



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

AGENDA

August 21, 2025

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 and Approval of Agenda

V. Approval of Past Meeting Minutes

- August 7, 2024 – Regular Meeting Minutes / MOTION

VI. Correspondence

VII. Standing Agenda

1. Warrants – Motion to Approve
 - Reapproval of the August 7, 2025 Warrant Vouchers / MOTION
2. Commissioners' Report
3. Financial Report (*second meeting of each month*) **July's Financial Report will be reported at one of the September meetings.**
4. Statistics Report (*reported annually at the 2nd meeting of January*)
5. Strategic Activity Report
6. RFA Activity Reports

VIII. Old Business

IX. New Business

X. Projected Agendas

XI. Adjournment

VIII. STANDING AGENDA:

1. Warrants:

SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET

First Board Meeting
AUGUST 7, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250806001 - 250806024	43,713.52	8/6/25
Payroll Vouchers	73025A - 73025M	156,511.53	7/23/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,187,293.07	7/28/25
ACH Payment Request - HRA/VEBA	ACH	83,815.35	7/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	107,700.29	7/30/25
ACH Payment Request - WA DCP	ACH	80,017.67	7/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	26,402.77	7/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	256,118.08	7/30/25
ACH Payment Request - DSHS	ACH	7,716.52	7/30/25
ACH Payment Request - Payroll Taxes	ACH	280,878.48	7/29/25
Payroll Voucher	81525A - 81525D	23,819.90	8/13/25
ACH Payment Request - Payroll Direct Deposit	ACH	207,672.13	8/13/25
Payroll - Taxes	ACH	36,922.51	8/14/25
Dept of Retirement Systems	ACH	36,549.63	8/28/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,535,131.45

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250802001 - 250802006	52,746.18	8/6/25
Payroll Vouchers	ALS73025A - ALS73025M	38,962.83	7/23/25
ACH Payment Request - Payroll Direct Deposit	ACH	319,036.17	7/28/25
ACH Payment Request - HRA/VEBA	ACH	20,866.60	7/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	30,151.39	7/30/25
ACH Payment Request - WA DCP	ACH	22,883.51	7/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,181.42	7/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	73,997.56	7/30/25
ACH Payment Request - Payroll Taxes	ACH	87,503.23	7/29/25
Payroll Voucher	81525A - 81525D	4,357.00	8/13/25
ACH Payment Request - Payroll Direct Deposit	ACH	73,278.03	8/13/25
Payroll - Taxes	ACH	12,169.94	8/14/25
Dept of Retirement Systems	ACH	12,914.42	8/28/25
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 755,048.28

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)		No Activity	

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	250801001	204.34	8/6/25

\$ 204.34

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	250804001	20,309.46	8/6/25

\$ 20,309.46

RFA NKTC FUND: 10-064-0100			
Vendor Voucher(s)	250803001 - 250803002	1,845.29	8/6/25

\$ 1,845.29

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	250805001 - 250805002	11,459.48	8/6/25

\$ 11,459.48

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 :	\$ 3,323,998.30

MOTION: Commissioner Heivilin moved, and Commissioner Wollum seconded a motion to accept the disbursements for \$3,323,998.30 per the detail above. The motion passed; seven ayes.

2. Commissioners' Report:

- No report.

3. Financial Report

- A summary of the June 2025 Financial Summary Report was provided, which is listed below and included by reference.
 - Chief Cowan reported the Department will be over budget by \$7,500 for Puget Sound Emergency Radio Network (PSERN) radios due to an oversight.
 - Commissioner Pratt asked about the difference between the firefighting staffing and Basic Life Support (BLS) / Emergency Medical Services (EMS) staffing overtime budget lines. Chief Cowan explained they are separated to maximize reimbursement potential through the Ground Emergency Medical Transport (GEMT) program, which is based in part on ambulance availability and transport preparedness. The Department’s Administrative Assistant Director Rachel Garlini is the point of contact for further details.

FINANCIAL SUMMARY REPORT: JUNE 2025

Regular Board Meeting: August 7, 2025

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	\$ 19,385,676.33

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

Data as of JUN 2025		Notes
Percentage Remaining	79.2%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	4.2%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of JUN 2025		Notes
Total Overtime	\$ 176,993.29	
Firefighting Staffing Overtime	\$ 93,434.17	Overtime processing period: May 9, 2025 - Jun 13, 2025
BLS/EMS Staffing Overtime	\$ 83,559.12	Overtime processing period: May 9, 2025 - Jun 13, 2025

General Expense Fund- CASH ON HAND

Data as of JUN 2025		Notes
Cash on hand, end of JUN balance	\$ 7,031,004.60	

Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
MIH	<i>from SFD</i>	\$ 160,000.00	Special Transfer IN to RFA
ALS EXP	<i>from SFD</i>	\$ 2,000,000.00	Special Transfer IN to RFA
TOTALS		\$ 2,160,000.00	

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- Deputy Chief Hochstein provided an update regarding Station 57's HVAC project.
 - Deputy Chief Hochstein reported that TCA Architecture is the architect for the generator project, with MacMiller completing the work. Given their knowledge of Station 57, MacMiller may also design the HVAC system.
 - The Department will still be required to solicit bids through a Request for Proposal (RFP) process. The Department's attorney, Brian Snure, was consulted to confirm legal compliance.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested clarification regarding the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) challenges. Chief Cowan noted that there are funding challenges at the federal level and uncertainty whether the program will remain federally funded or shift to the state level.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - Commissioner Heivilin requested an update on apparatus and equipment security options. Chief Hochstein reported that the Department is currently exploring various security solutions; however, no final decisions have been made at this time. In the interim, Chief Orams issued a Department Directive requiring that all apparatus doors remain locked and that personnel stay with the vehicles whenever possible to enhance security.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference provided.
 - Commissioner Heivilin requested additional information regarding the Request for Proposal (RFP) for a clinical psychologist. Chief Cowan explained that the RFP would establish a contract for consulting services to support the Department's Peer Support Program and to assist with the expansion of the Mobile Integrated Health (MIH) program.

IX. OLD BUSINESS:

- No Report.

X. NEW BUSINESS:

- **Northshore Emergency Management Coalition (NEMCO) and Emergency Management:**
 - Chief Cowan stated that during a recent Kenmore City Council meeting, the City of Kenmore expressed that they do not support leaving NEMCO at this time. Additionally, Chief Cowan met with the City Manager of the City of Shoreline to discuss NEMCO and the broader emergency management needs of all three partner cities. Further noted that the Department's role is to help mediate and align the emergency management response plans among the cities while continuing to foster strong partnerships.

- **Collective Bargaining Agreement (CBA) Contract Negotiations:**
 - Chief Cowan and Local 1760 Union President Doug Loeser have tentatively agreed to the Uniformed CBA. President Loeser will present the agreement to the Union membership for a vote. In the meantime, Chief Cowan would like to apply the same language to the Chief Officer CBA. Once the Union has voted, an executive session will be held with the Governing Board to present the contract.
 - Chief Cowan reported that the administrative staff have voted to join the Union. The Department is awaiting a ruling from the Public Employment Relations Commission (PERC). If approved, there will be a 21-day review period, after which a new contract may need to be negotiated, or the administrative staff will be incorporated into the non-uniform contract. The Department is currently at a standstill until a ruling is issued but Chief Cowan noted there is an ongoing need for additional personnel in the Finance Division.
- **St. Margaret's Place:**
 - The Department has received reports of safety concerns at St. Margaret's Place. In response, the Department has updated the run card to dispatch both an engine and an aid car to the site. Crews have been instructed on response procedures, which include dual response with the police department. Chief Cowan plans to meet with the Shoreline Police Chief and provide an update to the Shoreline City Council regarding the status of the building. The Department intends to reinforce the original proposal for the facility, which included maintaining active security throughout the building.
- **2026 Budget Discussion:**
 - Chief Cowan requested the Commissioners' input on scheduling a Special Meeting to discuss the 2026 budget. The Governing Board agreed to hold the meeting on November 3, 2025, at 5:30 p.m.
 - Commissioner Fischer proposed scheduling a workshop to review the Commissioners' 2026 budget requests and the Governing Board Handbook. The Board agreed to hold the workshop on September 15, 2025, at 5:30 p.m.

XI. PROJECTED AGENDA:

- Commissioner Heivilin will attend the September 4 Board meeting via Zoom or will have an excused absence.
- A Special Meeting of the Governing Board is scheduled for September 11, 2025, at 6:00 p.m. to conduct the Department's badge pinning ceremony.
- The Board discussed the possibility of canceling or rescheduling the October 2, 2025, meeting due to anticipated low attendance. A final decision will be made closer to the date.
- The Washington Fire Commissioners yearly fall seminar will be held on October 22-25.
- The Department's Leadership Retreat is scheduled for October 27-29.

The regular meeting of the Governing Board of Commissioners adjourned at 6:26 p.m.

Minutes prepared by: Gina Chanthavong

Boupha K. Siharath
Secretary to the Governing Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

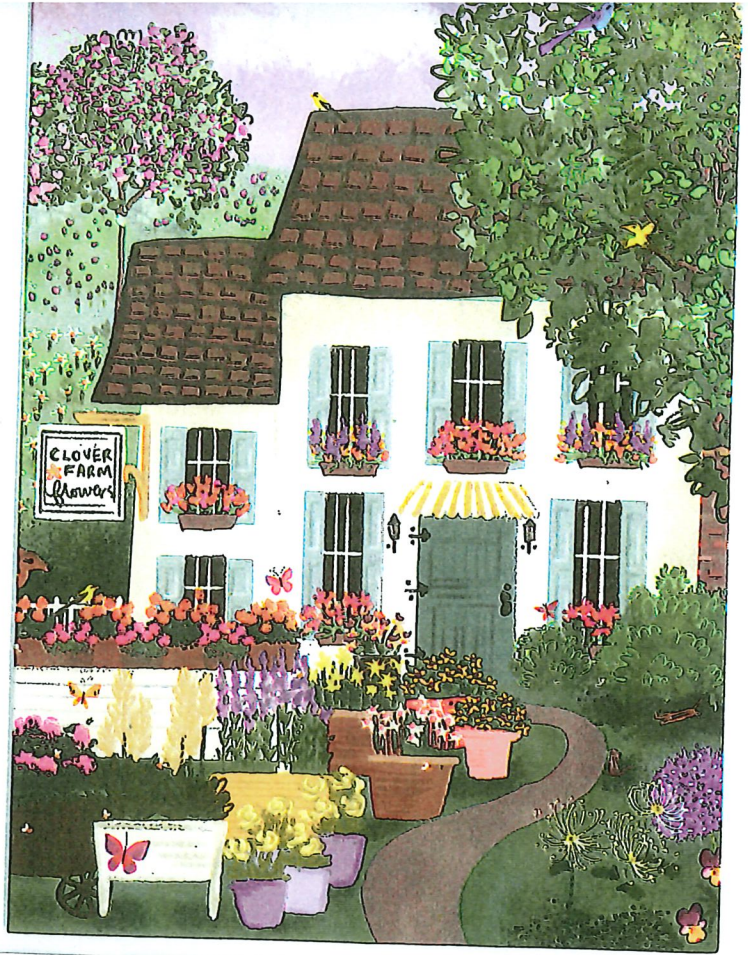
Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



(1 am 73
2 hands
shak
Sercy
Marilyn)

Sir,
Rick, McKenna & 3
gentlemen
helped me July
29th. Someone
hires well.
They were know
ledgeable and
kind. Except
one man who was
funny and made
everything nice.

Dear Paramedics,

8-14-25

On July 11 I fell
on some stairs in our
garage @ 16709 Fremont Aven
in Shoreline. Thanks to
my Apple Watch and you para
medics I did well.

I want to thank the
paramedics who picked

me up and took me to UW NW
and I stayed there quite awhile
after surgery on 7-12-25.
The paramedics stayed with
me until I was admitted and
that was very considerate.

I'm now walking again
after surgery for a broken femur.
The memory of your good
care with stay with me!

Sincerely,
Maryanne Merritt



Personnel on incident:
Craig Chang
Marshall Griffin
Rob Heib

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

**Second Board Meeting
AUGUST 21, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250811001 - 250811038	324,057.08	8/13/25
Vendor Voucher(s)	250819001 - 250819030	101,950.08	8/20/25
Vendor Voucher(s)	250821001	26.68	8/20/25
Vendor Voucher(s)	250717001 - 25717030	46,894.70	7/30/25
Vendor Voucher(s)	250826001 - 250826028	74,811.33	8/27/25
Payroll Vouchers		will be presented at next meeting	
ACH Payment Request - Payroll Direct Deposit		will be presented at next meeting	
ACH Payment Request - HRA/VEBA		will be presented at next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be presented at next meeting	
ACH Payment Request - WA DCP		will be presented at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be presented at next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be presented at next meeting	
ACH Payment Request - DSHS		will be presented at next meeting	
ACH Payment Request - Payroll Taxes		will be presented at next meeting	
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 547,739.87

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250808001 - 250808008	90,453.78	8/13/25
Vendor Voucher(s)	250810001	1,247.00	8/13/25
Vendor Voucher(s)	250815001	445.41	8/20/25
Vendor Voucher(s)	250820001	1,213.00	8/20/25
Vendor Voucher(s)	250716001-250716002	2,289.01	7/30/25
Vendor Voucher(s)	250825001 - 250825010	12,105.25	8/27/25
Payroll Vouchers			
ACH Payment Request - Payroll Direct Deposit		will be presented at next meeting	
ACH Payment Request - HRA/VEBA		will be presented at next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be presented at next meeting	
ACH Payment Request - WA DCP		will be presented at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be presented at next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be presented at next meeting	
ACH Payment Request - Payroll Taxes		will be presented at next meeting	

\$ 107,753.45

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	250814001	2,494.63	8/20/25
Vendor Voucher(s)	250823001 - 250823005	20,918.78	8/27/25

\$ 23,413.41

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	250807001	1,707.13	8/13/25

\$ 1,707.13

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	250813001 - 250813010	149,117.84	8/13/25
Vendor Voucher(s)	250817001 - 250817005	60,577.02	8/20/25
Vendor Voucher(s)	250715001 - 250715003	11,088.61	7/30/25

\$ 220,783.47

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	250809001 - 250809002	3,472.37	8/13/25
Vendor Voucher(s)	250818001 - 250818002	23,518.37	8/20/25
Vendor Voucher(s)	250824001 - 250824002	2,303.00	8/27/25

\$ 29,293.74

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

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	250812001 - 250812004	76,031.69	8/13/25
Vendor Voucher(s)	250812001 - 250812004	23,033.80	8/20/25
Vendor Voucher(s)	250822001	8,042.91	8/20/25

\$ 107,108.40

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 :

\$ 1,037,799.47



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

FIRE CHIEF
 Matt Cowan

COMMISSIONERS
 Eric Adman Tyler Byers
 Kim Fischer David Harris
 Rod Heivilin Josh Pratt
 Rick Nye Barb Sullivan
 Rick Webster Lisa Wollum

**GOVERNING BOARD OF COMMISSIONERS
 REGIONAL FIRE AUTHORITY MEETING
 MOTION APPROVAL FORM**

Informational Only Approval by Motion

Meeting Date:	August 21, 2025			
Agenda Title:	REVISED WARRANT DISBURSEMENTS – August 7, 2025, Board Meeting			
Background Information:				
The warrant disbursements approved at the August 7, 2025 Board Meeting has been corrected.				
5	ACH Payment Request - WA DCP	ACH	(80,017.67)	7/30/25
5	CORRECTED ACH Payment Request - WA DCP	ACH	38,601.71	7/31/25
	ACH Payment Request - WA DCP	ACH	(22,883.51)	7/30/25
	CORRECTED ACH Payment Request - WA DCP	ACH	9,570.04	7/31/25
Grand Total:	\$3,323,998.30 (Incorrect Amount)			
	\$3,166,367.69 (Correct Amount)			
Recommendation:				
Motion to approve the revised voucher warrant approval sheet total from August 7, 2025.				
Financial Impact:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral			
<i>Cost Impact:</i>	None			
Other Options:	N/A			
Attachments:	Voucher Cover Sheet Correction			

BOARD OF COMMISSIONERS MOTION

I move to accept the revised disbursements in the amount of \$3,166,367.69 for the August 7, 2025, Board meeting warrant voucher approvals.

Follow Up Action(s):	
Follow up Person(s):	Accounts Payable
Follow up Date(s):	

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

**First Board Meeting
AUGUST 7, 2025**

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Dept of Retirement Systems	ACH	36,549.63	8/28/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,413,697.82

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250802001 - 250802006	52,746.18	8/6/25
Payroll Vouchers	ALS73025A - ALS73025M	38,962.83	7/23/25
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Payroll - Taxes	ACH	12,169.94	8/14/25
Dept of Retirement Systems	ACH	12,914.42	8/28/25
Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 718,851.30

RFA ALS CAPITAL FUND: 10-064-6060

Vendor Voucher(s) No Activity

\$ -

RFA MIH EXPENSE FUND: 10-064-6070

Vendor Voucher(s) 250801001 204.34 8/6/25

\$ 204.34

RFA CAPITAL FUND: 10-0643-010

Vendor Voucher(s) 250804001 20,309.46 8/6/25

\$ 20,309.46

RFA NKCTC FUND: 10-064-0100

Vendor Voucher(s) 250803001 - 250803002 1,845.29 8/6/25

\$ 1,845.29

RFA FIRE BENEFIT FEE: 10-064-0030

Vendor Voucher(s) No Activity

\$ -

RFA BENEFITS FUND: 10-064-6050

Vendor Voucher(s) 250805001 - 250805002 11,459.48 8/6/25

\$ 11,459.48

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 :

\$ 3,166,367.69

Shoreline Fire Department

BOARD MEETING DATE: August 21st, 2025

Chief Cowan

RFA Activity Reports

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

Hiring/Succession Development

- Are looking into how to add finance specialist position to address workload and scope of work concerns. Will need to adjust job descriptions and work with Labor to collaborate, especially as we are moving closer to approval of administrative positions being added to Union.

Staffing

- Working through conditional hiring process with 9 entry level Firefighter candidates.

Negotiations

- Union to vote on Uniform CBA negotiations before end of month.
- Started Chief Officer CBA negotiations.

Contracts

- No update on NEMCO status.
- Vector Solutions work progressing well with Bothell onboarding. Vote by Bothell City Council expected on September 2nd for full approval of adopting CBA and policy language.

North King County Training Consortium

- Upcoming training on EV fires, water rescue, and tech ops.
- Also will be coordinating training with KCSO for helicopter and boat operations.

Budget

- Our 2026 budget season is starting, with first meeting on September 9th.
- Still working to finish all transactions in the District general fund accounts and ensure all is transferred to the RFA accounts.

Strategic Activity

- Station 57 Generator Replacement is ongoing and working on HVAC options.
- New ladder truck is coming along and should be here end of summer, early fall. Fire engine to follow in early 2026.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities

- August 6 - Station 44 Remodel
 - Meeting to consider scoping and options for major Station 44 remodel with Rice Fergus Miller.
- August 6 - Meeting with Shoreline Police Chief

- Meeting with Tommy Collins to discuss challenges and Saint Margarets occupancy.
- August 6 - Meeting with CM Bristol Ellington
 - Meeting to discuss ongoing operations, challenges, and EM.
 - Also discussed topics for upcoming dinner meeting.
- August 7 - Meeting with KCSO
 - Meeting with Special Operations Chief Jeffrey Flohr regarding Lake Washington boat, and helicopter options.
 - There is a staffed boat on the lake most of the time, but there is also an option to get an older one from KCSO. It is a long shot, but are working on options.
- August 11 – DEI Training and Meeting
 - Outside instructor led training on DEI issues.
 - Followed training with meeting to discuss next steps for the Department.
- August 12 – Ready Rebound Update
 - Mid-year review and update on how the program is working.
 - Projected savings continue to far exceed cost of program.
- August 13 – Officer Meeting
 - Division updates and discussion on concerns and challenges.
- August 14 – Meeting with Summit Law
 - Meeting including training with Rod Younker on PERC.
 - Discussed next steps with PERC and negotiating non-uniform CBA.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA
BOARD MEETING DATE: August 21, 2025
Deputy Chief Matt Hochstein

Facilities:

- Ongoing service ticket repairs.
- First Arriving platform project underway.
- St. 51 water heater replacement completed.
- St. 51 server room suppression system ordered.
- St. 57 HVAC review underway.
- St. 61 server room suppression system ordered.
- St. 63 SCBA compressor ventilation system design work underway.
- St. 65 water heater replacement scheduled.

Fleet:

- Ongoing preventative maintenance of all district apparatus.
- Annual services and PMs are ongoing
- Visited TriVan in Bellingham to look at the Seattle BC rigs they are building as a possible option for the MSO
- Final inspection on the new ladder is scheduled 8/24 - 8/27

IT:

- Microsoft Windows updates for August 2025
- Installed two new electronic door locks at ST51. One more left to install at ST63.
- Alerting system at ST64 had a wall panel that started going wonky. Vendor did a software version update.
- IT Budget for 2026.
- Ordering software and/or equipment that was approved for 2025.
 - Lots of research into new models of equipment that are different than what was proposed back when budget was done in 2024.
- Repairing and replacing ESO tablets as needed
- Misc tasks around stations.

Near Future:

- 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)
- Network maintenance needed at ST51. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST57. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST65. Not scheduled yet – estimated 2 hour downtime.

RFA Activity Highlights

- Network maintenance needed at ST61. Not scheduled yet – estimated 4 hour downtime.

Ongoing:

- Deploying new 5G modems to various apparatus when possible
- Continue the Windows 11 rollout

DC of Support Services:

- Weekly coordination meetings with Fire Prevention, I.T., Facilities, Fleet, Support Services Project Manager, and Executive Team.
- HVAC walk through of St. 57 with Mac Miller.
- DEIB Workshop.
- All Officers Meeting.
- Department of Health EMS Inspection online meeting.
- Meeting with City of Shoreline, Sound Transit, and Contractor for St. 65 light pole.
- Visit TriVan in Bellingham to review Seattle BC rig for future MSO command box.
- Meet with D/E Defenbaugh to discuss asset tracking light duty assignment.
- Bi-Weekly TCA check-in meeting.
- Negotiations training with Rod Younker from Summit Law.
- Password Management meeting with Gallatin.
- Review Shoreline Open House plan with PIO/PEO Pidduck.
- 2026 budget planning.
- Gallatin bi-weekly check-in.
- Hochstein/Hansson weekly check-in.
- DEIB Recommendations Executive Team workshop.
- Quarterly Radio Roundtable

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: August 21, 2025

Deputy Chief Andres Orams

The following items of note were completed during the period of August 8 to August 21, 2025:

Deputy Chief Orams – Projects and Meetings

- DEIB presentation with Dr. Caprice Hollins
- Virtual EMS Inspection with Department of Health
- Met with SCFD
- August Officer's Meeting
- GEMT Under the New Federal Law with Systems Design
- Rescue Station FF selection and appointment
- Training with Rod Younker of Summit Law
- Promotional Board Policy Committee meeting
- Technical Rescue meeting with Zone 1
- Gallatin/Shoreline Fire bi-weekly check-in
- Bothell Labor-Management meeting
- Weekly Division Chief meetings
- KCFCA b-monthly meeting
- 2026 NKCTC budget discussion
- Executive Team workshop for DEIB recommendations
- Meeting with new Paramedic students

Fire Suppression (Pitts)

- Weekly Division Chief meetings
- BC/DC budget presentations
- Virtual EMS Inspection with Department of Health
- DEIB presentation with Dr. Caprice Collins
- August Officer's Meeting
- ESO Foundations training working group meeting
- Quarterly radio roundtable
- Ziplay Fiber PIA

Significant Calls:

- Successful breech birth field delivery

EMS and MIH (Kennison):

- DEIB presentation with Dr. Caprice Hollins
- Weekly Division Chiefs meeting
- OTEP working group
- Regional Trauma Council meeting
- Virtual EMS Inspection with Department of Health

Regional Fire Authority Activity Highlights

- August Officer's Meeting
- Site visit to Tri Van for MSO rig remount
- Paramedic Training/MSA meeting
- NERIS transition meeting
- ESO Foundations training working group meeting
- Regional MIH provide meeting
- Pre-hospital Technical Advisory Committee meeting
- Met with new Paramedic students to go over expectations and rules

Training (Majeed):

- Crews completed a Crista Radio Tower mock technical rescue on Friday 8.16.25
- Training has completed four days of Water Operations scenarios.
- We are now reviewing Q2 Emergency Medical calls through the case study method.



**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.

September 4, 2025

D = Discussion
A = Action
PH = Public Hearing

Planned Absence: Commissioner Heivilin will attend via Zoom or have an excused absence

5:30 PM (Public Meeting **Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF
September 11 - Special Meeting Pinning Ceremony at Station 61 @ 6:00 p.m. September 15 – Special Meeting at 5:30 p.m. to review 2026 Budget and Governing Board handbook.			

September 18, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF

October 2, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF
Confirm if keeping meeting time/date? - KCFCA Leadership Summit Sept 30-Oct 2			

October 16, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF
October 22-25 WA Fire Commissioners Conference October 27-29 Department’s Leadership Retreat November 3 – Special Meeting to review 2026 budget at 5:30 p.m. October 16 – RFA Board Meeting / Public Hearing			

November 6, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF

November 20, 2025

Planned Absence: _____

5:30 PM (Public Meeting **Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF
Adoption of 2026 budget and supporting Resolutions			

FUTURE DATES:

- **January 1, 2026, Board meeting – falls on Holiday**