



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

AGENDA

August 20, 2026

5:30 p.m.

Regular Meeting will be held via Zoom conferencing and

on-site at Station 51 7220 NE 181st Street

Kenmore, WA 98028

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 of Agenda

V. Approval of Past Meeting Minutes

- August 6, 2026 – Regular Meeting Minutes / MOTION

VI. Correspondence

VII. Standing Agenda

1. Warrants – Motion to Approve
2. Governing Board Members' Report
3. Financial Report (*second meeting of each month*) (**will be provided at the next Board meeting**)
4. Statistics Report (*reported annually at the 2nd meeting of January*)
5. Strategic Activity Report
6. RFA Activity Reports

VIII. Old Business

- Update on RFA Potentially including City of Bothell and Snohomish County Fire District No. 10 / DISCUSSION

IX. New Business

X. Projected Agendas

XI. Adjournment



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SHORELINE FIRE DEPARTMENT (RFA) REGULAR MEETING MINUTES August 6, 2026

Chair Fischer called the regular meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on August 6, 2026, at Station 61, 17525 Aurora Ave. N. Shoreline, WA. 98133. Chair Fischer read into record the absence of Commissioners Byers and Wollum.

PRESENT:

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

ABSENT:

- **Tyler Byers**, Commissioner
- **Lisa Wollum**, Commissioner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT:

- No public comment was received.

IV. CONSIDERATION OF AGENDA:

- The Public Records Policy discussion was removed from the agenda.
- Commissioner Fischer added a discussion regarding the formation of a subcommittee to address Post-Employment Medical Benefits (PEMB).

V. APPROVAL OF PAST MINUTES:

- **MOTION:** *The Chair asked if there were any corrections or amendments to the July 23, 2026, Special Meeting minutes. Hearing none, the Chair declared the minutes approved as presented.*

VI. CORRESPONDENCE:

- A letter was received thanking the Shoreline Fire Department for their support at the annual Safety Day community event hosted by the neighboring Lake Forest Park Police Department.

VII. STANDING AGENDA:

1. Warrants:

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

First Board Meeting
AUGUST 6, 2026

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260719001 - 260719035	59,792.10	7/29/26
Vendor Voucher(s)	260806001 - 260806023	49,622.68	8/5/26
Payroll Voucher	81226A - 81226E	32,605.31	8/12/26
ACH Payment Request - Payroll Direct Deposit	ACH	202,182.00	8/12/26
Payroll - Taxes	ACH	26,938.86	8/13/26
Dept of Retirement Systems	ACH	34,240.19	8/28/26

\$ 405,381.14

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260714001 - 260714011	9,992.98	7/29/26
	260802001 - 260802003	45,552.62	8/5/26
Payroll Voucher	ALS81226A - ALS81226D	7,068.37	8/12/26
ACH Payment Request - Payroll Direct Deposit	ACH	104,713.35	8/12/26
Payroll - Taxes	ACH	19,304.08	8/13/26
Dept of Retirement Systems	ACH	18,754.49	8/28/26

\$ 205,385.89

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260713001 - 26713002	27,320.20	7/29/26
Vendor Voucher(s)	260801001	1,453.90	8/5/26

\$ 28,774.10

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260717001	4,971.04	7/29/26

\$ 4,971.04

RFA CAPITAL FUND: 10-064-3010			
Vendor Voucher(s)	260720001	94,668.31	7/29/26
Vendor Voucher(s)	260716001	416.93	7/29/26
Vendor Voucher(s)	260804001 - 260804003	12,469.96	8/5/26

\$ 107,555.20

RFA NKCTC FUND: 10-064-0100				
Vendor Voucher(s)	260718001 - 260718004	28,099.93	7/29/26	
Vendor Voucher(s)	260805001	1,415.82	8/5/26	

\$ 29,515.75

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

\$ -

RFA BENEFITS FUND: 10-064-6050				
Vendor Voucher(s)	260715001 - 260715003	36,248.46	7/29/26	
Vendor Voucher(s)	260803001	223.20	8/5/26	

\$ 36,471.66

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 :		\$ 818,054.78		

MOTION: Commissioner Heivilin moved, and Commissioner Webster seconded a motion to accept the disbursements for \$818,054.78 per the detail above. The motion passed; eight ayes.

2. Commissioners' Report:

- None.

3. Financial Report:

- DC Orams presented the June 2026 Financial Summary Report, which is incorporated by reference, and listed on the following page.
 - A question was raised regarding the King County Surface Water Management charge and whether it is a one-time or annual charge. DC Hochstein noted that he believed the charge was a tax and would review it and provide additional information.
 - Another question was raised regarding the Community Outreach/MIH salary and benefits line item, noting that it appeared to be over budget at the six-month point in the year. DC Orams indicated he would review the expenditures and follow up. It was noted that the County reimburses the Department to some degree. Commissioner Webster requested a breakdown of the expenditures and related reimbursements.

FINANCIAL SUMMARY REPORT: JUN 2026

Regular Board Meeting: August 6, 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 JUN Balance	\$	27,272,740.60
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JUN 2026		Notes
Percentage Remaining	48.5%	
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	-1.5%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of JUN 2026		Notes
Total Overtime	\$ 200,762.19	
Firefighting Staffing Overtime	\$ 115,545.40	Overtime processing period: May 15, 2026 - Jun 12, 2026
BLS/EMS Staffing Overtime	\$ 85,216.79	Overtime processing period: May 15, 2026 - Jun 12, 2026

General Expense Fund- CASH ON HAND

Data as of JUN 2026		Notes
Cash on hand, end of JUN balance	\$ 14,497,022.73	

Interfund Transfers: NO ACTIVITY

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.
- **DC Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - Commissioner Nye raised a question regarding the higher utility costs at Station 51 compared with the other Department stations. DC Hochstein noted that a prior bill may not have been captured, resulting in two months of charges appearing on one bill, and indicated he would review the matter further. He also noted that a lighting conversion is planned for Station 51 as part of the 2027 capital projects, which is anticipated to help reduce electricity costs.

- DC Hochstein clarified that the King County Surface Water Management charge discussed earlier is associated with property taxes for the 60-series stations.
- **DC Orams** provided a written RFA activity report, which is attached and incorporated by reference.

VIII. OLD BUSINESS:

- **Potential of Bothell Joining the Regional Fire Authority (RFA):**
 - No updates to report.
- **Public Records Policy:**
 - The agenda item was removed and was not discussed.
- **Climate Action Committee Update:**
 - Commissioner Adman provided an update regarding the progress of the Climate Action Committee. An Executive Summary regarding the Washington State Clean Buildings Performance Standard was provided to the Board for informational purposes and is attached and incorporated by reference.
 - Commissioner Adman reported that the Committee identified energy and fleet-related goals, several of which align with Washington State Clean Buildings Performance Standard requirements applicable to Department facilities.
 - The Committee discussed the potential benefit of expanding benchmarking and data-collection efforts to support broader energy-use tracking and best practices. The July 2027 compliance timeline was also discussed.
 - Commissioner Adman noted that future work will include developing short- and long-term strategies. The Committee plans to meet again to review progress and determine next steps.
- **Sub-Committee for Post Employment Medical Benefits (PEMB):**
 - Commissioner Fischer noted that when the Board previously voted to sunset the existing PEMB program in 2028, there was discussion regarding forming a committee to explore potential alternatives. A subcommittee was proposed to evaluate options for a more affordable and sustainable PEMB program.
 - Commissioners Nye, Heivilin, Webster, and Pratt agreed to participate on the subcommittee. The subcommittee will coordinate meeting dates and begin reviewing potential options and related financial considerations.

IX. NEW BUSINESS:

X. PROJECTED AGENDA:

- A Special Meeting/workshop will be scheduled for the Commissioners to review the Commissioner budget and handbook. Commissioners will coordinate their availability for scheduling.
- The Board discussed the need to reschedule the September 17 Governing Board Meeting due to a conflict with the King County Fire Chiefs Association Leadership Summit. The potential cancellation or scheduling of an alternate date will be discussed at the next meeting.

- Commissioner Fischer is expected to attend the August 20 meeting remotely or be excused from attendance. Vice-Chair Commissioner Adman will preside over the meeting.
- Commissioner Nye is expected to be absent from the October 15 meeting.

XI. EXECUTIVE SESSION:

- None.

The Governing Board adjourned the regular meeting at 5:53 p.m.

Minutes prepared by: Beatriz Goldsmith

Beatriz Goldsmith
Secretary to the Governing Board

Kimberly A. Fischer, Chair

Eric Adman, Vice-Chair

Tyler Byers, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

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

**Second Board Meeting
AUGUST 20, 2026**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	260813001 - 26081309	402,707.11	8/12/26
Vendor Voucher(s)	260817001 - 260817047	69,026.36	8/19/26
	260821001 - 260821002	27,330.20	8/19/26
Payroll Vouchers	82626A - 82626M	209,680.15	8/26/26
ACH Payment Request - Payroll Direct Deposit	ACH	1,516,188.06	8/26/26
ACH Payment Request - Payroll Taxes	ACH	460,614.79	8/27/26
ACH Payment Request - HRA/VEBA	ACH	82,316.62	8/28/26
ACH Payment Request - ALERUS (457 Plan)	ACH	123,391.59	8/28/26
ACH Payment Request - WA DCP	ACH	62,356.57	8/28/26
ACH Payment Request - Dept. of Retirement Systems	ACH	305,262.53	8/28/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	28,488.37	8/28/26
ACH Payment Request - DSHS	ACH	5,661.24	8/28/26

\$ 3,293,023.59

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	260808001 - 260808007	84,762.09	8/12/26
Vendor Voucher(s)	260814001 - 260814009	9,116.32	8/19/26
Vendor Voucher(s)	260820001 - 260820002	4,301.95	8/19/26
Payroll Vouchers	ALS82626A - ALS82626I	43,256.25	8/26/26
ACH Payment Request - Payroll Direct Deposit	ACH	358,558.37	8/26/26
ACH Payment Request - Payroll Taxes	ACH	104,848.04	8/27/26
ACH Payment Request - HRA/VEBA	ACH	18,433.26	8/28/26
ACH Payment Request - ALERUS (457 Plan)	ACH	35,984.36	8/28/26
ACH Payment Request - WA DCP	ACH	22,380.00	8/28/26
ACH Payment Request - Dept. of Retirement Systems	ACH	83,191.05	8/28/26
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,530.62	8/28/26
ACH Payment Request - DSHS	ACH	2,069.00	8/28/26

\$ 773,431.31

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	260807001	64,507.90	8/12/26

\$ 64,507.90

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	260812001	8,772.98	8/12/26

\$ 8,772.98

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	260810001 - 260810005	95,400.76	8/12/26
Vendor Voucher(s)	260816001 - 260816004	39,627.83	8/19/26
Vendor Voucher(s)	260818001	11,758.63	8/19/26

\$ 146,787.22

RFA NKCTC FUND: 10-064-0100				
Vendor Voucher(s)	260811001 - 260811002	18,650.10	8/12/26	
Vendor Voucher(s)	260819001	3,265.03	8/19/26	

\$ 21,915.13

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

\$ -

RFA BENEFITS FUND: 10-064-6050				
Vendor Voucher(s)	260809001	3,165.60	8/12/26	
Vendor Voucher(s)	260815001	11,601.95	8/19/26	

\$ 14,767.55

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 :

\$ 4,323,205.68

Shoreline Fire Department

BOARD MEETING DATE: August 20th, 2026

Chief Cowan

RFA Activity Reports

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

Hiring/Succession Development

- We are conducting the background review for the Director of HR position.
- We made 14 conditional offers of employment for Firefighter, which all were accepted. We are now working through medical, psychological, and background evaluations.
- We have offered a conditional offer of employment to a previous Firefighter that wishes to return to the Department. He resigned his position about eight months ago because he needed to move away for family needs but now is able to return and live locally.

Staffing

- We have our brush engine (Leavenworth area) and one personnel individually deployed on wildfire responses.

Negotiations

- We have completed nine Non-Uniform CBA negotiations with no other meetings scheduled but feel very close to agreeing to a contract.

Contracts

- Nothing significant to report.

Budget

- We have started our budget process, first committee meeting on August 31st. Our target is to have everything completed by our November 5th meeting.

Strategic Activity

- Our new ladder truck is in service with a few minor items still outstanding. The older ladder truck is likely going to be out of service for about six months for repairs.
- Continue to work on short and medium-term admin staffing needs.
- Reinforcing our strategic goals for 2026 along with Retreat summary review and preparing the climate survey.
- Joint Fire Department ELT meeting occurring every two weeks on 1st and 3rd Mondays.
- All documents have been sent to King and Snohomish Counties, for November ballot measures for Bothell and Sno10 to join the RFA.

Public Records Requests

- Significant requests currently that are impacting staff workload capacity.

Noteworthy Meetings/Activities

- August 10 – Zone 1 Fire Chiefs Meeting
 - Meeting to discuss ongoing issues.
 - Discussed ongoing wildfire risks to community.
 - Discussed ongoing concerns with County data collection and reporting software.
 - Considered the role of the fire liaison role from NORCOM and workload capacity.
- August 11 – Sno10 BOC Meeting
 - Discussed possible annexation of 39 homes, which will not be possible at this time.
 - Discussed timeline for joining RFA.
 - Discussed Station 44 remodel work.
- August 14 – NORCOM Governing Board Meeting
 - Approved 2027 budget, Shoreline will increase by 7.9% in fees for 2027.
 - Discussed workload capacity and ability to meet IT needs.

Incorporated into the Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: August 20, 2026

Deputy Chief Matt Hochstein

DC of Support Services – DC Hochstein:

- Weekly coordination meetings with I.T., Facilities, Fleet.
- Weekly Executive Team meetings.
- Weekly DC Hochstein/Support Services Project Manager Hansson check-in meetings.
- Weekly DC Hochstein/BC Savino check-in meetings.
- Bi-Weekly Gallatin meeting.
- Bi-Weekly Shoreline ELT meeting.
- 2027 budget planning.
- Set up/Activate First Arriving TV's.

Facilities - Facilities Manager Johnston:

- Ongoing service ticket repairs.
- Ongoing landscaping at all stations.
- Budget submitted to DC Hochstein for 2027.
- Irrigation leak at Station 63 resolved.
- Conference room at Station 61: new chairs and tables set up.
- SCBA washer installation for Station 64.
- Fleet drop cord project completed.
- New carpet estimates for Station 61 public room and Station 64/65 day room.

Fleet – Fleet Manager Swanson:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- 2171 (L261), is OOS at 63 with collision damage, estimated repair timeline of 6-8 months pending insurance approval of estimate from Hughes.
- New Bothell ladder is at Hughes in Mount Vernon getting gig list items from final inspection repaired.
- New Explorers for Deputy Chiefs and Fire Chief are here pending graphics.

IT – IT Manager Middleton:

- Working on Budget for 2027
- Helped Chief Hochstein set up the new First Arriving computers and TV's
- Deployed iPads to new aid cars
- Received quote from Jaymarc AV for new alerting system for ST57.
- Repairing and replacing the Dell ESO tablets as needed.
- Continued working on the new Apple Business account, creating customizations for deploying apps to iPhones and iPads.

RFA Activity Highlights

- Preparing to roll out the new iPads for ESO when given approval from ALS Div-C. Possibly August
- Microsoft Windows updates for August 2026
- Computer Replacement project is 95% completed - the remaining 5% are on hold due to a big public records request.
- Misc tasks around stations.

Near Future:

- Network maintenance needed at ST61. Not scheduled yet – estimated six (6) hours downtime.
- 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)

Ongoing:

- Deploying new 5G modems to various apparatus when possible

Capital Projects – Capital Projects Manager Hansson:

- No report.

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: August 20, 2026

Deputy Chief Andres Orams

The following items of note were completed during the period of August 7 through August 20, 2026:

Deputy Chief Orams (Operations):

- SHFD/BOFD Response Plan Review
- Executive Leadership Meetings
- Executive Team Meetings
- Vector Transition meeting
- City Emergency Managers/Shoreline Fire Operations meeting
- MIH Program and Staffing meeting
- Operations Admin Team meeting
- Shoreline/Bothell Impact Negotiations
- Gallatin/Shoreline bi-weekly check-in
- Multi-Family and Community Fire Response Plans meeting

Division Chief Burrow (Suppression and Training):

- Executive Leadership Team meetings
- King County Wildland Coordinators meetings
- Bi-Weekly Training meeting
- Multi-Family and Community Fire Response Plans meeting

Division Chief Kennison (EMS and MIH):

- ESO Foundations Workgroup
- MIH Program and Staffing meeting
- Crisis Center check-in
- Executive Leadership Team meetings
- Bi-Weekly Training meeting

Battalion Chief Majeed (Training):

- NKCTC Team Meetings
- Northgate site training meeting
- 2027 Training Guide
- Sound Transit training
- Ladder 145 Training Design
- Operations Admin Team meeting
- ESO Train-the-Trainer

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



**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.

D = Discussion
A = Action
PH = Public Hearing

August 20, 2026, 5:30 PM (Meeting Station 51)

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

SUBJECT	RESOLUTION	TYPE	STAFF
Chief Cowan out of office			

September 3, 2026, 5:30 PM (Meeting Station 61)

Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF

September 17, 2026, 5:30 PM (Meeting Station 51) Meeting to be cancelled or rescheduled?

Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF
– KCFCA Leadership Summit Sept. 15-17			

October 1, 2026, 5:30 PM (Meeting Station 61)

Planned Absence:

SUBJECT	RESOLUTION	TYPE	STAFF
PUBLIC HEARING – Initial draft presented / Budget and FBC Rate			

October 15, 2026, 5:30 PM (Meeting Station 51)

Planned Absence: Commissioner Nye will have an excused absence

SUBJECT	RESOLUTION	TYPE	STAFF
– Special Board meeting to be set for October 27 – Department Leadership Retreat Oct 19-21 – WFCA Spokane Oct 24-26			

OTHER DETAILS: