

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

Minutes

Date: 12/13/16

Time: 6:30 p.m.

Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

- 1 **Present:** Candy McCullough, Chair
2 David Hoffmann, Commissioner
3 Camille Staczek, Commissioner
4 Brigitte Schran-Brown, Vice-Chair (*via cell phone*)
5 Robert Larsen, Assistant Chief
6 Susan Wolf, Minute Taker

7 **Absent:** Ron Turner, Commissioner (excused)

8 **Amendments to Agenda**

9 Remove October Financial Report.

10

11 **Approval of 11/29/16 Minutes**

12 Motion by Commissioner Hoffmann:

13 **“I make a motion to approve the 11/29/16 minutes.”**

14 **MINUTES APPROVED, 4-0**

15 **Voucher Approval**

16 Motion by Commissioner Hoffmann:

17 **“I move that we approve the referenced vouchers as detailed in Administrative**
18 **Memorandum 12.13.2016-1.”**

19 **MOTION PASSES, 4-0**

20 **Chief’s Report**

21 *A/C Larsen:*

- 22 • The Medic transition is still on track for February 1. Chief Larson has one more meeting
23 with Chief Keith Keller. Medic One is writing the final document for the King County
24 Council.
25 • Chief Larsen has received an offer to purchase our surplus compressor for \$4,000.
26 • Chief Larsen reported on the Vashon Energy explosion and fire. Although the building was
27 totaled and one occupant burned, no further fire or explosions occurred and no responder was
28 hurt battling the blaze. The outcome was everything for which we hoped. He called for a
29 Zone 3 strike team response and received a lot of cooperation from the Washington State

- 30 • Ferries. Dispatch had notified them of emergency crews coming over. We also received
31 standby staffing. Burien/Normandy Park, North Highline, Tukwila, Kent and Seatac all
32 responded. Once mutual aid arrived, we pulled our exhausted crews out of the red zone and
33 sent the replacements in. Rick Wallace also responded to assist with the media. The Board
34 thanked all those who came and helped.

35 **New Business**

36 SOP 2025.2 Compensation Schedule for Administrative Assistants

37 Motion by Commissioner Hoffmann:

38 **“I move we approve SOP 2025.2 for the 2016 salary range for Administrative**
39 **Assistants.**

40 **MOTION PASSES, 4-0**

41 Resolution 16-358 Allowing Commissioners to Respond to Calls

42 Secretary Wolf explained that the motion, approved by the Board in April, was for an interim
43 period of time. There have been no issues with a Commissioner who is volunteering. Per the
44 WFOA Commissioners’ handbook this now needs to be approved unanimously by
45 Resolution.

46 Motion by Commissioner Staczek:

47 **“I move that we approve Resolution 16-358, as edited, allowing Commissioners**
48 **to respond.”**

49 **MOTION PASSES, 4-0**

50 **Old Business**

51 Job Description – Assistant Chief of Operations

52 Motion by Commissioner Staczek:

53 **“I move we approve the Assistant Chief of Operations job description.”**

- 54 • *Discussion:* On page 2, the Firefighter certifications should say “IFSAC”. Under
55 “Responsibility for Action” the section mentioning the number of shift personnel and
56 reference to medics should be replaced with “all emergency response career
57 personnel.”

58 Amendment by Commissioner Staczek:

59 **“I make a motion to accept the Assistant Chief job description as amended.”**

60 **MOTION PASSES, 4-0**

61 Job Description – Fire Chief

- 62 • *Discussion:* IFSAC also needs to be added to the Education section of this job
63 description.

64 Motion by Commissioner Hoffmann:

65 **“I move we approve the Fire Chief Job Description as amended.”**

66 **MOTION PASSES, 4-0**

67

68 Q/A Committee (TABLED)
69 Strategic Plan Update (TABLED)

70 **General Comments**

71

72 **For the Good of the Order**

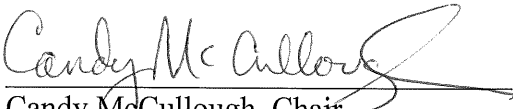
- 73 • A question was asked: What is the basis for the steps in the Administrative Assistant
74 salary? The answer is that the Administrative salary based on longevity and the steps
75 are awarded annually.
76 • Commissioner Turner is excused tonight. He's home from the hospital and the Board
77 will make announcements when they know more.

78 **Documents Signed**

79 The Chair adjourned the meeting at 6:51 p.m.

80 *The next **Regular Meeting** will be on 12/27/16 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room*

Approved this 27 day of December 2016.


Candy McCullough, Chair


Susan Wolf, Minute Taker