

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

Date: 11/27/2019

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
Dave Hoffman, Position 05 (arrive 18:34)
Camille Staczek, Position 02 (arrive 18:58)
Andy Johnson, Position 01
Charles Krimmert, Fire Chief
Jojo Weller, District Secretary

Racchel Ehlers HR, Chief Jim Walkowski, Ron Smothermon

Absent: Robert Larsen, Assistant Chief of Operations

Pledge of Allegiance

Amendments to Agenda

- Quinn & Quinn Contract
- Change December 26 Regular Meeting to December 18

Approval of 10/09/19 Minutes

Motion by Vice-Chair McCullough:

“I make a motion to approve the 10/09/19 minutes.”

MINUTES APPROVED, 3-0

Approval of 11/13/19 Minutes

Motion by Vice-Chair McCullough:

“I make a motion to approve the 11/13/19 minutes.”

MINUTES APPROVED, 3-0

Voucher Approval

Motion by Vice-Chair McCullough:

“I move that we approve the referenced vouchers as detailed in Administrative Memorandum 11.27.19-1.”

MEMORANDUM APPROVED 3-0

New Business

- a. Resolution 19-399 Submitting A Regular Property Tax Levy of \$4,987,006 In Accordance With King County Ordinance 2152

Motion by Vice-Chair McCullough:

“I make a motion to approve Resolution 19-399 Submitting A Regular Property Tax Levy of \$4,987,006 In Accordance With King County Ordinance 2152.”

RESOLUTION APPROVED, 3-0

- b. Washington Fire Commissioners Association (WFCA) 2020 Membership Dues

Motion by Commissioner Johnson:

“I make a motion to approve Washington Fire Commissioners Association 2020 Membership Dues.”

WFCA DUES APPROVED, 3-0

- c. WFCA Health Care Program 2020 Employer Application and Eligibility/Contribution Form
- d. Quinn & Quinn Contract
 - i. Chair Schran-Brown asks if the administration has looked at less expensive attorneys and should the District look for attorneys that are less expensive?
 - ii. Weller comments that the Quinns have been the District’s legal advisors since 2009 and assumes that the former administration had looked at other attorneys at the time.
 - iii. Chief Krimmert explains that the Quinns have reduced our retainer for 2020. He can look at other attorney fees but he has been happy with the service the Quinns have provided. He was surprised to receive so much service from them for the King County contract negotiations and still see a fee reduction. He recommends that the District carry the Quinns over next year and if the Board decides they want him to look at other attorneys he can make that a new project next year. He notes that the Quinns are not our exclusive legal advisor the District also calls on Summit Law for labor relations.
 - iv. Vice-Chair McCullough notes that Brian Snure also specializes in fire district laws. He is the other well-known legal advisor for fire districts. However he doesn’t hold retainers he charges when needed. She guesses that as much as we use legal it’s more cost effective with the current legal advisors.
 - v. Commissioner Johnson comments it might be worth knowing. However even if the Quinns are slightly more expensive they’re historical knowledge of the District and what they have been providing is probably worth that expense.

Motion by Commissioner Johnson:

“I make a motion to approve Quinn & Quinn contract.”

CONTRACT APPROVED, 3-0

- e. Change December 26 Regular Meeting to December 18
 - i. The Board is amenable to this change.

Chief's Report:

- see Chief's addendum
- ref 4a- Chief notes that on December 01 Vice-Chair McCullough will be celebrating her 35th anniversary with the District and on December 06 Commissioner Hoffman will be celebrating his 14th anniversary with the District.

Old Business**General Comments**

- Chief Krimmert emailed the executive board of the local regarding the state's Paid Family Medical Leave (PFML). There's an opportunity for the District to reduce premium payments with The Standard. He's asked the local to meet with him.

For the Good of the Order

- Chair Schran-Brown would like to invite the District to her Holiday party.

Documents Signed

Adjourned at 19:53

EXECUTIVE SESSION

The Executive Session was held pursuant to RCW 42.30.110(1)(g), which provides that the following is outside the scope of a public meeting:

(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Board will discuss individualized reports as to each employee, which the Board, in its discretion, construes as separate discussions each pertaining to a separate public employee.

The public meeting was closed and the Executive Session opened at 19:53. The session was extended at 21:00 for 15 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 21:15 for 5 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 21:15. Three decisions were made.

Motion by Chair Schran-Brown:

"I make a motion that a general meeting will be held on December 19th at 19:00 with Chief Walkowski for all members to attend and members will be encouraged to attend."

MEETING APPROVED, 5-0

Motion by Chair Schran-Brown:

"I make a motion Vice-Chair McCullough and Commissioner Staczek attends the meeting as representatives of the Board since all five Board members cannot attend due to the Open Public Meeting Act (OPMA)."

MEETING APPROVED, 5-0

Motion by Chair Schran-Brown:


“I make a motion that Chief Walkowski meet with Chief Krimmert and AC Larsen prior to the general meeting to discuss his findings as presented to the Board tonight.”

MEETING APPROVED, 5-0

Adjourned at 21:23

The next Regular Meeting will be on Thursday 26 December 2019, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Training Center, Large Classroom

Approved this 21th day of December 2019



Brigitte Schran-Brown, Board Chair



Jocelyne Weller, District Secretary



Chief's Report
for the
Fire Commissioners' Meeting
of
27 November 2019

Please accept the following brief overview of the District; the focus is on noteworthy topics since the Board's last regularly scheduled meeting of October 30th.

1. Operational:

- a. Next Thursday, December 5th, will be the District's final quarterly training day for the year. The new engine will be a component of this training in preparation of putting it into services...

2. Training:

- a. On the eighth of November the District held written and practical Captain Examinations. All three of the applicants have advanced and upon completion of their *Acting Company Officer Task Book* will be available to act as duty shift officers...
- b. Saturday the 16th the District honored South Sound Fire Training Academy Class 19-02 with a graduation ceremony at the theater. This class expands upon the skills of two of our current members, Nash (EMT) and Westcott (Fire Support), and adds both of them to our ranks as firefighters...

3. Service/Call Volume:

- a. As of shift change this morning we have responded to 1,395 dispatches, this is 353 calls less than last year's total of 1,748 and suggest an end of year estimate of only 1,543 dispatches which represents a reduction in call volume levels more aligned with our 2017 numbers...

4. Staff/Personnel:

- a. In preparation of starting the next year with it, HR Specialist Ehlers has been transferring personnel information to new HR software (Bamboo); establishing new digital HR files for the whole of the District...

5. Fleet Status:

- a. We are completing stocking and training on E07 and foresee it officially going into service as E355 our first due engine in two weeks (+/-). At such time E07 will respond from Station

55 and E05 & E06 will respond from Burton and Dockton stations. E02, the former E57, will be in reserve status and will continue to reside out of Dockton Station 58...

- b. I authorized the purchase of a new portable generator for E05 as a more cost effective repair to a larger vehicle on board equipment problem...

6. Buildings & Grounds Status:

- a. At a cost approaching \$22,900 the work to mitigate the water damage within the Administrative Wing of Station 55 has been completed. 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. The recent plumbing/drainage problem reported in the "Courthouse" has been corrected. Unfortunately the cost was just short of \$6,000...
- c. The October 4th complaint file with the County's Code Enforcement Group against the District regarding the Search & Rescue Prop is still unresolved. We have not heard from the County nor have we seen any activity on the matter; we are awaiting further input on the topic...

7. Finance Reporting:

- a. Attached please find the 2019 budget's revenues and expenses through the end of October or 83.333% of the fiscal year. This budget report was presented at the special Budget/Board Meeting of November 13th. The October 2019 budget standing was approved at that time. As well, the 2020 budget represented was also approved. For the public in attendance this evening, a summary of the 2019 budget's end of October noteworthy numbers is:
 - i. Overall revenues were at 95.745%. Property tax income alone was at 89.727%. Both surpass targets as tax payments were due in October. ...
 - ii. Overall expenses were up from 71.833% to 79.047%, increasing last month's under budget performance from 3.167% to 4.286% below target...
- b. Though expenses overall are under the month's benchmark we are still tracking three of the nine expense categories as being over target for this point in the year. The three areas of the budget beyond the end of October benchmark of 83.333% are the:
 - i. *Equipment Category*: Costs are at 104.989%. There is no way for this category to recover...
 - ii. *Fleet Category*: Unfortunately costs are up another 8.066% climbing from 89% of budget to 97.066%. We will continue to monitor the fleet's funding but in all likelihood there is no way for this category to recover...
 - iii. *PPE/Uniform Category*: There is no way for this category to recover. At the end of October is stood at 115.901% of budget...
- c. Also reflected in the October reconciliation are two transfers of funds; moving \$100,000 from the Operations Account to the General Reserve Account and moving \$320,392.52 from the Fleet Reserve Account to the Operations Account so as to pay for the new engine (E-07)...

8. 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*: As previously reported, the County has acknowledged our amendments to their original Exhibit A and are 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*: At this time it is my understanding that the Parks Board has approved a draft interlocal agreement with us for fire suppression and emergency medical services. The agreement parallels the County's proposed agreement. We are

finalizing/formalizing the contract for execution and hope to have it in place before the year's end...

b. Regarding other contractual efforts:

- i. *Sprint*: We appear to be in agreement with Sprint and a new 15 year amendment to the existing agreement is approaching execution. Unless I am advised of any exceptions being taken by the Board it is my intent to execute the amendment upon the completion of its review...

9. 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.

10. Community Engagements:

- a. November appears to have given us a little rest for I have no noteworthy community engagements to report upon...

11. Strategic Planning:

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

12. Miscellaneous & Noteworthy Topic(s):

- a. On November 5th & 6th Ms. Weller and I attended a Basic Levy Training Seminar in Tumwater at the State's Department of Revenue's offices...
- b. On November 13th & 14th I joined the executive board of Local 4189 (President Tonkin, Vice President Davidson & Treasurer/Secretary Lenz) for a two day Labor Management Symposium in Olympia sponsored by the Washington State Council of Fire Fighters & the Washington Fire Chiefs...

Conclusion of Report



Charles H. Krimmert, Fire Chief
Vashon Island Fire & Rescue
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