



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD SPECIAL MEETING

SHORELINE FIRE DEPARTMENT (RFA) SPECIAL MEETING MINUTES June 25, 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 25, 2026, at Station 51, 7220 NE 181st Street, Kenmore, WA 98028.

PRESENT:

Kimberly Fischer , Chair	Matt Cowan , Fire Chief
Eric Adman , Vice-Chair (arrived at 5:31 p.m.)	Matt Hochstein , Deputy Fire Chief (attended via Zoom)
Tyler Byers , Commissioner (attended via Zoom)	Andres Orams , Deputy Fire Chief
David Harris , Commissioner	
Rod Heivilin , Commissioner	
Josh Pratt , Commissioner (attended via Zoom)	
Rick Nye , Commissioner	
Barb Sullivan , Commissioner	
Rick Webster , Commissioner	
Lisa Wollum , Commissioner (arrived at 5:33 p.m. attended via Zoom)	

ABSENT: None.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- No public comment was received.

IV. Resolution 26-01 – Appointment of Board Secretary and Administration of Oath of Office:

- Due to the resignation of Shoreline Fire Board Secretary Bouphe Siharath, Beatriz Goldsmith was appointed as the Regional Fire Authority Governing Board Secretary. Notary Public Dawn Killion administered the Oath of Office, which was read into the record. The executed Oath of Office is attached and incorporated by reference.

MOTION: *Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to authorize the RFA Governing Board of Commissioners to approve and sign Resolution 26-01 Appointing Beatriz Goldsmith as the Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners. The motion passed; nine ayes.*

V. APPROVAL OF PAST MINUTES:

MOTION: *The Chair asked if there were any corrections or amendments to the June 11, 2026, Special Meeting minutes. Board Secretary Beatriz Goldsmith requested a correction to the spelling of Commissioner Kim Fischer's name under the Projected Agenda section. The Chair declared the minutes approved as amended.*

VI. CORRESPONDENCE:

- A thank-you letter was received from a local citizen expressing appreciation for the Department's assistance during an emergency response.

VII. STANDING AGENDA:

1. Warrants:

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

Second Board Meeting
JUNE 25, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260611001 - 260611029	345,904.08	6/10/26
Vendor Voucher(s)	260613001 - 260613032	257,506.33	6/17/26
Vendor Voucher(s)	26062001 - 260620035	120,356.91	6/23/26
Payroll Vouchers	62326A - 62326K	272,996.80	6/23/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,363,928.68	6/25/26
ACH Payment Request - Payroll Taxes	ACH	355,715.52	6/26/26
ACH Payment Request - HRA/VEBA	ACH	104,344.15	6/29/26
ACH Payment Request - ALERUS (457 Plan)	ACH	210,707.17	6/29/26
ACH Payment Request - WA DCP	ACH	72,054.81	6/29/26
ACH Payment Request - Dept. of Retirement Systems	ACH	277,471.40	6/29/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	28,902.60	6/29/26
ACH Payment Request - DSHS	ACH	4,934.38	6/29/26

\$ 3,414,822.83

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260607001 - 260607008	75,705.15	6/10/26
Vendor Voucher(s)	260612001 - 260612009	175,891.78	6/17/26
Vendor Voucher(s)	260615001 - 260615006	10,088.56	6/23/26
Post Retirement Medical Benefits	ACH	14,735.70	5/7/26
Post Retirement Medical Benefits	ACH	15,495.27	6/10/26
Payroll Vouchers	ALS62326A - ALS62326I	46,169.71	6/23/26
ACH Payment Request - Payroll Direct Deposit	ACH	337,507.64	6/25/26
ACH Payment Request - Payroll Taxes	ACH	96,355.09	6/26/26
ACH Payment Request - HRA/VEBA	ACH	19,066.59	6/29/26
ACH Payment Request - ALERUS (457 Plan)	ACH	38,499.88	6/29/26
ACH Payment Request - WA DCP	ACH	22,138.99	6/29/26
ACH Payment Request - Dept. of Retirement Systems	ACH	79,758.53	6/29/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,786.88	6/29/26
ACH Payment Request - DSHS	ACH	2,069.00	6/29/26

\$ 940,268.77

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

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260618001	10,615.32	6/23/26

\$ 10,615.32

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	260609001 - 260609002	663,342.09	6/10/26
Vendor Voucher(s)	260614001 - 260614002	5,260.03	6/17/26
Vendor Voucher(s)	260617001 - 260617004	31,764.87	6/23/26

\$ 700,366.99

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260610001 - 260610003	7,666.50	6/10/26
Vendor Voucher(s)	260619001 - 260619005	20,940.96	6/16/26

\$ 28,607.46

RFA FIRE BENEFIT FEE: 10-064-0030			
Vendor Voucher(s)	260616001 - 260616003	23,972.84	6/23/26

\$ 23,972.84

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	260608001 - 260608003	5,384.00	
Post Retirement Medical Benefits	ACH	13,824.23	5/7/26
Post Retirement Medical Benefits	ACH	13,824.23	6/10/26

\$ 33,032.46

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 :		\$ 5,151,686.67

MOTION: Commissioner Heivilin moved, and Commissioner Webster seconded a motion to accept the disbursements for \$5,151,686.67 per the detail above. The motion passed; ten ayes.

- The warrant disbursements approved at the **May 7, 2026, Board Meeting** has been corrected due to an entry error.

Type of Transaction	Fund #	Amount	Disbursement Date
ACH Payment Request- Payroll Direct Deposit	10-064-0010	216,189.94	5-13-2026

Correction submitted for June 25, 2026 Board Meeting

Type of Transaction	Fund #	Amount	Disbursement Date
ACH Payment Request- Payroll Direct Deposit	10-064-0010	\$219,189.94	5-13-2026

Grand Total: \$4,031,574.94 (Incorrect Amount)

\$4,034,574.94 (Correct Amount)

MOTION: Commissioner Sullivan moved, and Commissioner Harris seconded a motion to accept the revised disbursements in the amount of \$4,034,574.94 for the May 7, 2026 Board meeting warrant voucher approvals. The motion passed; ten ayes.

- The warrant disbursements approved at the **June 11, 2026, Board Meeting** has been corrected due to an entry error.

Type of Transaction	Fund #	Amount	Disbursement Date
ACH Payment Request- Payroll Taxes, Q1	10-064-0010	9,135.08	5-4-2026
ACH Payment Request- Payroll Taxes, Q1	10-064-6080	2,283.77	5-4-2026

Correction submitted for June 25, 2026 Board Meeting

Type of Transaction	Control #	Amount	Disbursement Date
ACH Payment Request- Payroll Taxes, Q1	10-064-0010	3,375.83	5-4-2026
ACH Payment Request- Payroll Taxes, Q1	10-064-6080	341.84	5-4-2026

Grand Total: \$3,759,686.89 (Incorrect Amount)

\$3,751,985.71 (Correct Amount)

MOTION: Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the revised disbursements in the amount of \$3,751,985.71 for the May 7, 2026, Board meeting warrant voucher approvals. The motion passed; ten ayes.

2. Commissioners' Report:

- Commissioner Fischer attended the Shoreline Fire Department Annual Pancake Breakfast & Safety Fair and reported that the event was well attended and successful.

3. Financial Report

- The May 2026 Financial Summary Report will be provided at the next Board meeting.

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:

- **Regional Fire Authority Potentially Including Bothell:**
 - Chief Cowan provided an update regarding ongoing discussions with the City of Bothell and Snohomish County Fire Protection District No. 10 (Sno10) concerning potential integration into the Regional Fire Authority.
 - The City of Bothell and Sno10 have adopted resolutions formally requesting consideration for participation in the RFA. Negotiations and revisions to the governing documents are ongoing.
 - The Department continues to evaluate legal and financial considerations associated with the Sno10 EMS levy to determine the appropriate mechanism for continued levy collection or whether a future EMS levy may be necessary.
 - The proposed governance documents incorporate the previously approved 3-3-3 Governing Board model.
 - The final governance package is anticipated to be presented for Governing Board consideration at the July 9, 2026, meeting to meet the November election timeline.
- **Snohomish County Fire District No. 10 Regarding Potential Participation in the Regional Fire Authority:**
 - This item was discussed in conjunction with the Regional Fire Authority Potentially Including Bothell agenda item.

IX. NEW BUSINESS:

- **Resolution 26-02 Shoreline FD Claims Agent:**
 - Due to the upcoming resignation of Bouphe Siharath, it is necessary to appoint a new Claims Officer. Rachel Garlini, Director of Administration/Finance, has been designated to assume this responsibility. The Claims Officer serves as the authorized representative of the Regional Fire Authority for matters involving claims against the RFA and performs duties as required by applicable law and Department policy.

MOTION: *Commissioner Adman moved, and Commissioner Nye seconded a motion to approve and sign Resolution 26-02– Appointing Rachel Garlini as the Department’s Agent to Receive Claims. The motion passed; ten ayes.*

- **Resolution 26-03 RFA_Appointing Auditing Officers:**

- Due to the upcoming resignation of Bouphe Siharath, it is necessary to appoint new auditing Officers to certify the voucher approval document for submission of vouchers to the King County Finance Office.

MOTION: *Commissioner Adman moved, and Commissioner Sullivan seconded a motion to approve and sign Resolution 26-03 Appointing Auditing Officers for the Shoreline Fire Department RFA. The motion passed; ten ayes.*

- **Resolution 26-04 Establishing Record Retention and Medical Records Officer:**

- Due to the upcoming resignation of Bouphe Siharath, it is necessary to appoint a new Records Retention and Medical Services Privacy Officer. This Officer shall ensure that the Department remains compliant with all applicable State laws regarding production and retention of records

MOTION: *Commissioner Heivilin moved, and Commissioner Webster seconded a motion to approve and sign Resolution 26-04 Establishing a Record Retention Officer and Medical Records Privacy Officer for the Shoreline Fire Department RFA. The motion passed; ten ayes.*

- **Surplus Ambulance and Pumper:**

- The Department requested authorization to declare a surplus ambulance and pumper due to their age and condition.
- Chief Cowan advised that the Snoqualmie Pass Fire Department had expressed interest in the surplus pumper and requested the Governing Board consider an intergovernmental transfer. Chief Cowan then left the meeting during the Governing Board's discussion.
- Deputy Chief Hochstein noted that the Department's financial policy authorizes intergovernmental transfers of surplus equipment. The Governing Board discussed available disposal options.
- Following discussion, the Governing Board determined to transfer the pumper to Snoqualmie Pass Fire Department through an intergovernmental transfer and to dispose of the surplus ambulance through public auction.

MOTION: *Commissioner Adman moved, and Commissioner Webster seconded, a motion to declare the 2010 Pierce pumper surplus and authorize its transfer to Snoqualmie Pass Fire Department through an intergovernmental transfer. The motion passed; ten ayes.*

MOTION: *Commissioner Webster moved, and Commissioner Harris seconded, a motion to declare the 2010 Ford/Braun ambulance surplus and authorize the Fire Chief or designee to dispose of the vehicle through public auction. The motion passed; ten ayes.*

- **Surplus Equipment – Donation:**

- The Department requested authorization to declare surplus Philips HeartStart FR3 Automated External Defibrillators (AEDs) and recommended donating the equipment to Hero Saver, a nonprofit organization that redistributes emergency response equipment to underserved organizations.
- During discussion, Commissioner Adman requested that two surplus AEDs be donated to the Adopt A Stream Foundation.
- The motion was amended to authorize donation of the remaining surplus AEDs to Hero Saver and two AEDs to the Adopt A Stream Foundation.

MOTION: *Commissioner Nye moved, and Commissioner Webster a motion to declare the AEDs identified on the attached surplus equipment inventory list as surplus to the needs of the Department and authorize the Fire Chief, or designee, to donate the remaining AEDs to Hero Saver and two AEDs to the Adopt A Stream Foundation. The motion passed; nine ayes, with Commissioner Adman abstaining.*

- **Surplus Equipment – Sale:**

- The Department requested authorization to declare multiple items surplus due to age, condition, or lack of further operational use. The items identified in the attached presentation, incorporated by reference, were determined to have no further value to the Department and were proposed for disposal through the garage sale process authorized under Policy 126.

MOTION: *Commissioner Webster moved, and Commissioner Heivilin seconded a motion to declare the listed equipment surplus and valueless and authorize the Fire Chief or designee to surplus using a garage sale format permitted in Policy 126. The motion passed; ten ayes.*

- **Sole Source Purchase—MSO Command Box:**

- The Department requested authorization to purchase a 90-inch Stonewell Custom Built CAV Body from Stonewell Bodies Co. through a sole source procurement. The chassis for the new Medical Services Officer (MSO) vehicle has previously been purchased, and funding for the command body was included in the 2026 budget.
- Chief Cowan reported that the sole source purchase would maintain consistency with the Department's existing command vehicle fleet.

MOTION: *Commissioner Sullivan moved, and Commissioner Webster seconded, a motion to authorize the Fire Chief or designee to enter into a sole source purchase for a 90-inch Stonewell Custom Built CAV Body from Stonewell Bodies Co. The motion passed; ten ayes.*

X. PROJECTED AGENDA:

- Commissioners Webster and Nye will not attend the July 9 meeting and will have excused absences.
- Commissioners Byers and Nye will not attend the July 23 meeting and will have excused absences.

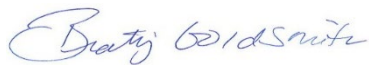
- Commissioner Fischer is expected to attend the August 20 meeting virtually or be excused from attendance. Vice-Chair Commissioner Adman will preside over the meeting.
- Chief Cowan discussed scheduling a pinning ceremony for seven newly promoted employees. The Governing Board expressed support for holding the ceremony on a date separate from a regular Governing Board meeting. The Department will coordinate with the employees to identify a suitable date.

XI. EXECUTIVE SESSION:

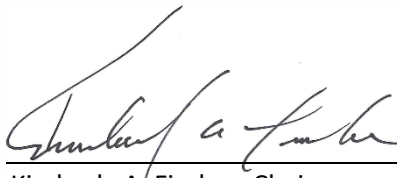
- The Executive Session scheduled under RCW 42.30.140(4)(b) for negotiations was not held.

The Governing Board adjourned the regular meeting at 6:31 p.m.

Minutes prepared by: Beatriz Goldsmith



Beatriz Goldsmith
Secretary to the Governing Board



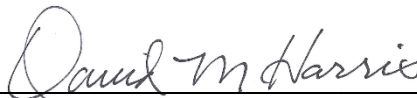
Kimberly A. Fischer, Chair



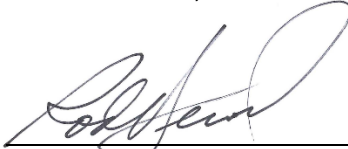
Eric Adman, Vice-Chair



Tyler Byers, Commissioner



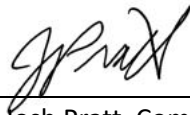
David M. Harris, Commissioner



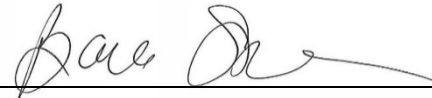
Rod Heivilin, Commissioner



Rick Nye, Commissioner



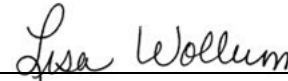
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner