

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

3 Minutes

4 **Date:** 02/25/14

5 **Time:** 6:30 p.m.

6 **Place:** 10020 SW Bank Rd., Vashon, EOC Room

7 **REGULAR MEETING**

8
9 **Present:** Camille Staczek, Chair
10 David Hoffmann, Vice-Chair
11 Candy McCullough, Commissioner
12 Rex Stratton, Commissioner
13 Ron Turner, Commissioner
14 Hank Lipe, Fire Chief
15 George Brown, Assistant Chief
16 Susan Wolf, Minute Taker

17 **Guests:** Peter Lake and Barbara Huff of Island CPAs.

18 **Amendments**

19 None.

20 **Approval of 02/11/14 Minutes**

21 Motion by Commissioner Stratton:

22 **“I move we approve the minutes of 2/11/14.”**

23 **APPROVED, 4-0; McCullough abstains**

24 **Voucher Approval**

25 Motion by Commissioner Turner:

26 **“I move we approve the referenced vouchers and transfers as detailed in**
27 **Administrative Memorandum 2.25.14-1.”**

28 **MOTION PASSES, 5-0**

29 **2013 Year-End Financial Report**

- 30 • Peter Lake presented the 2013 Financial Report and pointed out that while budgets are
31 generally designed to balance expenditures with revenues, 2013 shows a \$500,000 increase
32 in the balance. This is because when billing for ALS funds by the quarter year, only three
33 were paid in 2012, so five payments of revenue came in during 2013.

- 34 • There was \$21,000 transferred last year for the volunteer pension buy backs. We purchased
35 the pension years in 2012 from the state but the funds weren't transferred from the volunteer
36 account until 2013.
- 37 • The Chief thanked Mr. Lake and Mrs. Huff for their accounting support with a very complex
38 and detailed process under the State Auditor guidelines in Washington State. Mr. Lake
39 complimented the chiefs for keeping expenditures in line.

40 Motion by Commissioner Stratton:

41 **"I move we approve the 2013 Financial Report."**

42 **MOTION PASSES, 5-0**

43 Chiefs' Reports

44 *Chief Lipe:*

- 45 • He has developed a draft Paramedic/Firefighter job description. He has been working with
46 the union through the collective bargaining agreement.
- 47 • He has initiated a conversation King County EMS regarding the increase in call volume, but
48 especially transports to look at the factors driving those increases. Michele Plorde, Assistant
49 Director of EMS worked with a statistician and provided information on types of calls and
50 where the "spikes" are. The chief is now taking a hard look at that.

51 *A/C Brown:*

- 52 • He has been working on the evaluations of the officers.
- 53 • The remodel project: Court was held in the remodeled building last Friday. There is an
54 Americans with Disabilities Act (ADA) regulation on the percentage of slope on parking lot
55 so that will need to be fixed. There is also one conduit to be run. Bob Larsen has done a
56 spectacular job.
- 57 • Linda's last work is Thursday and there is a luncheon for her birthday. This is in addition to
58 her retirement party Saturday at the Sportsmen's Club.
- 59 • There will be a Paramedic out with surgery on March 20 with about a three to six month
60 recovery.
- 61 • ValleyCom is switching over to the Tiberon system on March 20, 2014 at 5 a.m. The Duty
62 Captains will be on radio watch making sure we have a backup system for one week. Brian
63 Powell, the Project Manager, has done about 60 of these transitions and used to work for
64 Tiberon.
- 65 • Although we purchased 10 mobile data computers (MDCs), we are not implementing them
66 until the Tiberon switch over is up and running well. Randy Tonkin, Joe Wolf, Clif
67 Yarbrough and he have attended a class on installing that software and operating the MDCs.
- 68 • Engineers are working on north end ferry dock which needs seismic reinforcing. They will
69 also be replacing the pipe for adequate water supply in case of fire.

70 *Chief Lipe:*

- 71 • He's happy to report a success story on a completed project. The large generator which was
72 donated to the District by the Franciscan Health system was plugged in to the new high
73 school and it worked like a champ. There were a few little glitches which the high school

74 electricians are working on. When library is finished, the smaller generator can be used there
75 for a warming station in case of a power outage or disaster during winter.

76 **Old Business**

77 SOP 9002 Digital Imagery – TABLED

78 SOP 2015 Probation revision – TABLED

79 **New Business**

80 SOG 4013 On-Scene Accountability – (Should have been SOP 4013)

81 Discussion: This was actually a policy and put on the agenda incorrectly. It will be put out
82 to the membership for comment and added to the 3/11/14 agenda.

83 **TABLED**

84 SOG 4035.1 Fire Ground Practice

85 Discussion: This is a guideline but refers to policy in the document, so this needs correcting.

86 **TABLED**

87 SOG 4305 Pre-Incident Planning

88 Discussion: This needs a couple of corrections.

89 **TABLED**

90 Chief's Annual Conferences Attendance Approval

91 The Chief's contract requires Board approval for him to attend the following conferences
92 each year:

- 93 1. Washington Fire Chiefs conference (this year in the Tri Cities)
- 94 2. The Executive Fire Officer Program Graduates Annual Symposium at the
95 National Fire Academy in September
- 96 3. The International Fire Chiefs conference in Dallas, Texas in August

97 Motion by Commissioner Stratton:

98 **"I move we approve all the chief's conferences."**

99 **MOTION PASSES, 5-0**

100 **General Comments**

- 101 • Commissioner Stratton was the middle car in a three car accident. He came into the station
102 and B/C Mark Brownell had him transported to the hospital to make sure he was OK.
103 Commissioner Stratton said he saw firsthand that our people do a wonderful job.
- 104 • A/C Brown recalled that at the last retreat, the Board set goals for the District to respond 2.5
105 calls deep. While the volume of calls has gone up only slightly, transporting has gone up
106 30%. In the last three weeks, we have depleted our manpower four times due to call volume.
- 107 • Commissioner Stratton is concerned about rising costs and thought the Board should consider
108 transport fees. Vashon's tax base has not gone up but expenses have and overtime is still
109 over budgeted estimates.
- 110 • Chief Lipe will be asking the Board for a retreat in a few months.

111

112 **For the Good of the Order**

113 None.

114 **Documents Signed**

115 The Chair adjourned the meeting at 7:02 p.m.

116 *The next Regular Meeting will be on 3/11/14 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room*

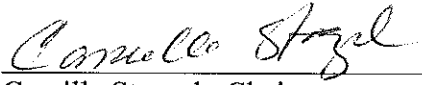
117 Approved this 11th day of March, 2014.

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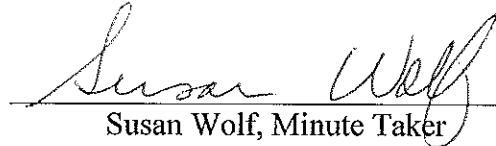
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Camille Staczek, Chair



Susan Wolf, Minute Taker