

1 **Vashon Island Fire & Rescue**
2 **Board of Commissioners**
3 **Penny Farcy Training Center**
4 **March 20, 2007 Meeting**

5
6 Commissioner Turner called the meeting to order at 7:30 PM. Commissioners present
7 were Turner, Hoffmann, Nielsen, Jennings, and Sommers.

8
9 Welcoming Remarks

10
11 All who wished stood and recited the Pledge of Allegiance.

12
13 Meeting Minutes

14
15 Commissioner Jennings moved to approve the minutes for March 6, 2007, as presented.
16 Commissioner Sommers seconded the motion and amended the minutes on page 2 line 33
17 to read “use” instead of utilize and in the same sentence read “committees” instead of
18 communities. Commissioner Jennings accepted the changes in his motion.
19 Commissioners voting in favor were Jennings, Hoffmann, Turner and Sommers;
20 Commissioner Nielsen abstained because he was not at the March 6 meeting.

21
22 Voucher Approval

23
24 Commissioner Sommers moved to approve vouchers 100193 through 100222 and 200211
25 through 200246 listed below. Commissioner Hoffmann seconded the motion. All
26 Commissioners voted in favor.

27
28 Vouchers audited and certified by the auditing officer required by RCW42.24.080 and
29 those expense reimbursement claims certified as required by RCW 42.24.090, have been
30 recorded on the listing which has been made available to the Board. As of this date,
31 March 20, 2007, the Board does approve for payment those voucher included below;

32
33 Vouchers 200211 – 200246 for the amount of \$2,510.00
34 Voucher 100193 for the amount of \$18,856.52
35 Vouchers 100194 – 100210 for the amount of \$37,210.49
36 Vouchers 100211 – 100222 for the amount of \$13,707.00

37
38 Amendments to Agenda

39
40 Commissioner Sommers added under new business a discussion about SOGs.
41 Commissioner Turner added that the executive session will last 30 minutes and no
42 decision will be made.

1 Correspondence

2
3 Chief Yamane handed out the legislative report from the Washington Fire
4 Commissioners Association of Washington.

5
6 Volunteer Representative Comments

7
8 There was no comment.

9
10 Paid Staff Representative Comments

11 Assistant Chief Kirk gave an overview of the “Thank You gram” program and reported
12 that paramedics Pohl and Brownell received thank you grams for supplying a fire victim
13 with blankets, food and other supplies.

14
15 Commissioner Sommers wanted to thank paramedics Bonner and Buchanan and an EMT
16 for calmly handling a walk-in call at Station 55.

17
18 Chief’s Report

19
20 Chief Yamane handed out his Chief’s Report. He will be on the island through this
21 weekend. The Uninterruptible Power Supply (UPS) battery back-up system has been
22 ordered and will be delivered in mid-April and the hydraulic lift system for the
23 maintenance building has also been ordered and will be delivered in mid April. Bob
24 Larson, the Facilities Manager, has started getting quotes for the entryway remodel at
25 Station 55.

26
27 **Old Business** - None

28
29 **New Business**

30
31 Station 58—Test program for support personnel

32
33 Capt Kranjceovich and Commissioner Turner have discussed the possibility to recruit
34 volunteers for support service positions during an emergency at Station 58.

35
36 Jan Nielsen asked what the liability would be when the support volunteer drives a piece
37 of equipment to a scene where a victim is in need and the volunteer is not qualified to
38 help. Would the volunteer be able to stop where his skills stop?

39
40 Chief Yamane said this would not be for basic EMT calls. For fire calls there is a state
41 regulation that states you can not go into a burning structure unless you can have of two
42 firefighters in and two firefighters out.

43
44 Assistant Chief Kirk said that the support volunteers would go through training in areas
45 that they will be helping out in such as driving.

1 Commissioner Sommers would like a report back on the progress of the program.

2
3 February Emergency Responses

4
5 Chief Kirk reported on February, 2007 emergency responses and handed out a report.

6
7 Annual Station Inspection

8
9 Chief Yamane said that he wanted to know who would be interested in attending the
10 station inspections so he could schedule a time. It was suggested to have the inspections
11 be a study session as a Commissioner meeting allowing all Commissioners attendance.
12 Commissioners agreed on a Sunday after 12:30 PM.

13
14 Valley Communications Tour

15
16 Commissioner Sommers wanted to tour Valley Com and Chief Yamane would like as
17 many Commissioners to go as possible.

18
19 Volunteer Assistant Chief (A/C) selection process

20
21 Chief Yamane said that the Executive Staff met and decided to open the Volunteer A/C
22 of Operations position to the current officers. The deadline to submit applications is
23 Friday March 23, 2007. The candidates will be interviewed by the Executive Staff, who
24 will make the decision.

25
26 Training Agreement for new members

27
28 Matt Sullivan said that he has been consulting with the District's Attorney, Joe Quinn, to
29 compose a training agreement for the upcoming recruit academy.

30
31 Chief Yamane said this is just in the beginning stages, and the draft agreement has not
32 been reviewed.

33
34 Assistant Chief Kirk said that the Lynden Fire District charges recruits who do not
35 complete the contracted time and response commitment.

36
37 SOGs

38
39 Commissioner Sommers would like to push the Board to go through the SOGs with the
40 help of Chief Yamane and Matt Sullivan. She shares her concern with Commissioner
41 Turner that the SOG book is huge and that the SOGs have duplications and contradictory
42 policies. She would like to see two categories: one policy and the other operations.
43 Policies would come under the purview of the Board, whereas Operations SOGs would
44 be within the Chief's responsibility.

1 Commissioner Jennings believes that going over some of the SOGs for duplication or
2 ones that need editing would be good. Some of the SOGs, however, have already been
3 updated.

4
5 Commissioner Turner suggested putting a cancellation date on each SOG, which would
6 build in a review schedule.

7
8 Commissioner Sommers suggested leaving this up to the executive team on how many
9 and which ones to look at every month, with the goal of completing review of all the
10 administrative policy SOGs within the next year to 18 months.

11
12 Commissioner Jennings asked Matt Sullivan what he suggested.

13
14 Matt Sullivan said that having the Executive Staff look at the personnel and
15 administrative SOGs, which is about a third of the SOGs and the operations staff look at
16 the operations SOGs makes sense.

17
18 Commissioner Turner had a concern on what reports are required according to the SOGs

19
20 General Comments

21
22 Bobby Lewis asked what happened with the dispatching errors. In the last two months he
23 has seen three emergency vehicles go down his road and turn around because they were
24 going the wrong way.

25
26 Commissioner Turner responded that the District has asked Valley Com to tag 26
27 addresses on the Computer Aided Dispatch system (CAD).

28
29 Joel Wade said that the dispatch system has a cookie cutter approach and is not easily
30 customized.

31
32 For the Good of the Order

33
34 Assistant Chief Kirk introduced Chris Robinson, a per diem paramedic from Seattle.

35
36 Cathy Rogers wanted to let the Commissioners know that she appreciated all the work the
37 support staff, Linda Hamilton, Barbara Cooper and Maridee BonaDea had done on the
38 King County Supplemental Grant.

39
40 Commissioner Sommers moved to transfer \$165,000 from the reserve fund to the
41 expense fund. Commissioner Nielsen seconded the motion. All Commissioners voted in
42 favor.

43
44 Commissioner Jennings moved to adjourn to executive session pursuant to RCW
45 42.30.110 (b) to consider the selection of a site or the acquisition of real estate by lease or
46 purchase when public knowledge regarding such consideration would cause a likelihood

1 of increase in price and (g) to review the performance of a public employee the executive
2 session will last minutes and a decision will not be made. Commissioner Sommers
3 seconded the motion. All Commissioners voted in favor.

4
5 The executive session started at 8:25 PM.

6
7 Commissioner Nielsen announced at 8:55 PM that the executive session would be
8 extended 30 minutes.

9
10 At 9:25 PM Commissioner Turner called the open session back to order.

11
12 Commissioner Nielsen moved to adjourn. Commissioner Jennings seconded the motion.
13 All Commissioners voted in favor. The meeting ended at 9:30 PM.