



# **SHORELINE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING**

## **AGENDA**

**April 2, 2026**

**5:15 p.m.**

Meeting held on-site at Station 61 17525 Aurora Avenue N., Shoreline, WA

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/84133385045?pwd=OfWM8Qtgkpge8hsmAUX3NaIM28qzMp.1>

Meeting ID: 841 3338 5045

Passcode: 012633

Dial by your location: 1 253 215 8782

- I. **Call to Order**
- II. **Public Comment**
- III. **Agenda**
  1. February 5, 2026, Regular Meeting Minutes / MOTION
  2. Resolution 26-01 Dissolution of (PFML) Voluntary Plan Checking Account / MOTION
  3. Resolution 26-02 Dissolving Petty Cash / MOTION
  4. Resolution 26-03 Dissolving Capital, NKCTC, Benefits, ALS EXP / MOTION
- IV. **Adjournment**





# Shoreline Fire Department

*Dedicated to the Protection of Life and Property*

*Serving the Shoreline Community for Over 75 years, since 1939*

**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**  
Ken Callahan      Rod Heivilin  
Kim Fischer        Barb Sullivan  
David Harris        Rick Nye

## BOARD OF COMMISSIONERS MEETING

Informational Only

Approval by Motion

<b>Meeting Date:</b>	April 2, 2026
<b>Agenda Title:</b>	Resolution 26-01 Dissolving PFML Checking Account
<b>Background Information:</b>	<p>A Resolution by The Board of Fire Commissioners of the Shoreline Fire Department (Fire District) Commissioners authorizing the closure of the Paid Family Medical Leave voluntary plan checking account held at GBC International Bank:</p> <ol style="list-style-type: none"><li>1. Transfer any remaining balance to the Washington State Paid Family and Medical Leave program administered by the Washington State ESD.</li><li>2. Close the PFML voluntary plan checking account.</li><li>3. Complete any administrative steps necessary to finalize the termination of the voluntary PFML account and ensure compliance with applicable state requirements.</li></ol>
<b>Recommendation:</b>	Recommend that the Board of Commissioners approve and sign SFD Resolution 26-01 Dissolving PFML Checking Account.
<b>Financial Impact:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
<i>Cost Impact:</i>	None
<b>Other Options:</b>	N/A
<b>Attachments:</b>	SFD Resolution 26-01 Dissolving PFML Checking Account

## BOARD OF COMMISSIONERS MOTION

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign SFD Resolution 26-01 Dissolving PFML Checking Account.

<b>Follow Up Action(s):</b>	
<b>Follow up Person(s):</b>	Chief Matt Cowan / Bouptha Siharath, Board Secretary
<b>Follow up Date(s):</b>	



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**COMMISSIONERS**  
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David Harris                     Rick Nye  
Barb Sullivan

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**SHORELINE FIRE DEPARTMENT**  
**(Fire District)**

**RESOLUTION 26-01**

**DISSOLUTION OF PAID FAMILY MEDICAL LEAVE (PFML)  
VOLUNTARY PLAN CHECKING ACCOUNT**

**WHEREAS**, the Board of Commissioners of the Shoreline Fire Department (Fire District) previously approved participation in a Paid Family Medical Leave (PFML) voluntary plan, which required the establishment of a dedicated checking account to administer employee and employer PFML contributions and benefit payments; and

**WHEREAS**, the Department has elected to discontinue the voluntary PFML plan and transition to participation in the Washington State Paid Family and Medical Leave program administered by the Washington State Employment Security Department; and

**WHEREAS**, the dedicated PFML voluntary plan checking account is no longer necessary for Department operations following the transition to the state program;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners authorizes the closure of the Paid Family Medical Leave voluntary plan checking account held at GBC International Bank:

1. Transfer any remaining balance to the Washington State Paid Family and Medical Leave program administered by the Washington State ESD.
2. Close the PFML voluntary plan checking account.
3. Complete any administrative steps necessary to finalize the termination of the voluntary PFML account and ensure compliance with applicable state requirements.

**ADOPTED AND APPROVED** by the Board of Fire Commissioners of the Shoreline Fire Department, King County, Washington, at the regular meeting thereof, held on April 2, 2026.

**Attest:**

**THE SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)  
BOARD OF COMMISSIONERS**

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Boupha K. Siharath  
Secretary to the Board

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Barb Sullivan, Chair

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Rod Heivilin, Vice-Chair

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David M. Harris, Commissioner

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Kimberly A. Fischer, Commissioner

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Rick Nye, Commissioner



# Shoreline Fire Department

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Matt Cowan

**COMMISSIONERS**  
Ken Callahan      Rod Heivilin  
Kim Fischer        Barb Sullivan  
David Harris        Rick Nye

## BOARD OF COMMISSIONERS MEETING

Informational Only

Approval by Motion

<b>Meeting Date:</b>	April 2, 2026
<b>Agenda Title:</b>	Resolution 26-02 Dissolving Petty Cash
<b>Background Information:</b>	<p>A Resolution by The Board of Fire Commissioners of the Shoreline Fire Department (Fire District) Commissioners authorizing the dissolution of the Petty Cash Checking Accounts Due to the transition to the Regional Fire Authority (RFA):</p> <ol style="list-style-type: none"><li>1. The petty cash checking accounts maintained by the Shoreline Fire Department and held at GBC International Bank shall be closed, and any remaining funds shall be deposited to the Department's Expense Fund and ALS Fund, respectively.</li><li>2. Department staff are directed to complete all necessary actions to reconcile and close the petty cash checking account.</li><li>3. This resolution shall take effect immediately upon adoption.</li></ol>
<b>Recommendation:</b>	Recommend that the Board of Commissioners approve and sign SFD Resolution 26-02 Dissolving Petty Cash.
<b>Financial Impact:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
<b>Cost Impact:</b>	None
<b>Other Options:</b>	N/A
<b>Attachments:</b>	SFD Resolution 26-02 Dissolving Petty Cash

### BOARD OF COMMISSIONERS MOTION

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign SFD Resolution 26-02 Dissolving Petty Cash.

<b>Follow Up Action(s):</b>	
<b>Follow up Person(s):</b>	Chief Matt Cowan / Boupna Siharath, Board Secretary
<b>Follow up Date(s):</b>	



# Shoreline Fire Department

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**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**

Kim Fischer  
David Harris  
Barb Sullivan

Rod Heivilin  
Rick Nye

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## SHORELINE FIRE DEPARTMENT

(Fire District)

### RESOLUTION 26-02

#### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SHORELINE FIRE DEPARTMENT TO DISSOLVE THE PETTY CASH CHECKING ACCOUNTS DUE TO THE TRANSITION TO THE REGIONAL FIRE AUTHORITY (RFA)**

**WHEREAS**, the Shoreline Fire Department (Fire District) has historically maintained a petty cash checking account for purposes of covering small incidental expenses; and

**WHEREAS**, the Shoreline Fire Department is transitioning operations and financial management to the Regional Fire Authority (RFA); and

**WHEREAS**, with this transition, the need for a separate petty cash checking account has been eliminated; and

**WHEREAS**, it is in the best interest of the Department to formally close out and dissolve these accounts;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Shoreline Fire Department as follows:

1. The petty cash checking accounts maintained by the Shoreline Fire Department and held at GBC International Bank shall be closed, and any remaining funds shall be deposited to the Department's Expense Fund and ALS Fund, respectively.
2. Department staff are directed to complete all necessary actions to reconcile and close the petty cash checking account.
3. This resolution shall take effect immediately upon adoption.

**ADOPTED AND APPROVED** by the Board of Fire Commissioners of the Shoreline Fire Department, King County, Washington, at the regular meeting thereof, held on April 2, 2026.

**Attest:**

**THE SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)  
BOARD OF COMMISSIONERS**

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Boupha K. Siharath  
Secretary to the Board

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Barb Sullivan, Chair

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Rod Heivilin, Vice-Chair

---

David M. Harris, Commissioner

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Kimberly A. Fischer, Commissioner

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Rick Nye, Commissioner



# Shoreline Fire Department

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**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**  
Ken Callahan      Rod Heivilin  
Kim Fischer        Barb Sullivan  
David Harris        Rick Nye

## BOARD OF COMMISSIONERS MEETING

Informational Only

Approval by Motion

<b>Meeting Date:</b>	April 2, 2026
<b>Agenda Title:</b>	Resolution 26-03 Dissolving Capital, NKCTC, Benefits, ALS EXP
<b>Background Information:</b>	<p>A Resolution by The Board of Fire Commissioners of the Shoreline Fire Department (Fire District) Commissioners authorizing the Closure of the Following Funds:</p> <ol style="list-style-type: none"><li>1. 10-004-0020 Capital</li><li>2. 10-004-0100 North KC Training Consortium (NKCTC)</li><li>3. 10-004-6050 Benefits</li><li>4. 10-004-6080 ALS Expense.</li></ol>
<b>Recommendation:</b>	Recommend that the Board of Commissioners approve and sign SFD Resolution 26-03 Dissolving Capital, NKCTC, Benefits, ALS EXP.
<b>Financial Impact:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
<b>Cost Impact:</b>	None
<b>Other Options:</b>	N/A
<b>Attachments:</b>	SFD Resolution 26-03 Dissolving Capital, NKCTC, Benefits, ALS EXP.

### BOARD OF COMMISSIONERS MOTION

I move to authorize the Board of Commissioners of the Shoreline Fire Department RFA to approve and sign SFD Resolution 26-03 Dissolving Capital, NKCTC, Benefits, ALS EXP.

<b>Follow Up Action(s):</b>	
<b>Follow up Person(s):</b>	Chief Matt Cowan / Boupna Siharath, Board Secretary
<b>Follow up Date(s):</b>	



**Shoreline Fire Department**  
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**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**  
Kim Fischer      Rod Heivilin  
David Harris      Rick Nye  
Barb Sullivan

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**SHORELINE FIRE DEPARTMENT**  
**(Fire District)**  
**RESOLUTION 26-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SHORELINE FIRE DEPARTMENT  
AUTHORIZING THE CLOSURE OF THE FOLLOWING FUNDS:**

- **10-004-0020 Capital**
- **10-004-0100 North KC Training Consortium (NKCTC)**
- **10-004-6050 Benefits**
- **10-004-6080 ALS Expense**

**WHEREAS**, Shoreline Fire Department (Fire District) desires to dissolve the Capital, NKCTC, Benefits, and ALS Expense funds, and

**WHEREAS**, any remaining balances in these funds shall be transferred to the corresponding Shoreline Fire Regional Fire Authority funds, and

**WHEREAS**, the purpose of this action is to streamline financial operations by closing inactive District accounts,

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Shoreline Fire Department, on behalf of the citizens of the Department, that:

1. The King County Treasurer is hereby authorized to close the following Shoreline Fire Department funds:
  - Capital, Account Number 10-004-0020
  - North KC Training Consortium, Account Number 10-004-0100
  - Benefits, Account Number 10-004-6050
  - ALS Expense, Account Number 10-004-6080
2. The King County Treasurer is further authorized to transfer any remaining funds from the accounts listed above to the corresponding Shoreline Fire Regional Fire Authority funds:
  - Capital, Account Number 10-064-3010
  - North KC Training Consortium, Account Number 10-064-0100
  - Benefits, Account Number 10-064-6050
  - ALS Expense, Account Number 10-064-6080

**ADOPTED AND APPROVED** by the Board of Fire Commissioners of the Shoreline Fire Department, King County, Washington, at the regular meeting thereof, held on April 2, 2026.

**Attest:**

**THE SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)  
BOARD OF COMMISSIONERS**

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Boupha K. Siharath  
Secretary to the Board

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Barb Sullivan, Chair

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Rod Heivilin, Vice-Chair

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David M. Harris, Commissioner

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Rick Nye, Commissioner