

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

Date: 10/30/2019

Time: 18:30

Place: 10019 SW Bank Rd, Penny Farcy Memorial Fire Training Center, Large Classroom

REGULAR MEETING

Present: Brigitte Schran-Brown, Chair
Candy McCullough, Vice-Chair
Camille Staczek, Position 02
Andy Johnson, Position 01
Charles Krimmert, Fire Chief
Robert Larsen, Assistant Chief of Operations
Jojo Weller, District Secretary

FF Josh Dueweke

Absent: Dave Hoffman, Position 05

Pledge of Allegiance

Amendments to Agenda

- 10/02 Special Meeting Minutes tabled
- Vice-Chair McCullough adds Oregon Fire Service Conference to New Business

Approval of 09/25/19 Minutes

Motion by Vice-Chair McCullough:

“I make a motion to approve the 09/25/19 minutes.”

MINUTES APPROVED, 4-0

Voucher Approval

Motion by Vice-Chair McCullough:

“I move that we approve the referenced vouchers as detailed in Administrative Memorandum 10.30.19-1.”

MEMORANDUM APPROVED 4-0

New Business

- Oregon Fire Service Conference (Vice-Chair McCullough)
 - This is sponsored by Oregon Fire District Directors Association
 - Vice-Chair McCullough has been invited by the Director of OFDDA to attend waiving the registration fee. The expense will be three nights of lodging and travel
 - The presentation will include
 - Resiliency required relationships
 - Board Member Duties & Responsibilities

- Lessons learned from Forming Fire Service Partnerships
- Budget workshops for fire districts
- Holding officials to a higher standard
- Workplace Management in the MeToo era
- Resources and challenges for small districts
- Securing bonds and alternative financing
- Disaster Preparedness
- The Board members agree that Vice-Chair McCullough should attend and share the knowledge

AC Larsen's Report:

- see AC's addendum

Chief Krimmert's Report:

- see Chief's addendum

Old Business

- Chief Walkowski update (Vice-Chair McCullough)
 - a. From the teleconference with Jim, Candy and Raechel it was determined that the follow up meeting will be under executive session. This meeting will be on November 27 for a couple of hours.
 - b. The Board or Chief Walkowski will meet with Chief.
 - c. Depending on what is decided Chief Krimmert or Chief Walkowski will update the District at an all hands meeting Dec 5 at the next quarterly training.
 - d. Chair Schran-Brown suggests training workshops. She asks which budget line the District could use for this training. Chief Krimmert directs her to the Cross District Training Educational Initiatives budget line under the Training section.
 - e. Vice-Chair McCullough would like to see that it rolls out quickly and everyone agrees.
 - f. Vice-Chair McCullough suggests to approve the 2020 budget on the 13th as there will be a lot to go over on the 27th.

General Comments

- Board Chair Schran-Brown asks if there's anything happening with the YourCall Program with the legislature. Chief mentions that there has been nothing happening but he has been brainstorming on how the District can work with the new Hospital District. The Board candidates for the hospital district have been very clear that their primary focus is primary care.
- Captain Dueweke asks if there are funds allocated for personnel for issues if people need to get together when they're not on the same shift. Chief Krimmert responds that the OT pay will be used for it. Chief Krimmert didn't anticipate increasing the budget line as he didn't anticipate the need for it.
- Chief Krimmert will be at a meeting with the local union in Olympia on the 13th so he may be late to the Special Meeting

For the Good of the Order

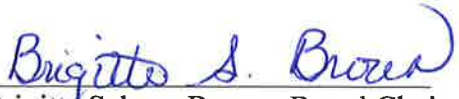
- Board Schran-Brown will not be available to coordinate the awards banquet next year due to surgery
- AC Larsen will be on an extended medical leave starting Monday and he will be working from home as much as he can for the most of November

Documents Signed

Adjourned at 19:17

The next Regular Meeting will be on Wednesday 27 November 2019, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Training Center, Large Classroom

Approved this 21st day of December 2019



Brigitte Schran-Brown, Board Chair



Jocelyne Weller, District Secretary



Assistant Chief's Report
for the
Fire Commissioners' Meeting
of
30 October, 2019

As a brief overview of the District, focusing on highlights since the board's last regularly scheduled meeting, please accept the following information:

1. Overarching Operational Topics:

The PTP program now has 10 personnel. We still are trying to fill 2 positions

2. Overarching Training Topics:

- a. Academy 19-02 is currently in week 18 with 4 recruits, 1 from Central Kitsap, 1 from South Kitsap and 2 from Vashon. They all passed the FF1 testing and the Haz-Mat practical. Last Saturday they took the final test for the Haz-Mat portion of their training. Graduation is November 16 at the theater.
- b. The summer EMT Academy has one Recruit remaining. Both are graduates of recent fire academies here.
- c. For Recruit academy 20-01 we currently have 1 application from Vashon and 1 self-pay, 2 from South Kitsap and are in talks with Central Kitsap and Ruston.
- d. Spring EMT academy currently has 1 student and the spring EMT class has 2 applicants as well, both of which are Island residents.
- e. There are 2 Support and 2 Volunteer EMTs in the screening process.
- f. Chief Coll is currently working with the Consortium to transfer the EMT Binders to a digital format.
- g. District membership is still 74 at this time plus Commissioners.
- h. We are still utilizing Marine 45 until we acquire a boat.

3. Service/Call Volumes:

- a. As of 07:15, shift change today, the District has responded to 1293 calls this year... a pace that suggests a possible yearend total of 1562..... Last year at this time we had responded to 1427 calls. So far this year we have had 172 occasions of multiple calls, last year at this time we had had 202. Last year we had 248 occasions of having multiple calls for service.

4. Miscellaneous/Noteworthy Topic(s):

- a. The mold remediation project is nearing completion with two of the three offices affected substantially complete and moved back into.

5. Conclusion of Report

Robert Larsen, Assistant Chief of Operations
Vashon Island Fire & Rescue
1 206 463 2405 (Office) Extension 302
1 206 940 2618 (Mobile)



Chief's Report
for the
Fire Commissioners' Meeting
of
30 October 2019

Please accept the following brief overview of the District; the focus is on noteworthy topics since the Board's last regularly scheduled meeting.

1. Staff/Personnel:

- a. The National Fallen Firefighters Foundation care of the Washington State Firefighters' Association has asking the District to purchase a brick in honor of Firefighter Kimmel (\$80) for installation at the National Fallen Firefighters' Memorial in Emmitsburg, Maryland. Firefighter Charles Kimmel, a volunteer firefighter, fell from the rear of an engine on July 15, 1967 and is Vashon Fire's only Line of Duty Death (LODD) in its 77 year history. This matter was not addressed at the time of Firefighter Kimmel's death as the memorial was not built until 1981. If there is no exception from the Board it is my intent to authorize the purchase of the commemorative marker...
- b. I would like to advise the Board that another investigation (Assessment 19-20) was initiated and is about to be completed. Considering the applicable circumstances we made the decision to use an independent company to analyze the situation and report back to the District. We hope to close the matter shortly...

2. Fleet Status:

- a. As you all have been advised Marine 55 is no longer sea worth; the forward hull delaminating from the right pontoon float. We continue to investigate replacement ideas and strategies and in the interim Puget Sound Fire has loaned us Boat 45...
- b. A-04 has been out of services for the bulk of the month. On the 16th it was taken to an off island repair facility. It returned to service last week (21 Oct 19), the problem proved to be minor in nature and a recalled component. Costs were under \$300.00...
- c. E-06 stated displaying problem issues on 14th and was delivered to an off island repair facility on the 15th. Yesterday it was returned to services. Repairs revolved around electronic components of the transmission and cost were approximately \$3,000...
- d. I am pleased to announce that E-07 has arrived. It is being equipped and once training on it has been completed it will be put in services as our first due engine (E55). Should the Commissioners wish to see the newest addition to the fleet, E-07 will be available for inspection immediate outside the Board Room at the conclusion of this meeting...

- e. The Board should be advised that this month (29 Oct 19) the region implemented a new dispatch system and all vehicles within Zone 3. In short, a 3 shall be added in front of our apparatus; for example, Engine 56 shall now be dispatched and designated as Engine 356...

3. Buildings & Grounds Status:

- a. Earlier this month work to mitigate the water damage within the Administrative Wing of Station 55 was started and with the exception of my office has been substantially completed. An additional long term resolution may require more extensive work perhaps going as far as replacing the bulk of the windows within the Administrative Wing...
- b. Last week a plumbing/drainage problem was reported in the "Courthouse". A substantial blockage in the sewer has since been discovered and repair efforts will include the excavation of a portion of the piping some 15' (+/-) west of the southwest corner of the building. Worst, we are anticipating the cost of repairs in the range of \$10,000...
- c. On October 4th a complaint was file with the County's Code Enforcement Group against the District regarding the Search & Rescue Prop. We are awaiting further input on the matter...
- d. At this time we have no significant building projects underway and we are focused on day to day operations, the repairs noted above as well as other minor repairs and the completion of various projects and efforts...

4. Finance Reporting:

- a. Attached please find the 2019 budget's revenues and expenses through the end of September or 75% of the fiscal year. This report was presented at the special Budget/Board Meeting of the 9th. The September 2019 budget standing was approved at that time and input and comments from the Commissioners at that meeting have been incorporated into the 2020 forecasting. As the Board is focusing on the 2020 budget we have presented the budget in full as well as summary format. For the public in attendance, a summary of the 2019 budget's end of third quarter noteworthy numbers are:
 - i. Overall revenues were at 65.875%. Property tax income alone was at 56.439%. Both are below target but not surprisingly so as our next significant tax payments will start arriving this month. ...
 - ii. Overall expenses were up from 62.178% to 71.833%, reducing last month's under budget performance by 1.316%; down from 4.488% to 3.167% below target...
- b. Though expenses overall are under the month's benchmark we are now focused and concern with three specific categories with four being over target for this point in the year. The four areas of the budget beyond the end of September benchmark of 75% are the:
 - i. *Equipment Category*: Costs are at 97.753%. This is a drop in overall exposure from 29.857% to 22.753% over budget. A single month drop of 7.104%...
 - ii. *Fleet Category*: Unfortunately costs are up another 4.231% climbing from 76.435% of budget to 89%. We will continue to monitor the fleet's funding but unforeseen repairs still are making it difficult to forecast this category's return to its budgetary goal...
 - iii. *PPE/Uniform Category*: We had been hoping this category would recover however the purchase of new uniforms and PPE during September has made that impossible; taking the budget at the three quarter point to 8.567% over the total year's allotment. At the end of September this category was at 108.567% of budget...
 - iv. *Administration/Business Support Category*: We do still believe this category will stabilize before the year's end however at the end of September it was at 75.721% of budget, 0.721% over budget target...
- c. Another financial topic, though it will not show up on the financials until next month's reconciliation for October; we set aside an allowance of \$450,000 for the new engine and the final price tag, with taxes, came in at \$415,392.52...

5. "Contractual Efforts:

- a. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
 - i. *King County*: I spoke to Ms. Carol Basile of the County Tuesday (22 Oct 19). The County has acknowledged our amendments to their original Exhibit A. The County is currently assessing the value on properties we have requested be added to the Exhibit. We are preparing to execute the 2019 Agreement and are in agreement that the new properties will be included within the 2020 Agreement...
 - ii. *Vashon Parks District*: As you are aware the Vashon Parks District has proposed that we enter agreement based on the County's current proposal/model for similar services. We have accepted this course of action provided they added the library and use the 2019 tax rate as the County is. Our response was presented to their Board on the 22nd and I understand that it was found acceptable and it is scheduled to be voted upon at their board meeting of November 12th...
- b. Regarding other contractual efforts:
 - i. *Interlocal Agreement with Puget Sound Fire*: For the failure of Marine 55 and the good graces of Puget Sound Fire our agencies have entered into agreement for the use of Boat 45 to fill the gap until / as we replace Marine 55 with a new vessel...

6. Business Operations:

- a. In the course of the month I do not believe we entered into any unique or new agreements or made any substantial atypical purchases until:
 - i. The repair costs to/for the "Courthouse" sewer were not planned for and we did not anticipate the cost. As the correct of the problem is essential to the proper operations of the facility we are proceeding with the work as emergency repairs...
- b. We are exploring the purchase of a dozen SCBA cylinder/bottles for use on the Explorer SCBA's. As you will recall the Explorers are using our old SCBA packages and unfortunately all of the air bottles for those packs have reached the end of their useful life. We are also investigating the extension of these bottles' life but there is currently an administrative issued at the federal level impacting that path...

7. Community Engagements:

- a. On Monday September 30th I met with two Cub Scout dens to discuss community service, fire/life safety topics and answer questions. They are an energetic bunch to say the least...
- b. Saturday October 5 was our annual Open House at Station 55. All involved did an excellent job and the public was thankful and happy for the opportunity to visit...
- c. Sunday October 6th I attended a NERO meeting on 87th Avenue SW...
- d. I attended the Hospital District Commissioners' Forum Thursday evening (October 10th) at the Methodist Church. The focus of the candidates was very much on primary care and there was little mention of ambulance or emergent care being a component of their initial planning...
- e. October 13th I attended a NERO meeting of a neighborhood in the Luana Beach area...
- f. October 14th I attended a VARSA Board Meeting as the Local Government Sector Leader...
- g. October 16th I attended the **VashonBePrepared** Board meeting...
- h. Monday October 21st Chief Larsen and I met with the school district's safety committee and have offered our continued support towards school safety and preparedness...
- i. During the week of the 20th Quint 55 and Chief 55 delivered elementary school students, winners of the fire prevention contest and several of their close friends to school...
- j. Also during the weeks of the 20th and 27th crews represented the District at the high school during 'Red Ribbon Week' activities; these are student lead programs against alcohol, tobacco and drug abuse...
- k. October 25th Ms. Weller and I met with representatives of Cub Scout Pack 275 the BSA to discuss the District becoming a primary "chartering organization" supporting Pack 275 and the creation of a new BSA troop for young ladies. This was only our first/initial conversation

on the matter but it proved very fruitful and I would like to request the Board's approval to both advance upon being a chartering agency (As we already are for Explorer Post 2134.) and should the details be amenable approval the District taking on such a role in the community and for the scouting programs of the island...

- i. Last night (29 Oct 19) I attended an Interfaith Council to Prevent Homeless meeting to discuss implementation of a severe weather related emergency shelter at the Presbyterian Church. It is a very positive group and they are preparing to be ready to open/operate a shelter in a very aggressive timeframe...

8. Strategic Planning:

- a. I have nothing of value to report on at this time...

9. Miscellaneous & Noteworthy Topic(s):

- a. I have no additional noteworthy matters to present at this time...



Conclusion of Report

Charles H. Krimmet, Fire Chief
Vashon Island Fire & Rescue
1 206 463 2405 (Office) Extension 301
1 206 300 0952 (Mobile)