



Vashon Island Fire and Rescue  
10019 SW Bank Road PO Box 1150  
Vashon WA 98070 206.463.2405 206.463.2954 fax  
www.vifr.org administration@vifr.org

# BOARD MEETING MINUTES

**Date:** 24 June 2020

**Time:** 18:30

## REGULAR MEETING

**Present:** Candy McCullough, Chair (Webinar)  
Camille Staczek, Vice-Chair (Webinar)  
Dave Hoffman, Position 05 (Webinar)  
Brigitte Schran-Brown, Position 03 (Webinar)  
Andy Johnson, Position 01 (Webinar)  
Charles Krimmert, Fire Chief (Webinar)  
Robert Larsen, Assistant Chief of Operations (Webinar)  
Rebecca Pollock, District Secretary (Webinar)  
Raechel Ehlers, HR Administrator (Webinar)  
Carin Bruce, Administrative Assistant (Webinar)  
Captain Randy Tonkin (Webinar)  
Firefighter Brad John (Webinar)

### Welcome

### Amendments to Agenda

### Approval of 05/27/2020 Minutes

Motion by Commissioner Camille Staczek:

**"I make a motion we approve the minutes of the 05/27/2020 meeting."**

**MINUTES APPROVED as amended, 4-0  
COMMISSIONER HOFFMAN ABSTAINED, 1-0**

### Voucher Approval

Motion by Chair McCullough:

**"I move we approve the referenced vouchers as detailed in Administrative Memorandum 06.24.2020-1."**

**MEMORANDUM APPROVED, 5-0**

### Chief Krimmert Report:

- See Chief's Report
  - Commissioner Schran-Brown brought up a phone call between her and Chief Krimmert discussing the Private Timber Harvest Tax the District receives a portion of when private timber is sold.
  - 1. No major issues with staff
  - 2.a. We have purchased Boat 45. Title to be signed over tomorrow, June 25, 2020.

- 3.b. We have two emergency repairs underway. One for the roof in the lobby area of Station 55.
  - 3.c. The other is a systems problem in the hoist pit.
  - 4.a. Our call volume is down, and we are keeping costs close to the chest as evidenced by our expenses closing at 36% of the year's allowance, 5.6% below estimated percent for the end of May.
  - 4.a. Our revenues are down but are being offset by the low call volume and budgetary restriction.
  - 4.b. New budget category created for disaster expenditures has been populated with approximately \$1,194.57 for pandemic response costs to the District. FEMA Public Assistance Grant will be submitted to recuperate some of those costs if we can.
  - 4.c. Our goal for the year was to transfer \$850,000 from our Operational Expense Fund to Reserve Funds for future repairs, replacements, etc. Another \$150,000 was transferred this month from Operations to the Fleet Reserve Fund. We are anticipating moving more to facilities and equipment.
  - 4.d. There is a COLA in the Collective Bargaining Agreement that we generally apply to the non-bargaining unit employees as well. So next month we can forecast COLA impacts for 2021.
  - 5.a. VIFR has one open outstanding interlocal agreement for fire services in order to be in compliance with the RCW and that is with King County Housing Authority. We have had contact with them, but we have not come to an agreement yet.
  - 5.a. VIFR has been successful in increasing its contract with King County from ~\$5,000 to ~\$33,000. We may be able to increase this even further given missing properties.
  - 6.d. Given the loss of an SCBA and a bottle, VIFR will be implementing systems to prevent further property losses and increase accountability.
  - 7.b. The Chief is aware that the Board received a letter of concern regarding the Annual Report.
  - 7.b. The Chief has received tremendous input regarding the report including, but not limited to, the compliment of "I've read it cover to cover." It also meets our obligations of community engagement.
  - 7.b. In response to the report, just today, June 24, 2020, we had 18 address ID signs out for pickup.
  - 8. Chief will be addressing the VIEMA as mentioned last month.
  - 9.a. Chief would like to recognize and acknowledge the over 10,000 hours of volunteer time provided in protecting and serving the island through the EOC, MRC, CERT, etc. These branches of the emergency response will be winding down other than the MRC which will continue operations averaging ~50 tests a week.
- Commissioner Staczek asked a question regarding the serviceable life and cost of SCBAs. Chief Krimmert provided a serviceable life of 15 years, stating that we bought them in 2016, so in 2031 we will replace all 41 of them for ~\$500,000.00
  - Commissioner Johnson detailed a resident who really enjoyed and was very impressed by the Annual Report and wants to reach out to the Chief to discuss.
  - Commissioner Schran-Brown mentioned receiving both positive and negative feedback regarding the Annual Report.
  - Commissioner Staczek detailed comments made on her husband's website regarding positive and negative feedback towards the Annual Report as well.
  - Subject matters and information to be included in future reports was discussed.



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Motion by Commissioner Johnson:

**“I would make a motion that we accept the financial report for May 2020.”**

**FINANCIAL REPORT APPROVED, 5-0**

## **Assistant Chief Larsen Report:**

- See Assistant Chief’s Report
  - 1. Part Time Program is a revolving door. We are starting 4 new members on July 6, 2020 which brings our total to 10 Part Time Employees. Looking to hire 2 more.
  - 2.a. Recruit academy is done for the year. Graduation tentatively set for July 18, 2020.
  - 2.b. There will be no second Academy this year.
  - 3. Call volume is significantly down. We have kept up with our concurrent call volume. We have been able to cover up to 4 at one time.
  - We are working on some repairs on the truck lift and doing some work on the training center grounds.

## **New Business**

- Surplus Equipment Resolution 20-403
  - Assistant Chief Larsen answered Commissioner’s Staczek’s question regarding disposition that we have made contact with one rescue training company that is interested in a portion of it, at least.

Motion by Commissioner Staczek:

**“I make a motion that we accept Resolution 20-403.”**

**RESOLUTION APPROVED, 5-0**

- Increasing the Check Authority Maximum from \$500.00 to \$1,500.00
  - The administration would like the freedom to do more in the unlikely event that the checkbook is used.
  - We have had examples of incidents in which District credit cards cannot be used and following the typical accounts payable procedure is not conducive to quick processing incidentals or emergency purchases.

Motion by Chair McCullough:

**“I make a motion we approve authorizing maximum from \$500 to \$1500.”**

**RESOLUTION APPROVED, 5-0**



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- Board Hearing
  - We are still in communication with the member. They wanted to have an in-person hearing, but that is not allowed at this time per the Governor's Proclamation.
  - The member has until July 17, 2020 to respond to move forward with scheduling the hearing.
- Ratification Resolution to Authorize Chiefs Krimmert and Larsen to Execute Contracts
  - The Administration would like to formalize unanimously approved motions from a prior meeting to resolutions in order to include them with our FEMA Reimbursement Application.
  - Discussion regarding changing the resolution language to include all Vashon Island Fire and Rescue Fire Chiefs and Assistant Chiefs of Operations rather than detailing specific names.

Motion by Chair McCullough:

**"I make a motion to approve Resolution 20-404 authorizing the Chief and the Assistant Chief to execute contracts."**

**RESOLUTION APPROVED as amended, 5-0**

- Chair McCullough stated that the Board of Commissioners received a letter via email regarding the Annual Report from Fern Shupeck and the Board has acknowledged it.
  - Commissioner Schran-Brown stated an appreciation for an individual taking the time to write such a lengthy letter.
  - Discussion regarding the Board responding to the letter in order to address it - written by Chair McCullough and Vice-Chair Staczek.

## Old Business

- Conflict Resolution Group
  - Everyone has been scheduled for their individual meeting with the mediator and will sign their DocuSign agreement.
  - Group Mediation has been scheduled for July 31, 2020 at 10:00am via Zoom.
- Rescue Swimmer SOG
  - VIFR is moving forward with the program. We have created BARS codes and financial requirements to start this program and are actively sending personnel to applicable training(s).

## General Comments

- Former EMT and member of the District, Jolene Lamb, passed away.

## For the Good of the Order

- Chair McCullough thanks Chief Krimmert for his dedication, hard work, and everyone who contributed to the Annual Report.

## Documents Signed



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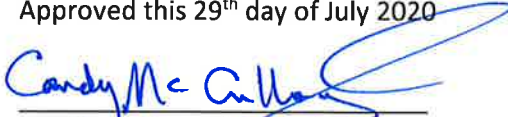
# BOARD MEETING MINUTES

**Adjourned at 19:10**

**Chair called end**

*The next Regular Meeting will be on Wednesday 29 July 2020, at 18:30*

Approved this 29<sup>th</sup> day of July 2020

  
Candy McCullough, Board Chair

  
Rebecca Mason, District Secretary

