



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 19, 2023

Chair Harris called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 19, 2023. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT: David Harris, Chair
Kimberly Fischer, Vice-Chair
Ken Callahan, Commissioner
Rod Heivilin, Commissioner
Barb Sullivan, Commissioner

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

ABSENT: Matt Hochstein, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Bill Krepick a City of Woodway resident, provided a public comment in person and via email. The email comment is attached and incorporated by reference.
- Doug Loeser, Department Lieutenant and Local 1760 IAFF Union President, attended the meeting without comment.

PRESENTATION BY THE SHORELINE ACS:

- Shoreline Auxiliary Communications Services President Alan Coburn and John Slomnicki, Team Manager, presented briefly on emergency preparedness. An emergency checklist and a draft report was provided to the Commissioners, which is attached and incorporated by reference.

PUBLIC HEARING

- The Public Hearing notice was posted on September 20, 2023, for the purpose of reviewing sources of revenue for the Department's 2024 budget and the Department's fire benefit charge for 2024. Commissioner Harris opened the Public Hearing at 5:23 p.m. by reading the following into record:
Pursuant to RCW 84.55.120, the Shoreline Fire Department is required to hold a Public Hearing on revenue sources for the Department's following year's expense budget. This Hearing is being called to order for:
 - The purpose of receiving citizens' comments and questions related to the 2024 budget
 - Reviewing and establishing the Department's 2024 fire benefit charge
 - The Notice of Public Hearing was posted on September 20, 2023
- Chief Cowan discussed and provided a brief summary of the 2024 budget, listed below and included by reference.

2024 Budget Summary

<u>Divisions</u>	
Staffing	Adding 7 Firefighters, possibly more if participating in a Fall academy. We will be adding an additional Firefighter/EMT to our Mobile Integrated Health (MIH) team, and an additional administrative position, primarily for HR duties. Adding funds for part-time position, or contract, for a Social Media Coordinator and Data Analyst. Also preparing for a potential support services role, at a Captain, BC, or DivC rank.
ALS	We have six candidates in Paramedic training to graduate in August of 2024.
<u>Funds</u>	
Reserve Funds	Maintain a minimum of 15% of our annual operating expenses. In 2023 we did not transfer funds to the Reserve Fund, so that we have better flexibility to address the NFD contract. Actual capital fund, and reserves including cash on hand is approximately 50% currently. Will be transferring in about \$3.5 million.
Carryover	Maintain a carryover target of at least 25% of operating expenses, minus average revenues, plus \$700 thousand for unanticipated expenses. As noted above we are carrying over extra cash on hand that wasn't transferred into the Reserve Fund, currently at approximately \$6.8 million.
General Benefits Fund	We will be transferring funds to cover anticipated liabilities and retirement cash outs, approximately \$564 thousand. We ensure full coverage of all anticipated and potential liabilities by maintaining a reserve at approximately \$1.1 million.
General Capital Fund	Transferring funds into Capital Fund as part of our annual commitment to cover annual and future purchases. Will be maintaining a Capital Fund of approximately \$2 million. Capital purchases for 2024 are anticipated to be approximately \$1.3 million.
<u>Budget</u>	
Assessed Valuations	Current estimates for assessed valuations indicate a 8.6% decrease in Shoreline and a 9.0% decrease in Lake Forest Park and Kenmore.
Expenses	Overall increase in expenses of approximately 9.67%, totalling \$37.3 million (not including ALS and MIH). Increases are primarily due to additional staffing, CPI of 4.6%, and high inflationary costs for equipment and supplies.
Revenues	We continue to look for efficiencies and are anticipating an overall equivalent levy rate increase (Tax levy and FBC) of 8.8%.
Budget	Currently our anticipated tax levy revenue will be approximately \$10,812,167, and the FBC at approximately \$8,500,000.

- There was no citizen's comments or questions related to the 2024 budget.

Commissioner Harris closed the Public Hearing at 5:36 p.m., and the regular meeting of the Board of Commissioners resumed.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the Public Hearing at 5:36 p.m. The motion passed; five ayes.*

CONSIDERATION OF AGENDA:

- None.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Callahan seconded a motion to approve the October 5, 2023, regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE:

- Thank you letter from the Women's Giving Circle of Kitsap Peninsula thanking the Department for their recent donation.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
OCTOBER 19, 2023

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	231014001 - 231014028	74,098.45	10/18/23
	230918001 - 230918025	29,831.44	9/27/23
	231018001 - 231018035	51,886.21	10/25/23
Payroll Vouchers	103023A - 103023M	127,029.80	10/30/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,120,671.49	10/26/23
ACH Payment Request - HRA/VEBA	ACH	80,991.77	10/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	103,656.76	10/30/23
ACH Payment Request - WA DCP	ACH	52,096.18	10/30/23
ACH Payment Request - Dept. of Retirement Systems	ACH	247,812.89	10/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,417.75	10/30/23
ACH Payment Request - DSHS	ACH	2,022.52	10/30/23
ACH Payment Request - Payroll Taxes	ACH	258,960.67	10/27/23

\$ 2,173,475.93

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	231007001 - 231007008	40,351.16	10/11/23
	231008001 - 231008005	3,512.77	10/18/23
	231010001	892.31	10/18/23
	231019001 - 231019006	18,561.90	10/25/23
Payroll Vouchers	ALS103023A - ALS103023K	34,046.20	10/30/23
ACH Payment Request - Payroll Direct Deposit	ACH	343,747.13	10/26/23
ACH Payment Request - HRA/VEBA	ACH	26,399.91	10/30/23
ACH Payment Request - ALERUS (457 Plan)	ACH	40,638.65	10/30/23
ACH Payment Request - WA DCP	ACH	18,375.72	10/30/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,222.18	10/30/23
Dept of Retirement Systems	ACH	77,002.65	10/30/23
ACH Payment Request - Payroll Taxes	ACH	82,632.85	10/27/23

\$ 693,383.43

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)	231006001	250,000.00	10/11/23
Vendor Voucher(s)	231009001	2,213.59	10/18/23
Vendor Voucher(s)	231020001	2,950.60	10/25/23

\$ 255,164.19

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)	231021001	142,580.15	10/25/23

\$ 142,580.15

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	231012001 - 231012003	45,781.89	10/18/23
Vendor Voucher(s)	231017001 - 231017003	41,267.76	10/25/23
		\$ 87,049.65	

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	231013001 - 231013003	9,255.41	10/18/23
Vendor Voucher(s)	231016001 - 231016003	3,405.04	10/25/23
		\$ 12,660.45	

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	231011001 - 231011002	9,180.76	10/18/23
Vendor Voucher(s)	231015001	330.98	10/25/23
		\$ 9,511.74	

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

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

MOTION		
Move to accept disbursements in the amount of :		\$ 3,373,825.54

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,373,825.54 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Heivilin is on the Board of the LEOFF Health and Welfare Trust and noted that the 2024 health benefits would only increase by 3 percent, much lower than the Northwest Fire Fighters Association by 8.7 percent and the Washington Fire Commissioners Association by 12 percent.

FINANCIAL REPORT:

- Chief Cowan presented a summary of the September 2023 Financial Summary Report, listed below and included by reference.

FINANCIAL SUMMARY REPORT: SEPT 2023

Regular Board Meeting: Oct 19, 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 SEP Balance	\$	23,512,380.05
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of SEP 2023		Notes
Percentage Remaining	25.0%	
Targeted Percentage Remaining	25.0%	
Over/Under Targeted Budget Remaining	0.0%	On Target

General Expense Fund- OVERTIME COSTS

Data as of SEP 2023		Notes
Total Overtime	\$ 429,771.86	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 328,376.40	Overtime processing period: Aug 11, 202 - Sep 15, 2023
BLS/EMS Staffing Overtime	\$ 101,395.46	Overtime processing period: Aug 11, 202 - Sep 15, 2023

General Expense Fund- CASH ON HAND

Data as of SEP 2023		Notes
Cash on hand, end of SEP balance	\$ 10,105,687.14	

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
TOTALS	\$ -	\$ -	

STATISTICS REPORT:

- Provided at the second Board meetings in January and July of each year.

IMPACT MITIGATION FEE/UPDATES:

- Reported quarterly at the first Board meetings in January, April, July, and October

STRATEGIC PLAN DISCUSSION:

- No update.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** 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 Heivilin requested an update on how the Great ShakeOut Day went. DC Foster noted that the Department recognized the day by presenting a mock drill at Station 61 and providing a preparedness checklist to all employees.
 - The Department's Ladder truck is out of service due to planned maintenance and will be back in service on Saturday afternoon.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Harris requested an update on the winter tire options for the medic apparatus. DC Foster noted that the Department will be changing from a studded tire to a sniped style with snow socks for the upcoming winter season.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Surplus Equipment with Washington State Department Of Enterprise Services (DES):**
 - Several items are at the end of life, have become obsolete and require disposal. It has been determined that the items are of such an insignificant value that they are valueless. The Department works with the Washington State Department of Enterprise Services (DES) through its surplus program, which receives and redistributes surplus items from state and public agencies. The surplus program operates under the statutory authority of the Revised Code of Washington 43.19.1919.
- **MOTION:** *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to declare the listed equipment surplus and valueless and authorize the Fire Chief or designee to provide the equipment to DES for disposal. The motion passed; five ayes.*

PROJECTED AGENDA:

- Joint Shoreline Fire Department and Northshore Fire Department Board of Commissioners meeting to review the 2024 budget - October 24 @ 5:00 p.m.
- Washington Fire Commissioners Seminar- October 25-28
- Medic One Banquet will be held in Bellevue at 6:00 p.m. on October 28

EXECUTIVE SESSION:

➤ None.

The Commissioners adjourned the regular meeting at 5:57 p.m.

MOTION: *Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:57 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath

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Secretary to the Board



David M. Harris, Chair



Kimberly A. Fischer, Vice-Chair



Barb Sullivan, Commissioner



Kenneth G. Callahan, Commissioner



Rod Heivilin, Commissioner