

1 **Vashon Island Fire & Rescue**
2 **BOARD OF COMMISSIONERS**
3 **Penny Farcy Training Center**
4 June 5, 2007

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 Minutes

14
15 Commissioner Hoffmann moved to approve the minutes for May 15, 2007 as presented.
16 Commissioner Nielsen seconded the motion. Commissioners voting in favor were
17 Jennings, Nielsen, Hoffmann and Turner; Sommers abstained because she was absent on
18 May 15.

19
20 Voucher Approval

21
22 Commissioner Hoffmann moved to approve the vouchers listed below. Commissioner
23 Jennings seconded the motion.

24
25 Vouchers audited and certified by the auditing officer required by RCW42.24.080 and
26 those expense reimbursement claims certified as required by RCW 42.24.090, have been
27 recorded on the listing which has been made available to the Board. As of this date,
28 June 5, 2007, the Board does approve for payment those vouchers included below and
29 payroll expenses for \$141,945.98;

30
31 Vouchers 500089 – 500118 for \$28,879.91

32 Voucher 5000119 for \$112,738.00

33 Vouchers 500120 – 500135 for \$29,834.85

34 Vouchers 500136 – 500142 for \$12,152.75

35 Vouchers 600000 – 600018 for \$24,460.29

36
37 There was a question on the t-shirt order.

38
39 Commissioner Hoffmann wanted to look at using local mechanics for vehicle repairs.

40
41 All Commissioners voted to approve the vouchers.

42
43 Amendments to agenda

44

1 The following agenda items were added to new business; 2008 Budget Timeline; Epay
2 with the Washington State Department of Retirement; and the King County lease for the
3 Dockton station.

4
5 Correspondence

6
7 Correspondence was included in the meeting packet.

8
9 Volunteer Representative Comments

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11 Charles Krimmert had no comment.

12
13 Paid Staff Representative Comments

14
15 Battalion Chief Coll announced that ten out of 16 students were finishing the EMT class
16 this Saturday and June 18, 2007, will be the graduation ceremony. Assistant Chief Kirk
17 reported on the Dinner Dance and thanked Barbara Cooper, Linda Hamilton, Susan Wolf,
18 and Maridee BonaDea for helping set up and announced the following awards were
19 presented;

20
21 Paramedic Award Mikhael Schlossman
22 Chief's Award Linda Hamilton
23 Top Driller Lenora Hackett
24 Top Responder Steve Hamilton

25
26 Several members received service pins.

27
28 Chief's Report

29
30 The Chief's report covered the weeks of May 15-21, May 22-28, May 29-June 4.
31 Assistant Chief Kirk talked to the Vashon Women's Club on his experience during the
32 Katrina Disaster; Chief Yamane attended an EMS levy meeting where King County staff
33 reported on the amount each organization will receive if the EMS levy passes. Paramedic
34 Nielsen left for Greenland for two months and will be a paramedic for a group of
35 scientists; Commissioner Sommers returned from her Mediterranean trip and brought
36 back a hat from Istanbul for Chief Yamane and a medallion and patch for the District.
37 Chief Yamane and Commissioner Sommers have attended stakeholder meetings for the
38 EMS levy, and there are several upcoming meetings scheduled with the King County
39 Council. Chief Yamane met with Rick Wallace to discuss the October 13, 2007, Island-
40 wide Disaster Drill.

41
42 **Old Business**

43
44 Salary Step Scale

1 District Secretary, Maridee BonaDea, presented the salary step scale that was originally
2 discussed at a board meeting at the April 3, 2007 meeting. She recommended approving
3 the steps for the Maintenance and Facilities Manager positions because those positions do
4 not have a salary steps.

5
6 Commissioner Nielsen would like the management position steps of seven changed to
7 make nine steps, so the current lowest and highest steps remain unchanged.

8
9 Commissioner Jennings said that we need to look at the definition and comparables for
10 the different jobs before we look at increasing the steps for these positions.

11
12 Commissioner Sommers said that she looked at comparables from the Vashon School
13 District and feels that the current pay scales are in line with market rates for the Island.

14
15 Commissioner Jennings said that this would give wholesale raises, if we are underpaying
16 individual positions let's look at those positions. He feels that the Fire Chief should be
17 coming to the Board with this information to let the Commissioners know if there is a
18 need for change.

19
20 Maridee BonaDea stated that Chief Yamane and Matt Sullivan asked her to present this
21 to the Board.

22
23 The board decided to table the salary step discussion until the July 17, 2007, meeting so
24 that more information can be gathered.

25
26 Organizational Structure

27
28 Chief Yamane will be collecting individual duties from all staff members to look at the
29 organizational chart as whole to evaluate the replacement of the Finance Director
30 position.

31
32 Commissioner Turner wanted to form a study group on reorganizing the whole agency.

33
34 Commissioner Nielsen wanted to wait to see what the Chief came up with.

35
36 Commissioner Jennings was interested in looking at a study group too, but would like to
37 talk about it in an open public meeting.

38
39 Commissioner Sommers asked how long the District could operate with two employees
40 shouldering the Finance Director's job tasks and when could Chief Yamane have the
41 information on job tasks to report back to the Board. Chief Yamane answered that the
42 process of looking at the whole Organizational Structure could take several months.

43
44 Update on Committees

45

1 Battalion Chief Coll reported that the Volunteer Committee had revised the volunteer
2 reimbursement SOG for approval by the Board.

3
4 Chief Yamane brought up revising the SOGs now that Matt Sullivan is gone.
5 Commissioner Sommers wanted SOGs submitted to the Commissioners in final draft for
6 approval so the board doesn't have to deal with "wordsmithing." She felt that the board is
7 responsible for policy-making.

8
9 The finance committee met: Kathy Bonner and Barb Cooper will compile BLS and ALS
10 transport information for the Finance Committee to make a recommendation on charging
11 for BLS transport.

12
13 The Communications Committee included a survey in the June, 2007, District newsletter.
14 Commissioner Sommers asked if the Communications Committee was breaking up into
15 subcommittees. Chief Yamane said they will discuss subcommittees at the next
16 Communications Committee meeting.

17 18 Volunteer Retention

19
20 Commissioner Jennings said that the Volunteer Committee seems to be coming up with
21 ideas to help support and keep volunteers. The Commissioners agreed to table this
22 agenda item.

23 24 65th Anniversary Celebration

25
26 Commissioner Nielsen's ideas for the celebration were tying something into the
27 Strawberry Festival or a party in which all present and past volunteers are invited.

28
29 Commissioner Jennings suggested placing an ad in the Beachcomber with all the people
30 who have ever volunteered and thanking them and inviting them to the 65th Anniversary
31 Celebration.

32
33 Commissioner Sommers asked the community members present what they would like to
34 see in terms of the celebration.

35
36 Commissioners agreed to have the 65th Anniversary Celebration in mid September.

37 38 New Business

39 40 2006 Annual Report

41
42 Chief Yamane presented the 2006 Annual Report and said that it will be posted on the
43 website and copies will be available at the Library.

44 45 Epay

46

1 Commissioner Jennings moved to authorize the Board Chair to sign the Epay forms for
2 the Washington State Department of Retirement. Commissioner Sommers seconded
3 seconded the motion. All Commissioners voted in favor.

4
5 Budget Time Line

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7 Chief Yamane presented the 2008 Budget timeline. Commissioner Sommers said she
8 would like to see the budget split up by cost center at over several Commissioner
9 meetings as was done last year. The District Secretary will look up the dates the budget
10 was discussed last year.

11 Dockton Station Lease

12
13 Commissioner Nielsen moved to authorize the Board Chair to sign the Dockton Station
14 lease. Commissioner Jennings seconded the motion. All Commissioners voted in favor.

15
16 General Comments

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18 Hilary Emmer hoped that the Fire Commission Board will look at the School Board
19 problems and learn from their mistakes. She believes that the main responsibility of the
20 Board is a fiscal responsibility. She also would like to see the Fire District to use the
21 private ambulance. She would like cell phone bills to look at.

22
23 Commissioner Jennings said that if we require personnel to have the cell phone 24 hours
24 a day they should be permitted to use the phones for personal use.

25
26 Hilary Emmer asked if spending has been cut back in the last year for the times she has
27 been here she has not heard the Board say this is not a legitimate expense.

28
29 Commissioner Sommers said that she would honestly have to say no. She has looked at
30 the invoices and questioned some of the phone charges for the outlying stations, and
31 CenturyTel has made adjustments.

32
33 Commissioner Hoffmann said that he and Barb Stoddard look over the vouchers closely.

34
35 Hilary Emmer pointed out that the Board reviews invoices after the money has been
36 spent.

37
38 Commissioner Turner said that they are working with the Chief to review the Purchase
39 Orders before money is spent.

40
41 Commissioner Jennings stated that administration has been having to spend too much
42 time on resolving issues. It has come to his attention that some Board members are
43 discussing issues with other members of the Fire District. These issues should be the
44 Chief's decisions. He feels that the Board should allow the Chief to exercise his
45 discretion on decisions like the private ambulance. The ambulance issue should be
46 discussed either in executive session if litigation is pending or in a public session.

1 For the Good of the Order

2

3 Commissioner Sommers announced that filing for candidates is open in King County for
4 the School Board and Fire Board positions, as well as for other local races.

5

6 Commissioner Nielsen went to the Commissioners' Conference in Chelan and reported
7 on the workshop, which suggested putting local demographics on the District's website.

8

9 Chief Yamane announced that they did not need to have the executive session.

10

11 Commissioner Jennings moved to adjourn the meeting. Commissioner Sommers
12 seconded the motion. All Commissioners voted in favor. The meeting ended at 8:50 PM.