



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## SPECIAL JOINT BOARD MEETING MINUTES

October 24, 2023

Chair Harris called the special joint meeting of the Shoreline and Northshore Board of Commissioners to order at 5:00 p.m. on October 24, 2023, at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Per RCW 42.30, the special meeting notice was posted on September 20, 2023. The purpose of the special joint meeting is to discuss the 2024 budget.

### ROLL CALL:

#### SHORELINE FIRE DEPARTMENT:

David Harris, Chair  
Kim Fischer, Vice-Chair  
Ken Callahan, Commissioner  
Rod Heivilin, Commissioner  
Barb Sullivan, Commissioner

Matt Cowan, Fire Chief

#### NORTHSHORE FIRE DEPARTMENT:

Lisa Wollum, Chair  
Tyler Byers, Vice-Chair (Zoom)  
Erik Adman, Commissioner  
Rick Webster, Commissioner  
Josh Pratt, Commissioner (Zoom)

Matt Paxton, Legal Counsel (Zoom)

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT:

- None.

### 2024 Budget Discussion:

- Chief Cowan provided an update and presentation of the 2024 budget process and impacts, which is attached and incorporated by reference. The presentation included the following topics:
  - Budget Summary
  - Financial Outlook
  - Revenues vs Expense Projection
  - Expense Budget
  - Capital Budget
  - Northshore Fire Department Capital Budget
  - Expense Drivers Summary
- As part of the presentation, the 2024 revenue summary was provided:
  - Decrease in Assessed Value (AV), approximately 8.6% in Shoreline and 9% overall for Lake Forest Park and Kenmore.
  - Due to AV decreases current, operational equivalent levy rates will increase from about \$1.11 to \$1.28.
  - Expecting overall expenses to increase by about 8% and revenues to increase by about 8.3%.
  - Collected fire impact fees are exceeding forecasted growth.
  - Continue with many levels of service improvements in administration, operations, support services, and training.


- Commissioner Adman requested clarification as to why the Advance Life Support (ALS) budget allocation from King County (KC) is not as high as the expenses. Chief Cowan stated this could be due to the planned purchase of the two medic units in 2024, and noted there are reserves that will help to mitigate those differences. Chief Cowan further noted that the revenues from KC are part of the EMS levy allocation, provided on a per-unit basis.
- Commissioner Fischer requested clarification as to why there were decreases in the revenue category, Contract for Services. Chief Cowan stated that the decreases were due to estimating the revenues too high in 2023. Chief Cowan further noted that most of the contracts are tied to the equivalent levy rates and AV, which will be decreasing. The Department believes that some of the revenues will be recovered in 2024 and plans to ensure all contracts are similar to help mitigate this in the future.
- The Northshore budget will be discussed more in-depth at the Northshore Board meeting scheduled for November 7, 2023.

The Shoreline Board of Commissioners moved to adjourn the special meeting at 5:39 p.m.


**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the special meeting of the Board of Commissioners at 5:39 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

*Boupha K. Siharath*  
 Boupha K. Siharath  
 Secretary to the Board

  
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 David M. Harris, Chair

  
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 Kimberly A. Fischer, Vice-Chair

  
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 Barb Sullivan, Commissioner

  
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 Kenneth G. Callahan, Commissioner

  
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 Rod Heivilin, Commissioner