



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD SPECIAL MEETING

SHORELINE FIRE DEPARTMENT (RFA) SPECIAL MEETING MINUTES July 9, 2026

Chair Fischer called the Special Meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on July 9, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133. Chair Fischer noted for the record Commissioner Webster's excused absence.

PRESENT:

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

ABSENT:

- **Rick Webster**, 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 June 25, 2026, Special Meeting minutes. Commissioner Adman requested a correction to reflect that he attended the meeting in person. There being no further corrections or amendments, the Chair declared the June 25, 2026, Special Meeting minutes approved as amended.*

V. CORRESPONDENCE:

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

VI. Training/Travel Reimbursement Process and Rules of Procedure Handbook:

- Beatriz Goldsmith, Board Secretary, provided a brief update regarding the process for Governing Board Commissioner training and travel reimbursements, as well as the status of revisions to the Rules of Procedure Handbook.

VII. STANDING AGENDA:

1. Warrants:

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

First Board Meeting
JULY 9, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260624001 - 260624026	47,306.14	6/30/26
Payroll Voucher	71526A - 71526D	21,997.81	7/15/26
ACH Payment Request - Payroll Direct Deposit	ACH	114,612.87	7/13/26
Payroll - Taxes	ACH	12,836.28	7/14/26
Dept of Retirement Systems	ACH	18,841.56	7/30/26

\$ 215,594.66

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260623001 - 260623004	3,503.98	6/30/26
Payroll Voucher	ALS71526A - ALS71526D	7,868.96	7/15/26
ACH Payment Request - Payroll Direct Deposit	ACH	111,528.76	7/13/26
Payroll - Taxes	ACH	20,812.52	7/14/26
Dept of Retirement Systems	ACH	19,904.95	7/30/26

\$ 163,619.17

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

\$ -

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

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	260625001	57,489.58	6/30/26
Vendor Voucher(s)	260622001 - 260622002	195,067.98	6/30/26

\$ 252,557.56

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	260621001	4,412.00	6/30/26

\$ 4,412.00

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)		No Activity	
Vendor Voucher(s)			

\$ -

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 :

\$ 636,183.39

MOTION: Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$636,183.39 per the detail above. The motion passed; nine ayes.

2. Commissioners' Report:

- No update.

3. Financial Report

- Chief Cowan presented the May 2026 Financial Summary Report, which is incorporated by reference, and listed on the following page.

FINANCIAL SUMMARY REPORT: MAY 2026

Regular Board Meeting: July 9, 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 MAY Balance	\$	31,079,152.29
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAY 2026		Notes
Percentage Remaining	57.3%	
Targeted Percentage Remaining	58.3%	
Over/Under Targeted Budget Remaining	-1.0%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of MAY 2026		Notes
Total Overtime	\$ 286,924.13	
Firefighting Staffing Overtime	\$ 162,329.99	Overtime processing period: Apr 10, 2026 - May 15, 2026
BLS/EMS Staffing Overtime	\$ 124,594.14	Overtime processing period: Apr 10, 2026 - May 15, 2026

General Expense Fund- CASH ON HAND

Data as of MAY 2026		Notes
Cash on hand, end of MAY balance	\$ 17,352,703.46	

Interfund Transfers: NO ACTIVITY

4. Statistics Report:

- No update.

5. Strategic Activity Report:

- No update.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - Chief Cowan reported that the Department's current ladder truck was involved in a vehicle accident and has been placed out of service pending repairs. No serious injuries were sustained, although precautionary medical evaluations were conducted. An insurance claim has been initiated, and the extent of the damage is being evaluated. To maintain operational readiness, the Department accelerated delivery of its new ladder truck, which was placed into service the same day the damaged apparatus was removed from service. Additional information regarding repair estimates and timelines will be provided as it becomes available.
 - Chief Cowan discussed a potential operational staffing model to address the increased workload of the Mobile Integrated Healthcare (MIH) program. The proposal would

evaluate redeployment of Aid 157 personnel to support low-acuity responses and patient transports while continuing to meet the operational intent of the 2022 Interlocal Agreement.

Governing Board members discussed the proposed concept and requested additional information, including the current and proposed staffing models, and operational impacts, Aid 157 utilization data.

Chief Cowan stated that additional information would be prepared and the item would be placed on the next Governing Board meeting agenda for further discussion.

- **DC Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
- **DC Orams** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Orams reported on an analysis of structure fires involving manufactured and mobile homes. The findings showed that while these incidents represent a relatively small percentage of structure fires, they account for a disproportionate number of fire fatalities. The Department is developing a community outreach initiative focused on smoke alarm installation, fire safety education, evacuation planning, and familiarization of emergency response personnel with manufactured home communities.
 - Commissioner Adman requested an update regarding coordination meetings with the emergency management partners from the City of Bothell, NEMCO, and the City of Shoreline. DC Orams reported that the agencies continue to coordinate to better understand community needs, improve communication, and enhance regional emergency preparedness.

VIII. OLD BUSINESS:

- **Resolution 26-05 Approving the Amended Regional Fire Authority Governing Documents to Include the City of Bothell and Snohomish County Fire District No. 10:**
 - Chief Cowan provided an update regarding the proposed integration of the City of Bothell and Snohomish County Fire Protection District No. 10 into the Regional Fire Authority, including amendments to the governing documents and related financial, governance, operational, and service delivery considerations.
 - Governing Board members discussed the amendments, including operational reserves, financial impacts, taxpayer impacts, governance, service levels, and implementation of the Regional Fire Authority expansion.
 - Chief Cowan briefed the Governing Board on the City of Bothell's proposed transition of its Fire Marshal's Office to the City's Community Development Department. Fire prevention positions would be evaluated for integration into the Regional Fire Authority, and the City would determine its Fire Marshal's Office staffing needs beginning in 2027.
 - Commissioners Adman, Heivilin, and Sullivan requested additional financial information and clarification regarding the proposed operational reserve level, financial projections, operational reserve strategy, and overall financial plan.
 - Commissioners Adman, Byers, Pratt, and Wollum expressed support for moving forward with the integration process, citing the long-term regional benefits and the opportunity to strengthen fire and emergency services.

- Commissioner Fischer expressed concerns regarding the proposed reserve strategy, the pace of the integration process, and potential impacts to taxpayers, and suggested postponing the integration to allow additional time for financial planning.

MOTION: *Commissioner Adman moved, and Commissioner Pratt seconded, to authorize the RFA Governing Board of Commissioners to approve and sign the Amended Regional Fire Authority Plan and Governing Documents to include the City of Bothell and Snohomish County Fire District No. 10 and to adopt Resolution No. 26-05. The motion passed; 7–2. Commissioners Harris and Fischer voted nay.*

IX. NEW BUSINESS:

- None.

X. PROJECTED AGENDA:

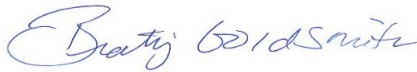
- Commissioner Byers is expected to attend the July 23 meeting remotely, and Commissioner Nye will be absent with an excused absence.
- Commissioner Fischer is expected to attend the August 20 meeting remotely or be absent. Vice-Chair Commissioner Adman will preside over the meeting.

XI. EXECUTIVE SESSION:

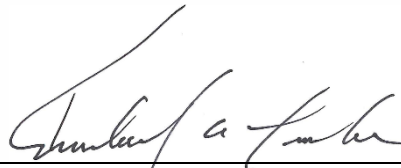
- None.

The Governing Board adjourned the regular meeting at 6:43 p.m.

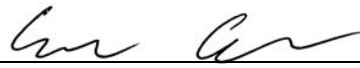
Minutes prepared by: Beatriz Goldsmith



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



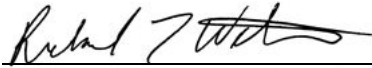
Rick Nye, Commissioner



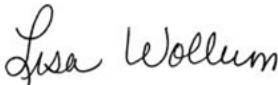
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner