

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

Date: 02/28/2018

Time: 6:30 p.m.

Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

Present: Brigitte Schran-Brown, Chair
Candy McCullough, Vice-Chair
David Hoffman, Commissioner (late) 18:48 attend meeting
Camille Staczek, Commissioner
Andy Johnson, Commissioner
Charles Krimmert, Fire Chief
Robert Larsen, Assistant Chief
Jojo Weller, District Secretary

Susan Reimer

Absent:

Amendments to Agenda

- Preapprove 15 March Payroll
- Congressional Fire Service Institute Symposium
- Change of start times for April, July, October Board Meetings

Approval of 01/30/18 Minutes,

Motion by Vice-Chair McCullough:

“I make a motion to approve the 01/30/18 minutes.”

MINUTES APPROVED, 5-0

Voucher Approval

Motion by Commissioner Hoffman:

“I move that we approve the referenced vouchers as detailed in Administrative Memorandum 02.28.2018-1.”

MOTION PASSES, 5-0

Assistant Chief’s Report

- Part-Time Program, 11 on shifts, nine are completely signed off and two are in their last checkoffs. A new PTP started today and currently interviewing for the twelfth position.
- Recruit Academy 2018-01, in week nine with seven participants all passing and doing well. They are going to North Bend on 10 March for their live fire exercise. Graduation on 19 May at the Vashon Theater. Putting together a list for the second academy starting in late summer and graduating by the end of the year. There is interest from three outside North Central, South Kitsap and Ruston. With those Districts and the applications on file there’s a potential to fill 12-16 slots which 16 will be the largest academy for VIFR.

- Our two new FFs are at the Consortium Academy which started on 02 February. Their first review was yesterday. They are both doing well. FF John is number one in academics.
- Starting Support Academy with five people.
- Call Volume- 262 calls YTD. Last year at this time there were 260 with 142 of those in February, the shortest month of the year. During the windstorm a week ago, between 09:00 Saturday morning and midnight Sunday we had 32 calls. We've had 42 concurrent calls this year with 23 of those in February.
- Residential Fire on Monday, the home owner did the right thing. She heard something, looked down, saw flames, grabbed her keys, purse, dog and left. Called us on her way out. We had a three-minute response time. Outlet strip on nylon carpet which the carpet had fire proofing on it as the hole the fire created was no bigger than a quart jar size.
- This morning's call was toned as ill with possible gas. It was a generator under a window and/or too close we took five family members to Harborview for CO complications. They are all doing well.

Chief's Report

- Staffing and Personnel- wrapping up review process. Tomorrow is the last month for this activity. Will send a reminder email to the District to wrap it up and the papers turned in to HR.
- Training Consortium- training with Incident Command also called Blue Card and extrication on 5 February with Consortium instructors coming to the island. All career personnel were here for it and it went very well, people were receptive to it. Looking into the Blue Card training to "Vashonizing" it so it's applicable to us. In that regard, on 21 February, Chiefs Kranjceovich and Larsen sat down with the Support team to talk about radio process which will be an ongoing process.
- Awards Banquet- successful, kudos to Commissioner Schran-Brown and Johnson
- Support Academy- there was orientation and six personnel showed up some support some EMTs
- CBA- contract negotiations with the local are ongoing and scheduling the next meeting date
- Fleet
 - EO6, front line engine, has substantial generator problems. The inboard generator is not functional, has been disabled and replaced with a portable. Will move forward with how to fix it after investigation on cost exposure.
 - If we execute the interlocal with Hoquiam and sign tonight to "piggy" back for a new aid car this will allow us to proceed with Braun tomorrow to purchase a new aid car. We would like to do that and encourage the Board to that. The estimated cost, final price is \$203,381 which includes automatic cot lift. It will pay for itself in the long run with reduce LNI and back injuries.
- Facilities- the training center renovation is ongoing, there's concern for asbestos and we verified that it is asbestos. Chief Larsen executed an agreement to remove it for less than \$4,000, there's a legal requirement that we wait 10 days. We cut into the former hose tower which will be the electronics room. There's also a large hole from the old radio room into the small classroom to begin building a small huddle room. There's been wire investigations, moving and relocating. In a couple days there will be framing new wall in the large classroom and framing in the ceiling and new floor in the tower to create additional space.
- Phone System- vendor, first of several, coming on Friday to look at the phone system and maybe upgrades to the existing phone system.
- Car Prop- anticipating delivery for the week of 11 March. Chiefs Coll, Larsen, and Krimmert to visit the facility where it's being built. We're going to let the new fire prop in the training facility and the upgrade to the search and rescue prop will be on the back burner for now. We are over extended at the moment.

- Strategic Planning- behind schedule, nothing to report but Chief is really cognizant of this.
- Financials- overview of the first month of the year. Also modified the end of last year as there was a duplicate entry from 2017. The key numbers and columns are spent to date, 2018 budget, percent received/spent to date in that line item and a forecast of 2019 budget. Anything below 8.3% we're in great shape. The Disaster Prep is over as last year's bills showed up Vice-Chair McCullough commented that this format is easier to read. Chief pointed out that it's consolidated; it's the same form with hidden line items, due to the training he and Ms. Weller received at the BIAS accounting software conference. It's overwhelming if the Chief keeps presenting the same seven pages of everything the District is doing. The idea is to mix it up. For example, show payroll cost at one meeting and fleet cost at another. There's no plan yet but Chief and Ms. Weller will work on that. The budget worksheet is available for viewing and the Board can see it as often as they would like. \$400,000 was moved from the Reserve Fund to the General Fund this month. Will likely to do that once or twice more this year as needed.

Motion by Commissioner Hoffman:

“I move that we approve the financials as presented.”

MOTION PASSES, 5-0

- BIAS Conference- excellent workshop and very worthwhile. Learned about a new module to assign costs across the board and hone in deeper with the financials.
- YourCall Program- a complaint stating that the YourCall Program is a form of insurance was filed against us through the Office of the Insurance Commissioner Washington State. We've provided the office with all the information they asked for and they have acknowledge they have it and are reviewing it. The District is cooperating and we'll go where ever they tell us to go (no pun intended).
- Contracts- the District has two cell tower agreements one with AT&T, the original agreement from 1991 which expires in 2021. This allows them to have free access to everything until that date. Chief can confirm that they have given the District the cell tower, but he cannot confirm that they have given the building. The Chief can tie in an agreement, as a secondary location, with the cell tower on Maury Island that could expire in 2023. VIFR and Valley Communications have equipment there. The second agreement, which AT&T allowed the District to lease to other entities, is with Sprint which expires in 30 April 2022. Sprint has asked for a 15-year extension and to add more equipment on site. The Chief would like the Board to allow him to proceed and discuss with Sprint. The Chief may get a third-party vendor to see what the going rate is for a tower of that nature. Regarding other interlocals, Airport swap, no fee, they give us the heliport and we provide fire service. Haven't gotten the numbers from WA State Ferries which expire in 2020. The school district's contract is based on headcount. Chief Krimmert is investigating other interlocals. Chiefs Larsen and Krimmert attended KC Water District 19's 13 February meeting. We'll formalize that it's water for fire service. The Chief is very appreciative of the deal. They also discussed a new fire hydrant at the training ground. Commissioner McCullough encouraged the Chief to pursue Sprint's request of extension.
- Community Engagement- actively working on the 2017 Community Annual Report. Hoping to get it out in the next two to three months. February First Friday, Chief got invited on VoV and he visited with a handful of community members. Chief will walk the March 1st Friday as well. On 17 February the Chief attended his second Nero presentation in the Tramp Harbor area.

- WA Survey and Rating Bureau- on 12 February both Chiefs met with the representative to discuss fire insurance rating. They discussed many points and the Chief hoped for a preliminary report for the Board, but they were not ready to give that out. In 2014 they had all five stations rated at the highest rating, class A. For the District's diminishing volunteer numbers, we do not believe that will survive. We will maintain that rating at 55 and 56 but the other stations will fall off. Eric Cunningham provided us with two maps, one map shows the coverage of the island with the north and south end exposure as minimum. Should the District pursue decommission and sale of station 57 the exposure for the island, from the rating view, not as drastic as the Chief was fearful of.

New Business

- a. Cell Tower Lease
- b. Interlocal Agreement with Hoquiam for New Aid Car

Motion by Vice-Chair McCullough:

“I make a motion to approve the Interlocal Agreement with Hoquiam for our New Aid Car.”

MOTION PASSES, 5-0

- c. 15 March Payroll, without OT pay, approval

Motion by Vice-Chair McCullough:

“I move that we approve 15 March Payroll, no OT, due to our once a month meeting.”

MOTION PASSES, 5-0

- Commissioner Hoffman suggests that he comes in for voucher approval twice a month, like previous process. He will take responsibility of the payments.
 - District Secretary Weller suggest that the Board needs to approve payroll and vouchers as a quorum
 - FF Everett asked the Board to clarify the preapproved payroll payment for 15 February payroll as his pay was short his overtime worked
 - Vice-Chair McCullough confirmed the 15 February payroll was payment for regular wages without overtime; overtime would be authorized for 28 February paycheck
- d. Ground Water Committee- meeting conflict with VIFR Board on Wednesdays, 25 April, 25 July and 24 October. Vice-Chair McCullough and Commissioner Hoffman cannot make meetings earlier than 18:30. VIFR Board meetings will be moved to the large classroom on those dates.
 - e. 30th Annual Congressional Fire Institute Symposium- on 17, 18, and 19 April, registration is \$350, Vice-Chair McCullough would like to go. She would meet with the Congressional members and Executive Director.

Motion by Commissioner Staczek:

“I make a motion to approve Vice-Chair McCullough to attend the Annual Congressional Fire Institute Symposium.”

MOTION PASSES, 5-0

Old Business

SOP 2206 Alcohol and Drug Use (TABLED)

- Chair Schran-Brown working on SOGs

General Comments

- In remembrance of Jeannette Woldseth, the first woman to become a career firefighter in Washington died of cancer at the age of 64. A retired Captain she became a full-time firefighter in Bellevue in 1977 after serving as a volunteer for two years.
- Congratulations Susan Reimer on making Beachcomber Editor

For the Good of the Order

Documents Signed

EXECUTIVE SESSION

The Executive Session was held pursuant to RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The public meeting was closed and the Executive Session opened at 19:10. The session was extended at 20:00 for 30 more minutes by Chair Schran-Brown. The Executive Session closed and the meeting was extended at 20:30 for 20 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 20:50. Two motions were passed:

Motion by Vice-Chair McCullough:

“I make a motion to approve the Chief’s revised Employment Contract.”

MOTION PASSES, 5-0

Motion by Vice-Chair McCullough:

“I make a motion to approve the Assistant Chief’s revised Employment Contract.”

MOTION PASSES, 5-0

Adjourned at 20:50

The next Regular Meeting will be on Wednesday, 03/28/2018 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Rm

Approved this 28 day of March, 2018.

Brigitte Schran-Brown, Chair

Jojo Weller, District Secretary