



SHORELINE FIRE DISTRICT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES

May 1, 2025

Chair Sullivan called the regular meeting of the Board of Commissioners to order at 4:45 p.m. on May 1, 2025. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

PRESENT:

Barb Sullivan, Chair	Matt Hochstein, Deputy Chief (DC)
Rod Heivilin, Vice-Chair	Matt Cowan, Chief
Kimberly Fischer, Commissioner	Andres Orams, Deputy Chief (DC)
David Harris, Commissioner	Boupha Siharath, Board Secretary (BS)

ABSENT:

Ken Callahan, Commissioner

PLEDGE OF ALLEGIANCE

Chief Cowan spoke about the recent passing of Commissioner Ken Callahan. He expressed his appreciation for the Commissioner's service and led a moment of silence in his honor.

PUBLIC COMMENT:

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

CONSIDERATION OF AGENDA:

- Added under New Business, discussion regarding the next Shoreline District Board meeting.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Harris seconded a motion to approve the April 17, 2025, regular meeting minutes. The motion passed; four ayes.*

CORRESPONDENCE:

- Letter from St. Margarets Place staff and residents thanking the Department for their services.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)
VOUCHER COVER SHEET**

**Board Meeting
MAY 1, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	250419001 - 250419041	407,340.81	4/23/25
	250422001 - 250422020	29,347.29	4/30/25
	250504001 - 250504027	63,534.84	5/7/25
Payroll Vouchers	51425A - 51425E	14,722.14	5/14/25
ACH Payment Request - Payroll Direct Deposit	ACH	87,501.63	5/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	15,089.22	5/15/25
ACH Payment Request - Payroll Taxes	ACH	12,114.42	5/14/25

\$ 629,650.35

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)	250415001 - 250415008	74,458.24	4/23/25
	250420001 - 250420005	4,737.10	4/30/25
	250501001 - 250501006	20,555.88	5/7/25
Payroll Vouchers	ALS51425A - ALS51425D	4,443.20	5/14/25
ACH Payment Request - Payroll Direct Deposit	ACH	68,356.40	5/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	12,313.72	5/15/25
ACH Payment Request - Payroll Taxes	ACH	13,106.81	5/14/25

\$ 197,971.35

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)	250417001 - 250417004	6,599.35	4/23/25
Vendor Voucher(s)	250421001 - 250421003	13,833.17	4/30/25
Vendor Voucher(s)	250503001 - 250503003	3,772.29	5/7/25
		\$ 24,204.81	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	250418001 - 250418003	13,397.09	4/23/25
Vendor Voucher(s)	250423001 - 250423004	5,725.00	4/30/25
		\$ 19,122.09	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	250416001 - 250416002	6,697.35	4/23/25
Vendor Voucher(s)	250502001	12,277.44	5/7/25
		\$ 18,974.79	
EMS DONATION FUND: 10-004-6030			
Vendor Voucher(s)		No Activity	
		\$ -	
IMPACT FEE FUND: 10-004-6240			
Interfund Transfer- OUT to LTGO Bond Fund		No Activity	
		\$ -	
MOTION			
Move to accept disbursements in the amount of :		\$ 889,923.39	

MOTION: Commissioner Heivilin moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$889,923.39 per the detail above. The motion passed; four ayes.

- **Revision and Reapproval of Warrant Disbursements from April 3, 2025, Board Meeting:**
 - The warrant disbursements approved at the April 3, 2025, Board Meeting have been corrected due to a duplicate entry of the payroll vouchers. The payroll vouchers were approved at the March 20 Board meeting and again at the April 3 Board meeting.

Grand Total: **\$3,296,021.04** (Incorrect Amount)
\$511,704.38 (Correct Amount)

MOTION: Commissioner Harris moved, and Commissioner Heivilin seconded a motion to accept the revised disbursements in the amount of \$511,704.38 for April 3, 2025, Board meeting warrant voucher approvals. The motion passed; four ayes.

COMMISSIONERS' REPORT:

- None.

FINANCIAL REPORT

- A brief summary of the March 2025 Financial Report was provided, which is listed below and included by reference.

FINANCIAL SUMMARY REPORT: MARCH 2025

Regular Board Meeting: May 1, 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 MAR Balance	\$	23,164,172.26
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of MAR 2025		Notes
Percentage Remaining	75.0%	
Targeted Percentage Remaining	75.0%	
Over/Under Targeted Budget Remaining	0.0%	Over Budget

General Expense Fund- OVERTIME COSTS

Data as of MAR 2025		Notes
Total Overtime	\$ 168,362.91	
Firefighting Staffing Overtime	\$ 86,750.13	Overtime processing period: Feb 14, 2025 - Mar 14, 2025
BLS/EMS Staffing Overtime	\$ 81,612.78	Overtime processing period: Feb 14, 2025 - Mar 14, 2025

General Expense Fund- CASH ON HAND

Data as of MAR 2025		Notes
Cash on hand, end of MAR balance	\$ 9,436,417.21	

Interfund Transfers: NO ACTIVITY

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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STATISTICS REPORT:

- None.

STRATEGIC PLAN DISCUSSION:

- None.

REGIONAL FIRE AUTHORITY (RFA) UPDATE:

- None.

DISTRICT ACTIVITY REPORTS:

- None.

NEW BUSINESS:

- **Next Board Meeting Discussion:**
 - Chief Cowan noted that the RFA Governing Board meeting schedules will be set by resolution today and suggested that the Board change the Shoreline District May 15 meeting time and location to 5:15 p.m. at Station 51. The Board will approve the resolution to set the regularly scheduled Shoreline Fire District Board meetings at this meeting. The Board agreed to reschedule after the RFA Board has set up its meetings.

PROJECTED AGENDA:

- None.

EXECUTIVE SESSION:

- None.

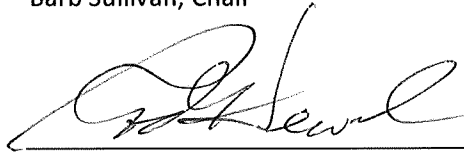
The Commissioners adjourned the regular meeting at 4:54 p.m.

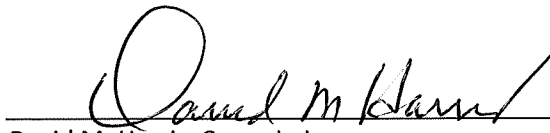
MOTION: Commissioner Heivilin moved, and Commissioner Fischer seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 4:54 p.m. The motion passed; four ayes.

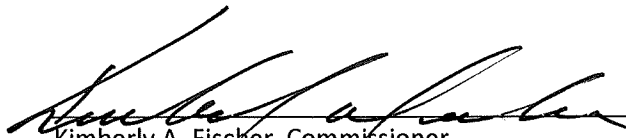
Minutes prepared by: Beatriz Goldsmith


Bouphe K. Siharath
Secretary to the Board


Barb Sullivan, Chair


Rod Heivilin, Vice-Chair


David M. Harris, Commissioner


Kimberly A. Fischer, Commissioner