



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

Date: 10/31/2018

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
David Hoffman, Commissioner
Camille Staczek, Commissioner
Andy Johnson, Commissioner
Chief Charles Krimmert
Jojo Weller, District Secretary

Absent: Robert Larsen, Assistant Fire Chief

Pledge of Allegiance

Amendments to Agenda

- Board of Commissioner WSF Letter
- The administration is requesting to move Veteran's Holiday to the day before/after Christmas
 - The Board agrees that the administration can take this day off either before/after Christmas. The Board also states that this can be the practice every year.
- Decide if we need to move Dec. 26 Board Meeting to a different day, Thursday or Friday
 - The Board moved to Dec. 27, Thursday

Approval of 09/26/18 Minutes

Motion by Vice-Chair McCullough:

"I make a motion to approve the 09/26/18 minutes."

MINUTES APPROVED, 5-0

Voucher Approval

- Commissioner Hoffman thanked the administration for being diligent of the overcharges from WSF. He noticed from the invoice that the District is watching every charge.

Motion by Commissioner Hoffman:

“I move that we approve the referenced vouchers as detailed in Administrative Memorandum 10.31.2018-1.”

MOTION PASSES, 5-0

Chief Krimmert’s Report:

- see Chief’s addendum
- Re: Accusations 4a, Vice Chair McCullough asks who the allegations were addressed to. Per Chief, to the administration and there is no legal action at this time.
- Re: Fleet 5e, Vice Chair McCullough suggests flying Brett back to South Dakota to make a final check before the new truck is delivered.
- Chief is looking into how the District can restore the YourCall Subscription Program. Maybe partner with our insurance company, Enduris. This is just an idea and will be pursued in the future.
- Chief will publish a letter to the community to remind them that whether they have insurance or not they need to utilize our services in their emergent need.
- Re: Interlocal with Vashon Parks District 8fiii, Chief would like to know what the Board’s operational policy is on protecting Parks non covered property. Parks is removing so much of their property from their fee structure and in essence not paying the Fire Department to protect those properties. Chief proposes that the District agrees to an \$8,000 agreement based on the \$1.50 per 1,000 on the properties Parks consider active and for the non-covered properties it will be protected based on a fee matrix. If and when the District enters into contract it would not be for more than a year. Vice Chair McCullough likes the approach and the rest of the Board agrees to offer this to Parks.
- Re: WSF 9c, the Chief supports the pendulum schedule and supports regularity to get the crew back on the island.
- Chief walked through the proposed 2019 budget by line item:
 - 9th version of the 2019 Budget Draft (Chief has included this in his monthly financial reports since January 2018)
 - Overall the proposed budget is 5.83% greater than this year’s budget
 - Medical is up by 15%
 - COLA is 3.42%
 - Insurance went up 10%
 - Commissioners can choose to get an increase stipend by 12.3%
 - Dispatch fees have gone up
 - With the forecasted income some of that will go into the reserve funds
 - 200K into the general reserve fund
 - 450K into the fleet reserve fund to ensure we have funds for the new truck
 - Grow facilities and equipment funds
 - Re: new BARS code 342.21.00.22 PILOT Agreements (Payments In Lieu of Taxes), for example Camp Sealth, churches, Land Trust, etc. do not pay any taxes. This is an idea and will be investigated. The Board expressed their support of this idea.
 - Budgeting 13K to buy a FIT machine that tests the fit of face masks and medical masks
 - Personnel budget went up 205K which is a .3% increase from this year’s budget making it 74.05% due to increased employment numbers, COLA, increase in medical. Chief read an article that showed that school’s personnel budget to be 85%.

- 100K in training department for prop improvement and replacement; rebuild search and rescue prop
- The consortium is starting to work for our District; this budget jumped 10K but the Chief is hoping that it will drop due to new fire district members getting/to get voted in to join, like Eastside Fire and Rescue, Mountain View Fire and Rescue and South King Fire and Rescue.
- Equipment budget- 45K for new ladders and TIC (thermal imaging cameras)
- Equipment budget- the District's radios are old and dying so we bought 14 new and spent over the budgeted amount this year
- Commissioner McCullough would like to remind Chief that the District needs to put aside money for replacing SCBAs in 15 years. Chief is consciously aware of this and is making the point to reserve money in the Equipment Reserve Fund. The goal is to put 35K per year into this reserve fund.
- Supplies budget- 13K for rechargeable batteries for the SCBA but overall this budget is down 5K from last year
- PPE budget is slightly down even with the schedule replacement and backup PPE
- Fleet budget- the capital cost for new trucks are being tracked as well as the transfers of ins and outs
- Buildings and Grounds budget- no large allotment set aside
- Commissioner McCullough asked if fixing the crickets on station 55 is enough. Chief will investigate if the District needs to replace the roof.
- The Board thanks Chief for the budget proposal overview and all the work he has put into it.
- Chief invites the Commissioners to come by his office with questions, concerns or just to talk about the budget a little more.

Motion by Vice-Chair McCullough:

“I make a motion to approve the quarterly budget as presented.”

SEPTEMBER BUDGET APPROVED, 5-0

New Business

- Resolution 18-388 Equipment Surplused In Past Board Meeting Be Put Back Into Service

Motion by Vice-Chair McCullough:

“I make a motion to approve Resolution 18-388 Declaring Specified Equipment Surplused in Past Board Meeting Be Put Back into Service.”

RESOLUTION APPROVED, 5-0

- Valley Communications Center 2019 Contract Fee Schedule

Motion by Vice-Chair McCullough:

“I make a motion to accept Valley Communications Center 2019 Contract Fee Schedule.”

CONTRACT APPROVED, 5-0

- Board of Commissioners WSF letter
 - Draft 4
 - The final draft will complement Chief's letter
 - Chair Schran-Brown mentioned that the local union will be drafting a letter as well
 - Commissioner Johnson is keeping Medic One in the loop as Medic One might want to be involved; Chief mentions that EMS Director Michele Plord will be visiting this Friday and he will bring it up with her also.
 - Chief would like the Board's blessing to send his letter to WSF and publish in the Beachcomber.
 - The Board needs to finalize their letter to send to WSF by 09 November. They will copy the Beachcomber, Senator Sharon Nelson and Representatives Eileen Cody and Joe Fitzgibbon.
 - Chair Schran-Brown will give our legislators a call to get advice and/or suggestions.

Old Business

General Comments

For the Good of the Order


- Firefighter's Ball/Gala is no longer being planned there are too many events during the month of October.
- Commissioner Schran-Brown comments that 20 years ago the District had very different culture and attitude. There were opposition towards the department and taxes were not asked for or raised for that reason. Nonetheless, it was a mistake not to raise taxes and keep pace with expenditures. Something we are paying for now. It is important that this board and future board maintain fiscal responsibility by providing not just for conservative spending but providing income that meets the needs of the District. She thanks everyone who has endured the past years and is pleased of where the District is at now.


Documents Signed

Adjourned at 20:30

The next Regular Meeting will be on Wednesday 28 November 2018, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Memorial Fire Training Center, Large Classroom

Approved this 28 day of November 2018


 Brigitte Schran-Brown, Board Chair


 Jocelyne Weller, District Secretary



Chief's Report
for the
Fire Commissioners' Meeting
of
31 October 2018

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

1. Operational:

- a. At this time I have no substantial operational topics to discuss or advise the Board of...

2. Training:

- a. Academy Class 18-02 is fast wrapping up; they just completed their Hazardous Materials training and this weekend they will be honing their Vehicle Extrication knowledge and skills. Graduation is scheduled for November 17th at 10:00 at the Vashon Theater...
- b. We welcomed and started four new volunteer EMT's-In-Training (Red Shirts) last week. Three of them live on the Island and one of them is already a volunteer firefighter for us...
- c. Plans and administrative processes are on track for Academy Class 19-01 to start early next year...

3. Service/Call Volume:

- a. As of shift change this morning (07:30) we have responded to 1,436 dispatches. This pace suggests a year-end total of 1,724 calls. Last year at this time we had responded to 1,275 calls, 161 less than this year...
- b. Though without the specific numbers or percentages I can advise you that simultaneous/multiple call events continue to challenge our staff and resources...

4. Staff/Personnel:

- a. A former volunteer has made several accusations against the District and District staff; the time in question is over two years ago but, based on what information we have been given, we have investigated the allegations. We asked 20 District personnel for interviews and HR has submitted preliminary findings for my review...
 - i. As a sidebar, for discussions surrounding this investigation we will be implementing a "Coffee with the Crews" program; HR Specialist Ehlers will start regularly meeting with the crews to review and discuss various workplace trends, topics as well as administrative & HR policies to foster a greater understanding of Federal, State and

District requirements and hopefully support the on-going growth of a healthy and collaborative place to work...

5. Fleet:

- a. Unfortunately surrounding the arrival of the new aid car we experienced a series of mechanical issues with the existing aid car fleet. A-03 was out of service from the end of September until the 18th of October for an engine overhaul/re-build to address a failed engine block bed plate among other problems. This repair was of course unexpected and not budgeted for; it cost some \$13,000 to get the car back in service. A-03 is nine years old and is planned to remain in service until 2024. For the growing trend supporting simultaneous calls we did not believe we had the luxury of not repairing the car...
- b. A-03's repairs completed A-04 was taken out of service yesterday to correct a problem; we had the differential rebuilt for approximately \$2,000. It was returned to service earlier today...
 - i. As a result of being an 'aid car down' we spend a portion of the early evening of October 2nd without any available aid cars; all three off the island or on calls...
 - ii. As you were advised of earlier this month, for the long downtime of A-03 and the ever increasing demand of overlapping dispatches we choose to reactivate and repair the previously retired A-01. This action allowed us to maintain an aid car fleet of four for the time that A-04 was out of service...
 - iii. The above action suggests keeping a fifth aid car in service is a valid discussion. Staffing seems to be the greatest negative in the dialog, where and how to house an addition vehicle and the additional equipment needs are also foundational concerns. For the time we plan to store A-01 in the Dockton Station...
- c. You may recall you were advised of a water tank leak on E-02 last month. For the nature of the repairs and the extended time which E-02 (Currently placarded as E56) will have to be out of service to access and repair its water tank we are holding off on such repairs pending the arrival of the new apparatus (E-07)...
- d. We have purchased, received and installed a new skid on Gator 55. We have removed the combination patient/suppression unit and replaced it with a patient and care-giver only unit...
- e. With regards to progress on the design and production of our new fire engine (E-07), our design directions were personal presented to the manufacturer by Chief Kranjcevic during the week of October 14th. We are still advancing based on our declaration of an emergency and I have presented the manufacturer with a 'Letter of Intent' (Attached) to insure they continue the production of the truck in advance of a formal contract...

6. Facilities:

- a. We made a commitment to install a new fire hydrant within the Training Grounds. It has been installed near the northeast corner of the existing Search & Rescue shed/cover and cost some \$20,300...
- b. We have advised the Emergency Operations Center (EOC) team that the Penny Farcy Memorial Training Center is ready to be used as the District's EOC after November 7th based on their 'move in' and schedule...
- c. We have made a commitment to have necessary roof repairs to Station 55 done; the work was scheduled to begin this week. These repairs will cost approximately \$18,000...
- d. For the recent rains we have noticed growing/new interior water damage within the lobby and administrative wing of Station 55. With more complete investigation corrective actions will be addressed. These concerns are independent of the currently planned roof work...
- e. Saturday evening (20 Oct 18) Commissioner McCullough and I met with the South End Community Club regarding the District's thoughts on/for Station 57. Based on the meeting I would offer that we continue to advance our considerations/investigations to sell the property, however, in addition to the sale of the property I did make commitments to considerations, and I will be investigating, several alternate paths forward:

- i. Investigate simply returning the property to the club,
- ii. Keeping the property but allow it to be used by the surrounding community,
- iii. Maintaining it as an emergency shelter, and/or,
- iv. Maintaining it as a rental income property...

I will advise both this Board and the South End Community Club of my findings and recommendations as conclusions are reached...

7. Strategic Planning:

- a. We have no specific strategic planning topics to report on at this time...

8. Finance Report:

- a. Please find in front of you a summary of our financials through the end of the third quarter (September) for your approval. The benchmark for the budget at the end of September is of course 75%. In broad overview:
 - i. Income is behind benchmark at 55.858%. This is to be expected as the bulk of our second tax payments are received in October (this month) and November and hopefully will be represented to the Board next month (November). The October revenues will have a significant impact on our approach to the 2019 budget...
 1. Current property tax revenues are at 55.513% of forecasted...
 2. Delinquent tax revenues are more aligned with forecasts at 74.7%...
 3. Ad Valorem taxes (Tax refunds) are unfortunately forecasted to exceed estimates as they are currently 11.444% over benchmark at 86.444%...
 - ii. Overall expenses are under benchmark; but just 1.793% at 73.207%...
 - iii. Of our nine budget categories three are exceeding the benchmark. The others are sufficiently under budget to allow us to be slightly below budget targets. The three over target are:
 1. *Training* is at 99.921%. These expenditures are for efforts to improve training and our training facilities...
 2. *Equipment* is at 156.686%. The bulk of this overage is a result of the four new aid car gurneys and the need to purchase/replace portable & mobile radios.
 3. *Fleet* is at 179.010%, the bulk if not all of this overage being for the unplanned for purchase of lifting/loading mechanisms in the aid cars. The capital expense of the new aid car is not a component of this number...
- b. Based on the above information and several know large, unplanned for, expenses such as Station 55's roof and A-04 engine it is possible that we will be proposing a budget amendment before year's end. We are watching this very closely and will of course keep you advised...
- c. Equally, as important as the status of the 2018 budget is, the Commissioners' thoughts, input and direction for the development of the 2019 budget are being requested. I would suggest that we specifically review the 2019 column of the financial statement in front of you; if not tonight before and at November's meeting, in preparation of a budget resolution for 2019's funding. I would also be happy to walk through it with you individually, or in pairs to insure your complete understanding as well as to address your questions and/or concerns...
- d. In support of the 2019 budgets approval you should also find in front of you the County's Preliminary "Levy Limit Worksheet" for 2019 as well as Ms. Weller's "VIFR 2019 Budget Timeline" that we are using to maintain schedule and meet necessary legislative requirements...
- e. I believe that within your 'documents to sign package' this evening is a contract addendum for/with our dispatch center; the cost per call is being increased to \$42.45/call. This increase has been anticipated and is included in the current 2019 budget forecast...

- f. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
 - i. *Cemetery District*:
 - 1. We are reached agreement with the Cemetery District and a contract is being prepared for collective signatures and execution...
 - ii. *Water District (#19)*:
 - 1. We met with Mr. McRae of Water District #19 on the 18th to finalize the agreement. We are in agreement with Water District #19 and a new contract, replacing the existing agreement, is being prepared for your collective signatures and execution...
 - iii. *Vashon Parks District*:
 - 1. I have previously shared my last communication with Vashon Parks with you; in it a counter offer of \$8,815.50 was presented to the Parks District. This number is based on \$1.50/\$1,000 against the Park District's reduced list of properties that they consider 'active'...
 - i. Per Parks' last communication with me (24 Oct 18) they are waiting to respond based on your position on their offer of \$5,877 and your position regarding responding to properties they are not interested in including within their offer...
 - 2. In that the Parks District is removing a large portion of their properties from the calculation for their counter offer they would also like to understand if the Fire District will be responding to dispatches to 'uncovered' acreage...
 - i. Noteworthy is that the list they consider 'active' does not include the Skate Park, the Pool or the VES Fields; as the School District owns these properties the Parks District believes it has no obligation to secure or pay for our services for these properties...
 - 3. We are still unable to forecast an execution date...
 - iv. *King County*:
 - 1. Our legal counsel is in communications with King County and met with senior County representatives on October 8th...
 - v. Chief Larsen and I, with legal counsel, are planning to meet with County representative in the near future; a tentative meeting on October 12th did not happen and has not yet been rescheduled...
 - 1. Various calculation ideas/methods are 'on the table' including the idea of land in lieu of funds...
 - 2. We are still unable to forecast an execution date...
- g. Regarding additional contractual efforts unrelated to the above RCW:
 - i. We have no substantial progress to report upon in our current negotiations with Sprint. Our consultant is currently anticipating a new agreement before Thanksgiving...
 - ii. There is no substantial progress to report upon in our current negotiations with the Muckleshoot Indian Tribe...
 - iii. We have renegotiated our agreement for telephone services, with Verizon; reducing our current monthly cost by approximately 50%...

9. Community Engagement:

- a. Friday the 5th I again participated in the monthly 'First Friday' strolls of the downtown core. It was raining lightly that evening and for it the turn out of the previous months was visibility reduced...
- b. Saturday October 6th we held our annual Fire Prevention Week Open House at Station 55. I am pleased to advise you that not only did the weather cooperate with us but the event was again a success; overall I would suggest that attendance this year was slightly less than last year's...
- c. Monday October 8th I had a conference call with Mr. Justin Resnick of the Washington State Ferries regarding possible schedule modifications and their potential impact on the District and our service to the community...

- d. Wednesday afternoon (10 Oct 18) I met with Tim Johnson to discuss NeighborCare's current presentations, efforts and possible aspirations...
- e. Friday (19 Oct 18) I met with island residents regarding proposed and alternate ferry schedules...
- f. Wednesday October 24th I was interviewed by KIRO TV regarding the District's thoughts on the pendulum schedule as well as attended another State Ferries community meeting at the high school regarding their long range planning and new scheduling efforts...
 - i. Regarding the proposed schedule, it is my position that it can still be improved upon and via my earlier communications to you have a draft letter representing my position on the matter; I would recommend to the Board that if they are in agreement with my position for the District they could strengthen its consideration by writing Ferry System senior management as well as State level representatives...
- g. Thursday the 25th I again met with representatives of the NeighborCare clinic regarding the on-going community dialog...
- h. Monday (29 Oct 18) and for the rest of the school week crews will be taking students, and four family or friends, to school in Quint 55. These are the winners of this year's Fire Prevention Week Home & Family Fire Exiting Planning Contest...
- i. Yesterday evening, October 30th, I attended NeighborCare's third community meeting regarding the future of the clinic and medical care on the Island...

10. Miscellaneous & Noteworthy Topic(s):

- a. At this time I have no additional topics to report upon...

Conclusion of Report



Charles H. Krimmert, Fire Chief
Vashon Island Fire & Rescue
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1 206 300 0952 (Mobile)