



## SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

### REGULAR MEETING MINUTES

July 20, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 20, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Commissioner Callahan's excused absence has been read into the record.

**PRESENT:** David Harris, Chair  
Kimberly Fischer, Vice-Chair  
(attended via Zoom)  
Rod Heivilin, Commissioner  
Barb Sullivan, Commissioner  
(attended via Zoom)

Mark Foster, Deputy Chief (DC)  
Matt Hochstein, Deputy Chief (DC)

**ABSENT:** Ken Callahan, Commissioner  
Matt Cowan, Chief

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- None.

#### CONSIDERATION OF AGENDA:

- None.

#### MINUTES

**MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the July 6, 2023, regular meeting minutes as written. The motion passed; four ayes.*

#### CORRESPONDENCE:

- Letter from the Lake Forest Park Police Department thanking the Department for their services.

#### STANDING AGENDA

#### WARRANTS

**SHORELINE FIRE DEPARTMENT  
VOUCHER COVER SHEET**

Second Board Meeting  
**JULY 20, 2023**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
<b>EXPENSE FUND: 10-004-0010</b>			
Vendor Voucher(s)	230710001 - 230710042	117,465.19	7/19/23
Vendor Voucher(s)	230713001 - 230713023	24,721.06	7/26/23
Payroll Vouchers	72823A - 72823N	128,264.22	7/26/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,098,892.47	7/26/23
ACH Payment Request - HRA/VEBA	ACH	78,958.45	7/28/23
ACH Payment Request - ALERUS (457 Plan)	ACH	103,258.79	7/28/23
ACH Payment Request - WA DCP	ACH	49,287.17	7/28/23
ACH Payment Request - Dept. of Retirement Systems	ACH	240,523.88	7/28/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	23,917.05	7/28/23
ACH Payment Request - DSHS	ACH	2,022.52	7/28/23
ACH Payment Request - Payroll Taxes	ACH	249,566.41	7/27/23

**\$ 2,116,877.21**

<b>ALS EXPENSE FUND: 10-004-6080</b>			
Vendor Voucher(s)	230706001 - 230706013	52,089.38	7/19/23
Vendor Voucher(s)	230714001 - 230714004	4,320.79	7/26/23
Payroll Vouchers	ALS72823A - ALS72823J	33,204.07	7/26/23
ACH Payment Request - Payroll Direct Deposit	ACH	316,339.59	7/26/23
ACH Payment Request - HRA/VEBA	ACH	23,666.58	7/28/23
ACH Payment Request - ALERUS (457 Plan)	ACH	33,515.93	7/28/23
ACH Payment Request - WA DCP	ACH	18,345.04	7/28/23
Dept of Retirement Systems	ACH	71,165.34	7/28/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,399.46	7/28/23
ACH Payment Request - Payroll Taxes	ACH	79,039.45	7/27/23

**\$ 638,085.63**

<b>ALS CAPITAL FUND: 10-004-6060</b>			
Vendor Voucher(s)	230707001	209.25	7/19/23

**\$ 209.25**

<b>CMT EXPENSE FUND: 10-004-6070</b>			
Vendor Voucher(s)		No Activity	

**\$ -**

<b>CAPITAL EXPENSE FUND: 10-004-0020</b>			
Vendor Voucher(s)	230708001 - 230708002	10,885.89	7/19/23
Vendor Voucher(s)			
Vendor Voucher(s)			
		<b>\$ 10,885.89</b>	

<b>NKCTC FUND: 10-004-0100</b>			
Vendor Voucher(s)	230709001 - 230709004	17,597.85	7/19/23
Vendor Voucher(s)	230711001	1,232.59	7/26/23
		<b>\$ 18,830.44</b>	

<b>BENEFITS FUND: 10-004-6050</b>			
Vendor Voucher(s)	230712001	650.68	7/26/23
		<b>\$ 650.68</b>	

<b>EMS DONATION FUND: 10-004-6030</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>EXPENSE RESERVE FUND: 10-004-6010</b>			
Vendor Voucher(s)		No Activity	
		<b>\$ -</b>	

<b>MOTION</b>			
Move to accept disbursements in the amount of :		<b>\$ 2,785,539.10</b>	

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$2,785,539.10 per the detail above. The motion passed; four ayes.*

**COMMISSIONERS' REPORT:**

- The Commissioners attended the King County Fire Commissioners Association (KCFCA) general meeting. There was a presentation on the Active Release Therapy (ART) treatment.

**FINANCIAL REPORT:**

- DC Hochstein provided a brief summary of the June 2023 Financial Summary Report, listed below and included by reference.
- Commissioner Heivilin asked if the Department pays for dispatch services in advance. DC Foster noted that the Department pays in advance, but on a quarterly basis.

# FINANCIAL SUMMARY REPORT: JUN 2023

Regular Board Meeting: July 20, 2023

## 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	\$	25,601,395.80
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## General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JUN 2023		Notes
Percentage Remaining	49.2%	
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	-0.8%	Over budget

## General Expense Fund- OVERTIME COSTS

Data as of JUN 2023		Notes
<b>Total Overtime</b>	<b>\$ 151,894.20</b>	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 74,803.00	Overtime processing period: May 12, 2023 - June 9, 2023
BLS/EMS Staffing Overtime	\$ 77,091.20	Overtime processing period: May 12, 2023 - June 9, 2023

## General Expense Fund- CASH ON HAND

Data as of JUN 2023		Notes
Cash on hand, end of JUN balance	\$ 17,542,485.31	

## Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE			Transfer to CAP & CMT funds, annual budget allocation
ALS EXPENSE			
BENEFITS			
FIRE IMPACT FEE			Transfer to LTGO Bond fund for interest/principal payments
RESERVE			
CAPITAL			Receipt from EXP fund, annual budget allocation
LTGO BOND			Receipt from FIRE IMPACT Fee fund for bond interest/principal payments
CMT			Receipt from EXP fund, annual budget allocation
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	

## Interfund Transfers: Northshore-Shoreline Fire ILA

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	from Fire 16 Expense		Northshore/Shoreline Fire ILA (payment 1 of 2)
<b>TOTALS</b>		<b>\$ -</b>	

## STATISTICS REPORT:

- Will be provided yearly at the second Board meeting in January.

## IMPACT MITIGATION FEE/UPDATES:

- None.

#### STRATEGIC PLAN DISCUSSION:

- None.

#### DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
  - Commissioner Sullivan requested an update on the Medicare Ground Ambulance Data Collection project. DC Foster noted it is going well, and the data will be compiled and submitted by August 15.
  - Commissioner Harris requested an update on the Sound Transit Safety Summit seminar. DC Foster noted that the meeting was geared towards the Sound Transit employees and subcontractors, and included a presentation on overhead power lines. The Department is continuing its technician training to prepare for the Sound Transit opening.
  - The Puget Sound Emergency Radio Network (PSERN) project is completed, and August 1 is the go-live date to transition to the new radio system.

#### OLD BUSINESS:

- None.

#### NEW BUSINESS:

- **Surplus Aid Car:**
  - The Department would like to declare the vehicle listed below for surplus due to the age and mechanical unreliability. The aid car will be auctioned off through Ritchie Bros. in Chehalis, WA. There will be a minimal auction process fee as part of the cost to the Department.
    - 2015 International/Braun Terrastar Aid Car.  
License B2338C  
Vin: 1HTJSKKOGH749582

**MOTION:** *Commissioner Sullivan moved, and Commissioner Fischer seconded a motion to declare the aid car listed above to be of no benefit to the Department and to declare the apparatus surplus and authorize the Fire Chief or his designee to dispose of the aid car through auction. The motion passed; four ayes.*

**PROJECTED AGENDA:**

- The Department is planning to hold a promotional ceremony at the August 17 Board meeting at 4:30 p.m. Commissioner Fischer will attend the meeting virtually.
- Commissioner Heivilin will be absent at the September 7 Board meeting.

**EXECUTIVE SESSION:**

- None.

The Commissioners adjourned the regular meeting at 5:24 p.m.

**MOTION:** *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:24 p.m. The motion passed; four ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

Secretary to the Board

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David M. Harris, Chair

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Kimberly A. Fischer, Vice–Chair

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Barb Sullivan, Commissioner

Absent

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Kenneth G. Callahan, Commissioner

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Rod Heivilin, Commissioner



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#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT:

- None.

#### CONSIDERATION OF AGENDA:

- None.

#### MINUTES

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#### CORRESPONDENCE:

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Minutes prepared by: Beatriz Goldsmith

  
Bouphe K. Siharath

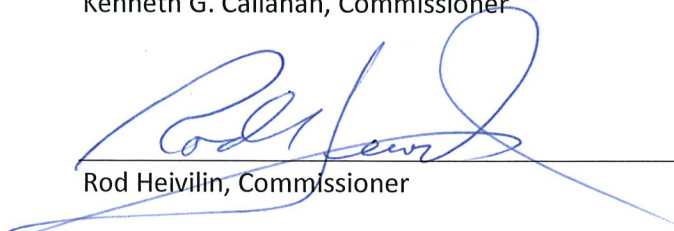
Secretary to the Board

  
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\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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