



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 19, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on January 19, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

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

ABSENT: None.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended the meeting virtually with no comment.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the January 5, 2023, regular meeting minutes as written. The motion passed; five ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
JANUARY 19, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	230104001 - 230104030	641,444.43	1/11/23
Vendor Voucher(s)	230108001-230108031	108,609.23	1/18/23
Vendor Voucher(s)	230111001	826.50	1/18/23
Payroll Vouchers		Will be on next month	
ACH Payment Request - Payroll Direct Deposit		Will be on next month	
ACH Payment Request - HRA/VEBA		Will be on next month	
ACH Payment Request - ALERUS (457 Plan)		Will be on next month	
ACH Payment Request - WA DCP		Will be on next month	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be on next month	
ACH Payment Request - Dept. of Retirement Systems		Will be on next month	
ACH Payment Request - DSHS		Will be on next month	
ACH Payment Request - Payroll Taxes		Will be on next month	

\$ 750,880.16

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	230101001 - 230101004	137,732.25	1/11/23
Vendor Voucher(s)	230109001 - 230109012	39,067.63	1/18/23
Vendor Voucher(s)	221207001 - 221207020	125,561.93	12/14/22
Payroll Vouchers		Will be on next month	
ACH Payment Request - Payroll Direct Deposit		Will be on next month	
ACH Payment Request - HRA/VEBA		Will be on next month	
ACH Payment Request - ALERUS (457 Plan)		Will be on next month	
ACH Payment Request - WA DCP		Will be on next month	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be on next month	
Dept of Retirement Systems		Will be on next month	
ACH Payment Request - Payroll Taxes		Will be on next month	

\$ 302,361.81

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	230110001	2,838.66	1/18/23
Vendor Voucher(s)	221205001 - 221205003	18,887.53	12/14/22

\$ 21,726.19

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	221206001	789.60	12/14/22
		\$ 789.60	
CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	230103001	2,294.24	1/11/23
Vendor Voucher(s)	230106001-230106002	15,020.23	1/18/23
		\$ 17,314.47	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	230107001	3,988.18	1/18/23
		\$ 3,988.18	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	230102001 - 230102003	13,682.82	1/11/23
Vendor Voucher(s)	230105001	74.71	1/18/23
		\$ 13,757.53	
EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	
		\$ -	
EXPENSE RESERVE FUND: 10-004-6010			
Vendor Voucher(s)		No Activity	
		\$ -	
MOTION			
Move to accept disbursements in the amount of :		\$ 1,110,817.94	

MOTION: *Commissioner Heivilin moved, and Commissioner Callahan seconded a motion to accept the disbursements for \$1,110,817.94 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Chief Cowan provided a brief summary of the December 2022 Financial Summary Report, listed below and included by reference. Chief Cowan will provide a report out for year 2022 to the Northshore and Shoreline Board.

FINANCIAL SUMMARY REPORT: DECEMBER 2022

Regular Board Meeting: January 19, 2023

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 DECEMBER Balance	\$	24,615,593.32
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of DECEMBER 2022		Notes
Percentage Remaining	1.6%	Budget Amended 5/19/22 to include Northshore
Targeted Percentage Remaining	0.0%	
Over/Under Targeted Budget Remaining	1.6%	Under budget

General Expense Fund- OVERTIME COSTS

Data as of DECEMBER 2022		Notes
Total Overtime	\$ 178,051.20	Overtime high due to: FF Staffing & Sick Leave
Firefighting Staffing Overtime	\$ 118,605.21	Overtime processing period: Nov 11 - Dec 9, 2022
BLS/EMS Staffing Overtime	\$ 59,445.99	Overtime processing period: Nov 11 - Dec 9, 2022

General Expense Fund- CASH ON HAND

Data as of DECEMBER 2022		Notes
Cash on hand, end of DECEMBER balance	\$ 12,090,532.20	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE			
RESERVE			
CAPITAL			
LTGO BOND			
NKCTC			
TOTALS	\$ -	\$ -	

STATISTICS REPORT:

- Will be reported at the next Board meeting on February 2.

IMPACT MITIGATION FEE/UPDATES:

- None.

STRATEGIC PLAN DISCUSSION:

- Discussions will begin in February.

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 Tyler CAD upgrade issues. Chief Cowan noted progress is being made, and a third party company has been hired to work on retrieving data. NORCOM is working with the Zone 1 fire departments to discuss functionality and usability. The next step is to evaluate a new program called CrewForce.
 - Commissioner Sullivan asked if there has been costs associated with the overload of public records request. Chief Cowan noted most of the costs represent staff time.
 - Chief Cowan noted that the Department is working to update the employee recognition policy, which will be vetted by the Department's Administrative Director. The updated policy will be brought before the Board for review.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Sullivan requested an update on wall times. Chief Cowan noted that the Dr. Rea, Medical Director for King County Medic One is monitoring wall time issues on a daily basis, which has increased again. Chief Cowan recently testified against a bill regarding nurse to patient ratio created to hold hospitals accountable to the ratios.
- **Deputy Chief Taylor/ Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan noted that the Department's Fire Marshall will be separating from the Department. The process to fill the position is currently in progress.

NORTHSHORE CONSOLIDATION UPDATE:

- None.

OLD BUSINESS

- **North King County Training Consortium (NKCTC) Update:**
 - The NKCTC Academy graduation is scheduled for January 20, and shift assignments will begin on January 29. The laterals and six recruits started on January 18. Laterals will work 2-3 weeks on days before being assigned to shift. New hires are going through full academy and EMT.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- NKCTC Academy Graduation is January 20 at 6:30 p.m.
- The Shoreline Fire and North City Water joint meeting is scheduled for February 9.
- Commissioner Harris will be absent at the February 16 Board meeting.
- Legislative Day is February 17. Commissioner Fischer and Chief Cowan will be attending.
- Chief Cowan, DC Hochstein and DC Foster will not be in attendance at the March 2 meeting. The Commissioners confirmed to reschedule the meeting to March 9 at 5:00 p.m.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:49 p.m.

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:49 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Board



David M. Harris, Chair



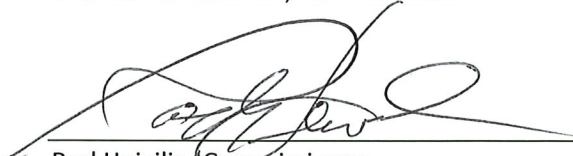
Kimberly A. Fischer, Vice-Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner