



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



**Date:** 28 July 2021

**Time:** 18:30

**REGULAR MEETING**

**Present:** Andy Johnson, Chair  
Candy McCullough, Vice-Chair (Webinar)  
Dave Hoffmann, Position 05 (Webinar)  
Brigitte Schran-Brown, Position 03  
Camille Staczek, Position 02  
Charles Krimmert, Fire Chief  
Rebecca Pollock, District Secretary  
Carin Bruce, Administrative Assistant

**Absent:** Robert Larsen, Assistant Chief of Operations

**Welcome**

**Pledge of Allegiance**

**Amendments to Agenda**

**Approval of 6/30/2021 Regular Meeting Minutes**

Motion by Chair Johnson:

**"I make a motion that we approve the regular meeting minutes from June 30, 2021."**

**MINUTES APPROVED, 4-0  
COMMISSIONER SCHRAN-BROWN DENIED, 1-0**

**Approval of 7/22/2021 Special Meeting Minutes**

Motion by Chair Johnson:

**"I make a motion that we approve the special meeting minutes from July 22, 2021."**

**MINUTES APPROVED, 5-0**

**Voucher Approval**

Motion by Vice-Chair McCullough:



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**"I move we approve the referenced vouchers and transfers as detailed in Administrative Memorandum 07.28.2021-1."**

**MEMORANDUM APPROVED, 5-0**

**Assistant Chief Larsen Report:**

- *See Assistant Chief's Report*
- 1.a. Chief Krimmert states that the current number of positive tests on the island is: 124.
- 5.a. Chief Kranjcevic was on a MOB at two or three fires recently, so he is now meeting RE: Aid Car construction

**Chief Krimmert Report:**

- *See Chief's Report*
- 3.b. Commissioner Staczek asks if the Housing Authority has an obligation to contract with us in this way.
- Chief Krimmert states that yes, they do.
- 5.a. Commissioner Staczek asks if they are replacing the dock entirely or just adding it.
- Chief Krimmert states that he believes they will be replacing the dock there.

**Approval of June financial report**

Motion by Chair Johnson:

**"I make a motion that we accept the financial report of June 2021 as presented."**

**FINANCIAL REPORT APPROVED, 5-0**

**New Business**

**NAEFO & WFCA Conference & Dues**

- District Secretary Pollock wishes to clarify which conferences were being attended and by whom.
- Vice-Chair McCullough will be attending both of these and the District will take care of the registration fees and accommodations necessary.
- Chief Krimmert authorized the three administration staff who work in the office to attend the Washington Fire Chief's Admin Support conference in Chelan in October.

**Volunteer Group Status Update**

- None

**Old Business**

**Board of Commissioners' Authorities & Responsibilities Article, Format, & Attachments**

- District Secretary Pollock states that she received notes from Commissioner Staczek and an email from Vice-Chair McCullough.
- Vice-Chair McCullough states that she is ok with the Article the way it is as we have approved it three or four times in the last several months and would like to move forward.
- Commissioner Schran-Brown (C.S.B.) presents her thoughts on the Articles on this evenings' Agenda:
  - C.S.B. states that when people receive an SOG/SOP for comment after it has already been drafted many people don't know what they are looking at or make minor corrections because they don't know what else to say.
  - C.S.B. presents two provisions of the Board Article, 4.3 & 2.3.4, that should be specifically addressed and changed.
  - C.S.B. discusses the Walkowski report and Walkowski's identification of a morale concern in this District and how policies can assist in correcting these problems.
  - C.S.B. suggests that if we ask our workers to help create SOGs/SOPs with no template in front of them starting with a basic concept or mission statement and building it together from the ground up, people will become engaged and follow those rules, because they had a hand in writing them. Rules should be fluid and ongoing and as situations change, we should modify, amend, and grow.
  - C.S.B. suggests a work party to sit down and create the Articles regarding creating SOPs/SOGs and the Articles governing the Commissioners.
  - C.S.B. recommends that we "scrap" the current Board Article draft and have the work party previously suggested and invite the public and members of the District to attend and start from scratch.
- Commissioner Staczek states that she doesn't think we should completely scrap what we have but look at what we have now and using it as a guide, see if they can be tweaked.
- Vice-Chair McCullough states that the Board started talking about this, at Commissioner Schran-Brown's recommendation to use the template from the Walkowski report, last summer. She is concerned that it's been almost a year of working on this one document and before that we were talking about it. This is the one thing we got done from Walkowski's list of recommendations. Vice-Chair McCullough states that Commissioner Schran-Brown supported it at that time. The Board approved it with minor revisions three or more times since then. Having a policy to govern the Board is important and if the Board doesn't like this one, it has had a year and a half to make recommendations or changes. We are telling our members that we don't know what we are doing if we just scrap it and start over now.
- District Secretary Pollock wished to clarify her view that policies and guidelines are not written for punishment, but rather should be written to provide a clear set of expectations so that accountability can exist and in the event of serious indiscretion it's there for disciplinary or corrective action purposes.
- Commissioner Staczek states that policies have to be fluid.
- Commissioner Staczek asks why there was a change that resulted in individual commissioners being unable to call the District's Attorney, and that only the Fire Chief and/or District Secretary have access to the attorney. She asks, isn't that taking responsibility away from the Commissioners?
- Commissioner Brigitte Schran-Brown asks what the rush is. She states that it is more important to do it right.
- Commissioner Hoffmann would like to point out that having people involved is great, but if "we are all working on a car, we don't need the guy building the seatbelt to tell you how to build the engine. The people working on the engine should stay focused on that." In regard to the attorney provision,

Commissioner Hoffmann states that the Board can contact the District Secretary or Fire Chief and have them, on the Board's behalf, contact the attorney.

- Commissioner Hoffmann and Vice-Chair McCullough feel that we have kicked this can down the road long enough and the Board should take some action and do something.
- Vice-Chair McCullough states that our attorney has gone over this policy a couple of times, and everyone approved the most recent change.
- Chair Johnson points out that our most recent experience when two individual Commissioners wanted to speak with the District's legal counsel worked out just fine.
- Chief Krimmert appreciates that these documents are fluid, but asks how long have a majority of this Board been in place and how many SOGs/SOPs have been updated in that time? Chief states that the majority of them have been sitting around, 20 years old, and obsolete. Chief would be happy to hand this project off to the Board if they would like to take this on, but he states that he believes that that would be a bad approach and the Administration should continue to push the efforts and ideas forward and invite members to participate.
- Chair Johnson does not want to start over and with recent events we have seen that we did not have any issue with the current functionality of the Board Article's provisions. We can always come back to this Article and tweak things here and there as necessary.
- Commissioner Staczek compliments Commissioner Hoffmann on his good point and agrees that we should have the experts on each topic have input in drafting the Article.

Motion by Vice-Chair McCullough:

**"I make a motion to accept the policy as edited by legal counsel and as written and approved at this time."**

**MOTION APPROVED, 3-0**

**COMMISSIONERS SCHRAN-BROWN AND STACZEK DENIED, 2-0**

#### **Article creation and implementation process overview and draft Article 1001**

- Chair Johnson states that he read through the Article as drafted with a critical eye and believes the document to be inclusive and it provides opportunities for anyone in the District to be involved.
- Commissioner Schran-Brown recommends a change to provision 2.2:
  - Currently reads: The Fire Chief shall recommend policy changes to the Board and develop guidelines, standards, and procedures which implement policy.
  - Suggested change: Any district member may recommend policy changes to the Board and they help develop guidelines, standards, and policies.
- District Secretary Pollock reads provision 5.1.1 that provides for the opportunity requested by Commissioner Schran-Brown in her recommended change.
- Commissioner Schran-Brown reads provision 3.8 and asks how many people are going to read something this voluminous? Commissioner Schran-Brown is concerned that this provision is "a gotcha." Commissioner states that the way to minimize this issue would be to get more people involved from the bottom up and that this Article needs a lot more work.
- Vice-Chair McCullough states that she believes that active members are obligated to be aware of what your policies and procedures are.

- Commissioner Schran-Brown recommends a change to provision 5.1.4.1:
  - Currently reads: Depending on the subject matter, the proposal may be routed to a subject matter expert for input.
  - Suggested change: Whenever possible subject matter experts shall write applicable guidelines.
- Chair Johnson and District Secretary ask how that is a material change and whether that wording difference to say the same thing is necessary.
- Commissioner Schran-Brown recommends that we have subject matter experts compose the policies and guidelines and then we provide feedback rather than us write the Article and just ask for them to scan it and approve it.
- Chief Krimmert asks why we are assuming that members only scan it when we hand it to them. Why don't they do their due diligence in reviewing it like they're writing it?
- Commissioner Schran-Brown asks why we should not take the time to sit down and spend a little more time working on this?
- Chief Krimmert asks how much time Commissioner thinks has been put into on this.
- Vice-Chair McCullough suggests that the Board let District Secretary Pollock give her presentation on the proposed process and format. Vice-Chair McCullough believes to be a great organizational change.
- District Secretary Pollock presents the proposed process and format as summarized in Article 1001.
- Chair Johnson and Vice-Chair McCullough both appreciated the presentation to clarify some of the Article's provisions and answer some of the questions they had.
- Commissioner Staczek asks about provision 4.1.5.2 and how a procedure need not be documented in writing.
- District Secretary Pollock explains that there are standard procedures followed and exhibited both on the line and in the administration every day that are done in the same way each time, but are not documented in the Article. Ex: imprest fund petty cash count
- Commissioner Hoffmann feels confident that this is actually going to get done after 16 years of talking about this and getting nothing done. Commissioner Hoffmann recommends that when sending emails with approved Articles, the District employ some sort of confirmation or signature procedure to ensure members in fact got the information. We don't want to send it out and assume they received it when in fact they didn't get it.
- Commissioner Schran-Brown asks about our engagement of the Captains.
- District Secretary Pollock explains that we have only had two Articles that have reached the research stage or later with this new process, so we haven't had a lot of opportunity for this process's advanced engagement procedures.
- Chief Krimmert has interactions on the first day of shift with every Captain and discuss Administrative goals and aspirations and current Articles being worked on is a new topic that is discussed.
- Vice-Chair McCullough states that we as Commissioners will be engaged and aware of what Articles are being worked on as Chief Krimmert has amended his Chief's report to include an item listing which Articles are where in our new process.
- District Secretary Pollock will review the feedback provided by two Commissioners and amend the current Draft to be presented at a future Board Meeting for approval.

## General Comments

- Commissioner Schran-Brown states that the MRC is being trained in basic life support skills and are requesting members of the District come and help check off those skills for these trainees at the training center on August 19, September 16, and October 21, from 3:00 – 6:00pm

**For the Good of the Order**

- Commissioners thank District Secretary Pollock for her presentation this evening.


**Documents Signed**

**Adjourned at 20:34**

*The next Regular Meeting on Wednesday, 25 August 2021, at 18:30, has been cancelled.*

Approved this 26<sup>th</sup> day of August 2021

  
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Andy Johnson, Chair

  
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Rebecca Nason, District Secretary