



# SHORELINE FIRE DEPARTMENT BOARD OF COMMISSIONERS MEETING

## SPECIAL MEETING MINUTES

December 6, 2021

Commissioner Heivilin called the special meeting of the Shoreline Fire Department Board of Commissioners to order at 3:00 p.m. on December 6, 2021 at Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Due to the current COVID-19 guidelines, the meeting was also available virtually via Zoom conferencing. The Department posted a notice on its website and the front door of Station 61 providing a link and call-in information. As required by RCW 42.30, the special meeting was noticed on November 19, 2021.

The purpose of the special meeting was to conduct a workshop to review and update the *Board of Commissioners Rules of Procedure Handbook*.

**Present:** Rod Heivilin, Chair  
Ken Callahan, Vice-Chair  
Kimberly Fischer, Commissioner  
Barb Sullivan, Commissioner  
David Harris, Commissioner

The below updates were made to the Commissioners Handbook:

1. Section 11-SERVICE DAYS
2. Section 12 –TRAVEL
3. Section 16 – CLOTHING

The special meeting workshop adjourned at 3:47 p.m.

**MOTION:** Commissioner Fisher moved, and Commissioner Callahan seconded, a motion to adjourn the special meeting of the Board of Commissioners at 3:47 p.m. The motion passed; five ayes.

Minutes prepared by: Beatriz Goldsmith

Joyce Brown  
Secretary to the Board

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Rod Heivilin, Chair

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Kenneth G. Callahan, Vice-Chair

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Kimberly A. Fischer, Commissioner

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Barb Sullivan, Commissioner

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David M. Harris, Commissioner