



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

January 4, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. January 4, 2024. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT: Kimberly Fischer, Commissioner (Chair) Matt Cowan, Chief
Barb Sullivan, Commissioner (Vice-Chair) Mark Foster, Deputy Chief (DC)
Ken Callahan, Commissioner
Rod Heivilin, Commissioner
David Harris, Commissioner

ABSENT:

- Matt Hochstein, Deputy Chief (DC)

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant, and Local 1760 IAFF Union President attended the meeting via Zoom without comment.

CONSIDERATION OF AGENDA:

- None.

MINUTES

***MOTION:** Commissioner Callahan moved, and Commissioner Sullivan seconded a motion to approve the December 7, 2023, regular meeting minutes with one correction. The meeting was opened as November 16, 2023 and should have been opened as December 7, 2023. The motion passed; five ayes.*

CORRESPONDENCE:

- King County Fire Commissioners election and membership message.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

First Board Meeting
JANUARY 4, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	231216001 - 231216035	75,793.01	12/20/23
Vendor Voucher(s)	231218001 - 231218032	280,359.42	12/27/23
Payroll Vouchers	122823A - 122823O	202,533.88	12/27/23
ACH Payment Request - Payroll Direct Deposit	ACH	1,123,365.95	12/26/23
ACH Payment Request - HRA/VEBA	ACH	80,991.77	12/28/23
ACH Payment Request - ALERUS (457 Plan)	ACH	138,690.92	12/28/23
ACH Payment Request - WA DCP	ACH	51,556.82	12/28/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,484.62	12/28/23
ACH Payment Request - Dept. of Retirement Systems	ACH	252,398.53	12/28/23
ACH Payment Request - DSHS	ACH	3,847.52	12/28/23
ACH Payment Request - Payroll Taxes	ACH	266,985.74	12/27/23
Payroll Voucher	11624A - 11624D	11,844.21	1/10/24
ACH Payment Request - Payroll Direct Deposit	ACH	131,566.26	1/11/24
Payroll - Taxes	ACH	17,509.74	1/12/24
Dept of Retirement Systems	ACH	21,460.26	1/16/24
Interfund Transfer- OUT to RESERVE fund			
Interfund Transfer- OUT to CAPITAL fund			
Interfund Transfer- OUT to BENEFIT fund			

\$ 2,683,388.65

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	231212001 - 231212007	6,223.15	12/20/23
Vendor Voucher(s)	231220001 - 231220007	76,786.25	12/27/23
Payroll Vouchers	122823A - 122823K	76,628.12	12/27/23
ACH Payment Request - Payroll Direct Deposit	ACH	385,895.15	12/26/23
ACH Payment Request - HRA/VEBA	ACH	71,300.28	12/28/23
ACH Payment Request - ALERUS (457 Plan)	ACH	93,309.19	12/28/23
ACH Payment Request - WA DCP	ACH	22,371.13	12/28/23
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	7,222.18	12/28/23
ACH Payment Request - Dept. of Retirement Systems	ACH	86,167.13	12/28/23
ACH Payment Request - Payroll Taxes	ACH	106,690.88	12/27/23
Payroll Voucher	ALS11624A - ALS11624D	2,891.04	1/10/24
ACH Payment Request - Payroll Direct Deposit	ACH	61,658.34	1/11/24
Payroll - Taxes	ACH	9,130.00	1/12/24
Dept of Retirement Systems	ACH	10,692.25	1/16/24
Interfund Transfer- OUT to ALS CAPITAL fund			

\$ 1,016,965.09

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No activity	
		\$	-

CMT EXPENSE FUND: 10-004-6070			
Vendor Voucher(s)		No activity	
		\$	-

CAPITAL EXPENSE FUND: 10-004-0020			
Vendor Voucher(s)	231214001 - 231214004	12,371.87	12/20/23
Vendor Voucher(s)	231221001 - 231221005	12,930.12	12/27/23
		\$	25,301.99

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	231215001 - 231215003	5,405.55	12/20/23
Vendor Voucher(s)	231219001	6,723.25	12/27/23
		\$	12,128.80

BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)		No activity	
		\$	-

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 :		\$	3,737,784.53

MOTION: *Commissioner Sullivan moved, and Commissioner Heivilin seconded a motion to accept the disbursements for \$3,737,784.53 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- Commissioner Heivilin stated that on January 17 a memorial service will be held at the Floral Hills Funeral Home & Cemetery in Lynwood, for retired Shoreline Fire Department Captain, Leroy McVay.

FINANCIAL REPORT:

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

FINANCIAL SUMMARY REPORT: NOV 2023

Regular Board Meeting: Jan 4, 2024

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 NOV Balance	\$ 32,511,436.01
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of NOV 2023		Notes
Percentage Remaining	9.1%	
Targeted Percentage Remaining	8.3%	
Over/Under Targeted Budget Remaining	0.8%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of NOV 2023		Notes
Total Overtime	\$ 227,163.37	Overtime high due to: FF Staffing & Sick Leave / Holiday Pay
Firefighting Staffing Overtime	\$ 138,444.43	Overtime processing period: Oct 13, 2023 - Nov 10, 2023
BLS/EMS Staffing Overtime	\$ 88,718.94	Overtime processing period: Oct 13, 2023 - Nov 10, 2023

General Expense Fund- CASH ON HAND

Data as of NOV 2023		Notes
Cash on hand, end of OCT balance	\$ 17,284,990.81	

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:

- Chief Cowan provided a brief update and distributed a summary of the current building permits for review. The summary is attached and incorporated by reference.

- Chief Cowan suggested to move the impact mitigation updates, to the 2nd Board meetings in January, April, July, and October. The Board was in agreement.
- Fire Marshal, Ryan Burgess will provide a more in depth summary at the January 18 Board meeting.
- Funds collected from the impact fees are allocated towards the Station 63 Capital Bond and capital purchases to help mitigate impacts of new development.

STRATEGIC PLAN DISCUSSION:

- The Department's next steps are to evaluate the Shoreline Fire Station 62 response areas to determine if they warrant a new fire station.
- The Department has contracted with Levrum Data Technologies for the site evaluations of Station 54 and 65 and plans to utilize their services for the Station 62 project. Chief Cowan will provide an update on the analysis to the Board, and discuss further options.
- As part of the strategic planning process, the Department is waiting for a decision from the City of Bothell, which is considering a potential contract for services or merger.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan provided a brief update on the American Medical Response (AMR) ambulance service contract with King County (KC) Zone 1. KC Zone 1 will prepare a Request for Proposal for ambulance services for open consideration.
- **Deputy Chief Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Commissioner Harris requested an update on the Department's engagement with Ready Rebound. DC Foster noted that Ready Rebound is a health and wellness organization that supports employees and their dependents in helping navigate the healthcare system. Ready Rebound helps expedite appointments with specialists and works with medical providers and governmental agencies to help the return-to-work process.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Chief Cowan will not be in attendance at the January 18, 2024 Board meeting.
- The January 18 Board meeting has been rescheduled to 4:30 p.m. to accommodate the Department's promotional pinning ceremony.
- Commissioner Fischer has a potential excused absence for the February 15 Board meeting.

- The Commissioners suggested hosting the annual joint meeting with the North City Water (NCW) Board of Commissioners on February 8 at 5:00 p.m. Chief Cowan will confirm the date with NCW.
- The March 7 Board meeting will be rescheduled to March 14.
- The Department's annual banquet will likely be scheduled for April 12.

EXECUTIVE SESSION:

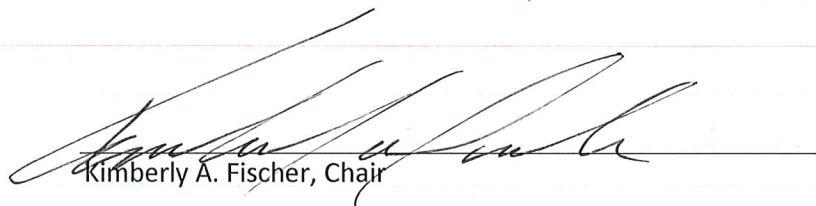
- None.

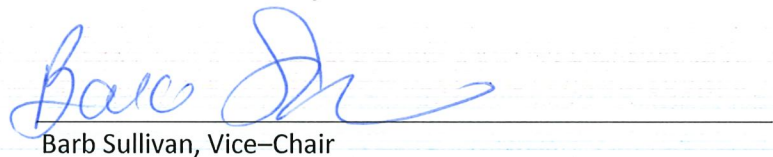
The Commissioners adjourned the regular meeting at 5:57 p.m.

MOTION: *Commissioner Callahan moved, and Commissioner Sullivan 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
Boupha K. Siharath
Secretary to the Board


Kimberly A. Fischer, Chair


Barb Sullivan, Vice-Chair


David M. Harris, Commissioner


Kenneth G. Callahan, Commissioner


Rod Heivilin, Commissioner