

Vashon Island Fire & Rescue
BOARD OF COMMISSIONERS
Penny Farcy Training Center
January 22, 2008

Commissioner Hoffmann called the meeting to order at 7:30 PM. Commissioners present were Philip, Sommers, Turner and Hoffmann.

Welcoming Remarks

All who wished stood and recited the Pledge of Allegiance.

Minutes

Commissioner Turner moved to accept the minutes for January 8, 2008, as presented. Commissioner Sommers seconded the motion. All Commissioners present voted in favor.

Voucher Approval

Commissioner Sommers moved to approve vouchers listed below. All commissioners voted in favor.

Vouchers audited and certified by the auditing officer required by RCW42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on the listing which has been made available to the Board as of this date, January 22, 2008.

Vouchers 120160 – 120173 totaling \$15,969.06
Vouchers 120174 – 120193 totaling \$19,382.23

Amendments to agenda

There were no amendments to the agenda.

Correspondence

Chief Kirk included several thank you letters in the Commissioners' packets.

Volunteer Representative Comments

Armen Yousoufian commented on the correspondence.

Paid Staff Representative Comments

Paramedic Bill Buchanan had no comment.

Chief's Report

See attached.

Commissioner Turner asked what the administration needed to move the water fountain. Chief Kirk said that the water fountain was being taken care of and this was just an FYI.

Commissioner Sommers asked about the rehabilitation policies and the new per diem rate talked about at the Officers meeting.

Commissioner Tuner asked how the Washington State Ferry's negotiations were going. Chief Kirk said that he will contact Mr. Farris at the Washington Fire Commissioners Association.

Alice Larson said that the State Legislature was in session and now would be a good time to do something; also Sharon Nelson, a Vashon resident is now a State representative and she may be of some help.

Commissioner Sommers said she liked the new format of the Chief's report.

Commissioner Hoffmann asked if any of the volunteers who just came in wanted to make a comment. No one made a comment.

Old Business

Labor Consultant

Chief Kirk handed out Robert Sokolowski's qualifications and a summary of the results from inquiries that Chief Kirk made.

Commissioner Turner moved to hire Robert Sokolowski as the District's labor negotiator for current issues.

Alice Larson said that she had not heard in the recommendations that Mr. Sokolowski had represented management and encouraged the Commissioners to call around to other fire districts for more recommendations.

Chief Kirk said that he had received a letter from Randy Tonkin, a firefighter, asking to have the union negotiations start soon.

All Commissioners voted in favor of hiring Mr. Sokolowski as the District's labor negotiator for current issues.

Jim Wilson Update

Chief Kirk reported that he received a call from Charles Leitch and that Mr. Leitch had received correspondence from Jim Wilson's attorney. Mr. Wilson's attorney said that he would send a response to the District's letter in the next couple of days. Chief Kirk will keep the Commissioners updated on the Wilson situation.

Board Committees

Commissioner Sommers said that she wasn't sure that committees were needed.

Commissioner Turner said that committees could be formed on an as-needed basis.

No action was taken.

Hiring Process

Chief Kirk reported that Mr. Prothman, the recruiter hired to for recruitment of the new fire chief, will be here on Thursday, January 24, 2008, to meet with members of the District and the public. Mr. Prothman will be back for the February 5, 2008 Commissioners' meeting.

Guiding Principles/Vision Statement

Commissioner Sommers thanked District Secretary Maridee Bonadea for including the Mission Statement, the Vision Statement, and the Code of Conduct, for background information.

Commissioner Turner wanted to add readiness to the Mission Statement.

Armen Yousoufian suggested that the Mission Statement read; Vashon Island Fire & Rescue is ready, prepared and dedicated to

Charles Krimmert said that as a volunteer, readiness is the most important mission. When you're putting out a fire people don't care about the environment. The District is sinking and you are worried about how many words to use in the Mission Statement. When I see our funds dwindling and hear third tones on calls, I am worried. We need to inspire volunteers.

Alice Larson said that the District was in the process of hiring a Fire Chief so this may be a good time to look at these documents.

Mike Rugg said that personally he could care less about the paper work but would like to know when the time comes volunteers will show when needed. He believes that the most important task for the new Chief is to help us all work together.

No motion was made.

Purchase Requisition Process

Commissioner Hoffmann said that the District makes purchases before Commissioners are able to approve expenses.

Commissioner Turner asked to have the purchasing system tied to the inventory system.

Battalion Chief Coll said that Commissioners approve the budget and approve the Chief to manage that budget before purchases are made.

Commissioner Sommers said that it was a matter of an audit trail. She went on to say that the Commissioners have gotten several letters recently from the Washington State Auditor's office on fraud and abuse.

Bobbie Lewis expressed his concern that some of the invoices listed said miscellaneous stuff was bought.

Battalion Chief Coll used the example of ordering books for the recruit academy to make her point of not getting expenses approved by the Commissioners before buying could save the District money. She explained that she doesn't order the books until she knows exactly how many are in the recruit class so she does not order too many and this creates a tight timeline.

Chief Kirk said that Battalion Chief Coll was expressing the sentiments of the District's Officers.

Commissioner Turner said that the Chief or the District Secretary would report back to the Commissioners on emergency cost.

Acting Assistant Chief Kranjceovich said that since he has been here there has never been a problem with the biennial audits.

Commissioner Sommers said that audit policies have changed.

Commissioner Turner said that audit policies have changed and confirmed by the District's attorney Joe Quinn that Commissioners need to approve expenses before they are spent.

Commissioner Hoffmann moved to implement the purchase requisition procedures. No action on the motion was taken.

This was tabled until next meeting to give the District Secretary time for more research.

Inventory Control

Chief Kirk reported on the progress of the District's inventory system.

Commissioner Turner wanted to inventory all items with a value of \$50 or more. This would be helpful to know when to order equipment.

Facilities Manger Bob Larsen's research on inventory tracking thresholds showed that another fire district used the threshold of \$300 and the Vashon School District used \$1,000. Facilities Manager Bob Larsen recommended the District use a threshold of \$500.

Commissioner Sommers asked for an update on the inventory tracking system at the first meeting in April 2008.

California Mobilization Update

Commissioner Sommers asked about the cost of running the engine, which was not listed in the District's expenses for the California mobilization.

Commissioner Hoffmann said that there are other benefits to sending personnel out on mobilizations such as training for volunteers and paid staff.

O₂ Generating System

Chief Kirk reported that the O₂ system will be delivered in 2008, but the funds were approved to come out of the 2007 Department Contingency fund. He asked the commissioners to approve \$20,000 for the O₂ system to expensed out of the 2008 Department contingency account.

Commissioner Sommers moved to approve \$20,000 out of the 2008 contingency fund for the O₂ system. All Commissioners voted in favor.

New Business

Board Retreat

Commissioners agreed to table this until the next meeting.

Personal Gear

Commissioner Sommers agreed to table this until the second meeting in February.

General Comments

Alice Larson said that changing positions adding duties and monetary compensation are not topics for executive session and should be talked about in open public session.

Armen Yousoufian said he appreciated that the public was able to make comments during the meeting. He clarified the open public meeting act on personnel matters.

Battalion Chief Coll has volunteered to be the secretary for Zone 3 training officers.

For the Good of the Order

There were no comments.

Commissioner Sommers moved to adjourn to executive session pursuant of RCW 42.30.110 to review the performance of a public employee. The executive session will last 15 minutes and a decision maybe made after the session concludes.

All commissioners voted in favor.

The executive session started at 9:15 PM.

At 9:30 PM Commissioner Hoffmann announced that the executive session would be extended for five minutes.

At 9:35 PM Commissioner Hoffmann announced that the executive session would be extended for five minutes.

At 9:40 PM Commissioner Hoffmann announced that the executive session would be extended for five minutes.

At 9:45 PM Commissioner Hoffmann announced that the executive session would be extended for five minutes.

Commissioner Hoffmann called the open meeting back to order at 9:50 PM.

Commissioner Turner moved to not extend firefighter Joe Wolf's probationary period and offer him a job. Commissioners voting in favor were Turner, Philip and Hoffmann; Commissioner Sommers voted no.

Commissioner Turner moved to adjourn the meeting. All Commissioners voted in favor. The meeting ended at 10:00 PM.

Maridee BonaDea
District Secretary