



SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

REGULAR MEETING MINUTES October 20, 2022

Chair Callahan called the regular meeting of the Board of Commissioners to order at 5:00 p.m. on October 20, 2022. The meeting was held at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133.

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

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

ABSENT: Rod Heivilin, Commissioner

PLEDGE OF ALLEGIANCE

The order of business was moved to accommodate the Public Hearing.

PUBLIC HEARING

The Public Hearing notice was posted on October 6, 2022, for the purpose of reviewing sources of revenue for the Department's 2023 budget and the Department's fire benefit charge for 2023. Commissioner Callahan opened the Public Hearing 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 2023 budget, and
 - Reviewing and establishing the Department's 2023 fire benefit charge.
 - The Notice of Public Hearing was posted on October 6, 2022.
- Commissioner Callahan closed the Public Hearing at 5:02 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 5:02 p.m. The motion passed; four ayes.*

PUBLIC COMMENT:

- Doug Loeser, Department Lieutenant and Local 1760 IAFF President, attended the meeting virtually with no comment.
- Matt Hochstein, Department Battalion Chief, attended the meeting virtually with no comment.

CONSIDERATION OF AGENDA:

- Added under new business 2023 budget discussion.

MINUTES

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded a motion to approve the October 6, 2022, regular meeting minutes as written. The motion passed; four ayes.*

CORRESPONDENCE:

- None.

STANDING AGENDA

WARRANTS

**SHORELINE FIRE DEPARTMENT
VOUCHER COVER SHEET**

Second Board Meeting
OCTOBER 20, 2022

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
EXPENSE FUND: 10-004-0010			
Vendor Voucher(s)	221012001-221012032	84,070.24	10/19/22
Payroll Vouchers	102822A - 102822N	104,127.18	10/26/22
ACH Payment Request - Payroll Direct Deposit	ACH	1,012,878.61	10/26/22
ACH Payment Request - HRA/VEBA	ACH	77,118.77	10/28/22
ACH Payment Request - ALERUS (457 Plan)	ACH	98,487.21	10/28/22
ACH Payment Request - WA DCP	ACH	43,519.41	10/28/22
ACH Payment Request - Dept. of Retirement Systems	ACH	222,830.12	10/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	24,509.01	10/28/22
ACH Payment Request - DSHS	ACH	2,531.80	10/28/22
ACH Payment Request - Payroll Taxes	ACH	222,062.34	10/27/22

\$ 1,892,134.69

ALS EXPENSE FUND: 10-004-6080			
Vendor Voucher(s)			
Payroll Vouchers	ALS102822A - 102822K	32,955.30	10/26/22
ACH Payment Request - Payroll Direct Deposit	ACH	274,731.76	10/26/22
ACH Payment Request - HRA/VEBA	ACH	24,199.91	10/28/22
ACH Payment Request - ALERUS (457 Plan)	ACH	38,918.38	10/28/22
ACH Payment Request - WA DCP	ACH	17,116.66	10/28/22
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	65,103.59	10/28/22
Dept of Retirement Systems	ACH	6,377.30	10/28/22
ACH Payment Request - Payroll Taxes	ACH	68,361.61	10/27/22

\$ 527,764.51

ALS CAPITAL FUND: 10-004-6060			
Vendor Voucher(s)		No Activity	
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)	221011001-221011002	17,343.74	10/19/22
Vendor Voucher(s)			
		\$ 17,343.74	
NKCTC FUND: 10-004-0100			
Vendor Voucher(s)	221009001-221009002	12,240.57	10/19/22
Vendor Voucher(s)			
		\$ 12,240.57	
BENEFITS FUND: 10-004-6050			
Vendor Voucher(s)	221010001	288.25	10/19/22
		\$ 288.25	
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 :		\$ 2,449,771.76	

MOTION: *Commissioner Harris moved, and Commissioner Fischer seconded a motion to accept the disbursements for \$2,449,771.76 per the detail above. The motion passed; four ayes.*

COMMISSIONERS' REPORT:

- Commissioner Harris attended the general King County Commissioner's Board meeting and noted the topic of discussion was the use of emergency vehicles during a natural disaster.
- Commissioner Callahan attended the Department's Leadership retreat and retirement event.

FINANCIAL REPORT:

- September's 2022 financial report will be presented at the November 3 Board meeting.

IMPACT MITIGATION FEE/UPDATES:

- Chief Cowan provided a brief update on the current and anticipated multi-family construction projects.

STATISTICS REPORT:

- No report.

STRATEGIC PLAN DISCUSSION:

- Discussions have been centered on future growth.

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 Fischer requested an update on the recent wildland deployment. Chief Foster noted that the Department deployed one-line Emergency Medical Technician (EMT) to the eight-road fire near Orting, Washington.
 - Chief Cowan noted that Governor Inslee plans to end the COVID-19 State of Emergency on October 31. Chief will provide any ordinance and vaccine mandate updates to the Commissioners.
 - Commissioner Harris gave kudos to the Department for the excellent preparation and review of the Department vouchers.
- **Deputy Chief Taylor** provided a written district activity report, which is attached and incorporated by reference.

NORTHSHORE CONSOLIDATION UPDATE:

- Chief Cowan provided a brief update:
 - The Department is preparing the 2023 consolidated budget. Chief Cowan will be sending the draft Commissioners budget review prior to the upcoming special meeting on October 25.

OLD BUSINESS

- **Strategic Station Location:**
 - Next steps are to develop the station location analysis and schedule a special meeting to discuss the findings.
- **2023 Budget Discussion:**
 - Chief Cowan provided an overview of the 2023 preliminary expense budget proposal, which is attached and included by reference.
 - Reflected on the draft budget proposal, is an equivalent levy rate of \$1.12, which is significant savings to the citizens. The goal is to have any final adjustments to the 2023 budget by the November 3rd Board meeting, in which the 2023 budget and corresponding resolutions will be approved.

NEW BUSINESS:

- None.

PROJECTED AGENDAS:

- October 25 - Joint Board meeting with Northshore Fire Commissioners to discuss the 2023 budget.
- October 26-29 - Washington Fire Commissioners Seminar.

EXECUTIVE SESSION:

- None.

The Commissioners adjourned the regular meeting at 5:45 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the regular meeting of the Board of Commissioners at 5:45 p.m. The motion passed; four ayes.*

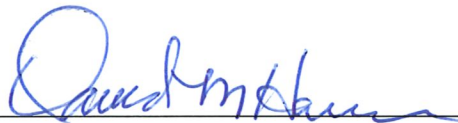
Minutes prepared by: Beatriz Goldsmith



Bouphe K. Siharath
Secretary to the Board



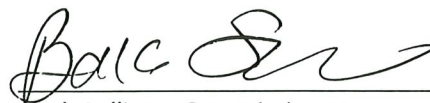
Kenneth G. Callahan, Chair



David M. Harris, Vice-Chair



Kimberly A. Fischer, Commissioner



Barb Sullivan, Commissioner

Absent

Rod Heivilin, Commissioner



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving the Shoreline Community for Over 75 years, since

FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris

RESOLUTION 22-07

A Resolution of the Board of Commissioners of Shoreline Fire Department adopting the 2023 General Expense, General Capital, General Benefits, ALS Expense, ALS Capital and CMT Expense budgets.

WHEREAS, the Board of Commissioners have reviewed the proposed budget for Fiscal Year 2023 (January 1–December 31), which serves as a financial plan that matches proposed expenditures with anticipated revenues; and

WHEREAS, the proposed budget was developed on the basis of need, and through cooperation with department managers, elected officials, and staff;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Shoreline Fire Department approve the 2023 proposed budget in the amount of **\$47,633,631** as follows:


Expenditure Division Budget Amount

<u>Budget</u>		<u>Amount</u>
General Expense*	\$	34,009,940
General Capital	\$	983,412
General Benefits	\$	1,767,025
ALS Expense	\$	10,071,070
ALS Capital	\$	202,500
CMT Expense	\$	599,684
TOTAL	\$	47,633,631

**General Expense budget includes Interfund Transfers Out.*

ADOPTED at the regular meeting of the Board of Commissioners of Shoreline Fire Department, this 3rd day of November, 2022.

Attest:


Bouphe K. Siharath
Secretary to the Board

SHORELINE FIRE DEPARTMENT

King County, Washington


Kenneth G. Callahan, Chair


David M. Harris, Vice Chair


Kimberly A. Fischer, Commissioner


Rod Heivilin, Commissioner


Barb Sullivan, Commissioner



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FIRE CHIEF
 Matt Cowan

COMMISSIONERS
 Ken Callahan Rod Heivilin
 Kim Fischer Barb Sullivan
 David Harris

BOARD OF COMMISSIONERS MEETING

Informational Only

Approval / Motion

Meeting Date:	November 3, 2022
Agenda Title:	Resolution 22-07 <i>Adoption of the 2023 Budget</i>
Background Information: Annual Resolution adopting the 2023 budget. A public hearing for citizen input was held on October 20, 2022.	
Recommendation: Recommend that the Board approve Resolution 22-07 adopting the 2023 budget in its entirety.	
<u>Expenditure Division Budget Amount</u>	
<u>Budget</u>	<u>Amount</u>
General Expense*	\$ 34,009,940
General Capital	\$ 983,412
General Benefits	\$ 1,767,025
ALS Expense	\$ 10,071,070
ALS Capital	\$ 202,500
CMT Expense	\$ 599,684
TOTAL	\$ 47,633,631
<small>* General Expense Budget includes interfund transfers out.</small>	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Cost Impact:	Needed funds for 2023 operations
Other Options:	
Attachments:	Resolution 22-07 <i>Adoption of the 2023 Budget</i>

BOARD OF COMMISSIONERS MOTION

I move to authorize the Board to adopt Resolution 22-07 approving the 2023 budget, (*General Expense, General Capital, General Benefits, ALS Expense, ALS Capital and CMT Expense budgets*), in the amount of **\$47,633,631.**

Follow Up Action(s):	
Follow up Person(s):	Fire Chief, Matt Cowan
Follow up Date(s):	