



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

**AGENDA**

**April 16, 2026**

**5:30 p.m.**

Regular Meeting will be held via Zoom conferencing and  
on-site at Station 61 17525 Aurora Avenue North  
Shoreline, WA 98133

**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**

- April 2, 2026 – 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*)
4. Statistics Report (*reported annually at the 2<sup>nd</sup> meeting of January*) **March Financial Report will be presented at the next meeting**
5. Strategic Activity Report
6. RFA Activity Reports

**VIII. Old Business**

- Potential of Bothell Joining RFA / DISCUSSION

**IX. New Business**

- Unlimited Tax General Obligation (UTGO) Bond / DISCUSSION

**X. Projected Agendas**

**XI. Adjournment**



## SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

### SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES April 2, 2026

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on April 2, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133.

**PRESENT:**

<b>Kimberly Fischer</b> , Chair	<b>Matt Cowan</b> , Fire Chief
<b>Eric Adman</b> , Vice-Chair (attend via Zoom)	<b>Matt Hochstein</b> , Deputy Chief (DC)
<b>Tyler Byers</b> , Commissioner	
<b>David Harris</b> , Commissioner	
<b>Rod Heivilin</b> , Commissioner	
<b>Rick Nye</b> , Commissioner	
<b>Josh Pratt</b> , Commissioner	
<b>Barb Sullivan</b> , Commissioner	
<b>Rick Webster</b> , Commissioner	
<b>Lisa Wollum</b> , Commissioner (attend via Zoom)	

**ABSENT:**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT:**

- None.

**IV. CONSIDERATION OF AGENDA:**

- The agenda was amended to remove the New Business item regarding the capital bond for a new fire station.

**V. APPROVAL OF PAST MINUTES:**

- **MOTION:** *The Chair asked if there were any corrections or amendments to the March 12, 2026, Special Meeting minutes. A clarification was requested regarding the Administrative Director's separation as noted in the March 12, 2026, Special Meeting minutes. While the meeting recording reflected the term "retiring," it has been clarified that the correct term should have been "resigning." A correction was noted to clarify that the Administrative Director will be resigning, not retiring. The Chair declared the minutes approved as amended.*
- **MOTION:** *The Chair asked if there were any corrections or amendments to the March 19, 2026, Regular Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

**VI. CORRESPONDENCE:**

- None.

**VII. STANDING AGENDA:**

**1. Warrants:**

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

First Board Meeting  
**APRIL 2, 2026**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>RFA EXPENSE FUND: 10-064-0010</b>			
Vendor Voucher(s)	260321001 - 260321029	203,380.41	3/25/26
Vendor Voucher(s)	260404001 - 260404042	82,278.59	4/1/26
ACH Payment Request - Payroll Taxes	ACH	13,570.84	2/2/26
Payroll Vouchers	32526A - 32526H	157,753.44	3/25/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,375,266.60	3/26/26
ACH Payment Request - Payroll Taxes	ACH	369,526.34	3/27/26
ACH Payment Request - HRA/VEBA	ACH	180,242.78	3/30/26
ACH Payment Request - ALERUS (457 Plan)	ACH	159,390.09	3/30/26
ACH Payment Request - WA DCP	ACH	66,314.49	3/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	287,395.48	3/30/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	29,249.65	3/30/26
ACH Payment Request - DSHS	ACH	4,984.38	3/30/26

**\$ 2,929,353.09**

<b>RFA ALS EXPENSE FUND: 10-064-6080</b>			
Vendor Voucher(s)	260322001 - 260322003	5,597.92	3/25/26
	260405001 - 260405005	1,602.17	4/1/26
ACH Payment Request - Payroll Taxes	ACH	2,965.08	2/2/26
Payroll Vouchers	ALS32526A - ALS32526F	36,355.15	3/25/26
ACH Payment Request - Payroll Direct Deposit	ACH	357,599.75	3/26/26
ACH Payment Request - Payroll Taxes	ACH	107,767.80	3/27/26
ACH Payment Request - HRA/VEBA	ACH	19,699.92	3/30/26
ACH Payment Request - ALERUS (457 Plan)	ACH	37,578.36	3/30/26
ACH Payment Request - WA DCP	ACH	24,437.39	3/30/26
ACH Payment Request - Dept. of Retirement Systems	ACH	85,148.84	3/30/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,017.72	3/30/26
ACH Payment Request - DSHS	ACH	2,069.00	3/30/26

**\$ 687,839.10**

<b>RFA ALS CAPITAL FUND: 10-064-6060</b>			
Vendor Voucher(s)	260401001	101,354.47	4/1/26

**\$ 101,354.47**

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

**\$ -**

<b>RFA CAPITAL FUND: 10-064-3010</b>			
Vendor Voucher(s)	260319001 - 260319003	8,249.22	3/25/26
Vendor Voucher(s)	260403001 - 260403003	16,611.01	4/1/26

**\$ 24,860.23**

<b>RFA NKCTC FUND: 10-064-0100</b>			
Vendor Voucher(s)	260320001	229.00	3/25/26
Vendor Voucher(s)	260406001 - 260406002	1,497.67	4/1/26

**\$ 1,726.67**

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

**\$ -**

<b>RFA BENEFITS FUND: 10-064-6050</b>			
Vendor Voucher(s)	260318001	15,817.84	3/25/26
Vendor Voucher(s)	260402001	2,925.91	4/1/26

**\$ 18,743.75**

<b>RFA DONATION FUND: 10-064-6030</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>RFA RESERVE FUND: 10-064-6010</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

**MOTION**

Move to accept disbursements in the amount of :

**\$ 3,763,877.31**

**MOTION:** Commissioner Heivilin moved, and Commissioner Harris seconded a motion to accept the disbursements for \$3,763,877.31 per the detail above. The motion passed; ten ayes.

**2. Commissioners' Report:**

- Commissioner Fischer noted that the next King County Commissioners Association General Meeting will include a presentation on the Oklahoma City bombing for those interested in attending.

**3. Financial Report**

- Chief Cowan presented the February 2026 Financial Summary Report, which is incorporated by reference.

- Commissioner Sullivan requested an update on the Gallatin Services budget line, noting expenditures were at approximately 39% and appeared higher than expected. Chief Cowan will review and follow up.

## FINANCIAL SUMMARY REPORT: FEBRUARY 2026

Regular Board Meeting: April 2, 2026

### 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 FEB Balance	\$	25,266,660.60
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### General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of FEB 2026		Notes
Percentage Remaining	82.9%	
Targeted Percentage Remaining	83.3%	
Over/Under Targeted Budget Remaining	-0.4%	Over Budget

### General Expense Fund- OVERTIME COSTS

Data as of FEB 2026		Notes
<b>Total Overtime</b>	<b>\$ 219,716.82</b>	
Firefighting Staffing Overtime	\$ 114,549.61	<i>Overtime processing period: Jan 9, 2026 - Feb 13, 2026</i>
BLS/EMS Staffing Overtime	\$ 105,167.21	<i>Overtime processing period: Jan 9, 2026 - Feb 13, 2026</i>

### General Expense Fund- CASH ON HAND

Data as of FEB 2026		Notes
Cash on hand, end of FEB balance	\$ 8,623,621.04	

### Interfund Transfers: NO ACTIVITY

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

- None.

#### 5. Strategic Activity Report:

- None.

#### 6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
  - Chief Cowan provided an update on recent public records requests and will conduct further research and develop potential legislative language to approach Washington State legislators for support in advancing an amendment to the Public Records Act.

- DC Matt Hochstein provided an update on the upfitting of a new engine. The new apparatus will be placed into service as Engine 164, and the current Engine 164 will transition to a reserve unit. A motion to surplus one of the older engines is expected to come before the Board within the next two meetings.
- Chief Cowan reported on a meeting with UW Northwest Hospital leadership regarding emergency department capacity and patient flow challenges, including potential strategies for improvement.
- The Governing Board discussed wall time impacts, transport practices, and system-level efforts to reduce unnecessary emergency department utilization.
- Chief Cowan provided an update on the potential future RFA with the City of Bothell, including preliminary financial modeling and ongoing coordination with City representatives.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
  - Commissioner Webster requested an update on the Station 61 shop project. DC Hochstein reported that Requests for Proposals (RFPs) for geotechnical and survey services were completed, and contracts have been executed. Initial site work, including surveying and geotechnical analysis, is underway. The next phase will include programming and preliminary design development in coordination with TCA Architecture and Planning.
  - Commissioner Fischer requested an update on Electric Vehicle (EV) charger installation grants. DC Hochstein reported that the Department was approved by Seattle City Light for installations at Stations 61, 57, 64, and 65, supporting future electric vehicle deployment and long-term infrastructure planning.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.

#### VIII. OLD BUSINESS:

- **Wage Scale for New HR Director:**
  - Chief Cowan reported on proposed organizational structure changes, including elevating the HR Manager position to an HR Director to align with director-level roles, with an associated salary adjustment to maintain parity among director positions.
    - The Department has completed comparative research on organizational structures.
    - The salary adjustment aligns with the previously approved organizational structure; no formal action was requested and no objection was expressed.

#### IX. NEW BUSINESS:

- **Capital Bond for New Fire Station:**
  - This topic was removed from the agenda.
- **Co-Operating a Boat on Lake Washington with KCSO:**
  - Chief Cowan reported on efforts to explore marine response capabilities in coordination with the King County Sheriff's Office (KCSO).
    - The Department is evaluating options to address water-based response risks, including use of a loaned vessel and potential partnership opportunities with KCSO,

including development of an interlocal agreement (ILA) and memorandum of understanding (MOU).

**X. PROJECTED AGENDA:**

- Commissioner Nye is expected to attend the May 7 meeting virtually or have an excused absence.
- Commissioner Adman will have excused absences on May 7 and June 4.
- The Department’s Annual Appreciation Banquet is scheduled for May 16 at Cromwell Park.
- Commissioner Byers is expected to attend the May 21 meeting virtually or be absent.
- The Washington Fire Commissioners Association Annual Seminar is scheduled for June 4 in Chelan, Washington; the June 4 Board meeting will require rescheduling.
- The Pancake Breakfast is scheduled for June 13 at Station 51.
- Commissioner Nye will have an excused absence at the June 18 meeting.

**XI. EXECUTIVE SESSION:**

- None.

The Governing Board adjourned the regular meeting at 6:42 p.m.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath  
Secretary to the Governing Board

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Kimberly A. Fischer, Chair

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Eric Adman, Vice-Chair

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Tyler Byers, Commissioner

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David M. Harris, Commissioner

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Rod Heivilin, Commissioner

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Rick Nye, Commissioner

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Josh Pratt, Commissioner

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Barb Sullivan, Commissioner

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Rick Webster, Commissioner

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Lisa Wollum, Commissioner

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

**Second Board Meeting  
APRIL 16, 2026**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>RFA EXPENSE FUND: 10-064-0010</b>			
Vendor Voucher(s)	260411001 - 260411031	54,176.35	4/8/26
Vendor Voucher(s)	260413001	7,653.09	4/8/26
	260417001 - 260417065	450,630.63	4/15/26
	260422001 - 260422041	118,207.74	4/22/26
	41526A	20,218.83	4/15/26
ACH Payment Request - Payroll Direct Deposit	ACH	141,053.45	4/13/26
Payroll - Taxes	ACH	18,512.12	4/14/26
Dept of Retirement Systems	ACH	23,446.99	4/29/26
Payroll Vouchers		Will be added for next meeting	
ACH Payment Request - Payroll Direct Deposit		Will be added for next meeting	
ACH Payment Request - HRA/VEBA		Will be added for next meeting	
ACH Payment Request - ALERUS (457 Plan)		Will be added for next meeting	
ACH Payment Request - WA DCP		Will be added for next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be added for next meeting	
ACH Payment Request - Dept. of Retirement Systems		Will be added for next meeting	
ACH Payment Request - DSHS		Will be added for next meeting	
ACH Payment Request - Payroll Taxes		Will be added for next meeting	

**\$ 833,899.20**

<b>RFA ALS EXPENSE FUND: 10-064-6080</b>			
Vendor Voucher(s)	260407001 - 260407006	38,290.90	4/8/26
Vendor Voucher(s)	260416001 - 260416009	88,802.68	4/15/26
Vendor Voucher(s)	260418001 - 260418007	9,257.29	4/22/26
Post Retirement Medical Benefits	ACH	14,735.70	4/9/26
Payroll Voucher	ALS41526A	3,555.44	4/15/26
ACH Payment Request - Payroll Direct Deposit	ACH	71,088.61	4/13/26
Payroll - Taxes	ACH	13,644.53	4/14/26
Dept of Retirement Systems	ACH	12,641.51	4/29/26
Payroll Vouchers		Will be added for next meeting	
ACH Payment Request - Payroll Direct Deposit		Will be added for next meeting	
ACH Payment Request - HRA/VEBA		Will be added for next meeting	
ACH Payment Request - ALERUS (457 Plan)		Will be added for next meeting	
ACH Payment Request - WA DCP		Will be added for next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		Will be added for next meeting	
ACH Payment Request - Payroll Taxes			

**\$ 252,016.66**

**RFA ALS CAPITAL FUND: 10-064-6060**

Vendor Voucher(s) No Activity

**\$ -****RFA MIH EXPENSE FUND: 10-064-6070**

Vendor Voucher(s) 260412001 - 460412002 13,401.82 4/8/26

**\$ 13,401.82****RFA CAPITAL FUND: 10-0643-010**

Vendor Voucher(s) 260409001 - 260409003 14,286.40 4/8/26

Vendor Voucher(s) 260415001 - 260415005 19,310.20 4/15/26

Vendor Voucher(s) 260420001 - 260420003 12,168.12 4/22/26

**\$ 45,764.72****RFA NKCTC FUND: 10-064-0100**

Vendor Voucher(s) 260410001 - 260140002 16,460.56 4/8/26

Vendor Voucher(s) 260421001 - 260421002 24,602.75 4/22/26

**\$ 41,063.31****RFA FIRE BENEFIT FEE: 10-064-0030**

Vendor Voucher(s) No Activity

**\$ -****RFA BENEFITS FUND: 10-064-6050**

Vendor Voucher(s) 260408001 3,165.60 4/8/26

260414001 - 260414002 2,218.40 4/15/26

260419001 - 260419002 23,338.53 4/22/26

Post Retirement Medical Benefits ACH 13,824.23 4/9/26

**\$ 42,546.76****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 :****\$ 1,228,692.47**

# Shoreline Fire Department

**BOARD MEETING DATE: April 16<sup>th</sup>, 2026**

**Chief Cowan**

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## RFA Activity Reports

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

### **Hiring/Succession Development**

- We have contracted with GMP Consulting group to help fill the new Chief Administrative Officer position and are still hoping to have the new CAO on board by late May.
- We will be starting the HR Director search soon and will stagger the searches to allow for the CAO to be part of the interview process.
- We have started the search for a new Receptionist position.
- We will be starting a search for Administrative Assistant position after updating the job description.

### **Staffing**

- The new Firefighter recruit class continues with no current concerns for Shoreline candidates.

### **Negotiations**

- We have completed three Non-Uniform CBA negotiations. Date for next session is scheduled for the 28<sup>th</sup>.

### **Contracts**

- Nothing to report.

### **Budget**

- We have finished an analysis of BFD joining the RFA and it would be a significant cost savings for our taxpayers.
- We will be starting our budget process in July to include the separation of Fleet and Facilities into two different sections to improve the tracking of division costs.

### **Strategic Activity**

- Next apparatus due to arrive is the fire engine, which an ETA will be forthcoming.
- Continue to work on short and medium-term admin staffing needs.
- Reinforcing our strategic goals for 2026 along with Retreat summary review.
- Continuing to hold our joint exec/leadership team meeting every two weeks on 1<sup>st</sup> and 3<sup>rd</sup> Thursdays.
- Continue to work on the strategic questions to be answered for Bothell joining the RFA.

### **Public Records Requests**

- Significant requests currently that are impacting staff workload capacity.

### **Noteworthy Meetings/Activities**

- April 6 – BFD ELT
  - Held our first ELT meeting to discuss ongoing issues.
  - Focus on submitting biennial budget proposals for 2027-2028.
- April 7, 14, 15 – BFD Crew Chat
  - Meeting with crews to discuss any ongoing concerns or issues.
- April 7 – Bothell Finance Meeting
  - Met with Finance Director, Deputy Director, and third part financial consulting group to discuss financial impacts if Bothell were to join RFA.
  - Discussed draft financial analysis, FBC analysis, and additional financial questions that need to be answered for a complete financial picture.
- April 8 – NUCBA Negotiations #3
  - Second meeting of negotiating the NUCBA.
- April 10 – Bothell City Manager Meeting
  - Met with CM and Finance Director to discuss ongoing concerns and issues regarding the Executive Services ILA and possibility of joining RFA.
- April 13 – Zone 1 Fire Chiefs Meeting
  - Met to discuss any ongoing issues in the Zone.

Incorporated into the Board meeting minutes by reference.

**Submitted by:** Chief, Matt Cowan



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

Regional Fire Authority Board meetings are held monthly on the 1<sup>st</sup> and 3<sup>rd</sup> 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

**April 16, 2026**

Planned Absence: \_\_\_\_\_

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

SUBJECT	RESOLUTION	TYPE	STAFF

**May 7, 2026**

Planned Absence: Commissioner Adman will not be in attendance. Commissioner Nye will attend virtually or have an excused absence.

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

SUBJECT	RESOLUTION	TYPE	STAFF

**May 21, 2026**

Planned Absence: Commissioner Byers will attend virtually or have an excused absence

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

SUBJECT	RESOLUTION	TYPE	STAFF

**June 4, 2026, MAY NEED TO BE CANCELLED OR RESCHEDULED**

Planned Absence: Commissioner Adman will not be in attendance.

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

SUBJECT	RESOLUTION	TYPE	STAFF
- WFCR 2026 Seminar at Chelan – June 4-7 - The Pancake Breakfast will be held on Saturday, June 13.			

**June 18, 2026**

Planned Absence: Commissioner Nye will not be in attendance.

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

SUBJECT	RESOLUTION	TYPE	STAFF

**OTHER DETIALS:**