



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING**

REGULAR MEETING MINUTES

July 18, 2024

Chair Fischer called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on July 18, 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, Fire Chief
Barb Sullivan, Commissioner (Vice-Chair) Andres Orams, Deputy Chief (DC)
Ken Callahan, Commissioner Matt Hochstein, Deputy Chief (DC)
David Harris, Commissioner
Rod Heivilin, Commissioner

ABSENT:

- Mark Foster, 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 Sullivan moved, and Commissioner Callahan seconded a motion to approve the July 11, 2024, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
JULY 18, 2024

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	240714001 - 240714028	73,785.62	7/24/24
Payroll Vouchers	73024A - 73024M	151,282.61	7/24/24
ACH Payment Request - Payroll Direct Deposit	ACH	1,213,652.19	7/26/24
ACH Payment Request - HRA/VEBA	ACH	83,197.09	7/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	108,211.64	7/30/24
ACH Payment Request - WA DCP	ACH	57,086.15	7/30/24
ACH Payment Request - Dept. of Retirement Systems	ACH	268,784.62	7/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,991.14	7/30/24
ACH Payment Request - DSHS	ACH	3,847.52	7/30/24
ACH Payment Request - Payroll Taxes	ACH	293,899.24	7/29/24

\$ 2,279,737.82

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	240715001 - 240715006	11,189.12	7/24/24
Payroll Vouchers	ALS73024A - ALS73024J	38,686.57	7/24/24
ACH Payment Request - Payroll Direct Deposit	ACH	335,955.94	7/26/24
ACH Payment Request - HRA/VEBA	ACH	24,933.24	7/30/24
ACH Payment Request - ALERUS (457 Plan)	ACH	38,463.83	7/30/24
ACH Payment Request - WA DCP	ACH	21,485.30	7/30/24
Dept of Retirement Systems	ACH	79,266.89	7/30/24
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,943.70	7/30/24
ACH Payment Request - Payroll Taxes	ACH	88,187.77	7/29/24

\$ 645,112.36

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)	240712001 - 240712005	105,601.73	7/24/24

\$ 105,601.73

NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	240713001	7,573.04	7/24/24
Vendor Voucher(s)			

\$ 7,573.04

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 :		\$ 3,038,024.95	

MOTION: *Commissioner Heivilin moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$3,038,024.95 per the detail above. The motion passed; five ayes.*

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT:

- Chief Cowan presented the June 2024 Financial Summary Report, listed on the following page and included by reference.

FINANCIAL SUMMARY REPORT: JUNE 2024

Regular Board Meeting: July 18, 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 JUN Balance	\$	22,385,482.05
--------------------	----	---------------

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of JUN 2024		Notes
Percentage Remaining	49.7%	
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	-0.3%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of JUN 2024		Notes
Total Overtime	\$ 154,441.65	
Firefighting Staffing Overtime	\$ 55,024.72	<i>Overtime processing period: May 10, 2024 - Jun 14, 2024</i>
BLS/EMS Staffing Overtime	\$ 99,416.93	<i>Overtime processing period: May 10, 2024 - Jun 14, 2024</i>

General Expense Fund- CASH ON HAND

Data as of JUN 2024		Notes
Cash on hand, end of JUN balance	\$ 6,533,360.69	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose

STATISTICS REPORT:

- Reported yearly at the second Board meeting in January.

IMPACT MITIGATION FEE/UPDATES:

- Ryan Burgess, Department Fire Marshall, distributed and summarized the fire impact fees collected for 2023-2024 and the current permitting submittals, which are attached and incorporated by reference.

STRATEGIC PLAN DISCUSSION:

- Station 54 is being demolished and the Department is addressing drainage issues.
- Chief Cowan will meet with the Bothell City Manager to discuss current performance of the ILA.

DISTRICT ACTIVITY REPORTS:

- **Chief Cowan** provided a written district activity report, which is attached and incorporated by reference.
 - The Department is receiving generator and generator tank replacement bids for Station 57 and Station 51, respectively.
 - Chief Cowan attended the Town of Woodway’s Council meeting and provided an update on the second-quarter call volume.
 - Chief Cowan presented to the City Council members of Lake Forest Park and Kenmore on the 2024 Northshore Fire Levy Rate Ballot Measure and the possible 2025 Regional Fire Authority (RFA).
- **Deputy Chief Orams/Foster** provided a written district activity report, which is attached and incorporated by reference.
 - Chief Cowan met with the Seattle Fire Department to discuss the significant staffing issues in its ALS program, especially at special events. The Department is considering providing mutual aid services. They are also struggling with some of their other specialty programs.
 - South County Fire Department has special event staffing issues and needs additional support.
- **Deputy Chief Hochstein** provided a written district activity report, which is attached and incorporated by reference.

OLD BUSINESS:

- **Request for Proposals (RFP) for Strategic Communications Services:**
 - DC Hochstein noted the Department has been evaluating the need for strategic communications services. A request for a proposal was posted for assessment and strategy development services, media relations, digital media management, community outreach, and crisis communication services.
 - Six proposals were submitted and will be evaluated based on the criteria presented in the RFP and provided to the Department’s executive team for initial review. Interviews will likely be scheduled with the top candidates, and a final decision for a contract for services will be presented to the Board of Commissioners at the August 1 meeting for approval.
- **Potential Station 62 Rebuild Project to be discussed under Executive Session.**

NEW BUSINESS:

- None.

PROJECTED AGENDA:

- Commissioner Fischer will likely attend the August 1 Board meeting via Zoom.
- RFA Planning Committee Meeting is scheduled for August 19 at Station 61 at 5:00 p.m.
- King County Fire Chiefs Association (KCFCA) Leadership Summit – Clearwater September 17-19.
- Shoreline Fire Department Leadership Retreat – Clearwater October 1-3.
- Washington Fire Commissioners Association WFCFA Annual Conference October 23-26.

EXECUTIVE SESSION:

- The regular meeting of the Board of Commissioners moved to Executive Session at 5:55 p.m. per RCW 42.30.110(1)(b) Real Estate / Site or Acquisition for twenty minutes until 6:15 p.m. with no action expected. Chief Cowan read into the record the following:
 - **RCW 42.30.110(1)(b) Real Estate / Site or Acquisition (b):**To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

The Executive session moved to an open session at 6:15 p.m. The Commissioners adjourned the regular meeting at 6:16 p.m.

MOTION: *Commissioner Callahan moved, and Commissioner Heivilin seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 6:16 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