Vendor Voucher(s)                     | 260603001 - 260603006 | 6,651.87  | 6/3/26  |

**\$ 21,239.94**

|                                       |  |             |  |
|---------------------------------------|--|-------------|--|
| <b>RFA DONATION FUND: 10-064-6030</b> |  |             |  |
| Vendor Voucher(s)                     |  | No Activity |  |

**\$ -**

|                                      |  |             |  |
|--------------------------------------|--|-------------|--|
| <b>RFA RESERVE FUND: 10-064-6010</b> |  |             |  |
| Vendor Voucher(s)                    |  | No Activity |  |

**\$ -**

|                                                 |  |                        |  |
|-------------------------------------------------|--|------------------------|--|
| <b>MOTION</b>                                   |  |                        |  |
| Move to accept disbursements in the amount of : |  | <b>\$ 3,759,686.89</b> |  |

**MOTION:** Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,759,686.89 per the detail above. The motion passed; nine ayes.

## 2. Commissioners' Report:

- Commissioners Heivilin, Fischer, Byers, Sullivan, Harris, and Nye attended the Washington Fire Commissioners Association Annual Spring Conference. Topics included organizational culture, commissioner-Chief relationships, and mental health and resilience within the fire service.

- Several Commissioners attended the King County Fire Commissioners General Meeting. John K. Murphy provided a presentation regarding changes related to Schedule I controlled substances.
- Commissioners Sullivan and Fischer briefed the Board on the presentation and discussed potential impacts and considerations for the Department.

### 3. Financial Report

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

## FINANCIAL SUMMARY REPORT: APRIL 2026

Regular Board Meeting: June 11, 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 APR Balance | \$ | 33,825,743.91 |
|--------------------|----|---------------|

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

| Data as of APR 2026                  |       | Notes       |
|--------------------------------------|-------|-------------|
| Percentage Remaining                 | 64.8% |             |
| Targeted Percentage Remaining        | 66.7% |             |
| Over/Under Targeted Budget Remaining | -1.9% | Over Budget |

### General Expense Fund- OVERTIME COSTS

| Data as of APR 2026            |               | Notes                                                   |
|--------------------------------|---------------|---------------------------------------------------------|
| Total Overtime                 | \$ 279,118.01 |                                                         |
| Firefighting Staffing Overtime | \$ 155,953.34 | Overtime processing period: Mar 13, 2026 - Apr 10, 2026 |
| BLS/EMS Staffing Overtime      | \$ 123,164.67 | Overtime processing period: Mar 13, 2026 - Apr 10, 2026 |

### General Expense Fund- CASH ON HAND

| Data as of APR 2026              |                  | Notes |
|----------------------------------|------------------|-------|
| Cash on hand, end of APR balance | \$ 18,573,131.71 |       |

### Interfund Transfers: NO ACTIVITY

#### 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.
  - DC Hochstein reported on the status of the Station 51 carport project:
    - The Department worked with a consultant to develop project specifications and issued a request for proposals through the MRSC roster process in accordance with the Department's financial policies.
    - The Department received a limited number of proposals, all of which exceeded the amount budgeted for the project. The Department determined that only one proposal satisfactorily addressed the project requirements. The preferred proposal included engineering, site drainage improvements, installation of the carport structure, and related lighting improvements, and is estimated to require approximately nine months from contract execution to project completion.
    - Several options were presented for future consideration, including postponing the project for future budget review, proceeding with preliminary project phases while evaluating future funding needs, or reducing the project scope.
    - Further discussion included project timing considerations, future infrastructure needs, and potential project modifications.
    - The Department will continue evaluating available options and return to the Governing Board with a recommendation for future consideration.
- **Andres Orams** provided a written RFA activity report, which is attached and incorporated by reference.

## VII. OLD BUSINESS:

- **Regional Fire Authority (RFA) Potentially Including Bothell and Snohomish County Fire District #10 (SNO#10 FD):**
  - Chief Cowan provided an update regarding ongoing discussions with the City of Bothell concerning the potential RFA integration process:
    - City Council has initiated the process to formally request consideration of joining the RFA and that collaborative discussions are underway regarding governance, operations, finances, and other integration considerations.
    - The Department is working to review proposed positions, develop revisions to governing documents, and evaluate potential financial and operational impacts associated with integration.
    - Key topics under review include operational reserves, asset replacement funding, LEOFF 1 liabilities, and potential taxpayer impacts.
    - The governing documents and related resolutions will need to be completed in advance of applicable election deadlines should the proposal move forward for voter consideration.

- The Department will continue to brief the Governing Board on the progress of discussions and present proposed revisions to governing documents for future Board consideration.
- Chief Cowan provided an update regarding the potential RFA integration process with Snohomish County Fire District #10.
  - Snohomish County Fire Protection District No. 10 has expressed interest in moving forward with the process to join the RFA and is anticipated to consider a resolution formally requesting consideration of joining the RFA.
  - The Department is evaluating potential governance and organizational impacts associated with District No. 10 joining the RFA, including the potential dissolution of the district and transfer of assets and responsibilities.
  - Sno #10 FD has informally decided to move forward with joining the RFA, and will formally consider a resolution at their next meeting on June 23.
  - The proposed governing document revisions related to the Bothell and District No. 10 integration discussions will be presented to the Governing Board for future consideration.
  - The ballot measure language under consideration may include provisions contingent upon the outcome of Bothell joining the RFA.

#### **VIII. NEW BUSINESS:**

- **Chief Administrative Officer Recruitment Update / DISCUSSION:**

- Chief Cowan provided an update on the recruitment process of the CAO:
  - More than 50 applications were received for the CAO position. Following consultant review, candidate screening, interviews, and additional evaluation, the Department elected not to move forward with any of the final candidates.
  - The Department is revising its organizational structure and plans to eliminate the CAO position at this time in favor of elevating the Director of Administration/Finance and Director of Human Resources positions to executive-level roles reporting directly to the Fire Chief.
  - The revised structure is intended to provide direct executive-level involvement in finance, human resources, and administrative functions while addressing organizational needs identified during the recruitment process.
  - The responsibilities previously anticipated to fall under the CAO position, including certain administrative, human resources, public records, and Board Secretary functions, are being evaluated and reassigned as part of the organizational restructuring effort.
  - The recruitment of the Director of Human Resources position is continuing, and the position description is being revised to reflect the updated organizational structure and reporting responsibilities.
  - Recruitment efforts for additional administrative and human resources support positions are continuing, which will help with workload distribution and future operational needs.
  - The Department will provide an updated organizational chart, revised job descriptions, and any necessary employment agreements or contracts for future Board review and consideration.

**IX. PROJECTED AGENDA:**

- Chief Cowan reported that the Board of Snohomish County Fire Protection District No. 10 (Sno10) has expressed interest in meeting with the RFA Governing Board to discuss potential RFA integration. The Governing Board expressed support for inviting Sno10 representatives to attend a future RFA Governing Board meeting.
- The Shoreline Fire Department Annual Open House Pancake Breakfast will be held at Station 51 on June 13, 2026.
- Commissioners Byers and Adman are expected to attend the June 25 virtually or be excused from attendance.
- Commissioner Webster will not be in attendance at the July 9 Board meeting.
- Commissioner Byers is expected to attend the July 23 meetings virtually or be excused from attendance.
- Commissioner Fischer will be absent August 20 or will attend virtually. Commissioner Adman will cover the meeting.

**X. EXECUTIVE SESSION:**

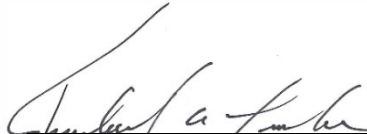
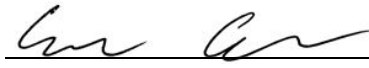
- None.

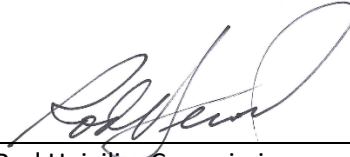
The Governing Board adjourned the regular meeting at 6:33 p.m.

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath  
Secretary to the Governing Board

  
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Kimberly A. Fischer, Chair  
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Eric Adman, Vice-Chair  
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Tyler Byers, Commissioner  
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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



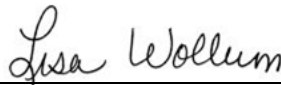
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Barb Sullivan, Commissioner



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Rick Webster, Commissioner



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Lisa Wollum, Commissioner