



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES December 15, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on December 15, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Chair Callahan read into record Commissioner Sullivan's excused absence.

**PRESENT:**

Ken Callahan, Chair	Matt Cowan, Chief
David Harris, Vice-Chair	Steve Taylor, Deputy Chief (DC)
Kimberly Fischer, Commissioner	Mark Foster, Deputy Chief (DC)
Rod Heivilin, Commissioner	

**ABSENT:** Barb Sullivan, Commissioner

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- Matt Hochstein, Department Battalion Chief, attended the meeting virtually with no comment.

#### CONSIDERATION OF AGENDA:

- None.

#### MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to approve the December 1, 2022, regular meeting minutes as written. The motion passed; four ayes.*

#### CORRESPONDENCE:

- Letter and donation was sent by Jim Fischer, retired Shoreline Fire employee thanking the Department for their services. Chief Cowan will forward a copy of the thank you letter to the Commissioners.
- Commissioner Harris received a call from a citizen thanking the Department for their services.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**DECEMBER 15, 2022**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	221204001-221204050	410,598.65	12/14/22
Vendor Voucher(s)	221213001-221213045	122,887.85	12/21/22
Vendor Voucher(s)	221112001-221112029	71,119.64	11/23/22
Payroll Vouchers	121522CO	1,925.98	12/14/22
Payroll Vouchers		added to JAN	
ACH Payment Request - Payroll Direct Deposit		added to JAN	
ACH Payment Request - HRA/VEBA		added to JAN	
ACH Payment Request - ALERUS (457 Plan)		added to JAN	
ACH Payment Request - WA DCP		added to JAN	
ACH Payment Request - IAFF Local 1760 (Union Dues)		added to JAN	
ACH Payment Request - Dept. of Retirement Systems		added to JAN	
ACH Payment Request - DSHS		added to JAN	
ACH Payment Request - Payroll Taxes		added to JAN	

**\$ 606,532.12**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	221210001 - 221210009	7,113.00	12/21/22
Payroll Vouchers		added to JAN	
ACH Payment Request - Payroll Direct Deposit		added to JAN	
ACH Payment Request - HRA/VEBA		added to JAN	
ACH Payment Request - ALERUS (457 Plan)		added to JAN	
ACH Payment Request - WA DCP		added to JAN	
ACH Payment Request - IAFF Local 1760 (Union Dues)		added to JAN	
Dept of Retirement Systems		added to JAN	
ACH Payment Request - Payroll Taxes		added to JAN	

**\$ 7,113.00**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	221209001 - 221209003	14,144.60	12/21/22
		<b>\$ 14,144.60</b>	
<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)	221208001	130,328.18	12/21/22
		<b>\$ 130,328.18</b>	
<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	221111001-221111003	8,114.66	11/23/22
Vendor Voucher(s)	221202001-221202005	15,766.57	12/14/22
Vendor Voucher(s)	221211001-221211011	127,859.07	12/21/22
		<b>\$ 151,740.30</b>	
<b>NKTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	221110001	3,609.17	11/23/22
Vendor Voucher(s)	221203001-221203005	35,353.29	12/14/22
Vendor Voucher(s)	221212001-221212007	37,827.12	12/21/22
		<b>\$ 76,789.58</b>	
<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	221201001-221201011	265,760.08	12/14/22
		<b>\$ 265,760.08</b>	
<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	
<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No activity	
		<b>\$ -</b>	
<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 1,252,407.86</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$1,252,407.86 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- None.

**FINANCIAL REPORT:**

- Chief Cowan provided a brief summary of the November 2022 Financial Summary Report, listed below and included by reference.

## FINANCIAL SUMMARY REPORT: NOVEMBER 2022

Regular Board Meeting: December 15, 2022

**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 NOVEMBER Balance	\$ 27,668,324.56

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

Data as of NOVEMBER 2022		Notes
Percentage Remaining	8.7%	Budget Amended 5/19/22 to include Northshore
Targeted Percentage Remaining	8.3%	
Over/Under Targeted Budget Remaining	0.40%	Under budget

**General Expense Fund- OVERTIME COSTS**

Data as of NOVEMBER 2022		Notes
<b>Total Overtime</b>	<b>\$ 189,261.99</b>	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 130,695.41	<i>Overtime processing period: Oct 14 - Nov 11, 2022</i>
BLS/EMS Staffing Overtime	\$ 58,566.58	<i>Overtime processing period: Oct 14 - Nov 11, 2022</i>

**General Expense Fund- CASH ON HAND**

Data as of NOVEMBER 2022		Notes
Cash on hand, end of NOVEMBER balance	\$ 13,389,632.82	

**Interfund Transfers:**

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE	\$ 2,060,340.00		Purchase of a new Ladder Truck, funded by impact fees.
RESERVE			
CAPITAL		\$ 2,060,340.00	Purchase of a new Ladder Truck, funded by impact fees.
LTGO BOND			
NKCTC			
<b>TOTALS</b>	<b>\$ 2,060,340.00</b>	<b>\$ 2,060,340.00</b>	

#### **IMPACT MITIGATION FEE/UPDATES:**

- No report.

#### **STATISTICS REPORT:**

- No report.

#### **STRATEGIC PLAN DISCUSSION:**

- Continuing to see a rise in construction and permits. Discussions will begin in February of 2023.

#### **DISTRICT ACTIVITY REPORTS:**

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Fischer requested an update on the total amount of public records requests received by the Department. Chief Cowan noted that the total informational and public requests for 2022 from one individual was around 300-400.
  - Commissioner Heivilin requested an update on the meeting with Redmond Fire Department. Chief Cowan met with Redmond Fire to continue developing relationships with the agencies. Zone 1. The next steps are to continue exploring areas of efficiency for ALS training and certification processes. The Department is also preparing survey results to help improve levels of service.
  - Chief Cowan provided a brief update on a lawsuit the Department was a part of for close to four years. Chief Cowan noted that after mediation an offer to settle was accepted by the Departments legal team and insurance company.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

#### **NORTHSHORE CONSOLIDATION UPDATE:**

- Chief Cowan noted that a day-shift Battalion Chief program has been negotiated and agreed to starting in 2023.

#### **OLD BUSINESS**

---

- **North King County Training Consortium (NKCTC) Update:**
  - It was decided at the recent Labor Management meeting to move forward in 2023 with the current staffing model, which includes Battalion Chiefs, Training Officers, Administrative personnel and Medics, which will be evaluated later in 2023.

- The next Consortium Academy will begin in early February 2023, and includes six recruits.

#### **NEW BUSINESS:**

---

- **2023 Budget Narrative:**

- At its November 3, 2022 Board Meeting, the Board of Commissioners approved the 2023 budget. As part of the budget process, the 2023 Budget Narrative is attached for approval. The next steps are to populate the numbers and finalize.

**MOTION:** *Commissioner Fischer moved, and Commissioner Heivilin seconded a motion to approve the 2023 Budget Narrative. The motion passed; four ayes.*

- **Chief of Suppression Personal Contract:**

- The Deputy Chief of Support Services is a critical part of our executive team and for helping manage Department needs. It was recommended to approve the employment agreement for January 1, 2023 through December 31, 2024.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to approve the Deputy Chief of Support Services employment agreement for January 1, 2023 through December 31, 2024. The motion passed; four ayes.*

- **Election of 2023 Officers - Board Chair and Vice-Chair:**

**MOTION:** *Commissioner Fischer nominated Commissioner Harris as Chairperson for 2023, and Commissioner Heivilin seconded the nomination. The motion passed; four ayes.*

**MOTION:** *Commissioner Harris nominated Commissioner Fischer as Vice-Chairperson for 2023, and Commissioner Heivilin seconded the nomination. The motion passed; four ayes.*

- Commissioner Calhan thanked the Commissioner and the Chiefs for their support at the Board meetings for 2022.

#### **PROJECTED AGENDA:**

- The Department is closed on December 23 and December 26 in observance of the Christmas holiday.
- Commissioner Harris will have an excused absence on February 16, 2023.
- Legislative Day is February 17, 2023.

#### **EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:32 p.m.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:32 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath  
Secretary to the Board



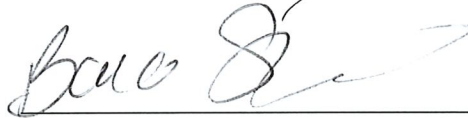
Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner



Rod Heivilin, Commissioner