

**VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Minutes

Date: 02/14/2017

Time: 6:30 p.m.

Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

- 1 **Present:** Camille Staczek, Chair
2 Brigitte Schran-Brown, Vice-Chair
3 David Hoffmann, Commissioner
4 Candy McCullough, Commissioner
5 Charles H. Krimmert, Fire Chief
6 Susan Wolf, Minute Taker
- 7 **Absent:** Ron Turner, Commissioner (excused); Assistant Chief Robert Larsen
- 8 **Guests:** Susan Reimer

9 **Amendments to Agenda**

10 Commissioner McCullough adds NW Leadership Conference to New Business.

11 **Approval of 01/24/17 Minutes**

12 Motion by Commissioner Hoffmann:

13 **“I make a motion to approve the 01/24/17 minutes.”**

- 14 • *Corrections:* Line 87, Commissioner Staczek not McCullough made the remark about
15 thanking Representative Sharon Nelson.
- 16 • On the Q/A committee, the evaluations have been submitted to the chiefs and captains for
17 final review and comment for completion. The SOG revision still needs to be finished,
18 hopefully by the end of March.

MINUTES APPROVED, 4-0

20 **Voucher Approval**

21 Motion by Commissioner Hoffmann:

22 **“I move that we approve the referenced vouchers as detailed in Administrative**
23 **Memorandum 02.14.2017-1.”**

- 24 • Discussion centered about staff getting Board approval before seeking legal counsel so as not
25 to exceed our monthly retainer amount. When legal counsel is needed, it is necessary and it
26 is not always possible to know if we’ve spent beyond the monthly retainer.

MOTION PASSES, 4-0

28 **December 2016 Financial Report**

- 29 • Barbara Huff provided a summary for the 2016 year end of the revenues and expenditures in
30 the December report. The difference between what was budgeted and the actuals reflects a
31 shortage of \$352,000 in revenue. We did not use all our ALS money but that will carry
32 forward. \$236,000 was not yet paid but will be in 2017.
- 33 • The \$90,000 transfer never took place; it was not meant to happen. That was money for two
34 aid cars but since medics transitioned, vehicles were not purchased.
- 35 • For expenses, the budgeted amount was \$5.29 million and the actual was \$5.154 million;
36 \$138,000 under budget by year's end.
- 37 • Under Funds, the excess and deficit resulted in a decrease of \$214,000.
- 38 • The detail on the wages of the Chief and Assistant Chief positions fluctuated because of the
39 retirement of George Brown and Hank Lipe. There was also the change in the Facilities
40 Manager position.
- 41 • Barb is continuing to work with Cynthia Bradshaw and projects that by the end of March
42 \$407,000 will be funded to us, but part of that may be equipment.
- 43 • The Chief asked if there was a way to minimize the overtime. Chief Krimmert explained that
44 we are on a four-platoon organizational system. We will have 11 firefighters after the new
45 recruits are finished with their academy. One of the four platoons has two staff; the other
46 three platoons have three staff. Eventually we'll have two more career firefighters, which
47 should minimize overtime. There should be minimal overtime for captains but they rotate
48 through a list which may include other career captains before acting ones. The medic
49 overtime was very expensive because their wages were higher. We could have more part-
50 time Residents but this would need to be negotiated with the union.
- 51 • Barbara Huff concluded that this was her last presentation before the Board. She stated her
52 work with the District over the past years has been more than a job and that she cares about
53 the District. It was noted by the Board her work had been critical in the past and she was
54 thanked and applauded for her work.

55 Motion by Commissioner Schran-Brown:

56 **“I move to accept the financial report.”**

57

MOTION PASSES, 4-0

- 58 • Chief Krimmert commented that our state audit is completed. There were two exit items or
59 small issues, one of which the auditors noted a 2.6% decline in reserves. They forecast
60 another 7% decline for 2016, so they are concerned about our financial condition.

61 **Chiefs' Report**

62 *Chief Krimmert's report is attached.*

- 63 • Advanced Life Services (ALS) has now transitioned to King County Medic One.
64 A/C Larsen found a June 15 Pumper Ops class right after fire academy. So our two new
65 hires should be online the end of June or first of July. They are doing well in academy.

66 ACTION ITEM: Chief Krimmert will find the fire academy graduation date for Board members to
67 attend.

- 106 • A question was asked by Susan Reimer when or if there was going to be an
107 announcement of going to the public to raise more revenue for the District. The
108 answer was that the chief is heavily engaged in fact-finding for options. He
109 anticipates there will be an announcement of some kind in perhaps a month.

110 **For the Good of the Order**

- 111 • The Board was happy to hear the medic transition is going well. The King County medics
112 are nice people. The chief is watching the process and things are being worked out. The
113 only problem he's seen is that our captains need to make an announcement (radio) that the
114 medics are off the island. The personnel are gracious and come to his office to introduce
115 themselves. The Medic One Operations Chief Matt Riesenberg said it is going well.

- 116 • Chief Krimmert will be attending Blue Card training next week, Tuesday - Thursday.

117 **Documents Signed**

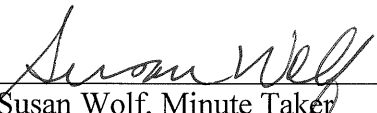
118 The Chair adjourned the meeting at 7:35 p.m.

119 *The next **Special Meeting** will be on MONDAY, 02/27/17 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC*
120 *Room. The Regular Meeting on February 28 is **CANCELLED**.*

Approved this 27th day of Feb., 2017.



Camille Staczek, Chair



Susan Wolf, Minute Taker



OFFICE OF THE FIRE CHIEF

Chief's Report for the Fire Commissioners' Meeting of 14 February 2017

As a brief overview of the district, focusing on highlights since the board's last meeting, please accept the following information:

1. Overarching Operational Topics:

- a. Starting the first of this month all Advanced Life Support Services have been turned over to King County. To date the transition has been smooth and such is a credit to AC Larsen and those that assisted him...

2. Overarching Training Topics:

- a. Friday the 27th (27 Jan 17) AC Larsen attended a SKCFTC academy review of Recruits Lenz & McMillian...
 - i. Both are doing well and no problems are foreseen regarding their graduation....
 - ii. We found an opportunity to enroll Recruits Lenz and McMillian into an Engineer/Pump Operators Class in June and have done so. This is the last of their training before they go on shift work and start serving the community...
 - iii. At this time we are planning for them to start shift work end June / start of July 2017...

3. Service/Call Volumes:

- a. As of 07:30, shift change today, the district has responded to 211 calls...
 - i. Last month we were above the forecasted monthly average calls of 134.75 by 3.25 for a total of 138...
 - ii. For the heavy snow of 06 Feb 17 we handled 24 calls in a single day; over five times our 2016 daily average of 4.4 calls/day...

4. Staff/Personnel:

- a. Collective Bargaining with Local 4189 is ongoing. Our next formal meeting is the morning of the March 3rd...

- b. Local Volunteer Representative for the Board of Volunteer Firefighters position has been filled by Fire Support Stan Voynick...

5. Fleet:

- a. Have started assembling/preparing an executive summary of the whole fleet. With this report we will start development of our long range planning for the replacement or retirement of our apparatus...
- b. Gator trials, trail investigations, finalization of the related SOG's and finalization of equipment needs and fit out are nearing conclusion...

6. Facilities:

- a. Have started assembling/preparing an executive summary of the district's properties. With this report we will start development of our long range planning and consideration of major maintenance, repair or replacement of the District's buildings and infrastructure...


7. Financials:

- a. We have completed our summary accounting of 2016:
 - i. Budgeted: \$5,292,849
 - ii. Spent: \$5,154,514
 - iii. End of year 'surplus': \$138,335
 - iv. 2017 'starting balance': \$917,856
- b. We successfully completed our annual state audit. Our Exit Interview was yesterday (13 Feb 17), at that time we were formally advised of three 'Exit Items' (the most minor of classifications and findings) and for further clarification eliminated one of those. The two remaining items addressed:
 - i. Cash Receipting-Timely Deposit...
 - ii. Financial Condition...

8. Miscellaneous/Noteworthy Topic(s):

- a. On the 26th of January Commissioner McCullough and I attended the Fire Chiefs and Fire Commissioners Legislative Day at the state capital. We were able to meet with Senator Neilson and Representative Cody to discuss funding fire districts and other funding & administrative topics...
- b. On February 4th I attended the CERT introduction class and actually made a presentation on fire safety.
 - i. The CERT class this spring has been cancelled for lack of interest/registration, next class will be in early 2018...

Conclusion of Report



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