

VASHON ISLAND FIRE & RESCUE BOARD OF FIRE COMMISSIONERS

Minutes

Date: 04/24/2019

Time: 18:30

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

REGULAR MEETING

Present: Brigitte Schran-Brown, Chair
Dave Hoffman, Commissioner
Camille Staczek, Commissioner
Charles Krimmert, Fire Chief
Robert Larsen, Assistant Fire Chief
Jojo Weller, District Secretary

FF/EMTs John, McCann and Carlson, Susan Reimer

Absent: Candy McCullough, Vice-Chair, Andy Johnson, Commissioner

Pledge of Allegiance

Amendments to Agenda

Approval of 03/27/19 Minutes

Motion by Commissioner Staczek:

“I make a motion to approve the 03/27/19 minutes.”

MINUTES APPROVED, 3-0

Voucher Approval

Motion by Commissioner Hoffman:

“I move that we approve the referenced vouchers as detailed in Administrative Memorandum 04.24.19-1.”

MEMORANDUM APPROVED, 3-0

Assistant Chief Larsen’s Report:

- See Assistant Chief’s addendum
- Ref 1a- there are 9 personnel in the Part Time Program
- Ref 2b- the program would like to see 12 participants with 16 as the maximum but 6 will work as well
- Ref 2c- the Support Recruits will be done with training in about 1 month and a half
- Ref 3a-
 - suggested possible year-end total of around 1600 not 1400
 - Commissioner Staczek asks if the new ferry schedule has impacted the District in anyway. Chief Krimmert accounts that there are no statistics however the crews are

keeping a record of time on the dock and time on boat and will look at the data in a couple months and compare that to the figures before the schedule change

Chief Krimmert's Report:

- see Chief's addendum
- Ref 2b- the District is down to two engines; one at 39 years old and the other 19 years old; the Chief is researching whether leasing or renting would be best. The new chassis is complete and the District should see the new engine at the end of August.
- Ref 2c- 2 new MTD units were recently purchased
- Ref 5aiv- Chair Schran-Brown and Commissioner Staczek expressed their support in this

Motion by Commissioner Staczek:

"I make a motion to approve the March financial report as presented."

MARCH FINANCIAL REPORT APPROVED, 3-0

New Business

- Leadership Training
 - Leadership and communication training for the District
 - The packets that were handed out have information on four different organizations. The price is around 10K with the exception of a contact from Mike McEvoy, a trainer that comes to the District once a year to train members on current over-all EMS measures. His recommendation, Jim Wilkerson, is the least costly.
 - Chair Schran-Brown would like the Board to review the information packets and decide at the next meeting.
 - Commissioner Staczek supports this idea

Old Business

- Coffee With Commissioners
 - Chair Schran-Brown and Jojo will choose a few dates to present at the next Board meeting

General Comments

- Commissioner Staczek thanks FF/EMTs John, McCann and Carlson for their dedication and hard work


For the Good of the Order

Documents Signed


Adjourned at 19:06

The next Regular Meeting will be on Wednesday 29 May 2019, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Training Center, Large Classroom

Approved this 29th day of May 2019



Brigitte Schran-Brown, Board Chair



Jocelyne Weller, District Secretary



Assistant Chief's Report
for the
Fire Commissioners' Meeting
of
24 April, 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:

- a. We currently have 8 personnel in the Part Time Program; we interviewed 1 more today and currently have an ad running in Daily Dispatch.

2. Overarching Training Topics:

- a. Academy 19-01 is in week 17 with a total of 6 recruits with 4 from VIFR, 1 from Central Kitsap and 1 self-pay. Graduation is scheduled for May 18 at the theatre. All have passed the mid-term exam and FF1 written and all but one passed the FF1 practical and will retest on May 11. The class will take their Haz Mat written and practical test this Saturday.
- b. At this point class 19-02 has 4 recruits from Vashon, and two from South Kitsap and we are currently talking with Central Kitsap about their participation.
- c. The current Support Academy has completed classroom instruction and all three are going through drivers training.
- d. The spring EMT Academy has two Recruits and both are scheduled to complete their training next week.
- e. Construction has begun on the new search and rescue prop, and is scheduled to be complete by July 31.

3. Service/Call Volumes:

- a. As of 07:30, shift change today, the District has responded to 472 calls this year... a pace that suggests a possible yearend total of 1498..... Last year at this time we had responded to 477 calls. So far this year we have had 58 occasions of multiple calls, last year at this time we had had 75. Last year we had 248 occasions of having multiple calls for service.

4. Miscellaneous/Noteworthy Topic(s):

5. Conclusion of Report

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Chief's Report
for the
Fire Commissioners' Meeting
of
24 April 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. As you are all aware, Saturday March 30th, the District was dispatched to a serious multiple casualty incident (MCI). For the nature of the call the District offered a Critical Incident Stress Debriefing the following Tuesday (02 Apr 19). We are considering more defined protocols for such debriefings...
- b. With the conclusion of the annual review process (+/-) the Administration is investigating its effectiveness and considering alternate, more impactful processes/systems...
- c. The Administration is also investigating different software systems to better address tracking various on-boarding, reporting, accounting & personnel requirements and benefits...
- d. Training Specialist Brown successfully completed his first year with the District and is no longer on probation...
- e. Effective April 17th we have placed the Explorer program on hold and we will be investigating its organization and future. In addition to the 17th being Instructor Hemmer's last evening, the lack of attendance has recently seen classes cancelled regularly...

2. Fleet Status:

- a. We continue to address problematic issues across the fleet; these are generally 'wear and tear' problems related to the age of the fleet. The age of our 21 vehicles ranges from 1 year old to 39 years old with the average age of any one apparatus being just over 16 years old. Ten of our front line response units are over the NFPA recommended service life of 15 years...
- b. E56 was removed from service yesterday to address an apparent PTO switching problem which is preventing the truck from pumping as well as a ladder rack problem...

- c. The current Mobile Data Terminals (MDT) we have in the vehicles are approach the end of their software and physical lives. We are planning to replace them next year. I am authorizing the purchase of two units this year, one for instillation in the new engine and the other that we can run through testing and user familiarization in preparation of installing the new devices next year...
- d. I am pleased to report that the chassis for E-07 has been received by the manufacturer and the '120 day clock' for delivery stated during the second week of April; that would suggest that we can forecast a mid-August in service date for the new truck...

3. Buildings & Grounds Status:

- a. I have authorized the replacement of the UPS (Uninterrupted Power Supply/System) batteries of Station 55 but reduced the count from 180 to 108 reducing the annual cost to approximately \$4,050/year...
- b. A temporary closure wall remains in place at Station 55 for the failure of an apparatus bay door. A contract has been awarded; the installation is currently planned for on April 30th...
- c. We are continuing to advance upon the construction of the new Search & Rescue prop. The previous prop has been removed, concrete work has been completed and framing layout work will begin tomorrow...
- d. As the Commissioners' letter to the South End Community Club has been issued and the resolution for the disposition of Station 57 is in place, we are opening communications with a realtor...

4. Finance Reporting:

- a. We are pleased to present the 2019 budget's revenues and expense through the end of March. As it is the end of our 1st quarter we have presented our budget in its entirety for your review and better understanding of our current position...
 - i. Overall revenues were at 10.52%, 14.48% under the month's benchmark of 25%...
 - ii. Overall expenses were 22.862%, just 2.138% under the month's benchmark...
- b. The shortfall in revenues is understandable as the first tax payments are to start arriving this month and next. Expenses though still under the 25% benchmark overall do reflect that three categories are over budget...
 - i. *Uniforms & PPE* are 2.949% over the first quarter's anticipated cost for scheduled purchases completed early. Remember all 'Bunker Gear' needs to be replaced every 10 years...
 - ii. Our *Fleet* costs are at 42.392% of total budget already (17.392% over benchmark.). This is the result of the recently discovery and resolution of a ten year old debt (+/-) for our *Net Motion* software licenses...
 - iii. For unanticipated radio purchases late in 2018 the *Equipment* budget is at 58.477% of total (33.477% over benchmark!) and will be a challenge for the remainder of the year; previously planned purchases may have to be delayed or abandoned for this fiscal year...

5. Contractual Efforts:

- a. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
 - i. *Cemetery District*: A final version has been forwarded to the cemetery district for review, approval and execution. With its return we will present it to this Board for signature...
 - ii. *Water District (#19)*: A final version has been forwarded to the water district for review, approval and execution. With its return we will present it to this Board for signature...

- iii. *Vashon Parks District*: With regards to the Parks District's offer to provide landscaping services to District properties in lieu of cash payments, we have provided them with an outline of services and are awaiting input back from them regarding the services they are willing to offer and the associated cost of them. At this time we understand them to believe our current scope of landscaping services to be in excess of our original fee proposal and they are focusing on weeding and cutting the grass...
 - iv. *King County*: Chief Larsen and I met with counsel on April 10th. The meeting resulted in a clear and mutually agreeable strategy moving forward. In support of our plan, we would like to ask for the Board's support and approval of our next communications with the County...
- b. Regarding other open contractual efforts:
- i. *Sprint*: We have made no progress with regards to an updated/extended agreement...
 - ii. *Muckleshoot Indian Tribe*: We have made no progress with regards to an agreement...
 - iii. *King County Metro Comfort Station*: We have no progress or new information to report upon at this time...

6. Business Operations:

- a. In the course of the month we entered agreement or purchased, via investigating costs, soliciting quotes or use of our Venders' & Small Project Venders' Lists:
- i. *Training Center New Furniture*: After an extensive and protracted investigation I have authorized the purchase of 50 new chairs and 30 new tables for the Training Center. We are now investigating new office chairs for the Board...
 - ii. *Search & Rescue (SAR) Prop Lumber*: We have accepted the low quote for the SAR's lumber order and have made arrangements for its delivery tomorrow...
 - iii. *Search & Rescue (SAR) Prop Concrete*: We secured a concrete contractor and all of the work was completed on Friday the 19th...
 - iv. *Uninterrupted Power Supply (UPS)*: The past due replacement of the UPS batteries has been authorized. However, we have reduced the battery count from 180 to 108, eliminating the 72 larger batteries; for the eliminating of the dispatch center these batteries no longer appear necessary...
- b. Additionally we are investigating and/or preparing to enter agreement(s) with regards to:
- i. *Generator Maintenance & Testing*: We continue to investigate securing a vendor to maintain and test the District's five generators to insure readiness when called upon...

7. Community Engagements:

- a. I attended a Youth Mental Health First Aid class offered by Island based VARSA (28 Mar 19 & 04 Apr 19)...
- b. March 29th I attended a meeting of various groups that support the island's elderly.
- c. Also on the 4th I attended a Rotary presentation by members of the Vashon Maury Health Collaborative regarding the placement of a hospital district initiative on the November ballot...
- d. April 6th the team re-creating the Medical Reserve Corps (MRC) held a conference on the need and place of such corps in "capital D" disasters. Commissioner Staczek and I attend the whole of the event...
- e. Returning to VARSA I have been asked to be on their board. With this Board's support, and the VARSA's Board's formal invitation and approval, I will accept the position. If I remember their by-laws correctly, the position requests a one year minimum with a three year maximum...

8. Strategic Planning:

- a. Regarding our future/strategic planning I have nothing of value to report on at this time...

9. Miscellaneous & Noteworthy Topic(s):

- a. I attended the King County Fire Chiefs' Meeting on the 17th at Seattle's Joint Training Facility east of White Center...
- b. The 2018 Annual Community Report is in final draft and we hope to be printed and distributed to Island residents before the end of May...
- c. I am preparing my membership application to Rotary. Though my contract includes such membership(s) I am uncomfortable with the District sponsoring me and have chosen to not burden the District with these costs...



Conclusion of Report

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