



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

AGENDA

October 16, 2025

5:30 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/84248066884?pwd=cnRLWXB5ZVYwYTlxTDBVeWhNRXdCZz09>

Meeting ID: 842 4806 6884

Passcode: 069285

Dial by your location: 1 253 215 8782

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **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.
- IV. **Consideration and Approval of Agenda**
- V. **Approval of Past Meeting Minutes**
 - October 2, 2025 – Regular Meeting Minutes / MOTION
- VI. **Correspondence**
- VII. **Standing Agenda**
 1. Warrants – Motion to Approve
 2. Commissioners' Report
 3. Financial Report (*second meeting of each month*) (***will be reported at the November 6 Board Meeting***)
 4. Statistics Report (*reported annually at the 2nd meeting of January*)
 5. Strategic Activity Report
 6. RFA Activity Reports
- VIII. **Old Business**
 - Uniformed Collective Bargaining Agreement / MOTION
- IX. **New Business**
 - Chief Officer Collective Bargaining Agreement / MOTION
 - Future Board Meeting Locations / DISCUSSION
- X. **Projected Agendas**
- XI. **Adjournment**

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

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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;

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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;

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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.

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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 (RFA) GOVERNING BOARD MEETING

REGULAR SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES October 2, 2025

Commissioner Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on October 2, 2025, at Station 61, 17525 Aurora Ave. N., Shoreline, WA. 98133. Commissioner Fischer read into record Commissioners Adman's excused absence.

PRESENT:

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

ABSENT:

- Eric Adman, Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- None.

IV. CONSIDERATION OF AGENDA

V. Station 57 HVAC Request for Proposals:

- The Shoreline Fire Department issued a Request for Proposals (RFP) from qualified firms to provide HVAC replacement and installation services at Station 57. To ensure the selection of the most qualified vendor, the RFP was distributed through the Municipal Research and Services Center (MRSC). Four proposals were submitted, evaluated, and scored in accordance with the criteria outlined in the RFP. DB Solutions ranked highest, and their proposal was distributed to the Governing Board for review.
- The Department confirmed compliance with RCW bid thresholds, which allow for a limited percentage above the established threshold. The Department entered the process with good-faith cost estimates prior to receiving proposals and determined that DB Solutions' pricing falls within the acceptable range under the Department's financial policies. DB Solutions has previously completed work at Station 57 and meets Washington State Green Initiative requirements.

- Deputy Chief Hochstein discussed additional alternatives within the proposed contract, including optional control system upgrades and energy optimization measures. The Department has not yet agreed to these alternatives but will review them further with DB Solutions prior to finalizing the contract.
- The Department recommends awarding the RFP for the Station 57 HVAC Replacement and Installation project to DB Solutions and authorizing the Fire Chief to execute a contract with the selected firm.

MOTION: *Commissioner Webster moved, and Commissioner Pratt seconded a motion to authorize Chief Cowan to award the Request for Proposal (RFP) for Station 57 HVAC Replacement and Installation to DB Solutions and authorize Fire Chief Matt Cowan to enter into and execute a contract with the selected firm. The motion passed; nine ayes.*

VI. APPROVAL OF PAST MINUTES:

MOTION: *Commissioner Webster moved, and Commissioner Sullivan seconded a motion to approve the September 18, 2025, regular meeting minutes as presented. The motion passed; nine ayes.*

VII. CORRESPONDENCE:

- The Department received a letter from a local citizen expressing appreciation for their support at the Town of Woodway's Town Fair and Parade.

VIII. STANDING AGENDA:

1. Warrants:

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

First Board Meeting
OCTOBER 2, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251005001 - 251005024	44,404.72	10/1/25
Payroll Vouchers	92425A - 92425L	150,339.32	9/24/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,176,794.90	9/25/25
ACH Payment Request - Payroll Taxes	ACH	278,343.11	9/26/25
ACH Payment Request - HRA/VEBA	ACH	83,148.66	9/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	103,805.18	9/29/25
ACH Payment Request - WA DCP	ACH	56,809.33	9/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	250,587.78	9/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,797.31	9/29/25
ACH Payment Request - DSHS	ACH	5,234.38	9/29/25

\$ 2,175,264.69

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251002001 - 251002007	10,117.76	10/1/25
Payroll Vouchers	ALS92425A - ALS92425I	36,530.26	9/24/25
ACH Payment Request - Payroll Direct Deposit	ACH	333,066.36	9/25/25
ACH Payment Request - Payroll Taxes	ACH	89,938.27	9/26/25
ACH Payment Request - HRA/VEBA	ACH	22,899.93	9/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	31,772.47	9/29/25
ACH Payment Request - WA DCP	ACH	24,964.24	9/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	77,022.15	9/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,741.88	9/29/25
ACH Payment Request - DSHS	ACH	2,069.00	9/29/25

\$ 635,122.32

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	251001001 - 251001002	95,870.06	10/1/25

\$ 95,870.06

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

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251003001 - 251003003	14,586.84	

\$ 14,586.84

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251004001 - 251004002, 251004005 - 251004006	7,698.47	10/1/25

\$ 7,698.47

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

\$ -

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

\$ -

RFA DONATION FUND: 10-064-6030			
Vendor Voucher(s)		No Activity	

\$ -

RFA RESERVE FUND: 10-064-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION			
Move to accept disbursements in the amount of :			\$ 2,928,542.38

MOTION: Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$2,928,542.38 per the detail above. The motion passed; nine ayes.

2. Commissioners' Report:

- Commissioners Fischer and Heivilin attended the King County Fire Chiefs Leadership Conference. The conference featured presentations by Michael Callahan, U.S.A. Olympic Rowing Coach; Retired Brigadier General and Professor Wanda Cornum; retired NASA Astronaut, and retired FDNY Chief Joseph Pfeifer, the first incident commander on scene during the 9/11. Commissioners noted that it was a highly valuable and well-organized event.
- Several Commissioners also attended the Shoreline Fire Department Annual Open House, noting strong community participation and positive engagement with the public.

3. Financial Report

- A summary of the August 2025 Financial Summary Report was provided, which is listed below and included by reference.

FINANCIAL SUMMARY REPORT: AUGUST 2025

Regular Board Meeting: October 2, 2025

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of AUG Balance	\$	13,517,093.56
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of AUG 2025		Notes
Percentage Remaining	57.2%	
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	7.2%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of AUG 2025		Notes
Total Overtime	\$ 369,041.64	
Firefighting Staffing Overtime	\$ 275,022.97	Overtime processing period: Jul 11, 2025 - Aug 15, 2025
BLS/EMS Staffing Overtime	\$ 94,018.67	Overtime processing period: Jul 11, 2025 - Aug 15, 2025

General Expense Fund- CASH ON HAND

Data as of AUG 2025		Notes
Cash on hand, end of AUG balance	\$ 2,164,142.52	

Transfers: No Activity

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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4. Statistics Report:

- No report.

5. Strategic Activity Report:

- No report.

6. RFA Activity Reports:

- Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.

- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein noted that the Department is reviewing the potential carport project for Station 51, originally budgeted for 2025, which may be deferred to 2026.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Orams reported that King County Metro is transitioning its fleet from petroleum-based to electric buses and has been coordinating with local fire departments to identify potential locations to assist with repairs and battery-related safety concerns in the event of bus fires.

IX. OLD BUSINESS:

- None.

X. NEW BUSINESS:

- **BLS Transport Fee Increase – Revised Appendix to Resolution 12-05:**

- It is recommended that the BLS Transport Fee rate is reviewed on an annual basis so that the Department remains in line with cost increases as well as other fire departments in King County who bill for transports. The Department recommends increasing the base fee for BLS transports from \$1,074.89 to \$1,103.91 and mileage charge from \$20.30 to \$20.85 effective January 1, 2026. A revised Appendix was added to Resolution 12-05 increasing the fee.

MOTION: *Commissioner Sullivan moved, and Commissioner Webster seconded a motion to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$1,074.89 to \$1,103.91 and increase the mileage charge from \$20.30 to \$20.85 effective January 1, 2026. The motion passed; nine ayes.*

- **Sole Source Purchase of Lifepak Equipment from Stryker:**

- Stryker is the sole manufacturer and authorized distributor of the Lifepak 15 and Lifepak 35 monitor/defibrillator units. No third-party vendor is authorized to provide these units or the required warranty and certified maintenance services.
- Field personnel are already trained and certified on Lifepak equipment. Switching to a different vendor would require retraining of all paramedics and EMTs, resulting in operational delays and additional costs.
- The Shoreline Fire Department requests approval to proceed with a sole source purchase of the Lifepak 15 and Lifepak 35 units directly from Stryker.

MOTION: *Commissioner Webster moved, and Commissioner Pratt seconded a motion to authorize Fire Chief or his designee to enter into a sole source purchase of Lifepak 15 and Lifepak 35 units directly from Stryker. The motion passed; nine ayes.*

- **Uniformed Collective Bargaining Agreement:**

- The Commissioners tabled the approval of the Uniformed Collective Bargaining Agreement to allow for additional review. A final decision is expected to be made at the next Governing Board meeting on October 16.

- **Adding Finance Specialist and Facilities Technician Positions:**

- **Finance Specialist:**

- The Department has experienced continued growth in both day-to-day operations and financial activity. Current administrative staff are working at full capacity, with increasing demand in accounts payable, purchasing, reconciliation, and other financial functions.
- The addition of a Finance Specialist position will provide essential support to the Finance Division, helping maintain efficient operations and ensuring workload balance. This position will also enhance long-term financial planning by aligning accounting-related tasks within the appropriate division.
- Although this position was not included in the 2025 adopted budget, the need has become critical to sustain operational effectiveness and support the organization's long-term financial stability.

MOTION: *Commissioner Pratt moved, and Commissioner Sullivan seconded a motion to authorize the Governing Board of Commissioners to approve the addition of the Accounting Specialist position, outside of the current 2025 budget, and to allow Human Resources to begin the hiring process for a start date on November 1, 2025. The motion passed; nine ayes.*

- **Commissioner Webster left the meeting at 6:13 p.m.**

- **Facilities Technician:**

- The Department has experienced reduced capacity in addressing Facility's needs. While efforts continue to pursue a Facilities Manager position, there is also a clear need for a Facilities Technician position.
- The Facilities Technician will initially focus on lower-level maintenance and support tasks such as landscaping, painting, pressure washing, and other related duties to assist in maintaining Department facilities.

MOTION: *Commissioner Heivilin moved, and Commissioner Harris seconded a motion to authorize the Governing Board of Commissioners to approve pursuing the hiring of a Facilities Technician position as soon as possible. The motion passed; eight ayes.*

- **December Meetings and Election of Chair and Vice Chair:**

- The Governing Board discussed the elections of Chair and Vice Chair for 2026.

XI. PROJECTED AGENDA:

- Commissioner Webster will be attending meetings via Zoom October 20 through end of December.
- The Special meeting for the FBC Public hearing is scheduled for October 30, 2025, at Station 61.

- Commissioner Nye will have an excused absence at the November 20, 2025, meeting.
- The Washington Fire Commissioners’ annual fall seminar will be held October 22–25, 2025.
- The Department’s Leadership Retreat is scheduled for October 27–29, 2025.

XII. EXECUTIVE SESSION:

- None.

The Governing Board of Commissioners adjourned the regular meeting at 6:19 p.m.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Governing Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

DRAFT

From: [Walsh, Kathy](#)
To: [Goldsmith, Beatriz](#)
Subject: Response Incident Thank You
Date: Friday, October 10, 2025 9:27:58 AM
Attachments: [ST61-25101008110.pdf](#)

Date: September 07, 2025
Personnel: C-Shift
A-164: Charles Meisner / Jacob Thran
Incident #: 10506
MVC

DBC: John Burrow
BC: Jeremiah Ingersoll
LT: Jason Lamar

Dear Charlie + Jacob,

On 9/7/25 you responded to a car accident on 15th + 24th. My daughter Treska Keltz was injured in the back seat blind folded + zip tied from a Volleyball hazing initiation. Her left hip was dislocated with bleeding into the socket, with nerve damage. She was in A LOT of pain. You both helped her out of the car + took her to NW Hospital. She shared that you held her hand + talked with her the whole time during transport. I want to give you my Full gratitude and thanks for taking such thoughtful + great care of her. She felt safe and cared for by you both. As her mother, I am so appreciative you were there to support her. Your small acts of kindness mean the world in these situations and you two are true heroes! Thank you for all the hard + meaningful work you do.

You both will always have a bright place in our hearts. Warmly, Anna Keltz

THANK
YOU

RECEIVED

OCT 10 2025

FRONT DESK
SHORELINE FIRE DEPARTMENT

From: [Walsh, Kathy](#)
To: [Goldsmith, Beatriz](#)
Subject: Response Incident Thank You
Date: Monday, October 13, 2025 10:25:05 AM
Attachments: [ST61-25101309160.pdf](#)

Date: September 26, 2025
Incident #: 2025-**00011332**
Location: Walk-In / Station 64
Personnel: A-Shift
E164
Mark Merlino
Brian Livingston
Pieter Van Den Kieboom
Transport: **M163**
Mitchell Larson
Hans Hurn

Sept 30 2025

Dear Fire Department at 719 N 185th St,

I came to your station Friday September 26 for a BP check. Two firefighters noticed me unstable in the parking lot and walked me in where my BP was checked, then a number of EKGs including a 12 lead were done by two medics. They convinced a reluctant me to be taken by ambulance to NW Hospital. An IV was started. Everyone was knowledgeable, respectful, and very firm.

My troponins at the hospital were elevated confirming the wisdom of their advice (it would have been right anyway)

The care I received at your fire station denied the damage to my heart. I wish

I remembered the names of the two medics and all firefighters who helped me. They were all both professional and

kind.

Thank you fire station!

Mr Cowen, Fire Chief

You have an outstanding
Department! Congratulations
Dana Lawrence

Sincerely

Dana Lawrence
636 NW 185th St Apt 4
Storline WA 98177

To whom this letter is addressed to:

This is a letter written by a student at the YMCA after school program at Highland Terrace Elementary School in Shoreline. Students are thinking about local organizations and services they appreciate to connect them closer to their community. This is not a YMCA specific program; this is just something our site is exploring! We hope you enjoy this message of gratitude!

Sonya Gaysinskiy – Program Supervisor

sgaysinskiy@seattleyymca.org

Hi,

My name is Benjamin and I am 5 years

I am a kindergartener. I love the fire

for putting out fires. My birthday is

April 14th. The firetruck is beautiful and I love

LOVE/BEN

LOVE BEN

LOVE/BENJAMIN



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

Second Board Meeting
OCTOBER 16, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251010001 - 251010034	78,101.66	10/8/25
	251016001 - 251016037	335,532.91	10/15/25
Post Retirement Medical Benefits	ACH	11,094.07	10/9/25
Payroll Vouchers	101525A - 101525D	15,808.69	10/15/25
ACH Payment Request - Payroll Direct Deposit	ACH	129,871.18	10/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	21,980.35	10/29/25
ACH Payment Request - Payroll Taxes	ACH	18,650.40	10/14/25

\$ 611,039.26

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251006001 - 251006006	2,031.98	10/8/25
	251015002 - 251015021	136,979.77	10/15/25
Post Retirement Medical Benefits	ACH	14,348.32	10/9/25
Payroll Vouchers	ALS101525A - ALS101525D	4,727.72	10/15/25
ACH Payment Request - Payroll Direct Deposit	ACH	75,658.57	10/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	13,761.86	10/29/25
ACH Payment Request - Payroll Taxes	ACH	15,364.05	10/14/25

\$ 262,872.27

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

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	251011001	198,831.09	10/15/25

\$ 198,831.09

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251009001	3,265.97	10/8/25
Vendor Voucher(s)	251013001 - 251013008	30,451.55	10/15/25

\$ 33,717.52

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251008001 - 251008002	2,074.45	10/8/25
	251014001	300.00	10/15/25

\$ 2,374.45

RFA FIRE BENEFIT FEE: 10-064-0030			
Vendor Voucher(s)	251012001 - 251012004	8,222.17	10/15/25

\$ 8,222.17

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	251007001	11,368.04	10/8/25

\$ 11,368.04

RFA DONATION FUND: 10-064-6030			
Vendor Voucher(s)		No Activity	

\$ -

RFA RESERVE FUND: 10-064-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION

Move to accept disbursements in the amount of :

\$ 1,128,424.80

Shoreline Fire Department

BOARD MEETING DATE: October 16th, 2025

Chief Cowan

RFA Activity Reports

The following are noteworthy activities and/or meetings completed since the last Governing Board meeting:

Hiring/Succession Development

- We have started the hiring process for a Finance Specialist.
- We will be advertising for the Facilities Technician and re-advertising for the Facilities Manager at the same time soon.
- We are moving closer to approval of administrative positions being added to Union.

Staffing

- We have 9 accepted conditional offers for entry level Firefighter positions.

Negotiations

- Union voted and approved the Uniform CBA.
- We are still working on the Chief Officer CBA.

Contracts

- No update on NEMCO status.
- We continue to work on implementing Vector Solutions management for BFD personnel.

North King County Training Consortium

- Will be coordinating training with KCSO for helicopter and boat operations.

Budget

- Our 2026 budget season is ongoing, with next meeting on October 16.
- Initial reports from County indicate an average increase of about 6% in residential AV for 2026.

Strategic Activity

- Continue working on Station 57 Generator and HVAC Replacement.
- New ladder truck is here, but will not be put into service until late this year. Fire engine to follow in early 2026.
- Robust conversation about short and medium-term admin staffing needs, to be further defined in budget process.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities

- September 30 –October 3 – Leadership Summit
 - Conference was well received with a great lineup of presenters.
- October 6-9 – Out of Office

- October 10 – NORCOM Governing Board Meeting
 - Reviewed strategic planning update. I will be involved as part of sub-committee on sustained growth.
 - Retirement celebration for outgoing Director Bill Hamilton. He is replaced by Katy Myers, previous IT Supervisor.
- October 13 – DEI Meeting
 - Discussion on key recommendations and implementation of different actionable items.
- October 13 – Kenmore City Manager Meeting
 - Meeting with the new CM Teri Killgore

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: October 16, 2025
Deputy Chief Matt Hochstein

Facilities:

- Ongoing service ticket repairs.
- First Arriving platform project underway.
- Continued work with TCA for design of new carport over south drill ground parking stalls.
- Continued work with TCA regarding Shop expansion.
- St. 57 HVAC and generator capital project scheduling.
- St. 62 and next door property maintenance.
- St. 63 SCBA compressor ventilation system design work underway.

Fleet:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- New ladder truck is in the shop getting upfitted and will be moved to station 63 this week for tool mounting, etc., then training.
- New pumper should be arriving at Hughes in Mount Vernon this week
- Annual inspections and pump testing are ongoing

IT:

- Microsoft Windows updates for October 2025
- ST57 internet outage – Comcast Enterprise – due to non-payment (now resolved – Comcast was sending bills to old St. 51 and they were being returned to sender by USPS)
- Replacing computers at all stations. (60+ swaps when completed)
- IT Budget for 2026.
- Ordering Pelco cameras using approved 2025 budget
 - Lots of research into new models
- 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)
- Network maintenance needed at ST51. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST57. Not scheduled yet – estimated 2 hour downtime.

RFA Activity Highlights

- 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

DC of Support Services:

- Weekly coordination meetings with Fire Prevention, I.T., Facilities, Fleet, Support Services Project Manager, and Executive Team.
- TCA bi-weekly check in.
- New ladder final inspection at Hughes in Mount Vernon.
- Gallatin bi-weekly meeting.
- All Officers meeting.
- DEIB meeting.
- Medic unit pre-construction meeting at Braun.
- Lunch with Hughes Sales Rep.

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: October 16, 2025

Deputy Chief Andres Orams

The following items of note were completed during the period of September 19 to October 2, 2025:

Deputy Chief Orams – Projects and Meetings

- Weekly Division Chief meetings
- Zone I Operations Chiefs monthly meeting
- Gallatin/Shoreline Fire bi-weekly meeting
- Officer's meeting
- Budget meeting
- DEIB meeting
- Uniformed contract review for payroll processing

Fire Suppression (Pitts)

- Weekly Division Chief meetings
- Shoreline/Bothell BC/MSO meeting
- House fire debrief
- Shoreline Fire PM planning
- Washington State Regional Fire Investigation Council meeting
- Officer's meeting
- Hazmat work group meeting
- New Ladder 161 training
- Monthly Shoreline/Bothell BC/MSO meeting

EMS and MIH (Kennison):

- Weekly Division Chief meetings
- Paramedic Run Review and Tuesday Series
- Shoreline/Bothell BC/MSO meeting
- Finance Committee meeting

Training (Majeed):

- Zone 1 Tech Training meeting
- Shoreline/Bothell BC/MSO meeting
- SKCFTC 2026 Training Calendar meeting and debrief
- DEIB Committee meeting



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

**GOVERNING BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

☐ Informational Only

☒ Approval by Motion

Meeting Date:	October 16, 2025
Agenda Title:	Uniformed Collective Bargaining Agreement for January 1, 2025, through December 31, 2027
Background Information: IAFF Local Union 1760 and Management negotiated and finalized the Uniformed Collective Bargaining Agreement for January 1, 2025, through December 21, 2027.	
Recommendation: Recommend that the Board of Fire Commissioners approve the Uniformed Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.	
Financial Impact:	☒ YES ☐ NO ☐ Cost Neutral
Cost Impact:	Cost of living adjustment and other indirect costs.
Attachments:	Contract printed for review at the October 2 meeting

BOARD OF COMMISSIONERS MOTION

I move to authorize the Shoreline Fire Department RFA Governing Board to approve the Uniformed Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.

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



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**GOVERNING BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

☐ Informational Only

☒ Approval by Motion

Meeting Date:	October 16, 2025
Agenda Title:	Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027
Background Information: IAFF Local Union 1760 and Management negotiated and finalized the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 21, 2027.	
Recommendation: Recommend that the Board of Fire Commissioners approve the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.	
Financial Impact:	☒ YES ☐ NO ☐ Cost Neutral
Cost Impact:	Cost of living adjustment and other indirect costs
Attachments:	

BOARD OF COMMISSIONERS MOTION

I move to authorize the Shoreline Fire Department RFA Governing Board to approve the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.

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



**SHORELINE FIRE DEPARTMENT
REGIOINAL 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.

D = Discussion
A = Action
PH = Public Hearing

October 16, 2025

Planned Absence: _____

5:30 PM **(Public Meeting Station 61)**

SUBJECT	RESOLUTION	TYPE	STAFF
October 22-25 WA Fire Commissioners Conference October 27-29 Department's Leadership Retreat October 30 – RFA Special Board Meeting / Public Hearing at 5:30 p.m. at Station 61 November 3 – Special Meeting to review 2026 budget at 5:30 p.m. at Station 61			

November 6, 2025

Planned Absence: _____

5:30 PM **(Public Meeting Station 61)**

SUBJECT	RESOLUTION	TYPE	STAFF

November 20, 2025

Planned Absence: Commissioner Nye will have an excused absence

5:30 PM **(Public Meeting Station 51)**

SUBJECT	RESOLUTION	TYPE	STAFF
Adoption of 2026 budget and supporting Resolutions			

December 4, 2025

Planned Absence: _____

5:30 PM **(Public Meeting Station 61)**

SUBJECT	RESOLUTION	TYPE	STAFF

December 18, 2025

Planned Absence: Commissioner Adman will have an excused absence

5:30 PM **(Public Meeting Station 51)**

SUBJECT	RESOLUTION	TYPE	STAFF

OTHER DETIALS:

- **January 1, 2026, Board meeting – falls on Holiday**
- Commissioner Webster will attend via Zoom
October 20 through end of December