



**SHORELINE FIRE DEPARTMENT
REGIOINAL FIRE AUTHORITY (RFA)
BOARD OF COMMISSIONERS MEETING**

AGENDA

May 1, 2025

5:00 p.m.

**Regular Meeting will be held via Zoom conferencing and
on-site at Station 61 17525 Aurora Avenue North**

Join Zoom Meeting

<https://us02web.zoom.us/j/83414034545?pwd=QVJhWGxPMetvaEdvMjJZSWFMmBoQT09>

Meeting ID: 834 1403 4545

Passcode: 554785

Dial by your location: 1 253 215 8782

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Public Comment

Public Comment Procedures:

Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with, if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak up to two minutes and those representing recognized organizations may speak up to four minutes.

V. Election of Board Chair and Vice Chair / MOTION

VI. Consideration of Agenda

VII. Approval of Past Meeting Minutes

- None.

VIII. Correspondence

IX. Standing Agenda

1. Warrants – Motion to Approve
2. Commissioners' Report
3. Financial Report (*second meeting of each month*)
4. Statistics Report (*semi-annual*) (*reported annually at the 2nd meeting of January*)
5. Strategic Plan Discussion
6. District Activity Reports

X. Old Business

XI. New Business

- SFD/NSFD Monthly Meeting Schedules / **DISCUSSION**
- June 5 RFA/SFD Board Meeting Reschedule or Cancel / **DISCUSSION**
- Resolution 25-01, Shoreline FD OPT 1,2,3 Regular Meeting Schedule / **MOTION**
- Resolution 25-02, Shoreline FD Asset Receipt / **MOTION**
- Resolution 25-03, Shoreline FD Adopting Policies / **MOTION**
- Resolution 25-04, Shoreline FD Accepting Employment Obligations / **MOTION**
- Resolution 25-05, Shoreline FD Claims Agent / **MOTION**

- Resolution 25-06, Shoreline FD-RFA Appointing Secretary to Board / **MOTION**
 - Oath of Office Secretary to RFA Board
- Resolution 25-07, RFA Authorizing Use of E-Signatures / **MOTION**
- Resolution 25-08, RFA Rules of Procedure Governing Board and RFA Governing Board Rules of Procedure / **MOTION**
- Resolution 25-09, RFA Appointing Auditing Officers / **MOTION**
- Resolution 25-10, Shoreline FD Establishing Funds with King County / **MOTION**
- Motion for transferring funds to RFA / **MOTION**
- Resolution 25-11, DCP Resolution / **MOTION**
- Resolution 25-12, PERS Resolution / **MOTION**
- Resolution 25-13, Establishing Record Retention and Medical Records Officer/ **MOTION**
- Resolution 25-14, Small Public Works and Consultant / **MOTION**
- Resolution 25-15, Adopting RFA Budget / **MOTION**

XII. **Projected Agendas**

XIII. **Executive Session –** *(following the Washington State Legislature RCW's)*

- ☐ **RCW 42.30.110(1)(i) Litigation**
 - (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
- ☐ **RCW 42.30.110(1)(f) Evaluate Complaints / Charges**
 - (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- ☐ **RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance**
 - (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- ☐ **RCW 42.30.140(4)(b) Negotiations**
 - (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.
- ☐ **RCW 42.30.110(1)(b) Real Estate / Site or Acquisition**
 - (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;



Shoreline Fire Department
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FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

☐ Informational Only

☒ Approval by Motion

Meeting Date:	May 1, 2025
Agenda Title:	Election of the Shoreline Fire Department Regional Fire Authority (RFA) 2025 Board Chair and Vice Chair
Background Information: A. Election of Officers 1. The Board shall elect a Chair and Vice Chair for a term of one year. The term of the Chair and Vice Chair shall begin upon said election and end at the time of election of the successor. In the temporary absence of the Chair, the Vice Chair shall perform the duties and responsibilities of the Chair relating to the conduct of meetings and emergency business. 2. In the event the Chair is unable to complete the term of office, a new Chair shall be elected at the next regular meeting. In the event the Vice Chair is unable to complete the term of office, a new Vice Chair shall be elected at the next regular meeting.	
Recommendation: To elect an RFA Chair and Vice Chair for 2025.	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	

BOARD OF COMMISSIONERS MOTION

I move to nominate as the RFA Board Chair for 2025	
I move to nominate..... as the RFA Vice Chair for 2025	
Follow Up Action(s):	
Follow up Person(s):	Boupha Siharath, Board Secretary
Follow up Date(s):	

Shoreline Fire Department

BOARD MEETING DATE: May 1st, 2025

Chief Cowan

RFA Activity Highlights

The following District activities and/or meetings of note were completed during the report period:

Hiring/Succession development

- Agreed to new Facilities Manager job description. Will be posting announcement next week. This position will replace a lost facilities position last fall and elevate accountability.

Strategic Planning

- Continue working on a RFA implementation checklist including changes to organizational numbers, funds, and resolutions to be considered at first meeting, May 1.
- Request for Qualifications (RFQ) will be posted next week to Architectural firms for general consulting work such as; feasibility evaluation for Station 62, Station 57 generator, and Station 51 carport projects.

Staffing

- Our new Firefighters are doing well in the fire academy, graduation is May 23rd

Negotiations

- CBA negotiations resumed March 27th.
- Significant time spent preparing counters on articles and policies.

Contracts

- Still waiting for a final decision by Kenmore if they will be separating from NEMCO at the end of 2025.

North King County Training Consortium

- Nothing new to report.

Budget

- Have modified the 2025 Expense, Capital, and Benefit budgets to reflect the combined organizations under a RFA.

Capital Projects

- Have started the Station 57 Generator Replacement.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities

- March 31-April 7 – BFD Chiefs Chats
 - Met with all stations and shifts to discuss ongoing issues, concerns, and answer any questions that personnel may have.
- March 31-April 10 – Met with Bothell Councilmembers

- Met one on one with all seven Councilmembers to build on relationships and answer any ongoing questions regarding contract for executive services.
- April 8 – SFD/BFD Staffing Alignment
 - Met to discuss progress in moving BFD to SFD CBA and aligning day to day staffing structure.
- April 8 – Legislative Committee
 - Represented KC Chiefs on State legislative committee.
 - Lots of discussion on bills progressing or not, but large focus on how is the budget going to be addressed.
- April 8 – Gallatin
 - Met to discuss next steps with website and preparing for future relationship.
- April 11 – NORCOM Governing Board Meeting
 - Discussed strategic planning efforts and contract with outside agency.
 - Bill Hamilton will be retiring in October, so discussed succession planning.
- April 15 – Uniformed CBA Negotiations
 - Met and negotiated Uniform CBA with Labor.
- April 16 – Bothell LMC
 - Met and discussed organizational concerns with labor management committee.
- April 22 – Legislative Committee
 - Represented KC Chiefs on State legislative committee.
 - Lots of discussion on bills progressing or not, but large focus on how is the budget going to be addressed.
 - Some brief updates on fire department issues:
 - Property tax growth limit – dead
 - Tax increment financing amendment – alive
 - Fire service policy board – passed
 - Prepositioning of mobilization resources – passed
 - DNR Budget for suppression is good, grants are dead
 - Electric utility wildfire mitigation plan – passed
 - Prescribed wildfire claims pilot program – passed
 - Theft from first responders, 1st degree felony – passed
 - Behavioral health – passed
 - WSAFM building codes (access yes, no small elevators) – passed
 - Volunteer FF deferred comp – passed
 - LEOFF Pension merger – dead (likely to come back later this year)
- April 22 – Sno10 Commissioner Meeting
 - Board of Commissioner meeting.
 - Discussion on status and repair of fire apparatus.
- April 24 – Bothell State of the City
 - Attended State of the City meeting.
- April 25 – Gallatin
 - Met to discuss next steps with website and preparing for future relationship.
- April 28 – Erik Johnsen Retirement

➤ Excerpt from retirement tones:

Today, April 28th, Erik Johnsen completes his final shift with the Shoreline Fire Department. Erik started his career with the Shoreline Fire Department as a part time employee in June of 1985 becoming a full time employee January 1st of 1988. Erik then went to paramedic training in 1991 as part of Harborview's Paramedic Class 18.

Erik has given the citizens of Shoreline 37 years' service and has played a major role in molding countless firefighter and medic careers.

In retirement, Erik will raise his daughter, Annalise, with wife Tasha, enjoy his family, begin to teach yoga and continue doing Ju Jitsu.

Thank you Erik for your years of service to our department, our community and your fellow firefighters! Hoping your morning routine will be less disrupted in retirement.

Congratulations and thank you!

- April 28 – BFD Adam Lamb Memorial Service Planning
 - Adam passed on April 25th from cancer.
 - Met to discuss memorial service planning, which will be with full honors due to LODD.
 - Date to likely be within the next few weeks.
- April 29 – SFD LMC
 - Met and discussed organizational concerns with labor management committee.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: May 1, 2025

Deputy Chief Matt Hochstein

Facilities:

- Ongoing service ticket repairs.
- First Arriving platform project underway.
- St. 51 apparatus bay LED lighting conversion underway.
- St. 51 SCBA compressor ordered.
- St. 51 SCBA washer ordered.
- St. 51 server room suppression system ordered.
- St. 61 server room suppression system ordered.
- St. 62/Pizza restaurant surplus plan identified.
- St. 63 SCBA compressor ordered.
- St. 63 SCBA washer ordered.
- St. 64 second stacked washer/dryer unit ordered
- St. 65 Gate on garbage enclosure completed.
- St. 65 vehicle gate ordered.

Fleet:

- Ongoing preventative maintenance of all district apparatus.
- L161 annual maintenance.
- Shop Supervisor Swanson to Pierce for Bothell Ladder Pre-Con meeting.

IT:

- Microsoft Windows updates for April 2025
- Ordering equipment for new ladder and new engine
- Worked with local Telco companies in Kenmore to provide camera footage of an incident where citizen was injured outside of our property
- Repairing and replacing ESO tablets as needed
- Misc tasks around stations.

Near Future:

- Critical vulnerabilities announced for VMware ESXi server - New updates need to be installed on all servers
- Researching new Remote Control software, for IT helpdesk support
- Researching new Monitoring software, for proactive monitoring of infrastructure equipment.
- Researching new Pelco / Motorola software VMS (video management system)

RFA Activity Highlights

- Network maintenance completed at ST51 on Wednesday 2/5/2025 – 3 hour downtime – resolved internet issue at ST51.
- Network maintenance needed at ST57. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST65. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST61. Not scheduled yet – estimated 4 hour downtime.

Ongoing:

- Deploying new 5G modems to various apparatus when possible
- Continue the Windows 11 rollout

DC of Support Services:

- Weekly coordination meetings with Fire Prevention, I.T., Facilities, Fleet, Project Manager, and Executive Team.
- Weekly meetings with Support Services Project Manager.
- Easter Egg Hunt.
- Posted RFQ for Architectural Services.
- Auditor exit presentation.
- Labor Management.
- FF/EMT in Training Chiefs Interview.
- Shoreline Fire/City of Shoreline HR hiring practice discussion.
- St. 57 generator meeting with contractor.
- Service awards meeting.



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Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-01 <i>Establishing Regular Meeting Schedule</i>
Background Information: As required by State law the Shoreline Fire Department must set the regular meeting schedule for the remainder of 2025.	
Recommendation: Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-01– <i>Establishing Regular Meeting Schedule</i> .	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department RFA Resolution 25-01– <i>Establishing Regular Meeting Schedule</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-01– *Establishing Regular Meeting Schedule*.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Board Secretary Bouphe Siharath,
Follow up Date(s):	



OPTION 1

Shoreline Fire Department
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COMMISSIONERS

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SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)

RESOLUTION 25-01

Establishing Regular Meeting Schedule
(RCW 42.30.070)

A RESOLUTION of the Shoreline Fire Department Governing Board establishing the regular meeting schedule of the Governing Board.

WHEREAS, RCW 42.30.070 and the Shoreline Fire Department Governing Board Bylaws requires the Governing Board to establish its regular meeting schedule by Resolution.

RESOLUTION: NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department does hereby adopt the following schedule for the regular monthly meetings of the Shoreline Fire Department Governing Board.

The first Thursday of each month at 5 pm, at Headquarters, 17525 Aurora Ave N, Shoreline, WA 98133

The third Thursday of each month at 5 pm, at Station 51, 7220 NE 181st St, Kenmore, WA 98028

Adoption: ADOPTED by the Governing Board of Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May, 2025 the following Board Members being present and voting:

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



OPTION 2

Shoreline Fire Department
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FIRE CHIEF
Matt Cowan

COMMISSIONERS

Ken Callahan	Rod Heivilin
Kim Fischer	Barb Sullivan
David Harris	Eric Adman
Tyler Byers	Rick Webster
Lisa Wollum	Josh Pratt

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)

RESOLUTION 25-01

Establishing Regular Meeting Schedule
(RCW 42.30.070)

A RESOLUTION of the Shoreline Fire Department Governing Board establishing the regular meeting schedule of the Governing Board.

WHEREAS, RCW 42.30.070 and the Shoreline Fire Department Governing Board Bylaws requires the Governing Board to establish its regular meeting schedule by Resolution.

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The first Thursday of each month at 5:30 pm, at Headquarters, 17525 Aurora Ave N, Shoreline, WA 98133

The third Thursday of each month at 5:30 pm, at Station 51, 7220 NE 181st St, Kenmore, WA 98028

Adoption: ADOPTED by the Governing Board of Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May, 2025 the following Board Members being present and voting:

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



OPTION 3

Shoreline Fire Department
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FIRE CHIEF
Matt Cowan

COMMISSIONERS

Ken Callahan	Rod Heivilin
Kim Fischer	Barb Sullivan
David Harris	Eric Adman
Tyler Byers	Rick Webster
Lisa Wollum	Josh Pratt

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)

RESOLUTION 25-01

Establishing Regular Meeting Schedule
(RCW 42.30.070)

A RESOLUTION of the Shoreline Fire Department Governing Board establishing the regular meeting schedule of the Governing Board.

WHEREAS, RCW 42.30.070 and the Shoreline Fire Department Governing Board Bylaws requires the Governing Board to establish its regular meeting schedule by Resolution.

RESOLUTION: NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department does hereby adopt the following schedule for the regular monthly meetings of the Shoreline Fire Department Governing Board.

The first Thursday of each month at 6 pm, at Headquarters, 17525 Aurora Ave N, Shoreline, WA 98133

The third Thursday of each month at 6 pm, at Station 51, 7220 NE 181st St, Kenmore, WA 98028

Adoption: ADOPTED by the Governing Board of Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May, 2025 the following Board Members being present and voting:

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-02 <i>Accepting Assets and Liabilities</i>
Background Information: In order to comply with the RFA plan and be able to conduct business in serving the communities of Shoreline, Lake Forest Park, and Kenmore, the RFA will need to have all assets, funds, and liabilities transferred into the RFA. Liabilities do not include the UTGO bonds in Shoreline and Northshore Fire Departments, which sunset in 2025 and 2026 respectively.	
Recommendation: Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-02– <i>Accepting Assets and Liabilities</i> .	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
	<i>The RFA will be accepting assets, funds, and liabilities from the two fire districts.</i>
Other Options:	
Attachments:	Shoreline Fire Department RFA Resolution 25-02– <i>Accepting Assets and Liabilities</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-02– *Accepting Assets and Liabilities*.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Board Secretary Bouphe Siharath
Follow up Date(s):	



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Lisa Wollum Josh Pratt

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)
RESOLUTION 25-02

Accepting Assets and Liabilities

A RESOLUTION of the Shoreline Fire Department Governing Board accepting assets and liabilities from the participating fire protection jurisdictions.

WHEREAS, On February 11, 2025, the voters of Shoreline Fire Department, a fire protection district, and Northshore Fire Department, a fire protection district "Participating Fire Jurisdictions" approved the formation of the Shoreline Fire Department, a regional fire authority "RFA" effective May 1, 2025 in accordance with the Shoreline and Northshore Regional Fire Department Plan "RFA Plan";

WHEREAS, the RFA Plan provides for the transfer of personal and real property assets and liabilities from the Participating Fire Jurisdictions to the RFA in accordance with the terms set forth in Section 6.C of the RFA Plan.

WHEREAS, the Participating Fire Jurisdictions have or will be authorizing the transfer of all assets and liabilities as identified in Section 6.C of the RFA Plan.

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department, a regional fire authority, in order to comply with the RFA Plan and to complete the transfer assets from the Participating Fire Jurisdictions as set forth above to the Shoreline Fire Department, a regional fire authority, hereby resolves as follows:

1. All assets and liabilities transferred in accordance with the RFA Plan by Shoreline Fire Department, a fire protection district are hereby accepted.
2. All assets and liabilities transferred in accordance with the RFA Plan by the Northshore Fire Department, a fire protection district are hereby accepted.
3. The Governing Board authorizes and directs Fire Chief Matt Cowan to sign and deliver all documents necessary to complete the transfer of the assets.

Adoption: Adopted by the Governing Board of the Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May, 2025 the following Board Members being present and voting:

Attest:

Boupha K. Siharath
Secretary to the Board

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-03 <i>Establishing Policies and Procedures</i>
Background Information: In order to comply with the RFA plan and be able to conduct business in serving the communities of Shoreline, Lake Forest Park, and Kenmore, the RFA will need to have established policies and procedures to govern how the RFA operates.	
Recommendation: Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-03– <i>Establishing Policies and Procedures</i> .	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department RFA Resolution 25-03– <i>Establishing Policies and Procedures</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-03– *Establishing Policies and Procedures*.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Board Secretary Boupha Siharath
Follow up Date(s):	



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SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)

RESOLUTION 25-03

Establishing Policies and Procedures

A RESOLUTION of the Shoreline Fire Department, a regional fire authority Governing Board adopting the Shoreline Fire Department, a fire protection district policies and procedures as the policies and procedures of Shoreline Fire Department, a regional fire authority.

WHEREAS On February 11, 2025, the voters of Shoreline Fire Department, a fire protection district, and Northshore Fire Department, a fire protection district approved the formation of the Shoreline Fire Department, a regional fire authority "RFA" effective May 1, 2025 in accordance with the Shoreline and Northshore Regional Fire Department Plan "RFA Plan";

WHEREAS, as a new municipal corporation with a legal existence separate from the Shoreline Fire Department, a fire protection district, and the Northshore Fire Department, a fire protection district, it is necessary for Shoreline Fire Department, a regional fire authority, to establish its own policies and procedures;

WHEREAS, the Shoreline Fire Department, a fire protection district, has policies and procedures that currently apply to the management and operation of the fire department and that allow for a seamless transition of operations to the Shoreline Fire Department, a regional fire authority.

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department, a regional fire authority, hereby

1. Adopts all current policies, standard operating procedures and applicable administrative guidelines of the Shoreline Fire Department, a fire protection district, as its policies and procedures; and

2. Authorizes the Fire Chief or designees to update and modify the adopted policies and procedures to reflect the adoption by the Shoreline Fire Department, a regional fire authority.

Adoption: Adopted by the Governing Board of the Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May, 2025 the following Board Members being present and voting:

Attest:

Boupha K. Siharath
Secretary to the Board

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-04 <i>Accepting Employment Obligations</i>
Background Information: The RFA will be the new employer for all employees. This resolution will authorize the transfer of represented and non-represented employees from the Shoreline and Northshore Fire Department, fire districts. This will also authorize the RFA to accept any employment obligations associated with those employees.	
Recommendation: Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-04– <i>Accepting Employment Obligations</i> .	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral <i>The RFA will be absorbing all employees and financial impacts.</i>
Other Options:	
Attachments:	Shoreline Fire Department RFA Resolution 25-04– <i>Accepting Employment Obligations</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-04– *Accepting Employment Obligations*.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Bouphe Siharath, Board Secretary
Follow up Date(s):	



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)
RESOLUTION 25-04

Accepting Employment Obligations

A RESOLUTION of the Shoreline Fire Department, a regional fire authority Governing Board recognizing its status as successor in interest as employer to the employees of Shoreline Fire Department, a fire protection district.

WHEREAS, Shoreline Fire Department, a fire protection district entered into Employment Agreements with a term of January 1, 2025 through December 31, 2027 with five administrative exempt employees;

WHEREAS, Shoreline Fire Department, a fire protection district employs non- represented employees pursuant to the terms of an Administrative Support Staff Employee Handbook (updated February 2025);

WHEREAS, Shoreline Fire Department, a fire protection district, executed collective bargaining agreements with IAFF Local No. 1760 with effective dates of February 3, 2022 (Uniform and Chief Officer), and June 9, 2022 (Non-Uniform);

WHEREAS On February 11, 2025, the voters of Shoreline Fire Department, a fire protection district, and Northshore Fire Department, a fire protection district approved the formation of the Shoreline Fire Department, a regional fire authority "RFA" effective May 1, 2025 in accordance with the Shoreline and Northshore Regional Fire Department Plan "RFA Plan";

WHEREAS, Section 7.B of the RFA Plan provides as follows:

1. **Fire Chief.** On the Effective Date, the Fire Chief of Shoreline shall serve as the Fire Chief of the RFA. The Fire Chief shall at all times be appointed and serve at the pleasure of the Governance Board.

2. **Personnel.** The existing personnel of Northshore and Shoreline shall transfer to the RFA to fulfill assigned duties as outlined in the organizational structure in Appendix A. All Northshore and Shoreline personnel shall be transferred on the Effective Date at their current rank, grade and seniority.

3. **Agreements.** All current employee agreements, personal service contracts, and any other contracts or agreements pertaining to work, duties, services or employment with Northshore and Shoreline shall be transferred over with all personnel on the Effective Date.

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department, a regional fire authority, in order to comply with the RFA Plan and to formally establish that the Shoreline Fire Department, a fire protection district employees become employees of the Shoreline Fire Department, a regional fire authority effective May 1, 2025 hereby recognizes and establishes that:

1. The Shoreline Fire Department, a regional fire authority, is the successor in interest to the above referenced Agreements, Administrative Support Staff Employee Handbook and the Collective Bargaining Agreements and shall assume all obligations of the Employer; and

2. The Fire Chief is authorized to notify all affected employees of the change in Employer.

Adoption: Adopted by the Governing Board of the Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May, 2025 the following Board Members being present and voting:

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-05 <i>Appointment of Agent to Receive Claims</i>
Background Information: The RFA, at times, will be involved in claims made to or by the RFA. As such, the RFA needs to have a designated claims officer, to represent the RFA.	
Recommendation: Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-05– <i>Appointment of Agent to Receive Claims</i> , naming Bouphe Siharath as our claims officer.	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department RFA Resolution 25-05– <i>Appointment of Agent to Receive Claims</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-05– *Appointment of Agent to Receive Claims*.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Board Secretary Bouphe Siharath
Follow up Date(s):	



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FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

AFTER RECORDING PLEASE RETURN TO:

Shoreline Fire Department
Attn: Administrative Director
17525 Aurora Ave N
Shoreline, WA 98133

SHORELINE FIRE DEPARTMENT
(Regional Fire Authority)
RESOLUTION 25-05

Appointment of Agent to Receive Claims
(RCW 4.96.020)

A RESOLUTION of the Shoreline Fire Department, a regional fire authority, Governing Board appointing an agent to receive claims.

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under chapter 4.96 RCW.

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's Board Members, officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

RESOLUTION: NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department does hereby

1. Appoint the below listed agent to receive any claims for damages made under chapter 4.96 RCW.

Agent Appointed: Bouphe K. Siharath

Office Address: 17525 Aurora Ave N, Shoreline WA 98133

Business Hours: 8:00 am to 4:30 pm, Monday-Friday

2. A duplicate original of this Resolution shall be recorded with the King County Auditor.

Adoption: ADOPTED by the Governing Board of Shoreline Fire Department, at a special open public meeting of such Board on the 1st day of May 2025 the following Board Members being present and voting:

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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COMMISSIONERS
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Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-06 <i>Appointing a Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners</i>
Background Information:	As we are forming a new RFA, the Department must appoint a Secretary to the Governing Board.
Recommendation:	To appoint Bouphe Siharath as the Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners.
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Resolution 25-06 <i>Appointing a Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners</i>

RECOMMENDED MOTION

I move to authorize the Board of Commissioners to sign Resolution 25-06 Appointing Bouphe Siharath as the Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners

Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan
Follow up Date(s):	



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FIRE CHIEF
Matt Cowan

COMMISSIONERS	
Ken Callahan	Rod Heivilin
Kim Fischer	Barb Sullivan
David Harris	Eric Adman
Tyler Byers	Rick Webster
Lisa Wollum	Josh Pratt

SHORELINE FIRE DEPARTMENT
(A Regional Fire Authority)
RESOLUTION 25-06

Appointing a Secretary to the Shoreline Fire Department Regional Fire Authority Board of Commissioners.

WHEREAS, The Governing Board of the Shoreline Fire Department Regional Fire Authority ("RFA Board") recognizes the need to appoint a Secretary to ensure efficient and accurate record-keeping and to support the Board in fulfilling its responsibilities, for such term as they shall by resolution determine.

THEREFORE BE IT RESOLVED, that the RFA Board hereby appoints Bouphe K. Siharath as the Secretary to the Governing Board of the Shoreline Fire Department Regional Fire Authority.

ADOPTED at the regular meeting of the RFA Board of Commissioners of the Shoreline Fire Department, this 1st day of May 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Bouphe K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



OATH OF OFFICE

PURSUANT TO R.C.W 52.14.080

I, **Boupha K. Siharath**, being duly appointed Secretary to the Board of Fire Commissioners of the Shoreline Fire Department Regional Fire Authority, by Resolution on **May 1, 2025**, due solemnly swear that I will faithfully and impartially perform the duties of Secretary to the Board of Commissioners of the Shoreline Fire Department Regional Fire Authority, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States.

Signature

State of _____

County of _____

Subscribed and sworn before me this _____ date of _____, _____ by _____.

Notary Public

My Commission Expires ____/____/____



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FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-07 Shoreline Fire Department Regional Fire Authority (RFA) Authorizing Use of Electronic Signatures
Background Information: <p>The Uniform Electronic Transactions Act Chapter 1.80 RCW authorizes state and local agencies (including special purpose districts) to use electronic signatures in the conduct of governmental affairs and other transactions. A local agency may determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.</p> <p>The Board of Commissioners of the Shoreline Fire Department RFA encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.</p> <p>The Board of Commissioners, Fire Chief, RFA Board Secretary and their designees are authorized to use electronic signature platforms approved to affix electronic signatures to RFA Board records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the RFA Board is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other RFA Board records as authorized by the Fire Chief.</p>	
Recommendation: <p>Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-07– <i>Shoreline RFA Authorizing Use of Electronic Signatures</i>.</p>	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department RFA Resolution 25-07– <i>Shoreline RFA Authorizing Use of Electronic Signatures</i> .

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign 25-07– <i>Shoreline RFA Authorizing Use of Electronic Signatures</i> .	
Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Bouphe Siharath, Board Secretary
Follow up Date(s):	



ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM

Board of Commissioners of the Shoreline Fire
Department Regional Fire Authority (RFA)

I, _____, agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, all electronic signatures are the legal equivalent of my manual/handwritten signature, and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of electronic signature for the submission of any documents which are approved by the Board of Fire Commissioners in open public sessions, including but not limited to meeting minutes, resolutions, claim vouchers, and other governmental transactions by electronic signature. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and I am legally bound to these terms and conditions, and this signature can be used in the form of an e-signature for documents that have been approved by the Board of Commissioners of the Shoreline Fire Department RFA and follow the guidelines of **Resolution 25-07**.

Signature

DATE



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FIRE CHIEF
Matt Cowan

COMMISSIONERS

Ken Callahan	Rod Heivilin
Kim Fischer	Barb Sullivan
David Harris	Eric Adman
Tyler Byers	Rick Webster
Lisa Wollum	Josh Pratt

SHORELINE FIRE DEPARTMENT (Regional Fire Authority)

RESOLUTION 25-07

Authorizing the use of electronic signatures

WHEREAS, the Uniform Electronic Transactions Act Chapter 1.80 RCW authorizes state and local agencies (including special purpose districts) to use electronic signatures in the conduct of governmental affairs and other transactions;

WHEREAS, a local agency may determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures;

WHEREAS, under RCW 1.80.010(10), an electronic signature is defined as an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record;

WHEREAS, under RCW 1.80.010(15), a record is defined as information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form;

THEREFORE BE IT RESOLVED, that the Governing Board of the Shoreline Fire Department Regional Fire Authority (RFA) adopts the following Electronic Signature Policy:

Definitions

Designee: A RFA employee who has been designated by the Board of Commissioners or Fire Chief to sign RFA records on the RFA's behalf using an electronic signature.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Authorized Signature: A commissioner's signature affixed by the Board Secretary or their designee with the permission of the individual commissioner.

Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

ELECTRONIC SIGNATURES POLICY

SHORELINE FIRE DEPARTMENT (Regional Fire Authority)

1. The RFA encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. The RFA further authorizes the use of Authorized Signatures for all documents that have been formally approved by the Board of Commissioners in an open public meeting when the Commissioners have authorized the Board Secretary or their designee to affix their signatures to the document.
3. The Fire Chief shall designate one or more commercially reasonable signature platforms that meet the appropriate Security Procedures, as defined under Chapter 1.80 RCW, for affixing electronic signatures to RFA records.
4. The Board of Commissioners, Fire Chief, RFA Board Secretary and their designees are authorized to use electronic signature platforms approved under Section 3 to affix electronic signatures to RFA records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the RFA is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other RFA records as authorized by the Fire Chief.
5. Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.
6. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
7. If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall (1) Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and (2) Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.
8. The RFA shall retain all records that are signed electronically in accordance with RFA policies and the Washington State record retention requirements.
9. This Policy in no way affects the RFA's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.
10. This Policy is intended to comply with the Uniform Electronic Transactions Act and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

ADOPTED at the regular meeting of the Board of Commissioners of Shoreline Fire Department Regional Fire Authority (RFA) this 1st day of May 2025.

Attest:

Boupha K. Siharath
Secretary to the Board

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-08 <i>Rules of Procedure Governing Board</i> RFA Rules of Procedure for the RFA Governing Board
Background Information: The Board of Commissioners of the Shoreline Fire Department Regional Fire Authority created the official Rules of Procedure for the Shoreline Fire Department Governing Board. Resolution 25-08 approves in all matters not addressed in the rules, the Board of Fire Governing Board Members shall be governed by statutory requirements and Robert's Rule of Order, provided the rules do not conflict with statutory requirements. The rules of procedure shall be the Board of Governing Board Members "standard operating procedures." The Rules of Procedure may be reviewed periodically as needed, but no less than every two years; therefore, the Board procedures shall be considered in the month of January of every odd numbered year and may be considered any other time that the Board shall choose to review them.	
Recommendation: The Shoreline Fire Department Governing Board approve Resolution 25-08 Rules of Procedure Governing Board and the Regional Fire Authority Rules of Procedure for the RFA Governing Board.	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Resolution 25-08 <i>Rules of Procedure Governing Board</i> RFA Rules of Procedure for the RFA Governing Board

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Shoreline Fire Department Governing Board approve Resolution 25-08 Rules of Procedure Governing Board and the regional Fire Authority Rules of Procedure for the RFA Governing Board.

Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan, Secretary to the Board Bouphe Siharath
Follow up Date(s):	



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SHORELINE FIRE DEPARTMENT (Regional Fire Authority)

RESOLUTION 25-08

Adopting Rules of Procedure for the Shoreline Fire Department Governing Board

WHEREAS, the Board of Fire Commissioners created the official Rules of Procedure for the Shoreline Fire Department Governing Board to be adopted May 1, 2025. In all matters not addressed in the rules, the Board of Fire Governing Board Members shall be governed by statutory requirements and Robert's Rule of Order, provided the rules do not conflict with the statutory requirements. The rules of procedure shall be the Board of Governing Board Members "standard operating procedures," and

WHEREAS, the Shoreline Fire Department Governing Board of Commissioners may review the Rules of Procedure periodically as needed, but no less than every two years; therefore, the Board procedures shall be considered in the month of January of every even numbered year and may be considered any other time that the Board shall choose to review them.

WHEREAS, the Shoreline Fire Department Governing Board believes that establishing the Rules of Procedure for the Governing Board will facilitate the procedural process for meetings and travel and will serve the public's interest in accomplishing business on behalf of the department and citizens.

ADOPTED at the regular meeting of the Board of Commissioners of Shoreline Fire Department Regional Fire Authority (RFA) this 1st day of May 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



Shoreline Fire Department

(A Regional Fire Authority)

RULES OF PROCEDURE FOR THE GOVERNING BOARD



Rules of Procedure

Table of Contents

SECTION 1. GENERAL.....	3
SECTION 2. ORGANIZATION	4
SECTION 3: OFFICERS	6
SECTION 4: COMMITTEES	6
SECTION 5: MEETINGS	6
SECTION 6: BOARD ORDER OF BUSINESS	7
SECTION 7: PUBLIC PARTICIPATION	8
SECTION 8: AGENDA PREPARATION.....	8
SECTION 9: EFFECT/WAIVER OF RULES.....	9
SECTION 10: COMMISSIONER COMPENSATION	9
SECTION 11: SERVICE DAYS	10
SECTION 12: TRAVEL.....	10
SECTION 13: ACCESS TO DEPARTMENT RECORDS.....	12
SECTION 14: PERSONAL LIABILITY PROTECTION.....	12
SECTION 15: LIABILITY PROTECTION PROCEDURE.....	12
SECTION 16: CLOTHING ALLOWANCE	13
SECTION 17: EQUIPMENT ISSUE	13
SECTION 18: COMMISSIONER REQUESTS FOR STAFF ASSISTANCE	14

SECTION 1. GENERAL

- A.** These rules constitute the official Rules of Procedure for the Shoreline Fire Department Governing Board and were adopted May 1, 2025. In all matters not addressed in the rules, the Board of Fire Governing Board Members shall be governed by statutory requirements and Robert's Rule of Order, provided the rules do not conflict with the statutory requirements.
- B.** The rules of procedure shall be the Board of Governing Board Members "standard operating procedures."

The Board of Governing Board Members, as elected officials, shall adhere to the following Shoreline Fire Department standard operating procedures:

Admin 111	Smoking
Admin 113	Non-discrimination Equal Opportunity Anti-Harassment
Admin 114	Courtesy and Conduct
Admin 131	Computer Use
Admin 135	Telephone Use
Admin 141	Conflicts of Interest in the Workplace
Admin 150	Maintaining a HIPPA Training Program

SECTION 2. ORGANIZATION

A. Oath of Office of Governing Board Members

As provided by RCW 29A.04.133 and RCW 29A.60.280(3), Governing Board Members shall take the oath:

Up to ten days prior to the day the Governing Board Members' term of office begins, or

At the last regular meeting of the Board in December.

B. Election of Officers

1. The Board shall elect a Chair and Vice Chair for a term of one year and organize itself at the first meeting of each calendar year provided that upon Board motion such elections and organizational meeting may be postponed up to thirty (30) days. The term of the Chair and Vice Chair shall begin upon said election and end at the time of election of the successor. In the temporary absence of the Chair, the Vice Chair shall perform the duties and responsibilities of the Chair relating to the conduct of meetings and emergency business.

In the event the Chair is unable to complete the term of office, a new Chair shall be elected at the next regular meeting. In the event the Vice Chair is unable to complete the term of office, a new Vice Chair shall be elected at the next regular meeting.

The Chair or Vice Chair may be removed from office by a majority vote of the Board.

C. Quorum

1. A meeting of the Governing Board only occurs when a quorum of the members is present. A quorum of Governing Board Members is required for the Governing Board to act. If a quorum of Governing Board Members is present, any discussion of Department business must comply with the *Open Public Meetings Act*, RCW 42.30.
2. A quorum in a ten-member board is six Governing Board Members.

D. Voting

1. Unless otherwise provided by resolution, all votes shall be taken by voice.
2. In the event of a tie vote on any matter, the matter shall be considered defeated.
3. Each Board member may vote on all motions before the Board, unless a conflict of interest or any appearance of fairness question under state law is present.
4. Board members who abstain from voting may, for the public benefit, state the reason for abstention.

E. Attendance, Excused Absence

1. RCW 52.14.050 provides that a Board member shall forfeit their office by failing to attend three consecutive regular meetings of the Board without being excused by the Board if appropriate notice is given.
2. Members of the Board may be excused from attending a meeting by contacting the Fire Chief, another Board member or the Secretary to the Board prior to the meeting and state the reason for their inability to attend the meeting. The member contacted shall convey the information.
3. Following the Call to Order, the Board Chair shall inform the Board of the member's absence and state the reason for the absence.

4. As a courtesy, Board members shall also provide notice of an absence from special meetings in a similar manner.

F. General Decorum

1. While the Board is in session, members must preserve order and decorum. A member shall neither, by conversation or otherwise delay or interrupt the proceedings or the peace of the Board, nor disrupt any member while speaking or refuse to obey the directions of the Board, except as otherwise provided in the rules.

G. Confidentiality

1. Board members shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the Department's position is not compromised.
2. Confidentiality also applies to information provided to Board members outside of Executive Session when the information is considered to be exempt from disclosure under exemptions as set forth in the Revised Code of Washington.
3. During or after an Executive Session, if direction is given by the Board Chair to Department staff on any issue considered during the Executive Session, all further contact with any other party should be conducted by the designated Department staff person handling the issue. Board members should obtain the permission of the Board Chair prior to discussing the information with anyone other than other Board members, the Department attorney, the Fire Chief or Chief's designee.

H. Secretary to the Board

1. The Secretary to the Board, or an authorized designee, shall attend all Board meetings. If the Secretary and the designee are not available for a Board meeting, the Fire Chief shall appoint a staff member to act as Recording Secretary for the meeting.

I. Attendance of Officers or Employees

1. The Fire Chief or Chief's designee shall attend all Board meetings. Any Department officer or employee may attend the Board meetings.

J. Conflict of Interest

1. The Board agrees to adhere to the Shoreline Fire Department policy Admin 141 Conflicts of Interest in the Workplace.

SECTION 3: OFFICERS

A. Presiding Officers

1. The Chair, or in the Chair's absence, the Vice Chair, shall be the Presiding Officer of the Board. In the absence of both the Chair and the Vice Chair, the Board shall appoint one of the members of the Board to act as a temporary Presiding Officer.

B. Presiding Officer Duties: it shall be the duty of the Presiding Officer to:

1. Call the meeting to order
2. Adhere to the meeting Agenda
3. Control discussion in an orderly manner
4. Comply with the executive session requirements.
5. Adjourn the meeting

SECTION 4: COMMITTEES

A. Ad Hoc Committee Assignments

1. An ad hoc committee of not more than four Board members may be appointed by the Board Chair with the concurrence of the Board as the need arises.

B. Standing Committee Assignments

1. If standing committees of not more than four Board members are established, they shall be appointed by the Board Chair with the approval of the Board.

SECTION 5: MEETINGS

A. Times and Places for Regular Meetings

1. The governing body shall establish the date, time and place for holding regular meetings by resolution. Meetings of the governing body need not be held within the boundaries of the Department. If at any time any regular meeting falls on a holiday, such regular meeting shall be held the next business day unless rescheduled by Resolution of the Board.

B. Special Meetings

1. Special meetings may be held by the Board subject to notice requirements in accordance with RCW 42.30.080.
2. Special meeting is defined as any board meeting other than a regular board meeting, and may be called by the chair or by a majority of the board. The Board may not take final action on any item not specified in the meeting notice. Notice may be waived in writing in advance of the meeting or by attending. Notice of a special meeting must meet the following minimum statutory requirements a minimum of 24 hours in advance of the meeting:
 - **Board Member notice.** Written notice must be delivered either personally, by mail, by fax, or by e-mail.

- **Media notice.** Written notice must be delivered either personally, by mail, by fax, or by e-mail and to media outlets that have submitted a written request to be notified of your special meetings.
- **Web Site Notice.** Written notice must be posted on the Department web site..
- **Posting Notice.** Written notice must be prominently displayed at the main entrance of the Departments principal location and at the meeting site if the meeting is not held at the principal location.

C. – Emergencies and Exceptions In accordance with RCW 42.30.070

1. If, by reason of fire, flood, earthquake, or other emergency, there is a need for expedited action by a governing body to meet the emergency, the presiding officer of the governing body may provide for a meeting site other than the regular meeting site and notice requirements of this chapter shall be suspended during such emergency. It shall not be a violation of the requirements of this chapter for a majority of the members of a governing board to travel together or gather for the purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, that there is no action as defined in this chapter.

D. Executive Sessions/Closed Sessions

1. Executive sessions may be held for any authorized purpose under RCW 42.30.110(1) or for those portions of a meeting that are exempt from the OPMA under RCW 23.30.140:
2. Before going into Executive Session, the Board Chair must publicly announce the purpose for the Executive Session, identify the statutory purpose, and the time when the session will be concluded.
3. Should the session require additional time, a public announcement shall be made that the session is being extended and for how long.
4. Should the session conclude early, the open public meeting cannot be resumed until the stated time has arrived.

E. Committee Meetings

1. Committee meetings may be held by each ad hoc or standing committee at times, dates and location determined by the committee.

SECTION 6: BOARD ORDER OF BUSINESS

A. Order of Business for Regular Meetings

The order of business for each regular meeting shall be as follows unless modified by the Board:

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Consideration of Agenda**
- IV. **Public Comment**
- V. **Approval of Past Meeting Minutes**
- VI. **Correspondence**
- VII. **Standing Agenda**
 1. Warrants – Motion to Approve

2. Governing Board Members' Report
 3. Financial Report (second meeting of each month)
 4. Statistics Report (reported annually at the 2nd meeting of January)
 5. District Activity Reports
- VIII. **Old Business**
- IX. **New Business**
- X. **Projected Agendas**

Executive Session

SECTION 7: PUBLIC PARTICIPATION

A. Comments by Citizens

1. The Board agenda allows for public comment at any meeting at which final action will be taken. Citizens wishing to address the Board shall sign in prior to the start of the Board meeting.
2. Individual citizens may speak for two minutes.
3. Those representing recognized organizations may speak for four minutes.
4. Individuals may submit public comment in writing in advance of the meeting. Written comments shall be distributed to the Board members, shall be available to members of the public on request, but shall not be read out loud.

B. Board Response

1. Per Roberts Rules of Order, it is recommended that no board member enter into any discussion with any member of the public during the Public Comment segment. It is further recommended that the citizen be told that their comment has been heard and will be taken under advisement.

C. Identification of Speakers

1. All individuals offering public comment shall be requested but not required to state their name, city of residence and organization (if applicable) being represented.

SECTION 8: AGENDA PREPARATION

- A.** The Secretary to the Board, or designee, shall prepare an agenda for each Board meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered via the Department's *Agenda Approval* form.

An item for a Board Meeting may be placed on the agenda by any of the following methods:

1. A majority vote of the Board
 - Board Consensus
 - Board Chair
 - Fire Chief

- B.** The Board agenda for both regular and special meetings shall be posted to the Department's website at least 24 hours in advance of the Board meeting time.

- C.** Board packets should be available for the Board's review by 1:00 p.m. on the day preceding the Board meeting date.

- D. Regular meeting agendas may be modified at any time. Special meeting agendas cannot be modified after the notice and posting requirements have been met.

SECTION 9: EFFECT/WAIVER OF RULES

- A. The Rules of Procedure are adopted for the sole benefit of the members of the Board to assist in the orderly conduct of Board business.
- B. Except where required by law, the Rules of Procedure do not grant rights or privileges to members of the public or third parties.
- C. Failure of the Board to adhere to the rules shall not result in liability to the Department, its officers, agents, and employees, nor shall failure to adhere to the rules result in invalidation of any Board action.
- D. The Board may, by a majority vote, determine to temporarily waive any of the provisions of the rules.
- E. The Rules of Procedure may be reviewed periodically as needed, but no less than every two years; therefore the Board procedures shall be considered in the month of January of every even numbered year, and may be considered any other time that the Board shall choose to review them.

SECTION 10: COMMISSIONER COMPENSATION

- A. It is the desire of the Fire Governing Board Members of the Shoreline Fire Department to encourage the involvement and participation in fire service professional organizations, and to compensate Governing Board Members for administrative duties performed on behalf of the Department.
- B. Compensation limits for Governing Board Members are set in statute. RCW 52.14.010 provides for the payment of compensation for each Board member. RCW 52.14.010 also provides for the Office of Financial Management to adjust this dollar threshold for inflation every five years.
- C. The annual “*Payroll Processing Dates*” and “*Commission Meetings, Warrants, Cut Dates, Holiday Observed*” schedules are provided to each Commissioner in January of each year. Each Commissioner is responsible for processing their *Governing Board Members Payroll* form and forwarding to Payroll by the end of the first week of the beginning of each month.
- D. Governing Board Members may receive compensation per meeting, with no restriction on the number of meetings per month, but with a yearly restriction as outlined in RCW 52.14.010.
- E. Governing Board Members cannot “bank” attendance at meetings in one year and make a monetary claim for those meetings in the next fiscal year. RCW 52.14.010 anticipates that compensation is paid monthly as it is earned.
- F. All compensation received as a result of RCW 52.14.010 must be requested by completing and signing the Shoreline Fire Department’s *Governing Board Members Payroll* form. This request must occur within sixty (60) days of the performance of services on behalf of the Department.
- G. It is necessary for Governing Board Members to leave the district for periods of time while conducting Department business, attending meetings and/or conferences. During such out of district travel, Fire Governing Board Members will incur expenses for transportation, meals and lodging. The Department has an obligation to pay reasonable expenses for travel, meals and lodging for the Fire Commissioner engaged in Department business.

SECTION 11: SERVICE DAYS

- A. It is a function of the Board to establish what services a Board Member may perform on behalf of the Shoreline Fire Department (SFD) for compensation. Compensation may be rendered for the following services listed below.
1. Attendance at all regular and special SFD Board meetings.
 2. Attendance at the Washington Fire Commissioners Association (WFCA) June and October annual conferences and Saturday seminars.
 3. King County Fire Commissioners Association (KCFCFA) Saturday seminars are also acceptable.
 4. Participation in SFD committee functions (meetings, related projects) where assigned by the Board or requested by the Fire Chief or Chief's designee.
 5. Attendance at SFD open house functions.
 6. Attendance at meetings as requested by the Fire Chief or Chief's designee for the purpose of conducting Department business.
 7. Each day of attendance at Board approved seminars and conferences. The travel time when a separate day of travel is required due to the location and scheduling of the event.
 8. Attendance at the monthly King County Fire Commissioner's Association executive Board meeting per month for any Commissioner assigned to the Board. Attendance at the monthly General meeting is authorized for all Governing Board Members.
 9. Two days of service per month shall be allowed for Governing Board Members to prepare for meetings and sign regular meeting vouchers. Final voucher batches are typically available at 1:00 p.m. on the Wednesday before each regular Board meeting. If an emergency voucher signing required, then it qualifies as a day of service.
 10. Attendance at new employee and recruit graduation ceremonies.
 11. Attendance at public meetings as a representative of the SFD as appointed by the Board or invited by the Chief or Chief's designee.
 12. Attendance at the National Association of Emergency and Fire Officials (NAEFO) seminars.
 13. Attendance at the Northwest Leadership Seminar (NWLS).
 14. Meetings via Zoom or other virtual meeting programs shall be considered the same as in person attendance.

Compensation for meetings and events not listed above:

If a Commissioner would like to attend meetings or events not listed as approved services day per above, they shall complete the *FIN 316 Governing Board Members Day of Service Request* Form for approval. Services not listed above will not be processed through payroll without majority Board approval.

SECTION 12: TRAVEL

- A. It is the policy of the Shoreline Fire Department to provide for actual and reasonable expenses incurred for travel, food, beverage, and lodging for the Fire Governing Board Members while conducting approved business, school and/or meetings on behalf of the Department. Meals shall be covered under the current per diem rates as established by the Department. The Governing Board Members of Shoreline Fire Department may attend any and all meetings of the King County Commissioners.

- B. The Washington State Fire Commissioners Associations (WFCA) and/or committees thereof may perform administrative services on behalf of the Department with prior approval of the Board.
- C. When traveling out of the area, Fire Governing Board Members shall complete travel/training forms to appropriately document travel and training expenses via the *FIN 309 Governing Board Members Travel Request* form (for prior approval) and the Governing Board Members Travel Reconciliation Forms at conclusion of travel to reconcile travel costs (*FIN 313 Governing Board Members Reimbursement Reconciliation Form*, and/or *FIN 314 Governing Board Members Credit Card Reconciliation Form*).
- D. The *FIN 309 Governing Board Members Travel Request* form must be completed for prior approval and signed by at least two of the Board members, excluding the Board member completing the form. If three signatures are not obtained, the Governing Board Members in disagreement should discuss the expense and work to come to some sort of an agreement. From an auditor's standpoint, the Governing Board Members should all agree.
- E. If requested, the Executive Assistant will assist in processing requests for travel/training via the *FIN 309 Governing Board Members Travel Request* form and assist in processing the *Governing Board Members Travel Reconciliation Forms* at the conclusion of the event.
- F. If traveling out of town to a conference/meeting, reservations will be made at the conference host hotel (or if not available, the nearest available hotel with a rate comparable to the host hotel).
- G. When the cost of lodging exceeds what would normally be an average for adequate lodging and when there is a valid reason, other than the convenience or comfort of the person requesting such lodging, the Board of Governing Board Members may authorize a prudent adjustment.
- H. Governing Board Members shall have the option of sharing a room with another Commissioner if they choose. In this instance, the double occupancy rate will be paid by the Department.
- I. Governing Board Members not sharing a room and traveling with spouses/significant others will be compensated at the single occupancy rate for the room, the difference, if any, shall be paid by the Commissioner.
- J. Fire Governing Board Members shall receive meals and incidental expenses while traveling on Department business. In conjunction with the Office of Financial Management (OFM) guidelines, the Department will apply the maximum allowable per diem rate for the Continental United States (CONUS) for both meals and lodging. Meal per diem will be calculated on a per diem meal basis utilizing rates established, except as noted below.

EXCEPTION: Governing Board Members shall receive meal reimbursement for actual expenses incurred for special events while conducting business on behalf of the Department, i.e., meeting, King County Governing Board Members Executive Board), banquets (annual WFCA/KCFCA Installation Banquet), etc. Governing Board Members shall provide backup documentation, i.e., receipts, to receive reimbursement for actual expenses or provide a credit card reconciliation form with receipts if paid by Department credit card.
- K. Governing Board Members who depart for an overnight trip prior to 0800 are entitled to breakfast meal allowance. Employees who return from an overnight trip later than 1800 are entitled to dinner meal allowance.
- L. If the Board Member chooses to dine out prior to a meeting or function that is related to Department business, or chooses to dine out rather than accept a meal provided through registration to an event, the expense is not reimbursable. An exception may be granted if there are dietary concerns which mandate alternative dining. The Board Member must provide a written explanation for this alternative dining before being compensated.

- M. Mileage will be reimbursed at the current Internal Revenue Service rate per mile. Mileage shall be from the Headquarters Station to the event site as determined by using MapQuest or Google maps.
- N. Credit card use shall be limited to authorized travel expenses which include actual expenses for meals, lodging, transportation and related items.
- O. Any tickets, vouchers, gift certificates or similar materials in an amount exceeding \$25 that are or could be perceived as gratuity or monetary benefit while traveling or conducting business on behalf of Shoreline Fire Department shall become and remain the property of Shoreline Fire Department. Any such items shall be reported to the Fire Chief immediately. Door prizes, raffles and drawings are exempt from this policy.
- P. Lodging for out of town meetings will be provided when the meeting is more than 50 miles away or is of two or more consecutive days, regardless of distance.
- Q. Upon completion of the travel/event, Governing Board Members shall be responsible to provide signed, fully itemized *Governing Board Members Reconciliation Forms* of actual expenses and provide receipts for same.

SECTION 13: ACCESS TO DEPARTMENT RECORDS

- A. Governing Board Members shall be afforded the same access to public records as any citizen. Each Commissioner shall have access to Department records, at the Fire Chief's discretion, during regular business hours of the Department, provided that the review or examination of the records shall not interfere with the normal operation of the Department office personnel. Governing Board Members shall not remove original Department records from Department facilities. Administrative staff shall provide copies of records requested by the Commissioner. With advance Board approval, Board Members may be allowed access to records that are exempt from disclosure under the Public Records Act when necessary to perform the Board Member's duties.

SECTION 14: PERSONAL LIABILITY PROTECTION

- A. Governing Board Members shall be included as named insureds on all applicable Department insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of Department business and the Department's insurance carrier shall deny coverage and refuse to provide defense to the action, the Department shall provide the Commissioner with separate legal counsel and indemnification subject to the following conditions:
 - 1. The cause of the action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
 - 2. The cause of action must not have arisen as a result of intentional, willful, or criminal conduct of the Commissioner.

SECTION 15: LIABILITY PROTECTION PROCEDURE

- A. The following procedure shall be used to determine if the Department shall provide the defense and liability coverage for a Commissioner under Department policy.
 - 1. The matter shall be referred to the Department's attorney for investigation and review.
 - 2. The Department's attorney shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.

3. The Department's attorney shall report to the Governing Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Board Member under the attorney/client communication privilege.
4. The Governing Board shall make the final determination based on the report and investigation of the attorney.

SECTION 16: CLOTHING ALLOWANCE

- A. Annually, the Board of Governing Board Members will receive a clothing allowance in the amount of \$250.00. Clothing allowance not used cannot be carried over to the following year.
- B. Board appropriate attire will be normal business attire and may include:
 1. Golf-style shirts with embroidered Department or Fire Commissioner logo or other logo clothing that may be approved for staff employees. No color requirements.
 2. Baseball cap.
 3. Light jacket – as may be identified by the Department, with embroidered Department logo.
 4. Long or short sleeve shirts, or blouses (chambray or twill) with Department logo.
 5. Sweaters or fleece vest with Department logo, as may be identified by the Department.
 6. Long sleeve pullover – ThermaCheck 100 with Department logo (purchased from Lands' End).
- C. In addition to the above, Governing Board Members may purchase:
 1. Single breasted blue or black blazer with gray or black slacks/skirt to be provided to any new Commissioner on a one-time basis. This would be separate from the clothing allowance requirements in Section 16. Replacement of these items may be purchased using annual clothing allowance.
- D. When a clothing purchase is made, the Governing Board Members shall fill out and sign for approval the Department *Commissioner Uniform Clothing Reimbursement Form #FIN313-A* and provide original receipts for same.

SECTION 17: EQUIPMENT ISSUE

- A. Governing Board Members *may* be issued personal Department equipment upon their appointment. Governing Board Members will meet with the Deputy Chief of Support Services to confirm what equipment they would like and to complete the *Governing Board Members Personal Equipment Issue* form. Authorized Department equipment includes:

Blue Uniform Coat with liner, gold patches (<i>not returned</i>)	ID Card and Badge Case
Business Cards (<i>not returned</i>)	Pocket Name Badge (<i>not returned</i>)
Commissioner Visa Credit Card	White Hard Hat
File Cabinet Key	One Baseball Cap (<i>not returned</i>)
Fire Commissioner Traffic Safety Vest	Station Key
Gold Badge	Alerting Device – if requested
- B. When a Governing Board Members' term expires, Department-issued equipment identified on the *Governing Board Members Personal Equipment Issue* form shall be returned to the Deputy Chief of Support Services. The Governing Board Members' gold badge shall be placed on a suitable plaque and awarded to the retiring Commissioner as a service award.

SECTION 18: COMMISSIONER REQUESTS FOR STAFF ASSISTANCE

- A.** The Governing Board desires to maintain an open line of communication between the Governing Board Members and the staff/employees of the Shoreline Fire Department. The Board recognizes, however, that repeated uncoordinated requests by individual Governing Board Members may place a burden on Department personnel and may interfere with normal Department operations.
- B.** To minimize conflicts, it is the policy of the Board that individual Governing Board Members shall submit all requests for staff assistance to the Chair of the Board and the Chair shall notify the Fire Chief of the request for assistance.
- C.** The Fire Chief shall arrange for staff to fill the request, and advise the Chair when the requested assistance may be available. If the request cannot be filled within a reasonable period of time, the Fire Chief shall notify the Chair and advise the Chair why the request cannot be completed. The Chair, in turn, shall notify the Board member of the delay and when assistance may be available.



Shoreline Fire Department
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FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-09 Shoreline Fire Department Regional Fire Authority <i>Appointing Auditing Officers</i>
Background Information: As there may be circumstances when the Board of Commissioners of the Shoreline Fire Department Regional Fire Authority does not meet prior to a day in which they would need to approve vouchers for the Department's warrants and claims. There is a need by the Department to process warrants and electronic payments in a timely and consistent manner, and it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;.	
Recommendation: The Shoreline Fire Department Governing Board approve Resolution 25-09 Shoreline Fire Department Regional Fire Authority Appointing Auditing Officers RFA.	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Resolution 25-09 Shoreline Fire Department Regional Fire Authority Appointing Auditing Officers

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners to approve Resolution 25-09 Shoreline Fire Department Regional Fire Authority Appointing Auditing Officers.
--

Follow Up Action(s):	Forward a copy of the Resolution and signed form to King County
Follow up Person(s):	Fire Chief Matt Cowan, Secretary to the Board Bouphe Siharath
Follow up Date(s):	



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SHORELINE FIRE DEPARTMENT (Regional Fire Authority)

RESOLUTION 25-09

Appointing of Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to the Board of Commissioners of the Shoreline Fire Department Regional Fire Authority approval.

WHEREAS, there may be circumstances when the Board of Commissioners of the Shoreline Fire Department Regional Fire Authority does not meet prior to a day in which they would need to approve vouchers for the Department's warrants and claims;

WHEREAS, there is a need by the Department to process warrants and electronic payments in a timely and consistent manner.

WHEREAS, it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS, RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS, Department Policy 126.2 – *Financial Procedures (PO, Invoices, Vouchers)* establishes the necessary purchasing and disbursing procedures that implement effective internal control for issuance of warrants and claims as required by RCW 42.24.180;

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Shoreline Fire Department Regional Fire Authority hereby authorizes the following Auditing Officers to submit warrants and claims for payment and disbursement in accordance with Department Policy 126.2 prior to the Board taking action to approve said claims:

- Fire Chief
- Deputy Chiefs
- Administrative Director

ADOPTED at the regular meeting of the Board of Commissioners of Shoreline Fire Department Regional Fire Authority (RFA) this 1st day of May 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Shoreline Fire Department Regional Fire Authority Number: _____

Street Address: 17525 Aurora Ave. N.

City/ State/ Zip: Shoreline, WA 9813

General Telephone #: 206.533.6500 Fax #: 206.546.5719

Primary Contacts

Name: Boupha K. Siharath Title: Administrative Director

Telephone #: 206.533.6572 Email: bsiharath@shorelinefire.com

Name: Rachel Garlini Title: Assistant Administrative Director

Telephone #: 206-533-6501 Email: rgarlini@shorelinefire.com

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	<u>Matt Cowan</u>	<u>206.533.6510</u>	<u>mcowan@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Andres Orams</u>	<u>206.533.6500</u>	<u>aorams@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Matt Hochstein</u>	<u>206.533.6539</u>	<u>mhochstein@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Boupha Siharath</u>	<u>206.533.6572</u>	<u>bsiharath@shorelinefire.com</u>

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 3

Board Member Signatures

ADDITIONAL SIGNATORY PAGE ATTACHED

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	<u>Rod Heivilin</u>	<u>206.533.6500</u>	<u>rheivilin@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Kimberly A. Fischer</u>	<u>206.533.6500</u>	<u>kfischer@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>David M. Harris</u>	<u>206.533.6500</u>	<u>dharris@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Barb Sulllivan</u>	<u>206.533.6500</u>	<u>bsullivan@shorelinefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Rick Webster</u>	<u>206.533.6500</u>	<u>rwebster@northshorefire.com</u>
Sign:	_____	_____	_____
Print:	<u>Eric Adman</u>	<u>206.533.6500</u>	<u>eadman@northshorefire.com</u>

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____ Date: _____
Print Name: Matt Cowan Title: Fire Chief
Chairperson/ President
District/Organization Name: Shoreline Fire Department Regional Fire Authority

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9400 or SpecialDist.AP@kingcounty.gov.

Continued - Board Member Signatures

NAME

TELEPHONE

EMAIL

Sign: _____

Print: Lisa Wollum

206.533.6500

lwollum@northshorefire.com

Sign: _____

Print: Josh Pratt

206.533.6500

jpratt@northshorefire.com

Sign: _____

Print: Tyler Byers

206.533.6500

tbyers@northshorefire.com



Shoreline Fire Department
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Serving our Communities for Over 85 Years, Since 1939

FIRE CHIEF
Matt Cowan

COMMISSIONERS
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David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-10 <i>Establishing Funds with King County</i>
Background Information: As the RFA is established and becomes the primary business entity, funds from the two fire districts, Shoreline and Northshore, will need to be transferred into the RFA. However, King County needs authorization to establish the funds for the RFA.	
Recommendation: To authorize the Fire Chief to direct King County to create the following funds for the RFA; <ul style="list-style-type: none">○ Expense○ Capital○ Reserve○ Donation○ Benefits○ Fire Benefit Fee○ ALS Exp○ ALS Cap○ MIH Exp○ NKCTC	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Resolution 25-10, Shoreline FD Establishing Funds with King County

RECOMMENDED MOTION

I move to authorize the Board of Commissioners to sign Resolution 25-10 and authorize the Fire Chief to direct King County to establish new accounting funds for the RFA.

Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan
Follow up Date(s):	



Shoreline Fire Department

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COMMISSIONERS

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Tyler Byers
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Rod Heivilin
Barb Sullivan
Eric Adman
Rick Webster
Josh Pratt

SHORELINE FIRE DEPARTMENT (A Regional Fire Authority)

RESOLUTION 25-10

Establishing Accounting Funds with King County

WHEREAS, the Governing Board of the Shoreline Fire Department Regional Fire Authority ("RFA Board") recognizes the need to establish different accounting funds with King County to facilitate the operation of the RFA; and

THEREFORE BE IT RESOLVED, that the RFA Board and on behalf of the residents of Shoreline, Lake Forest Park, and Kenmore, that:

- The King County Treasurer is hereby authorized and directed to establish the following new accounting funds for the Shoreline Fire Department, a RFA:
 - Expense
 - Capital
 - Reserve
 - Donation
 - Benefits
 - Fire Benefit Fee
 - ALS Exp
 - ALS Cap
 - MIH Exp
 - NKCTC

ADOPTED at the regular meeting of the RFA Board of Commissioners of the Shoreline Fire Department, this 1st day of May 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



Shoreline Fire Department
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FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris Eric Adman
Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025																																																							
Agenda Title:	Transfer of Funds																																																							
Background Information: As the RFA is established and becomes the primary business entity, funds from the two fire districts, Shoreline and Northshore, will need to be transferred into the RFA. Resolutions 25-01 for both fire districts authorize the transfer of assets from both Districts, including the transfer of funds. However, this motion provides transparency and a summary of the details regarding said transfer.																																																								
Recommendation: To authorize the Fire Chief and Assistant Administrative Director to make the transfers identified in the spreadsheet below. The identified transfers will not zero out that specific fund as there will be a need for the short term to maintain balances in the two fire districts until all outstanding transactions can be reconciled, with two exceptions. The Reserve, Donation, and Fire Benefit Fee funds should have a zero balance after the transfer. There is no need to maintain balances in these funds.																																																								
<table border="1"><caption>Shoreline Fire Department (RFA) Funds Transfer</caption><thead><tr><th>Fund #</th><th>Name</th><th>From SFD</th><th>From NFD</th><th>Total Transfer to RFA</th></tr></thead><tbody><tr><td></td><td>EXPENSE</td><td>\$5,000,000</td><td>\$5,000,000</td><td>\$10,000,000</td></tr><tr><td></td><td>CAPITAL</td><td>\$1,000,000</td><td>\$1,000,000</td><td>\$2,000,000</td></tr><tr><td></td><td>RESERVE</td><td>\$3,889,409</td><td>\$2,042,501</td><td>\$5,931,910</td></tr><tr><td></td><td>DONATION</td><td>\$178,179</td><td>\$124,769</td><td>\$302,948</td></tr><tr><td></td><td>BENEFITS</td><td>\$750,000</td><td>\$1,000,000</td><td>\$1,750,000</td></tr><tr><td></td><td>Fire Benefit Fee</td><td>\$917</td><td></td><td>\$917</td></tr><tr><td></td><td>ALS EXP</td><td>\$1,000,000</td><td></td><td>\$1,000,000</td></tr><tr><td></td><td>ALS CAP</td><td>\$1,000,000</td><td></td><td>\$1,000,000</td></tr><tr><td></td><td>MIH EXP</td><td>\$0</td><td></td><td>\$0</td></tr><tr><td></td><td>NKCTC</td><td>\$500,000</td><td></td><td>\$500,000</td></tr></tbody></table>		Fund #	Name	From SFD	From NFD	Total Transfer to RFA		EXPENSE	\$5,000,000	\$5,000,000	\$10,000,000		CAPITAL	\$1,000,000	\$1,000,000	\$2,000,000		RESERVE	\$3,889,409	\$2,042,501	\$5,931,910		DONATION	\$178,179	\$124,769	\$302,948		BENEFITS	\$750,000	\$1,000,000	\$1,750,000		Fire Benefit Fee	\$917		\$917		ALS EXP	\$1,000,000		\$1,000,000		ALS CAP	\$1,000,000		\$1,000,000		MIH EXP	\$0		\$0		NKCTC	\$500,000		\$500,000
Fund #	Name	From SFD	From NFD	Total Transfer to RFA																																																				
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	MIH EXP	\$0		\$0																																																				
	NKCTC	\$500,000		\$500,000																																																				
Financial Impact:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Cost Neutral																																																							
	<i>The overall, net impact, of funds is not increasing or decreasing, only moving into other accounts.</i>																																																							
Other Options:																																																								
Attachments:																																																								

RECOMMENDED MOTION

I move to authorize the Board of Commissioners to authorize the Fire Chief and Assistant Administrative Director to make the transfers as identified above.

Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan
Follow up Date(s):	



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Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

BOARD OF COMMISSIONERS MEETING

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-11 DRS- Deferred Compensation Program (DCP) and Resolution 25-12 Authorizing Participation in PERS
Background Information: In order to comply with the RFA plan and be able to conduct business in serving the communities of Shoreline, Lake Forest Park, and Kenmore, the Department of Retirement Systems required a setup of PERS and DCP accounts for Shoreline Fire Department- RFA.	
Recommendation: Recommend that the Board of Commissioners approve and sign Shoreline Fire Department RFA Resolution 25-12 DRS- Deferred Compensation Program (DCP) and Resolution 25-13 Authorizing Participation in PERS.	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department RFA: Resolution 25-11 DRS- Deferred Compensation Program (DCP) and Resolution 25-12 Authorizing Participation in PERS

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign Resolution 25-11 DRS- Deferred Compensation Program (DCP) and Resolution 25-12 Authorizing Participation in PERS.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Bouphe Siharath, Board Secretary
Follow up Date(s):	



Deferred Compensation Program (DCP)
Resolution No. 25-11

Organizations use this form to request DCP participation and to change their automatic enrollment option if they're currently participating.

Email completed form to:
Employer Support Services

drs.employersupport@drs.wa.gov

Participation Status

Shoreline Fire Department Regional Fire Authority (legal name of organization), a political subdivision of Washington state, authorizes and approves this resolution.

☐ Organization is requesting to participate in the Washington State Deferred Compensation Program.

Or

☐ Organization already offers DCP and is changing the automatic enrollment option.

Automatic Enrollment Option and Employer Contributions

[RCW 41.50.770](#) permits counties, municipalities and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in [WAC Chapter 415-501](#).

Does the organization want to participate in automatic enrollment? ☐ Yes ☐ No

Submit employer-paid contributions 90 days **after** the initial employee enrollment. This will prevent the auto-enrolled participant from withdrawing the employer-paid contributions within the first 90 days.

Authorizing Signature(s)

The organization:

1. Requests to participate in DCP, as allowed by [RCW 41.50.770](#).
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this 1st day of May, 20 25

Signature

Title

Printed Name

PLEASE SEE ATTACHMENT: Authorizing Signatures

Optional: To include additional resolution signatures, add a separate sheet of paper.



Authorizing Signatures

Resolution Number _____	Passed this <u>1st</u> day of <u>May</u> , 20 <u>25</u> .
Authorizing signatures and titles	
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: Fire Commissioner
	_____ Title: _____
	_____ Title: _____
	_____ Title: _____



Resolution Authorizing Participation in PERS Resolution No. 25-12

New employers use this form to join the
Public Employees' Retirement System (PERS).

Send completed form to:
Employer Support Services
Department of Retirement Systems
PO Box 48380 • Olympia, WA 98504-8380

www.drs.wa.gov • 800.547.6657
360.664.7200 • TTY: 711

Important Information

Fill out this resolution for authorizing and approving your participation in the Washington State Public Employees' Retirement System (PERS). It must be fully excuted and signed before you submit it to DRS.

Authorization

Shoreline Fire Department Regional Fire Authority _____, a political subdivision of the state of Washington, authorizes and approves the following:

1. Its eligible employees shall participate in PERS as allowed by RCW 41.40.06
2. The necessary funds shall be made available to cover its proportionate share for participation in PERS
3. PERS membership shall begin on May 1, 2025
(mm/dd/yyyy)

Tax Status (select one)

- ☒ Will submit tax-deferred member contributions
☐ Will not submit tax-deferred member contributions

Purchase of Previous Service (select one)

- ☒ **Not applicable**
Check this box if your agency is newly created **and** the effective date of PERS participation is equal to the date of hire of the first employee(s).
- ☐ **Option A**
Employer pays all previous service costs (both member and employer contributions). Payment must be completed within 15 years from entry into PERS.
- ☐ **Option B**
Employer and member share previous service cost. Payment must be completed within five years from entry into PERS. Choose one of these variations:
☐ **B1** Member pays member contributions. Employer pays employer contributions.
☐ **B2** Member pays _____% of previous service cost.
- ☐ **Option C**
Member pays all previous service costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

Complete and sign the authorizing and approving participation signature section on the back of this form.
Please return the completed and signed form to drs.employersupport@drs.wa.gov.
Or you can return the completed and signed form through the mail to the address above.



Authorizing Signatures

Resolution Number _____	Passed this <u>1st</u> day of <u>May</u> , 20 <u>25</u> .
Authorizing signatures and titles	
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: <u>Fire Commissioner</u>
	Title: _____
	Title: _____
	Title: _____



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**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-13 <i>Establishing Record Retention Officer and Medical Records Privacy Officer</i>
Background Information: The Shoreline Fire Department Regional Fire Authority will need to name a 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.	
Recommendation: The Shoreline Fire Department Governing Board approves Resolution 25-13 <i>Establishing Record Retention Officer and Medical Records Privacy Officer</i> .	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Resolution 25-13 <i>Establishing Record Retention Officer and Medical Records Privacy Officer</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Shoreline Fire Department Governing Board to approve Resolution 25-13 *Establishing Record Retention Officer and Medical Records Privacy Officer*.

Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan, Secretary to the Board Bouphe Siharath
Follow up Date(s):	



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SHORELINE FIRE DEPARTMENT (A Regional Fire Authority)

RESOLUTION 25-13

Establishing Record Retention Officer and Medical Records Privacy Officer

WHEREAS, the Shoreline Fire Department Regional Fire Authority (RFA) is a public agency and shall comply with all applicable State laws regarding the production and retention of public records;

WHEREAS, there is also a need to produce medical records and to adhere to appropriate privacy laws;

WHEREAS, it would be a benefit to appoint a Record Retention Officer and Medical Records Privacy Officer to ensure proper processing of records requests and appropriate retention of records retention as defined in State law;

WHEREAS, the Officer shall also apply due discretion as some of the records shall be private in nature;

WHEREAS, the Officer shall follow Department policies such as, but not limited to; Admin 154 – *Records Management Program and Records Request Process*, and Admin 119 – *Release of Medical Records and Information*;

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Shoreline Fire Department hereby assigns these duties to the Administrative Director:

ADOPTED at the regular meeting of the RFA Board of Commissioners of the Shoreline Fire Department, this 1st day of May 2025.

Attest:

Boupha K. Siharath
Secretary to the Board

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025
Agenda Title:	Resolution 25-14 <i>Small Public Works and Consultant</i>
Background Information: The Shoreline Fire Department Regional Fire Authority (RFA) will need to make capital purchases and manage projects in the operations of the RFA. The most efficient and responsible process is to use small works rosters when appropriate, and following Administrative Policy 126.1 – Financial Policy. Resolution 25-14 allows for using said rosters.	
Recommendation: The Shoreline Fire Department Governing Board approve Resolution 25-14 <i>Small Public Works and Consultant</i> .	
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Resolution 25-14 <i>Small Public Works and Consultant</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Shoreline Fire Department Governing Board to approve Resolution 25-14 *Small Public Works and Consultant*.

Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan, Secretary to the Board Bouphe Siharath
Follow up Date(s):	



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SHORELINE FIRE DEPARTMENT (Regional Fire Authority)

RESOLUTION 25-14

Small Public Works and Consultant

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process; and

WHEREAS, Shoreline Fire Department has defined an expectation for the use of Small Works Rosters, Consulting Services Rosters, and Vendor Rosters per Financial Policy, Administration 126.1;

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Commissioners of Shoreline Fire Department RFA, authorizes the use of Small Works Rosters, Consultant Rosters, and Vender Rosters as dictated by Policy Administration 126.1 at the present and amended in the future.

ADOPTED at the regular meeting of the Board of Commissioners of Shoreline Fire Department Regional Fire Authority (RFA) this 1st day of May 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

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**BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	May 1, 2025																
Agenda Title:	Resolution 25-15 <i>Establishing 2025 RFA Expense Budgets</i>																
Background Information: As the RFA is established and becomes the primary business entity, expense budgets need to be established. Previously, the budgets for the Shoreline Fire Department, a district, were used to conduct business. The exception was that the Northshore Fire Department, a district, maintained a Board of Commissioner budget and a capital budget. For the RFA we have combined all liabilities resulting in the need to modify the existing Expense, Capital, and Benefit budgets. The remaining budgets for the Shoreline Fire Department, a district, were not impacted and will be used in the RFA as approved for 2025. Those budgets are; ALS Expense, ALS Capital, and MIH Expense.																	
Recommendation: The following table identifies the total expense budget amounts for the RFA: <table border="1" data-bbox="552 945 1055 1186"><thead><tr><th><u>Budget</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>Expense</td><td>\$ 43,228,874</td></tr><tr><td>Capital</td><td>\$ 3,836,202</td></tr><tr><td>Benefits</td><td>\$ 3,022,754</td></tr><tr><td>ALS Expense</td><td>\$ 11,748,295</td></tr><tr><td>ALS Capital</td><td>\$ 919,500</td></tr><tr><td>MIH Expense</td><td>\$ 876,359</td></tr><tr><td>TOTAL</td><td>\$ 63,631,984</td></tr></tbody></table> <p>In combining existing line items and making adjustments the following overall changes were made in comparison to the existing Shoreline Fire Department, a district, budgets:</p> <ul style="list-style-type: none">Expense – Increase of \$259,710.39 (added and adjusted line items)Capital – Increase of \$1,212,350 (added items)Benefit – Increase of \$946,015 (added LEOFF1 liabilities) <p>Authorize the Fire Chief to approve Resolution 25-15 <i>Establishing 2025 RFA Expense Budgets</i>.</p>		<u>Budget</u>	<u>Amount</u>	Expense	\$ 43,228,874	Capital	\$ 3,836,202	Benefits	\$ 3,022,754	ALS Expense	\$ 11,748,295	ALS Capital	\$ 919,500	MIH Expense	\$ 876,359	TOTAL	\$ 63,631,984
<u>Budget</u>	<u>Amount</u>																
Expense	\$ 43,228,874																
Capital	\$ 3,836,202																
Benefits	\$ 3,022,754																
ALS Expense	\$ 11,748,295																
ALS Capital	\$ 919,500																
MIH Expense	\$ 876,359																
TOTAL	\$ 63,631,984																
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral																
	<i>Added expenses to three different budgets, but transfers will also more than cover expense increases.</i>																
Other Options:																	
Attachments:	Resolution 25-15 <i>Establishing 2025 RFA Expense Budgets</i> , RFA Master Budget DRAFT, RFA Capital Budget DRAFT, RFA Benefit Budget DRAFT																

RECOMMENDED MOTION

I move to authorize the Board of Commissioners to sign Resolution 25-15 and authorize the Fire Chief to establish expense budgets, subject to change, as identified for the RFA.	
Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan
Follow up Date(s):	



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SHORELINE FIRE DEPARTMENT (Regional Fire Authority) RESOLUTION 25-15

Establishing 2025 RFA Expense Budgets

WHEREAS, the Governing Board of the Shoreline Fire Department Regional Fire Authority ("RFA Board") have reviewed the proposed budgets for the RFA for Fiscal Year 2025 (January 1–December 31), which serves as a financial plan that matches proposed expenditures with anticipated revenues; and

WHEREAS, the proposed budget was developed on the basis of need, and through cooperation with the Executive Team, and staff;

NOW THEREFORE BE IT RESOLVED that the RFA Board approve the 2025 proposed budgets, subject to change, in the amount of **\$61,168,086** as follows:

Expenditure Division Budget Amount

<u>Budget</u>		<u>Amount</u>
Expense	\$	43,228,874
Capital	\$	3,836,202
Benefits	\$	3,022,754
ALS Expense	\$	11,748,295
ALS Capital	\$	919,500
MIH Expense	\$	876,359
TOTAL	\$	63,631,984

**General Expense budget includes Interfund Transfers Out.*

ADOPTED at the regular meeting of the Board of Commissioners of Shoreline Fire Department Regional Fire Authority (RFA) this 1st day of May 2025.

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

10 SALARIES & WAGES-ADMINISTRATION

522 10 11 01-00	Salaries- Administration		\$ 1,530,000
522 10 11 01-01	Salaries- Administration	1,530,000	

522 10 12 01-00	Overtime		\$ 119,500
522 10 12 01-01	Projects/Dept Business	11,000	
522 10 12 01-02	FEMA Urban Search/Rescue Team, Homeland Security (in/out)	10,000	
522 10 12 01-03	Strategic Plan	5,000	
522 10 12 01-04	Records Management	2,500	
522 10 12 01-05	Performance Appraisal Committee	1,000	
522 10 12 01-06	Employee Recognition Program	1,500	
522 10 12 01-07	Management Team	4,500	
522 10 12 01-08	Leadership Retreat	15,000	
522 10 12 01-09	Options- BC, CO, D/E, Fire Prev	10,000	
522 10 12 01-10	Promotional- External	5,000	
522 10 12 01-11	OT-New Employee Hiring	20,000	
522 10 12 01-12	Vector Scheduling	7,000	
522 10 12 01-13	DEI Committee	7,000	
522 10 12 01-14	DEI Engagement/Recruitment	10,000	
522 10 12 01-15	Comp Time Cash Out (Admin)	10,000	

Administration: Salary & Wages 1,649,500 \$ 1,649,500

20 PERSONNEL BENEFITS-ADMINISTRATION

522 10 21 01-00	State Retirement		\$ 160,741
522 10 21 01-01	State Retirement	160,741	

522 10 21 02-00	Paid Family & Medical Leave		\$ 4,572
522 10 21 02-01	Paid Family & Medical Leave	4,572	

522 10 22 01-00	Med/Den/HRA VEBA/Life Ins		\$ 235,000
522 10 22 01-01	Med/Den/HRA VEBA/Life Ins	235,000	

522 10 22 02-00	Medicare		\$ 24,419
522 10 22 02-01	Medicare	24,419	
522 10 22 03-00	Sick Leave Incentive		\$ 33,500
522 10 22 03-01	Sick Leave Performance Pay	33,500	

522 10 22 05-00	Long Term Disability Insurance		\$ 7,600
522 10 22 05-01	Long Term Disability Insurance	7,600	

522 10 24 01-00	Labor & Industries		\$ 3,450
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Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

522 10 24 01-01	Labor and Industries	3,450	
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20 PERSONNEL BENEFITS-ADMINISTRATION

522 10 24 02-00	Unemployment		\$ 25,000
522 10 24 02-01	Unemployment	25,000	

522 10 26 01-00	Employee Assistance Program		\$ 25
522 10 26 01-01	Employee Assistance Program (EAP)	25	

522 10 27 01-00	Clothing Allowance		\$ 5,000
522 10 27 01-01	Clothing Allowance	5,000	

522 10 29 01-00	Employee Recognition Program		\$ 2,750
522 10 29 01-01	Years of Service Gift Cards	2,000	
522 10 29 01-02	Other Awards	750	

522 10 29 02-00	Tuition Reimbursement		\$ 45,000
522 10 29 02-01	Tuition Reimbursement	45,000	

Administration: Personnel Benefits	547,057	\$	547,057
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30 SUPPLIES-ADMINISTRATION

522 10 31 01-00	Supplies		\$ 25,450
522 10 31 01-01	Office Supplies	22,000	
522 10 31 01-02	Postage Supplies	350	
522 10 31 01-03	Strategic Plan Project- Supplies	600	
522 10 31 01-04	Books/Recruitment Supplies)	2,500	

522 10 31 02-00	Employee Recognition Program		\$ 6,000
522 10 31 02-01	Retiree Plaques	2,500	
522 10 31 02-02	Distinguished Service Awards	2,500	
522 10 31 02-03	Board Meeting Ceremony Costs	500	
522 10 31 02-04	Other Supplies	500	

522 10 31 03-00	Promotions		\$ 1,000
522 10 31 03-01	Assessor 'Thank You' items	1,000	

Administration: Supplies	32,450	\$	32,450
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40 SERVICES & CHARGES-ADMINISTRATION

522 10 41 01-00	Legal Services		\$ 40,000
522 10 41 01-01	General Legal Services	35,000	
522 10 41 01-02	Negotiations	5,000	

added \$5k

522 10 41 02-00	Payroll Services		\$ 50,000
522 10 41 02-01	Payroll Services	50,000	

40 SERVICES & CHARGES-ADMINISTRATION

522 10 41 03-00	Consulting Services		\$ 212,660
522 10 41 03-01	Leadership Retreat	2,500	
522 10 41 03-02	Systems Management (FBC)	33,560	
522 10 41 03-03	Actuarial Assessment	5,000	
522 10 41 03-04	Communications Consultant	135,000	
522 10 41 03-05	Department Photo Project	500	
522 10 41 03-06	Levrum Consulting	100	
522 10 41 03-07	Other	1,000	
522 10 41 03-08	Ready Rebound	35,000	

added \$12,760

added \$35k

522 10 41 04-00	Annual Drivers Record Audit		\$ 3,500
522 10 41 04-01	Annual Drivers Record Audit	3,500	

522 10 41 05-00	Printing		\$ 2,000
522 10 41 05-01	Printing	2,000	

522 10 41 06-00	Recruitment		\$ 31,000
522 10 41 06-01	Screening & Medical Exams	25,000	
522 10 41 06-02	Recruiting Costs-Miscellaneous	5,000	
522 10 41 06-03	Testing Service Contract	750	
522 10 41 06-04	Other	250	

522 10 41 08-00	Courier Services		\$ 2,700
522 10 41 08-01	Courier Services	2,700	

522 10 41 09-00	Outside Instructors		\$ 24,050
522 10 41 09-01	Assessment Training-In Person	8,000	
522 10 41 09-02	EL Professional Development	10,050	
522 10 41 09-03	Other Training	6,000	

522 10 42 01-00	Postage		\$ 4,600
522 10 42 01-01	Postage	3,600	
522 10 42 01-02	Postage Meter Quarterly Maint	1,000	

522 10 43 01-00	Travel- Chief		\$ 21,000
522 10 43 01-01	Travel - Chief	12,000	
522 10 43 01-02	Relations Institute-AWC Conf.	3,000	
522 10 43 01-03	Leadership Summit	6,000	

522 10 43 02-00	Travel- Administrative Staff		\$ 18,000
522 10 43 02-01	Travel-AD And AAD	6,000	
522 10 43 02-02	Relations Institute-AWC Conf	2,000	
522 10 43 02-03	Leadership Training/Summit	2,000	
522 10 43 02-04	Admin Support Conference	3,000	

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 10 43 02-05	el Misc.-Admin Support Staff	5,000	
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40 SERVICES & CHARGES-ADMINISTRATION

522 10 43 03-00	el- Leadership Team Retreat		\$ 8,500
522 10 43 03-01	el- Leadership Team Retreat	8,500	

522 10 43 04-00	Travel- DEIB		\$ 11,950
522 10 43 04-01	Travel- DEIB	11,950	

522 10 43 05-00	Promotions- Food		\$ 500
522 10 43 05-01	Promotions- Food	500	

522 10 43 06-00	Meeting Meals		\$ 500
522 10 43 06-01	Meeting Meals	500	

522 10 43 07-00	mployee Recognition Program		\$ 5,000
522 10 43 07-01	Annual Banquet Meals	5,000	

522 10 44 01-00	Advertising		\$ 250
522 10 44 01-01	Advertising	250	

522 10 45 01-00	mployee Recognition Program		\$ 500
522 10 45 01-01	Annual Banquet Facility Rental	500	

522 10 45 03-00	ership Team Retreat-Facility		\$ 7,000
522 10 45 03-01	Team Retreat-Facility/Meals	7,000	

522 10 46 01-00	Insurance		\$ 320,000
522 10 46 01-01	Insurance	320,000	

522 10 49 01-00	Registrations- Chiefs		\$ 7,000
522 10 49 01-01	Registration- Chiefs	5,000	
522 10 49 01-02	Relations Institute-AWC Conf	2,000	

522 10 49 02-00	Registrations- Administrative Staff		\$ 15,600
522 10 49 02-01	HR- Annual EEOC Seminar	2,000	
522 10 49 02-02	ords-WAPRO Annual Fall Conf	600	
522 10 49 02-03	Finance- State BARS Training	400	
522 10 49 02-04	Finance- WFOA	1,200	
522 10 49 02-05	Relations Institute-AWC Conf	1,200	
522 10 49 02-06	Administrative Team Building	500	
522 10 49 02-07	Financial Report-Springbrook	1,000	
522 10 49 02-08	Leadership Training/Summit	1,200	
522 10 49 02-09	e Admin Support Conference	2,500	
522 10 49 02-10	Misc.-Admin Support Staff	5,000	

522 10 49 03-00	Registrations- DEIB		\$ 5,560
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2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 10 49 03-01	Registrations- DEIB	5,560	
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40 SERVICES & CHARGES-ADMINISTRATION

522 10 49 04-00	Memberships		\$ 11,720
522 10 49 04-01	Survey Software, On-Line-Tool	1,000	
522 10 49 04-02	Washington Fire Chief	5,410	
522 10 49 04-03	National Association of Fire Chiefs	260	
522 10 49 04-04	Human Resources- SHRM CE	800	
522 10 49 04-05	Public Records-WAPRO CE	150	
522 10 49 04-06	Finance- WFOA CE	150	
522 10 49 04-07	County Fire Chiefs Association	1,000	
522 10 49 04-08	Fire Reach Program Membership	750	
522 10 49 04-09	DEI Memberships	1,000	
522 10 49 04-10	Other	1,200	

522 10 49 05-00	Credit Cards Service Fee		\$ 200
522 10 49 05-01	Credit Cards Service Fee	200	

522 10 49 06-00	Strategic Initiatives		\$ 15,000
522 10 49 06-01	Strategic Initiatives	15,000	

522 10 49 07-00	Subscriptions		\$ 500
522 10 49 07-01	Otter AI, Meeting Minutes	500	

522 10 49 08-00	Toll Fees (Good2Go Pass)		\$ 500
522 10 49 08-01	Toll Fees (Good2Go Pass)	500	

522 10 49 09-00	State Audit		\$ 32,000
522 10 49 09-01	State Audit	32,000	

added \$14k

522 10 49 10-00	Finance-Investment/Taxes Fees		\$ 318,500
522 10 49 10-01	Tax, Tax Adjustments, Misc.	120,000	
522 10 49 10-02	FBC Collection Fee	195,000	
522 10 49 10-03	Leasehold Excise Tax	3,500	

added \$20k

added \$50k for 1/2 year

added 1k

522 10 49 11-00	Claims- Self-Insured		\$ 13,500
522 10 49 11-01	Claims- Self Insured	13,500	

added \$10k (SFD overage)

Administration Services & Charges 1,183,790 \$ **1,183,790**

Grand Total -ADMINISTRATION (522.10) 3,412,797 \$ **3,412,797**

10 SALARIES & WAGES-LEGISLATIVE SERVICES

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 11 11 01-00	Salaries- Commissioners		\$ 136,920
522 11 11 01-01	Salaries- Commissioners	136,920	

added \$21k

522 11 12 01-00	Overtime- Board Meetings		\$ 1,000
522 11 12 01-01	Overtime- Board Meetings	1,000	
522 11 12 01-02	e Cash Out (Commissioners)	0	

Legislative Services Salaries & Wages	137,920	\$ 137,920
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20 PERSONNEL BENEFITS-LEGISLATIVE SERVICES

522 11 21 01-00	State Retirement (DRS)		\$ 3,750
522 11 21 01-01	State Retirement- DRS	3,750	

added \$1,550

522 11 22 01-00	Medicare/Social Security Tax		\$ 8,000
522 11 22 01-01	Medicare/Social Security Tax	8,000	

added \$500

522 11 22 02-00	Paid Family & Medical Leave		\$ 400
522 11 22 02-01	Paid Family & Medical Leave	400	

added \$100

522 11 24 01-00	Labor and Industries		\$ 300
522 11 24 01-01	Labor & Industries	300	

added \$150

522 11 27 01-00	Clothing Allowance		\$ 1,500
522 11 27 01-01	Clothing Allowance	1,500	

added \$750

Legislative Services Personnel Benefits	13,950	\$ 13,950
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40 SERVICES & CHARGES-LEGISLATIVE SERVICES

522 11 43 01-00	-Commissioner Conferences		\$ 27,000
522 11 43 01-01	Travel-Comm. Conf/Seminars	27,000	

added \$2k

522 11 43 02-00	KCFCA- Meeting Food		\$ 500
522 11 43 02-01	KCFCA- Meeting Food	500	

added \$200

522 11 49 01-00	Misc. Registration-WFCA		\$ 11,000
522 11 49 01-01	Registration-WFCA Conf/Seminars	11,000	

added \$2k

522 11 49 03-00	Memberships		\$ 8,700
522 11 49 03-01	WA Fire Comm. Assoc. (WFCA)	8,000	
522 11 49 03-02	KCFCA- Other	200	
522 11 49 03-03	NAEFO	500	

40 SERVICES & CHARGES-LEGISLATIVE SERVICES

522 11 49 04-00	Memberships-Education Information		\$ 15,000
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Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

522 11 49 04-01	Elections-Education Information	15,000		added \$10k
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522 11 49 05-00	Elections-County Fee		\$ 100,000	
522 11 49 05-01	Elections-County Fee	100,000		added \$50k

Legislative Services & Charges	162,200	\$ 162,200
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and Total- LEGISLATIVE SERVICES (522.11)	314,070	\$ 314,070
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10 SALARIES & WAGES- FIRE SUPPRESSION

522 20 11 01-00	Salaries	\$ 12,884,176
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Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 20 11 01-01	Deputy Chief-Operations	360,000	
522 20 11 01-02	Division Chief-Suppression	255,000	
522 20 11 01-03	Officers (6-Battalion Chiefs)	1,290,000	
522 20 11 01-04	(4 Captains/16 Lieutenants)	3,440,000	
522 20 11 01-05	Driver Engineers (20)	3,130,000	
522 20 11 01-06	Helpers (38 SFD & 32 BLS/EMS)	4,399,176	
522 20 11 01-07	Blue-Shirt Medic Program	10,000	

522 20 12 01-00	Overtime		\$ 1,483,798
522 20 12 01-01	Sick Leave/Disability Vacancy	806,000	
522 20 12 01-02	Meetings/Committees	12,900	
522 20 12 01-03	Driver Engineers Meeting	3,000	
522 20 12 01-04	All Officer Meeting/Training	10,500	
522 20 12 01-05	Mask Fit Testing	3,000	
522 20 12 01-06	Bus year (ON & OFF duty pay)	30,000	
522 20 12 01-07	Per Gear Fitting/Maintenance	10,380	
522 20 12 01-08	Deployments	400,000	
522 20 12 01-09	Hydrant Inspections	28,000	
522 20 12 01-10	BA Repairs and Maintenance	4,700	
522 20 12 01-11	Gas Powered Tool Repairs	8,823	
522 20 12 01-12	Wildland Coordinator	1,245	
522 20 12 01-13	& Ladder Testing Assistance	6,000	
522 20 12 01-14	Reserve Apparatus Inventory	1,250	
522 20 12 01-15	Comp Time Cash Out (Fire Supp)	150,000	
522 20 12 01-16	Payroll Interfund Billing	0	
522 20 12 01-17	Other	8,000	

Fire Suppression Salaries & Wages	14,367,974	\$ 14,367,974
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20 PERSONNEL BENEFITS- FIRE SUPPRESSION

522 20 21 01-00	State Retirement		\$ 814,376
522 20 21 01-01	State Retirement	814,376	

522 20 21 02-00	Paid Family & Medical Leave		\$ 41,644
522 20 21 02-01	Paid Family & Medical Leave	41,644	

522 20 22 01-00	Med/Den/HRA VEBA/Life Ins		\$ 2,294,000
522 20 22 01-01	Med/Den/HRA VAB/Life Ins	2,294,000	

522 20 22 02-00	Medicare		\$ 218,336
522 20 22 02-01	Medicare	218,336	

20 PERSONNEL BENEFITS- FIRE SUPPRESSION

522 20 22 03-00	MERP		\$ 107,600
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Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 20 22 03-01	MERP	107,600	
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522 20 22 04-00	Sick Leave Incentive		\$ 91,000
522 20 22 04-01	Sick Leave Incentive	91,000	

522 20 23 01-00	Disability Insurance		\$ 44,000
522 20 23 01-01	Disability Insurance	44,000	

522 20 24 01-00	Labor & Industries		\$ 1,025,000
522 20 24 01-01	Labor and Industries	1,025,000	

522 20 27 01-00	Clothing Allowance		\$ 100,000
522 20 27 01-01	Clothing Allowance	100,000	

522 20 27 02-00	Dress Uniforms- Class A		\$ 12,000
522 20 27 02-01	Dress Uniforms- Class A	12,000	

Fire Suppression Personnel Benefits	4,747,956	\$ 4,747,956
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30 SUPPLIES- FIRE SUPPRESSION

522 20 31 01-00	SCBA Supplies		\$ 2,700
522 20 31 01-01	Parts and Supplies	1,000	
522 20 31 01-02	Batteries	300	
522 20 31 01-03	SCBA N95 Masks	250	
522 20 31 01-04	SCBA Decon	350	
522 20 31 01-05	Port-a-Count Supplies	800	

522 20 31 02-00	Bunker Gear		\$ 49,500
522 20 31 02-01	Bunker Gear-Unintended Rplcmnt.	12,500	
522 20 31 02-02	Tools, Gloves-Misc Expenditures	21,000	
522 20 31 02-03	Helmets, Bags, Misc Durable	16,000	

522 20 31 03-00	Fighting Operations Supplies		\$ 59,590
522 20 31 03-01	Class A Foam Rplcmnt	1,000	
522 20 31 03-02	Power Tools Parts & Supplies	9,000	
522 20 31 03-03	Ground Ladder Supplies	1,700	
522 20 31 03-04	Salvage Tarps Rplcmnt	500	
522 20 31 03-05	Tool Carriers	500	
522 20 31 03-06	Hydrant Marking Supplies	1,000	
522 20 31 03-07	Thermal Imaging Supplies	1,000	
522 20 31 03-08	Apparatus Detailing Supplies	1,785	
522 20 31 03-09	RIT Supplies	350	

30 SUPPLIES- FIRE SUPPRESSION

522 20 31 03-10	Extractor Supplies	7,000	
522 20 31 03-11	Emergency Incident Supplies/Food	1,000	

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 20 31 03-12	Wildland FF Supplies	7,250	
522 20 31 03-14	Engine/Ladder Hand Tools	3,000	
522 20 31 03-16	zzles, Valves- Replacement	3,305	
522 20 31 03-17	D/E Tools	1,000	
522 20 31 03-18	Hand Lantern and Supplies	2,500	
522 20 31 03-20	Extinguisher Parts/Supplies	2,500	
522 20 31 03-21	Hydrant Inspection Supplies	500	
522 20 31 03-22	Rehab Supplies	2,500	
522 20 31 03-23	Hose Replacement	3,300	
522 20 31 03-24	Surface Water Supplies	500	
522 20 31 03-25	Rescue Tools - Batteries	4,000	
522 20 31 03-26	Other	4,400	

522 20 31 04-00	Haz Mat Supplies/Equipment		\$ 20,700
522 20 31 04-01	Gas Detector Calibration Gas	10,450	
522 20 31 04-02	Gas Detector Sensors	9,000	
522 20 31 04-03	Gas Detector Filters	250	
522 20 31 04-04	Haz Mat Spill Containment	1,000	

522 20 31 05-00	Uniform Supplies		\$ 9,000
522 20 31 05-01	Badges	7,000	
522 20 31 05-02	Patches	2,000	

522 20 31 06-00	Disaster Supplies		\$ 2,400
522 20 31 06-01	Disaster Cache-Rplcmnt Cycle	1,200	
522 20 31 06-02	Command and Control Supplies	1,200	

522 20 31 07-00	Communications Supplies/Equipment		\$ 5,250
522 20 31 07-01	Radio Parts and Supplies	2,000	
522 20 31 07-02	Radio Batteries	500	
522 20 31 07-03	Pager Batteries	500	
522 20 31 07-04	MDT Parts and Supplies	500	
522 20 31 07-05	Pager Replacement	1,000	
522 20 31 07-06	Headsets Replacement	750	

522 20 31 08-00	Firehouse Supplies		\$ 6,700
522 20 31 08-01	Kitchen Supplies	5,000	
522 20 31 08-02	Linens, Bedding	1,700	

522 20 31 09-00	TRT Supplies/Equipment		\$ 8,900
522 20 31 09-01	TRT Supplies	1,000	
522 20 31 09-02	Misc. Rescue Equipment	7,900	

30 SUPPLIES- FIRE SUPPRESSION

522 20 31 10-00	Management (Supplies/Maint)		\$ 500
522 20 31 10-01	Mapping Incident Supplies	500	

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 20 31 12-00	Deployment Supplies - In/Out		\$ 3,000
522 20 31 12-01	Deployment Supplies - In/Out	3,000	

522 20 35 01-00	Other Small Tools & Equipment		\$ 5,000
522 20 35 01-01	Tools, Equipment, Supplies/Parts	5,000	

Fire Suppression Supplies	173,240	\$ 173,240
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40 SERVICES & CHARGES-FIRE SUPPRESSION

522 20 41 01-00	Mapping / Pre-Fire Printing		\$ 1,500
522 20 41 01-01	Mapping/Pre-Fire Printing	1,500	

522 20 48 01-00	Fire Equipment Maint & Repair		\$ 37,600
522 20 48 01-01	Salvage Equipment Repair	500	
522 20 48 01-02	Rescue Tools-Repair/Maint	2,000	
522 20 48 01-03	Inspection, Testing, Repairs	3,500	
522 20 48 01-04	Nozzles & Valves Repair	2,500	
522 20 48 01-05	Ground Ladder Repair	500	
522 20 48 01-06	Powered Tools Repair & Maint	6,000	
522 20 48 01-07	Thermal Imaging Camera Repair	2,100	
522 20 48 01-08	Bunker Gear Washer Maint	1,000	
522 20 48 01-09	Hose Testing	13,000	
522 20 48 01-10	Ground Ladder Testing	2,500	
522 20 48 01-11	Bail Out Kits Repair	1,000	
522 20 48 01-12	Chainsaw Chain Repair	3,000	

522 20 48 03-00	Communications		\$ 9,600
522 20 48 03-01	Pagers Repairs	1,000	
522 20 48 03-02	Headsets Repair	1,100	
522 20 48 03-03	Radios Repairs	7,500	
522 20 48 03-04	Antennae Maintenance Charge	0	

522 20 48 04-00	TRT Maintenance & Repairs		\$ 1,000
522 20 48 04-01	TRT- Other Repairs	1,000	

522 20 48 05-00	Contracts- Maintenance & Repair		\$ 19,750
522 20 48 05-01	Fire Extinguisher Servicing	3,250	
522 20 48 05-02	SCBA Service Contract	16,500	

522 20 48 06-00	Other Repairs		\$ 1,000
522 20 48 06-01	Unanticipated Repairs/Maint	1,000	

40 SERVICES & CHARGES-FIRE SUPPRESSION

522 20 48 07-00	Dispatch Services		\$ 741,030
522 20 48 07-01	NORCOM	741,030	

Shoreline Fire Department
 2025 EXPENSE FUND BUDGET
 Fund Number: 10-004-0010

522 20 48 08-00	Radio Services		\$ 70,000
522 20 48 08-01	800 MHz User Fee	70,000	

522 20 48 09-00	Eastside Hazmat Consortium		\$ 52,668
522 20 48 09-01	Hazmat Consortium Membership	52,668	

Fire Suppression Services & Charges	934,148	\$ 934,148
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Grand Total- FIRE SUPPRESSION (522.20)	20,223,318	\$ 20,223,318
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10 SALARIES & WAGES-FIRE PREVENTION

522 30 11 01-00	Salaries - FM, DFM, CO		\$ 591,000
522 30 11 01-01	Salaries- FM, AFM, CO	591,000	

Shoreline Fire Department
 2025 EXPENSE FUND BUDGET
 Fund Number: 10-004-0010

522 30 11 02-00	Salaries - Inspectors		\$ 835,000
522 30 11 02-01	Salaries- Deputy FM	835,000	

522 30 11 04-00	ies- Administrative Assistant		\$ 186,000
522 30 11 04-01	ies- Administrative Assistant	186,000	

522 30 12 01-00	Overtime- FMO		\$ 71,000
522 30 12 01-02	ction Inspections-After Hours	1,500	
522 30 12 01-03	Investigations	15,000	
522 30 12 01-04	On-Call/Standby	44,000	
522 30 12 01-05	Other	500	
522 30 12 01-06	Comp Time Cash Out (FMO)	10,000	

Fire Prevention Salaries & Wages	1,683,000	\$ 1,683,000
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20 PERSONNEL BENEFITS-FIRE PREVENTION

522 30 21 01-00	State Retirement		\$ 111,536
522 30 21 01-01	State Retirement	111,536	

522 30 21 02-00	Paid Family & Medical Leave		\$ 4,709
522 30 21 02-01	Paid Family & Medical Leave	4,709	

522 30 22 01-00	Med/Den/HRA VEBA/Life Ins		\$ 270,000
522 30 22 01-01	Med/Den/HRA VEBA/Life Ins	270,000	

522 30 22 02-00	Medicare		\$ 29,404
522 30 22 02-01	Medicare	29,404	

522 30 22 03-00	MERP		\$ 9,600
522 30 22 03-01	MERP	9,600	

522 30 22 04-00	Sick Leave Incentive		\$ 25,000
522 30 22 04-01	Sick Leave Incentive	25,000	

522 30 23 01-00	Disability Insurance		\$ 4,600
522 30 23 01-01	Disability Insurance	4,600	

522 30 24 01-00	Labor & Industries		\$ 56,000
522 30 24 01-01	Labor and Industries	56,000	

20 PERSONNEL BENEFITS-FIRE PREVENTION

522 30 27 01-00	Clothing Allowance		\$ 5,900
522 30 27 01-01	Clothing Allowance	5,900	

Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

Fire Prevention Personnel Benefits	516,749	\$	516,749
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30 SUPPLIES-FIRE PREVENTION

522 30 31 01-00	Supplies - FMO		\$ 7,000
522 30 31 01-01	Office Supplies	1,500	
522 30 31 01-02	NFPA Books	500	
522 30 31 01-03	IFC/IBC Books	3,000	
522 30 31 01-04	Other	2,000	

522 30 35 01-00	FMO-Small Equipment		\$ 1,500
522 30 35 01-01	Tychem Suits	500	
522 30 35 01-02	Other	1,000	

Fire Prevention Supplies	8,500	\$	8,500
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40 SERVICES & CHARGES-FIRE PREVENTION

522 30 41 01-00	Consulting Fees		\$ 11,500
522 30 41 01-01	Permit Billing Processing Fee	11,500	

522 30 43 01-00	Travel- FMO		\$ 14,200
522 30 43 01-01	NFA and /or WABO/WSFM	2,500	
522 30 43 01-02	Fire Prevention Institute	4,200	
522 30 43 01-03	NFIA-Leavenworth	4,500	
522 30 43 01-04	Other	3,000	

522 30 49 01-00	Membership- FMO		\$ 2,150
522 30 49 01-01	WSAFM	1,000	
522 30 49 01-02	NFPA	300	
522 30 49 01-03	ICC	350	
522 30 49 01-04	IAAI	500	

522 30 49 02-00	Registration-FMO		\$ 13,300
522 30 49 02-01	Fire Prevention Institute	5,300	
522 30 49 02-03	Certification Testing/Renewal	3,500	
522 30 49 02-04	Local	2,000	
522 30 49 02-05	NFIA-Leavenworth	2,500	

40 SERVICES & CHARGES-FIRE PREVENTION

522 30 49 03-00	Subscriptions- FMO		\$ 24,350
522 30 49 03-01	NFPA Online	1,750	
522 30 49 03-02	Blue Beam	2,600	
522 30 49 03-03	First Due Size-Up	20,000	

Fire Prevention Services & Charges		65,500	\$	65,500
Grand Total- FIRE PREVENTION (522.30)		2,273,749	\$	2,273,749

10 SALARIES & WAGES-COMMUNITY OUTREACH PROGRAM			
522 31 11 01-00	Salaries- PIO		\$ 170,000
522 31 11 01-01	Salaries- PIO	170,000	
522 31 12 01-00	Community Outreach Overtime		\$ 100,500

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 31 12 01-01	Citizen CPR Classes	10,000	
522 31 12 01-02	School CPR Classes	8,000	
522 31 12 01-03	Other Outreach Classes	12,000	
522 31 12 01-04	Healthcare CPR & First Aid Classes	0	
522 31 12 01-05	CPR Instructor Training	4,000	
522 31 12 01-06	Cadet Program	45,000	
522 31 12 01-07	Use Supplemental Personnel	7,500	
522 31 12 01-08	PR Event Support	4,000	
522 31 12 01-09	Overtime-Other	5,000	
522 31 12 01-10	Comp Time Cash Out (PIO)	5,000	

Community Outreach Program Salaries & Wages	270,500	\$	270,500
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20 PERSONNEL BENEFITS-COMMUNITY OUTREACH PROGRAM

522 31 21 01-00	State Retirement		\$ 14,391
522 31 21 01-01	State Retirement	14,391	

522 31 21 02-00	Paid Family & Medical Leave		\$ 809
522 31 21 02-01	Paid Family & Medical Leave	809	

522 31 22 01-00	Med/Den/HRA VEBA/Life Ins		\$ 34,500
522 31 22 01-01	Med/Den/HRA VEBA/Life Ins	34,500	

522 31 22 02-00	Medicare		\$ 3,922
522 31 22 02-01	Medicare	3,922	

522 31 22 03-00	MERP		\$ 1,200
522 31 22 03-01	MERP	1,200	

522 31 23 01-00	Disability Insurance		\$ 500
522 31 23 01-01	Disability Insurance	500	

522 31 24 01-00	Labor & Industries		\$ 7,300
522 31 24 01-01	Labor and Industries	7,300	

522 31 27 01-00	Clothing Allowance		\$ 700
522 31 27 01-01	Clothing Allowance	700	

Community Outreach Program Personnel Benefits	63,322	\$	63,322
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30 SUPPLIES-COMMUNITY OUTREACH PROGRAM

522 31 31 01-00	Supplies - PIO		\$ 26,000
522 31 31 01-01	Open House Supplies	6,000	
522 31 31 01-02	Each Specific Office Supplies	1,500	
522 31 31 01-03	Smoke/Co Alarms	2,000	
522 31 31 01-04	Prevention Classes- KC Grant Rev.	4,000	

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 31 31 01-05	Cadet Program Supplies	8,000	
522 31 31 01-06	Public Education Supplies	3,000	
522 31 31 01-07	Other	1,500	

522 31 31 02-00	Supplies- Chaplain Program		\$ 100
522 31 31 02-01	Supplies- Chaplain Program	100	

522 31 31 03-00	Supplies- CPR Program		\$ 9,500
522 31 31 03-01	Cards	6,000	
522 31 31 03-02	CPR Manikins/AED Trainer	3,000	
522 31 31 03-03	Other	500	

Community Outreach Program Supplies	35,600	\$ 35,600
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40-SERVICES & CHARGES-COMMUNITY OUTREACH PROGRAM

522 31 43 01-00	Travel- PIO		\$ 3,550
522 31 43 01-01	PIO/PEO Conferences	2,000	
522 31 43 01-02	VA Fire Prevention Educators	1,000	
522 31 43 01-03	Other	550	

522 31 45 01-00	Advertising		\$ 100
522 31 45 01-01	FPW Open House	100	

522 31 48 01-00	Maintenance & Repairs- PIO		\$ 650
522 31 48 01-01	CPR Manikins	500	
522 31 48 01-02	Other	150	

522 31 49 02-00	Membership- PIO		\$ 200
522 31 49 02-01	KCFLSA	100	
522 31 49 02-02	Other	100	

522 31 49 03-00	Registration- PIO		\$ 4,450
522 31 49 03-01	PIO/PEO Conferences	1,750	
522 31 49 03-02	Shington Fire Prev. Educators	700	
522 31 49 03-03	Other	2,000	

40-SERVICES & CHARGES-COMMUNITY OUTREACH PROGRAM

522 31 49 05-00	Other Services & Charges		\$ 7,800
522 31 49 05-01	FPE Open House Food	7,500	
522 31 49 05-02	Other	300	

Community Outreach Program Services & Charges	16,750	\$ 16,750
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COMMUNITY OUTREACH PROGRAM (522.31)	386,172	\$	386,172
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10 SALARIES & WAGES-TRAINING

522 45 11 01-00	Salaries - Chief Officer		\$ 225,000
522 45 11 01-01	Salaries- Battalion Chief	225,000	

522 45 11 02-00	Salaries- Company Officer		\$ 390,000
522 45 11 02-01	Company Officer-2 Captains	390,000	

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 45 11 03-00	Salaries-Administrative Asst.		\$ 115,000
522 45 11 03-01	Administrative Asst. Training	115,000	

522 45 12 01-00	Overtime-Training		\$ 238,000
522 45 12 01-01	Development/Replacement	10,000	
522 45 12 01-02	TRT Refresher Replacement	25,000	
522 45 12 01-03	TRT Coordinator	1,000	
522 45 12 01-04	Replacement for Training	20,000	
522 45 12 01-05	Other Replacement OT	17,000	
522 45 12 01-06	NKCTC SME Reimbursement	40,000	
522 45 12 01-07	nd Transit Light Rail Training	100,000	
522 45 12 01-08	Wildland Red Card Refresher	8,000	
522 45 12 01-09	RT Instructors (reimbursable)	0	
522 45 12 01-10	mp Time Cash Out (Training)	17,000	

522 45 12 02-00	OT Training Firefighters		\$ 12,000
522 45 12 02-01	Recruit/Academy Instructor	5,000	
522 45 12 02-02	OT-Recruit/Academy SME	7,000	

Training Salaries & Wages	980,000	\$ 980,000
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20 PERSONNEL BENEFITS-TRAINING

522 45 21 01-00	State Retirement		\$ 67,136
522 45 21 01-01	State Retirement	67,136	

522 45 21 02-00	Paid Family & Medical Leave		\$ 2,568
522 45 21 02-01	Paid Family & Medical Leave	2,568	

522 45 22 01-00	Med/Den/HRA VEBA/Life Ins		\$ 105,000
522 45 22 01-01	Med/Den/HRA VEBA/Life Ins	105,000	

522 45 22 02-00	Medicare		\$ 15,210
522 45 22 02-01	Medicare	15,210	

522 45 22 03-00	MERP		\$ 3,600
522 45 22 03-01	MERP	3,600	

20 PERSONNEL BENEFITS-TRAINING

522 45 22 04-00	Sick Leave Incentive		\$ 9,000
522 45 22 04-01	Sick Leave Incentive	9,000	

522 45 23 01-00	Disability Insurance		\$ 2,100
522 45 23 01-01	Disability Insurance	2,100	

522 45 24 01-00	Labor & Industries		\$ 26,000
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Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

522 45 24 01-01	Labor and Industries	26,000	
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522 45 27 01-00	Clothing Allowance		\$ 2,400
522 45 27 01-01	Clothing Allowance	2,400	

Training Personnel Benefits	233,014	\$	233,014
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30 SUPPLIES- TRAINING

522 45 31 01-00	Training Supplies		\$ 30,200
522 45 31 01-01	Books and Supplies	5,000	
522 45 31 01-02	Extrication Vehicles	25,200	
522 45 31 01-03	Recruit Academy Supplies	0	

Training Supplies	30,200	\$	30,200
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40 SERVICES & CHARGES-TRAINING

522 45 41 01-00	Outside Instructors		\$ 5,000
522 45 41 01-01	Personal Development Training	5,000	

522 45 43 01-00	Travel		\$ 24,000
522 45 43 01-01	Mileage & Car Rental	1,000	
522 45 43 01-02	Lodging & Airfare	8,000	
523 45 43 01-03	FDIC Travel	9,000	
524 45 43 01-04	Other- Travel	6,000	

522 45 48 01-00	Repairs & Maintenance		\$ 500
522 45 48 01-01	Repairs & Maintenance	500	

522 45 49 01-00	Registrations		\$ 86,520
522 45 49 01-01	Qualifications/Certifications	6,220	
522 45 49 01-02	Technical Rescue Classes	20,000	
522 45 49 01-03	Firefighting Classes	4,000	
522 45 49 01-04	FDIC Registration	4,320	
522 45 49 01-05	Misc. Conferences	5,000	
522 45 49 01-06	Recruit Academy Tuition/Services	28,480	
522 45 49 01-07	Truck Academy	15,000	
522 45 49 01-08	Other	3,500	

40 SERVICES & CHARGES-TRAINING

522 45 49 02-00	Memberships/NKCTC Per Capita		\$ 252,258
522 45 49 02-01	NKCTC Per Capita Annual Fee	252,258	

Training Services & Charges	368,278	\$	368,278
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Grand Total- TRAINING (522.45)	1,611,492	\$	1,611,492
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10 SALARIES & WAGES-SUPPORT SERVICES

522 50 11 01-00	Salary		\$ 442,000
522 50 11 01-01	Duty Chief Of Support Services	307,000	
522 50 11 01-02	W Support Services Contract	135,000	

522 50 11 02-00	ary- Maintenance Supervisor		\$ 150,000
522 50 11 02-01	Salaries- Lead Shop	150,000	

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 50 11 03-00	Manic, Facilities Maintenance		\$ 490,000
522 50 11 03-01	Salaries- Facilities Manager	130,000	
522 50 11 03-02	Salaries- Mechanic	260,000	
522 50 11 03-03	Salaries- Facilities Technician	100,000	

522 50 12 01-00	Overtime		\$ 40,500
522 50 12 01-01	Facility Repairs	2,500	
522 50 12 01-02	Fleet Repairs	35,000	
522 50 12 01-03	Emp Time Cash Out (Sup Svcs)	3,000	

Support Services Salaries & Wages	1,122,500	\$ 1,122,500
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20 PERSONNEL BENEFITS-SUPPORT SERVICES

522 50 21 01-00	State Retirement		\$ 107,260
522 50 21 01-01	State Retirement	107,260	

522 50 21 02-00	Paid Family & Medical Leave		\$ 3,241
522 50 21 02-01	Paid Family & Medical Leave	3,241	

522 50 22 01-00	Med/Den/HRA VEBA/Life Ins		\$ 194,000
522 50 22 01-01	Med/Den/HRA VEBA/Life Ins	194,000	

522 50 22 02-00	Medicare		\$ 16,776
522 50 22 02-01	Medicare	16,776	

522 50 22 03-00	MERP		\$ 6,000
522 50 22 03-01	MERP	6,000	

522 50 22 04-00	Sick Leave Incentive		\$ 11,000
522 50 22 04-01	Sick Leave Incentive	11,000	

522 50 23 01-00	Disability Insurance		\$ 4,200
522 50 23 01-01	Disability Insurance	4,200	

522 50 24 01-00	Labor & Industries		\$ 20,000
522 50 24 01-01	Labor & Industries	20,000	

20 PERSONNEL BENEFITS-SUPPORT SERVICES

522 50 27 01-00	Clothing Allowance		\$ 6,000
522 50 27 01-01	Clothing Allowance	6,000	

Support Services Personnel Benefits	368,477	\$ 368,477
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30 SUPPLIES- SUPPORT SERVICES

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 50 31 01-00	General Supplies		\$ 9,800
522 50 31 01-01	General Facilities Supplies	4,000	
522 50 31 01-02	Dispenser Drinking Water	3,800	
522 50 31 01-03	Facilities Lighting	2,000	

522 50 31 02-00	Cleaning Supplies		\$ 36,400
522 50 31 02-01	Cleaning Supplies	36,400	

522 50 31 03-00	Vehicle Fluid Parts/Supplies		\$ 38,000
522 50 31 03-01	Support Vehicle Fluid, Supplies	6,000	
522 50 31 03-02	Staff/Support Vehicle Parts	12,000	
522 50 31 03-03	Staff/Support Vehicle Tires	15,000	
522 50 31 03-04	Staff/Support Vehicle Upfitting	5,000	

522 50 31 04-00	Apparatus Parts & Supplies		\$ 228,500
522 50 31 04-01	Fire Apparatus Parts	130,000	
522 50 31 04-02	Fire Apparatus Fluid, Supplies	70,000	
522 50 31 04-03	Fire Apparatus Tires	15,000	
522 50 31 04-04	Parts (Reserve Agreement)	5,000	
522 50 31 04-05	Fire Apparatus Upfitting	3,500	
522 50 31 04-06	Fire Apparatus Tire Chains	5,000	

522 50 31 05-00	Apparatus Placards/Lettering		\$ 2,500
522 50 31 05-01	Apparatus Placards/Lettering	2,500	

522 50 32 01-00	Fuel (all divisions)		\$ 112,500
522 50 32 01-01	Staff/Support Vehicles-Gas	50,000	
522 50 32 01-02	Station Generators-Fuel	1,000	
522 50 32 01-03	Apparatus/Support Veh-Diesel	60,000	
522 50 32 01-04	Sea Doo-Fuel	1,500	

522 50 35 01-00	Misc Tools-Fleet		\$ 8,250
522 50 35 01-01	Hand Tool Replacement-Fleet	750	
522 50 35 01-02	Shop Tools-Fleet	7,500	

522 50 35 02-00	Misc Tools-Facilities		\$ 2,000
522 50 35 02-01	Hand Tool Replacement-Facilities	500	
522 50 35 02-02	Shop Tools-Facilities	1,500	

30 SUPPLIES- SUPPORT SERVICES

522 50 35 03-00	Facilities Equipment		\$ 17,500
522 50 35 03-01	Hand and Fixtures (repair/replace)	10,000	
522 50 35 03-02	Facilities Equipment -Other	1,500	
522 50 35 03-03	Tools, Hardware (Non-Electric)	6,000	

Support Services Supplies	455,450	\$ 455,450
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Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

40 SERVICES & CHARGES- SUPPORT SERVICES

522 50 41 01-00	Landscaping Professional Services		\$ 57,800
522 50 41 01-02	Station 61 Landscaping	9,800	
522 50 41 01-03	Station 63 Landscaping	8,700	
522 50 41 01-04	Station 64 Landscaping	7,500	
522 50 41 01-05	Station 65 Landscaping	7,500	
522 50 41 01-06	Station 51 Landscaping	10,100	
522 50 41 01-07	Station 54 Landscaping	1,300	
522 50 41 01-08	Station 57 Landscaping	4,900	
522 50 41 01-09	Snow Removal	8,000	

522 50 41 02-00	Arborist Contract- Sta 51 & 61		\$ 28,600
522 50 41 02-01	Arborist Contract- Station 61	15,600	
522 50 41 02-02	Arborist Contract- Station 51	13,000	

522 50 41 03-00	HVAC/Boiler Maint Contract		\$ 33,475
522 50 41 03-01	HVAC Maintenance St 51	0	
522 50 41 03-02	HVAC Maintenance St 57	5,250	
522 50 41 03-03	HVAC Maintenance St 61	5,000	
522 50 41 03-04	HVAC Maintenance St 63	15,000	
522 50 41 03-05	HVAC Maintenance St 64	4,125	
522 50 41 03-06	HVAC Maintenance St 65	4,100	

522 50 41 06-00	Extinguisher Refill Service		\$ 750
522 50 41 06-01	Extinguisher Refill/Maintenance	750	

522 50 41 07-00	Fire System Contract		\$ 10,200
522 50 41 07-01	Fire System Maintenance/Testing-61	1,400	
522 50 41 07-02	Fire System Maintenance/Testing-63	1,900	
522 50 41 07-03	Fire System Maintenance/Testing-64	1,700	
522 50 41 07-04	Fire System Maintenance/Testing-65	1,800	
522 50 41 07-05	Fire System Maintenance/Testing-51	1,650	
522 50 41 07-06	Fire System Maintenance/Testing-57	1,750	

522 50 41 08-00	UL Test L61		\$ 4,000
522 50 41 08-01	UL Test L61	4,000	

40 SERVICES & CHARGES- SUPPORT SERVICES

522 50 41 09-00	Pest Control		\$ 21,000
522 50 41 09-01	Pest Control-St 51	4,400	
522 50 41 09-02	Pest Control-St 57	4,900	
522 50 41 09-03	Pest Control-St 61	2,700	
522 50 41 09-04	Pest Control-St 63	2,700	
522 50 41 09-05	Pest Control-St 64	2,400	
522 50 41 09-06	Pest Control-St 65	2,400	
522 50 41 09-07	Pest Control-Additional Service Calls	1,500	

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 50 43 01-00	Travel		\$ 5,000
522 50 43 01-01	Travel Fleet	4,000	
522 50 43 01-02	Travel Facilities	1,000	

522 50 45 02-00	Rentals		\$ 11,900
522 50 45 02-01	Boat Slip Rental	11,400	
522 50 45 02-02	Misc. Rentals	500	
522 50 45 03-00	Laundry Service-Coveralls		\$ 3,000
522 50 45 03-01	Laundry Service/Coveralls	3,000	

522 50 47 01-00	Electricity		\$ 113,575
522 50 47 01-01	City of Seattle- Station 61	30,150	
522 50 47 01-02	City of Seattle- Station 62	3,950	
522 50 47 01-03	City of Seattle- Station 63	30,800	
522 50 47 01-04	City of Seattle- Station 64	16,225	
522 50 47 01-05	City of Seattle- Station 65	16,225	
522 50 47 01-06	City of Seattle- Station 57	16,225	

522 50 47 02-00	Garbage		\$ 31,575
522 50 47 02-01	Recology- Station 61	5,725	
522 50 47 02-02	Recology- Station 63	4,000	
522 50 47 02-03	Recology- Station 64	3,900	
522 50 47 02-04	Recology- Station 65	3,800	
522 50 47 02-05	Republic Services- Station 51	10,000	
522 50 47 02-06	Republic Services- Station 57	2,650	
522 50 47 02-07	Recology- NW 195th St	1,500	

522 50 47 03-00	Sewer		\$ 32,525
522 50 47 03-01	Shoreline Sewer District- Sta 61	4,225	
522 50 47 03-02	Shoreline Sewer District- Sta 62	4,000	
522 50 47 03-03	Shoreline Sewer District- Sta 63	2,050	
522 50 47 03-04	Shoreline Sewer District- Sta 64	4,250	
522 50 47 03-05	Shoreline Sewer District- Sta 65	1,825	
522 50 47 03-06	Shoreline Utility District- Sta 51	11,000	
522 50 47 03-07	City of Lake Forest Park- Sta 57	5,175	

40 SERVICES & CHARGES- SUPPORT SERVICES

522 50 47 04-00	Water		\$ 42,400
522 50 47 04-01	Seattle Public Utilities- Sta 61	9,000	
522 50 47 04-02	Seattle Public Utilities- Sta 62	7,000	
522 50 47 04-03	North City Water District- Sta 63	6,500	
522 50 47 04-04	Seattle Public Utilities- Sta 64	9,000	
522 50 47 04-05	North City Water District- Sta 65	7,000	
522 50 47 04-06	Shoreline Utility District- Sta 51	0	
522 50 47 04-07	North City Water District- Sta 57	3,900	

Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

522 50 47 05-00	Natural Gas		\$ 154,600
522 50 47 05-01	Puget Sound Energy- Sta 61	24,000	
522 50 47 05-02	Puget Sound Energy- Sta 63	15,000	
522 50 47 05-03	Puget Sound Energy- Sta 64	16,000	
522 50 47 05-04	Puget Sound Energy- Sta 65	15,000	
522 50 47 05-05	Puget Sound Energy- Sta 51	75,000	
522 50 47 05-06	Puget Sound Energy- Sta 57	9,000	
522 50 47 05-07	Sound Energy- NW 195th St	600	

522 50 47 06-00	Surface Water Management		\$ 38,800
522 50 47 06-01	Surface Water Management	38,800	

522 50 48 01-00	Facilities Repair & Maint.		\$ 80,000
522 50 48 01-01	Plumbing Maint. & Repair	15,000	
522 50 48 01-02	Electrical Maint. & Repair	10,000	
522 50 48 01-03	HVAC (not under contract)	30,000	
522 50 48 01-04	SCBA Compressor	2,000	
522 50 48 01-05	Facilities- Other	15,000	
522 50 48 01-06	Window Cleaning and Repair	3,000	
522 50 48 01-07	throom Pumping & Cleaning	3,000	
522 50 48 01-08	Fire System Repairs	1,000	
522 50 48 01-09	aintenance/Sprinkler Repairs	1,000	

522 50 48 02-00	Equipment (Repair & Maint)		\$ 31,050
522 50 48 02-01	Body Work/Paint	5,000	
522 50 48 02-02	Major Overhauls & Repairs	20,000	
522 50 48 02-03	Power Tool Repair & Maint.	1,500	
522 50 48 02-04	Vehicle Detailing	2,050	
522 50 48 02-05	Sea Doo Maintenance	2,500	

522 50 48 03-00	Generator Maint.		\$ 14,500
522 50 48 03-01	enerator Maintenance/Parts	10,000	
522 50 48 03-02	51 & 57 Maintenance/Parts	4,500	

40 SERVICES & CHARGES- SUPPORT SERVICES

522 50 48 04-00	Heavy Maintenance- Facilities		\$ 38,000
522 50 48 04-01	rior/Interior Paint- Touch Up	2,000	
522 50 48 04-02	Flooring Repair	1,000	
522 50 48 04-03	Floor Cleaning- All Stations	7,000	
522 50 48 04-04	Retention Tank Cleaning	22,000	
522 50 48 04-05	d and Duct Cleaning 2 Sta/Yr	6,000	

522 50 48 07-00	stem Repair & Maintenance		\$ 5,500
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Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 50 48 07-01	haust System Repair & Maint	5,500	
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522 50 48 11-00	rtely Elevator Maintenance		\$ 14,500
522 50 48 11-01	rtely Elevator Maintenance	9,500	
522 50 48 11-02	Hydro/Annual Inspection	5,000	

522 50 48 12-00	verhead Doors Maintenance		\$ 24,000
522 50 48 12-01	Door Maintenance & Repair	21,000	
522 50 48 12-02	Gate Maintenance & Repair	3,000	

522 50 49 01-00	Registrations		\$ 10,000
522 50 49 01-01	Fleet Classes	9,000	
522 50 49 01-02	Facilities Classes	1,000	

Support Services & Charges	806,750	\$ 806,750
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Grand Total- SUPPORT SERVICES (522.50)	2,753,177	\$ 2,753,177
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30 SUPPLIES- IT SERVICES

522 51 31 01-00	Computer Supplies		\$ 18,000
522 51 31 01-01	Computer Supplies	16,500	
522 51 31 01-02	Cell Phones & Accessories	1,500	

IT Services Supplies	18,000	\$ 18,000
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40 SERVICES & CHARGES- IT SERVICES

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 51 41 01-00	Software License/Maintenance		\$ 173,705
522 51 41 01-01	Certificate Renewal- Go Daddy	0	
522 51 41 01-02	RS/BIAS Annual Maintenance	19,800	
522 51 41 01-03	Vector Scheduling	18,677	
522 51 41 01-04	Records Management Systems	15,000	
522 51 41 01-05	Enforcement & Pre-Plan Review	6,500	
522 51 41 01-06	Anti-Virus	3,800	
522 51 41 01-07	Training Database	2,500	
522 51 41 01-08	ESO Code Cycle Update	350	
522 51 41 01-09	Portal Maintenance	250	
522 51 41 01-10	Code 3	0	
522 51 41 01-11	Office 365	5,000	
522 51 41 01-12	Software Miscellaneous	1,000	
522 51 41 01-13	Operative IQ/ESO	32,000	
522 51 41 01-14	Microsoft Server License	15,000	
522 51 41 01-15	Knox Box Cloud Service	16,000	
522 51 41 01-16	Diagnostic Software license	10,000	
522 51 41 01-17	PDF Conversion Software	1,750	
522 51 41 01-18	Security Camera Subscription Fee	2,000	
522 51 41 01-19	First Due Pre-Fire Software	2,000	
522 51 41 01-20	Bunker Gear Tracking	2,500	
522 51 41 01-21	Active 911	2,678	
522 51 41 01-22	Other	6,000	
522 51 41 01-23	Esco Meraki-WiFi Subscription	0	
522 51 41 01-24	Security Renewal- Ipad (Shoreline)	3,400	
522 51 41 01-25	Security Renewal- Ipad (Northshore)	2,200	
522 51 41 01-26	Server Monitoring Software	2,800	
522 51 41 01-27	Remote Control Software	2,500	

added \$16k (3 separate licenses)

added \$5k (incl \$3k for additional ADP work)

522 51 41 02-00	Website Services		\$ 14,000
522 51 41 02-01	Website Hosting Services	1,000	
522 51 41 02-02	Website Services	13,000	

added \$12,700 (SFD overage)

522 51 42 01-00	Voice/Data/Fax Lines		\$ 86,000
522 51 42 01-01	Voice/Fax Lines	86,000	

40 SERVICES & CHARGES- IT SERVICES

522 51 42 02-00	IT Services		\$ 181,600
522 51 42 02-01	IT Services-NORCOM	181,600	

522 51 42 03-00	Cell Phone Airtime		\$ 62,000
522 51 42 03-01	Cell Phone Airtime	62,000	

522 51 48 01-00	Utilities Repair & Maintenance		\$ 5,000
522 51 48 01-01	Security System Maint & Repair	5,000	

Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

522 51 48 02-00	IT Repair and Support		\$ 3,150
522 51 48 02-01	Equipment Repair (External)	2,100	
522 51 48 02-02	Hardware Disposal	1,050	

522 51 48 03-00	Copy Charges- toners/repairs		\$ 15,000
522 51 48 03-01	Copy Machine per Copy Charges	10,000	
522 51 48 03-02	Toner	5,000	

522 51 48 04-00	Data System Repair & Maint		\$ 15,500
522 51 48 04-01	CISCO Warranty Renewals	15,500	

522 51 48 05-00	Server/Network Maintenance		\$ 1,050
522 51 48 05-01	Server Warranties	1,050	

IT Services & Charges	557,005	\$ 557,005
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Grand Total- IT SERVICES (522.51)	575,005	\$ 575,005
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10 SALARY & WAGES-OTHER SERVICES

522 60 12 01-00	Overtime		\$ 28,850
522 60 12 01-01	Wellness Physicals (3 hrs)	15,000	
522 60 12 01-02	Quarterly Fitness Meetings	0	
522 60 12 01-03	Safety Committee Meetings	1,600	
522 60 12 01-04	Quarterly Wellness Meetings	1,000	
522 60 12 01-05	Fitness Equipment Repair	1,000	
522 60 12 01-06	Peer Fitness Trainers	500	
522 60 12 01-07	Peer Fitness CE Hours	250	

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 60 12 01-08	PFT Outside Classes	0	
522 60 12 01-09	Peer Support Quarterly Meeting	1,000	
522 60 12 01-10	Peer Support Team Instructor	1,000	
522 60 12 01-11	Peer Support Training Backfill	5,000	
522 60 12 01-12	Time Cash Out (Other SVCS)	2,500	

Other Services - Salaries & Wages	28,850	\$	28,850
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20 PERSONNEL BENEFITS-OTHER SERVICES

522 60 22 01-00	Physicals, Shots, Hearing Tests		\$ 17,750
522 60 22 01-01	Annual Wellness Program- Onsite	17,000	
522 60 22 01-02	Exposure Exams & Follow-Up	500	
522 60 22 01-03	Other	250	

Other Services - Personnel Benefits	17,750	\$	17,750
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30 SUPPLIES-OTHER SERVICES

522 60 31 01-00	Safety Officer Supplies		\$ 8,500
522 60 31 01-01	Personal Protective Equipment/Accountability System	6,500	
522 60 31 01-02	Traffic Safety	550	
522 60 31 01-03	Hearing Protection Supplies	1,200	
522 60 31 01-04	Other	250	

522 60 35 01-00	Wellness Equipment/Supplies		\$ 1,000
522 60 35 01-01	Wellness Equipment/Supplies	1,000	

Other Services Supplies	9,500	\$	9,500
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40 SERVICES & CHARGES-OTHER SERVICES

522 60 41 01-00	Professional Services		\$ 1,500
522 60 41 01-01	Instructors (ACE Certification)	1,000	
522 60 41 01-02	Continuing Education Credits	500	

40 SERVICES & CHARGES-OTHER SERVICES

522 60 43 01-00	Travel		\$ 2,254
522 60 43 01-01	Safety Officer Travel	1,904	
522 60 43 01-02	Wellness Travel	350	

522 60 48 01-00	Equipment Maintenance/Repair		\$ 8,000
522 60 48 01-01	Equipment Maintenance/Repair	4,500	
522 60 48 01-02	Equipment Subscription Renewal	3,500	

522 60 49 01-00	Registrations		\$ 8,400
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Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 60 49 01-01	Safety Officer Registration	2,000	
522 60 49 01-02	Wellness Registration	400	
522 60 49 01-03	Peer Support Registration	6,000	

Other Services & Charges	20,154	\$	20,154
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Grand Total-	OTHER SERVICES (522.60)	76,254	\$	76,254
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10 SALARIES & WAGES-EMS/BLS

522 71 11 01-00	Salaries- Firefighters		\$	4,298,000
522 71 11 01-01	Firefighter Staffing Firefighter Positions (32)	4,153,000		
522 71 11 01-02	Training EMT	145,000		

522 71 12 01-00	Overtime		\$	711,500
522 71 12 01-01	Firefighter Staffing	494,000		
522 71 12 01-02	Aid Car Premium Pay	140,000		
522 71 12 01-03	Instructor Training Workshop	8,000		
522 71 12 01-04	CBT Class Instructor Hours	1,500		

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 71 12 01-05	CBT/EMS Support	8,000	
522 71 12 01-06	mp Time Cash Out (EMS/BLS)	60,000	

EMS/BLS Salaries & Wages	5,009,500	\$	5,009,500
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20 PERSONNEL BENEFITS-EMS/BLS

522 71 21 01-00	State Retirement		\$ 271,505
522 71 21 01-01	State Retirement	271,505	

522 71 21 02-00	Paid Family & Medical Leave		\$ 14,625
522 71 21 02-01	Paid Family & Medical Leave	14,625	

522 71 22 01-00	Med/Den/HRA VEBA/Life Ins.		\$ 917,431
522 71 22 01-01	Med/Den/HRA VEBA/ Life Ins	917,431	

522 71 22 02-00	Medicare		\$ 77,638
522 71 22 02-01	Medicare	77,638	

522 71 22 03-00	MERP		\$ 39,600
522 71 22 03-01	MERP	39,600	

522 71 23 01-00	Disability Insurance		\$ 16,500
522 71 23 01-01	Disability Insurance	16,500	

522 71 24 01-00	Labor & Industries		\$ 267,000
522 71 24 01-01	Labor & Industries	267,000	

EMS/BLS Personnel Benefits	1,604,299	\$	1,604,299
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30 SUPPLIES-EMS/BLS

522 71 31 01-00	Supplies - EMS/BLS		\$ 96,000
522 71 31 01-01	BLS Supplies	59,000	
522 71 31 01-02	Medical Oxygen, o2	9,500	
522 71 31 01-03	PPE	15,000	
522 71 31 01-04	AED Battery Replacement	9,500	
522 71 31 01-05	retcher Battery Replacement	3,000	

30 SUPPLIES-EMS/BLS

522 71 31 02-00	Apparatus Parts & Supplies		\$ 77,250
522 71 31 02-01	MS Apparatus Parts/Supplies	40,000	
522 71 31 02-02	pparatus Placards/Letterings	1,000	
522 71 31 02-03	pparatus Fluids and Supplies	10,000	
522 71 31 02-04	EMS Apparatus Upfitting	2,500	
522 71 31 02-05	EMS Apparatus Tires	20,000	
522 71 31 02-06	EMS Apparatus Tire Chains	3,000	
522 71 31 02-07	Other EMS	750	

Shoreline Fire Department

2025 EXPENSE FUND BUDGET

Fund Number: 10-004-0010

522 71 32 01-00	Fuel - BLS		\$ 38,000
522 71 32 01-01	BLS/EMS Vehicles- Unleaded	35,000	
522 71 32 01-02	BLS/EMS Vehicles- Diesel	3,000	

EMS/BLS Supplies	211,250	\$ 211,250
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40 SERVICES & CHARGES- EMS/BLS

522 71 48 01-00	Repair & Maintenance		\$ 19,050
522 71 48 01-01	Stretcher	1,500	
522 71 48 01-02	BLS Equipment	1,000	
522 71 48 01-03	O2 Cylinder Rentals	5,750	
522 71 48 01-04	Stryker Repair Contract	9,600	
522 71 48 01-05	Bio-Hazard Service	1,200	

522 71 48 02-00	Apparatus Repair & Maintenance		\$ 13,000
522 71 48 02-01	Work/Paint EMS Apparatus	3,000	
522 71 48 02-02	Tools & Repair EMS Apparatus	10,000	

522 71 48 03-00	Transport Billing Office		\$ 99,600
522 71 48 03-01	BLS Transport Billing Fees	69,500	
522 71 48 03-02	WA Health Care Authority Fee	100	
522 71 48 03-03	GEMT-PCG Consulting Fee	30,000	

EMS/BLS Services & Charges	131,650	\$ 131,650
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Grand Total- EMS/BLS (522.71)	6,956,699	\$ 6,956,699
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LEASE PAYMENTS

591 22 70 01-00	Lease Payments		\$ 900
591 22 70 01-01	Postage Meter Lease	900	

591 22 70 02-00	Subscription Based IT (SBITA)		\$ 25,000
591 22 70 02-01	Office 365	25,000	

Grand Total- LEASES (591)	25,900	\$ 25,900
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Shoreline Fire Department
2025 EXPENSE FUND BUDGET
Fund Number: 10-004-0010

INTERFUND TRANSFERS -OUT

597 00 00 01-00	Transfer Out-Reserve Fund		\$ 36,553
597 00 00 01-01	Reserve Fund	36,553	

597 00 02 00-00	Transfer Out-Capital Fund		\$ 4,000,000
597 00 02 00-01	Capital Fund	4,000,000	

597 00 03 00-00	Benefit Fund		\$ 423,690
597 00 03 00-01	Benefit Fund	423,690	

597 00 04 00-00	MIH Fund		\$ 160,000
597 00 04 00-01	MIH Fund	160,000	

Grand Total- INTERFUND TRANSFERS (597)	4,620,243	\$ 4,620,243	
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Budget (with Transfers OUT)	\$ 43,228,874	Resolution Amount	
		\$	42,969,164
	Difference	\$	259,710.39

Summary by Program/Division		
Administration - 522.10	\$	3,412,797
Legislative Services- 522.11	\$	314,070
Fire Suppression- 522.20	\$	20,223,318
Fire Prevention- 522.30	\$	2,273,749
Community Outreach Program- 522.31	\$	386,172
Training-522.45	\$	1,611,492
Support Services- 522.50	\$	2,753,177
IT Services-522.51	\$	575,005
Other Services-522.60	\$	76,254
EMS/BLS-522.71	\$	6,956,699
Leases-591.22	\$	25,900
Interfund Tranfers-597.00	\$	4,620,243
Total Expense Budget	\$	43,228,874

BIAS Budget Totals

2025 Budget Resolution #24-03 Amount	\$ 42,969,164
<i>Difference</i>	<i>\$ 259,710</i>

Shoreline Fire Department

2025 CAPITAL FUND Budget

Fund Number: 10-004-0020

594 22 64 01-51	Bunker Gear/Uniforms		\$ 154,000
594 22 64 01-52	Bunker Gear- New Hire	60,000	
594 22 64 01-53	Bunker Gear- Life Cycle Replacement	90,000	
594 22 64 01-54	Surplus Gear Racks	4,000	

594 22 64 02-51	Fixture Replacement		\$ 33,000
594 22 64 02-52	Appliances	18,000	
594 22 64 21-64	Refrigerator Project- St 57	15,000	

Discuss

594 22 64 03-51	Communications Equipment		\$ 47,500
594 22 64 03-52	800 MHZ Mobile Radio Equipment	27,000	
594 22 64 03-53	Pagers	2,500	
594 22 64 03-54	Emergency Communications Equipment	17,000	
594 22 64 03-55	Earpieces/Lapel Mics	1,000	

594 22 64 04-51	Special Operations		\$ 20,100
594 22 64 04-52	SABA Line	1,000	
594 22 64 04-53	Water Rescue Manikin	1,800	
594 22 64 04-54	Swimmer Equipment	8,700	
594 22 64 04-55	TRT Rope	4,500	
594 22 64 04-56	TRT Hardware	3,200	
594 22 64 04-57	TRT Webbing	900	

594 22 64 05-51	Fitness Equipment Replacement Plan		\$ 25,000
594 22 64 05-52	Fitness Equipment Repl. Plan	25,000	

594 22 64 11-51	Security System		\$ 39,000
594 22 64 11-52	Electronic Door Locks	20,000	
595 22 64 11-53	Cameras	19,000	

594 22 64 13-51	Apparatus		\$ 1,328,000
594 22 64 13-52	Aid Cars	#####	
594 22 64 13-53	MIH Vehicle	65,000	
594 22 64 13-54	Fire Marshal Vehicle	75,000	
594 22 64 13-55	Response Light Package-4172	10,000	
594 22 64 13-56	BC/MSO Seat Covers	3,000	
594 22 64 13-57	Diagnostic Scan Tools	15,000	
594 22 64 13-58	Disc Brake Hub Handler/Pierce Tools	16,000	
594 22 64 13-59	Staff Vehicles	100,000	
594 22 64 13-60	Wireless Installation	9,000	
594 22 64 13-61	Dump Trailer	15,000	

Discuss (split 50/50 with NKCTC)

594 22 64 14-51	Electronics/IT		\$ 153,700
594 22 64 14-52	Computers	40,000	
594 22 64 14-53	ESO Tablets Surface	13,000	
594 22 64 14-54	Tough Book Docking Stations	5,000	
594 22 64 14-55	Laptops	16,000	

Shoreline Fire Department

2025 CAPITAL FUND Budget

Fund Number: 10-004-0020

594 22 64 14-56	<i>lpads</i>	7,500	
594 22 64 14-57	<i>MDT Tablets</i>	2,500	

Shoreline Fire Department
2025 CAPITAL FUND Budget
Fund Number: 10-004-0020

594 22 64 14-51	Electronics/IT		
594 22 64 14-57	TVs & Mounting Hardware	500	
594 22 64 14-58	Monitors	1,600	
594 22 64 14-59	Printers	1,000	
594 22 64 14-60	Vehicle Modems	18,000	
594 22 64 14-62	Backup Batteries	4,000	
594 22 64 14-63	Fire Arriving Software	10,100	
594 22 64 14-64	Fire Arriving Monitors	7,500	
594 22 64 14-65	Cisco Power Supplies	12,000	
594 22 64 14-66	Cisco Warranty on Hardware	15,000	

594 22 64 16-51	SCBA		\$ 161,670
594 22 64 16-52	New Hire Masks	2,550	
594 22 64 16-53	Chest Strap	600	
594 22 64 16-54	SCBAs	65,100	
594 22 64 16-55	Cylinder and Valve Assembly	39,000	
594 22 64 16-56	Cylinder Sleeves	3,420	
594 22 64 16-57	SCBA Decon Washer	51,000	

594 22 64 20-51	Equipment		\$ 359,032
594 22 64 20-52	Bailout Kits	5,000	
594 22 64 20-53	First Arriving Equipment	10,000	
594 22 64 20-54	New Engine Equipment	49,488	
594 22 64 20-55	New Ladder Truck Equipment	205,344	
594 22 64 20-56	Hose Replacement	6,500	
594 22 64 20-57	Brush Truck Hose	2,900	
594 22 64 20-58	Brush Truck Modifications	1,900	
594 22 64 20-59	Fittings and Nozzles	30,800	
594 22 64 20-60	Progressive Packs	1,800	
594 22 64 20-61	Wildland Equipment/PPE	5,000	
594 22 64 20-62	Electric Vehicle Plugs	3,500	
594 22 64 20-63	Sound Transit / Light Rail Rescue Equipment	0	
594 22 64 20-64	Chainsaws	5,300	
594 22 64 20-65	Chainsaw Chain	10,000	
594 22 64 20-66	Thermal Imagers	1,000	
594 22 64 20-67	Copy Machines	11,000	
594 22 64 20-68	Aid Car Upfitting	4,500	
594 22 64 20-69	Electric Vehicle Blanket	0	Added per Div C Pitts
594 22 64 20-70	Knox Box Equipment	5,000	

594 22 64 21-51	Facilities		\$ 1,515,200
594 22 64 21-52	Sprinkler Head Relocation- St 61	6,000	
594 22 64 21-53	Server Room Suppression- St 61	45,000	
594 22 64 21-54	Shop Improvements- St 61	50,000	
594 22 64 21-55	Front Lobby/Alcove Security System- St 63	15,000	
594 22 64 21-56	Compressor/Fill Station- St 63	200,000	
594 22 64 21-57	Security Gate- St 65	100,000	

Shoreline Fire Department
2025 CAPITAL FUND Budget
Fund Number: 10-004-0020

594 22 64 21-58	Architect Contract	172,700	
594 22 64 21-59	Facilities Purchase- Sta 51, 57	0	
594 22 64 21-60	Lighting Project- St 51	20,000	
594 22 64 21-61	Server Room Suppression- St 51	45,000	
594 22 64 21-62	Carport- St 51	150,000	
594 22 64 21-63	Generator Replacement- St 57	400,000	
594 22 64 21-65	SCBA Compressor/Fill Station- St 51	165,000	
594 22 64 21-66	SCBA Decon Washer- St 51	51,000	
594 22 64 21-67	Locker Room- St 51	17,500	
594 22 64 21-68	Training Ground Modification- St 51	3,000	
594 22 64 21-69	Electric Vehicle Charging- St 57, 64, 65	75,000	Discuss (split 50/50 with City Light)

Shoreline Fire Department
2025 CAPITAL FUND Budget
Fund Number: 10-004-0020

594 22 64 22-51	Other Expenditures		\$ -
594 22 64 22-52	KC-Ad Valorem Tax Refunds, Misc. Fees	0	

TOTAL: CAPITAL Budget	3,836,202	\$ 3,836,202	\$
		Difference	\$

Resolution Amount
2,623,852.00
1,212,350.00

Shoreline Fire Department

2025 BENEFITS FUND Budget

Fund Number: 10-004-6050

Budget Line	Budget Description	2025 Budget
522 10 22 01-51	Medical /Dental Premiums- Leoff 1	\$ 32,000
522 10 22 02-51	Annual Dental Benefits- Leoff 1	\$ 18,000
522 10 22 03-51	Medicare Premiums- Leoff 1	\$ 15,000
522 10 22 04-51	Long Term Care Premiums- Leoff 1	\$ 39,900
522 10 22 05-51	Long Term Care Expenses- Leoff I	\$ 1,937,854
522 10 22 06-51	Medical Reimbursement- Leoff I	\$ 15,000
522 10 22 07-51	Prescription Co-Pays- Leoff I	\$ 10,000
522 10 22 08-51	Vacation Cash-Out	\$ 385,000
522 10 22 09-51	Comp Time Cash-Out	\$ 30,000
522 10 22 10-51	Sick Leave Cash-Out	\$ 300,000
522 10 22 11-51	Clothing Allowance Cash-Out	\$ -
522 10 22 12-51	GAP Ins/Post Retirement Medical	\$ 160,000
522 10 22 13-51	FLSA Comp Time Cash-Out	\$ 5,000
522 10 22 14-51	WA MLI-Voluntary Plan	\$ -
522 10 22 15-51	Other	\$ 75,000
522 10 49 01-51	KC: Investment/Cash Management SV	\$ -

TOTAL- Benefits fund

\$ 3,022,754

Resolution Amoun Difference

\$ 2,030,915 \$ 991,839.00



**SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
Tentative Projected Agendas**

Regional Fire Authority Board meetings are held monthly on the 1st and 3rd Thursday of the month

- Items may not be in the same order as they will appear on the preliminary agenda.

May 15, 2025

Planned Absence: Commissioner Fisher attend via zoom or excused absence

5:00 PM (Public Meeting Station 51)

D = Discussion
A = Action
PH = Public Hearing

SUBJECT	RESOLUTION	TYPE	STAFF
<ul style="list-style-type: none">• Annual Appreciation Picnic – May 31 @ Cromwell Park from 12-4:00 p.m.• Fire Academy graduation is on May 23 at Bothell's Eastside Church			

June 5, 2025 CANCELLATION OR RESCHEDULE

Planned Absence: _____

5:00 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF
<ul style="list-style-type: none">• Pancake Feed Open house will be held on June 7 at Station 51.• June 7 WFC Chelan Seminar – Commissioners attending June 5-8.			

June 19, 2025

Planned Absence: _____

5:00 PM (Public Meeting Station 51)

SUBJECT	RESOLUTION	TYPE	STAFF

July 3, 2025

Planned Absence: _____

5:00 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF

July 17, 2025

Planned Absence: _____

5:00 PM (Public Meeting Station 51)

SUBJECT	RESOLUTION	TYPE	STAFF

FUTURE DATES: