



Vashon Island Fire and Rescue
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Board of Fire Commissioners'

Meeting of
29 April 2020

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

1. Operational:

- a. The coronavirus or COVID-19 continues to consume large portions of the daily workday, as well as the weekends, for the District.
 - i. As of late this morning, we are aware of four documented cases of coronavirus on the Island. To the best of our knowledge none of these patients were transported by Vashon Fire...
 - ii. There continue to be regular and numerous standing as well as spontaneous communications with various agencies and groups throughout the day. Our primary engagements are:
 1. Regularly scheduled conference calls (M, W, F & Sat) with County EMS/Public Health and the surrounding fire agencies to understand the regional situation and standardization efforts...
 2. Daily "EOC Command Overview" calls (M-F) at 16:30 to understand the Island situation as well as develop, discuss, plan and implement objectives for the island, its preparedness and its recovery...
 - iii. Since the start of the month the District and **VashonBePrepared** has been regularly and actively presenting the public, via social media platforms and printed materials information on the COVID 19 outbreak and ways to protect one's self and minimize its spread...
 1. Via their website **VashonBePrepared** continues to issue regular situation reports specifically for Vashon...
 - iv. PPE is being monitored weekly and our status reported to a regional Fire/EMS coordination team...
 1. To facilitate its tracking all related PPE has been located into two central locations, the Apparatus Bay Medical Closet and the IT/Communications Room...
 - v. On the 20th of March we made the decision to close Fire District facilities to the public and off duty personnel through the end of the month. It is our intent to extend this closure through the end of May...
- b. The Emergency Operations Center (EOC) team remains activated. There are over four dozen active volunteers working in the service of the island at this time...
- c. The Medical Reserve Corps (MRC) remains activated and is now 80 plus members strong. They have been operating a testing facility for the Island since the 6th of the month and continue to be engaged within all the District's medical concerns and efforts...
- d. Response protocols continue to be monitored and modified/enhanced from previous norms to protect our responders (and in some cases the public) as well as avoid exposures to the coronavirus...

- e. Daily wellness checks continue to be performed for the duty shifts as well as the administrative staff at the start of each day, at a minimum...
- f. Effective since the 7th duty personnel are to wear face masks and practice distancing efforts while working within the Station and Administrative Offices...
- g. Medical reporting has been modified to include specific information on PPE and COVID-19 symptoms. With/For this information the County is reviewing all 'coronavirus related calls' to address, assist and/or advise of possible responder exposures...
 - i. Though this morning, none of the patients we have transported, identified with possible COVID-19 symptoms, have tested positive for the virus...

2. Training:

- a. Fire Recruit Academy Class 20-01. They all passed their Firefighter 1 practical examination on the 28th of March and are now finishing up their Hazardous Materials and Automobile Extrication training. Their graduation is still scheduled for May 16th, however, there is a high likelihood that it will be cancelled due to the current pandemic...
- b. There will be no second fire academy this year...

3. Service/Call Volume:

- a. As of shift change this morning, we have seen a dramatic reduction in call volume. Dispatches as of earlier today total 424, this suggests a total call volume of 1,290 for the year, well below last year's total of 1,536...

4. Staff/Personnel:

- a. We are pleased to welcome Ms. Rebecca Pollock to the Vashon Fire as the newest District Secretary. Since the 1st of the month we have been on boarding Ms. Pollock to replace Ms. Weller. To facilitating a smoother transition, we allowed Jojo and Rebecca to overlap for a month. Ms. Weller's last day will be tomorrow, April 30th, ...
- b. I am currently unaware of any of our personnel being in quarantine or isolation... As of this morning, we have had seven (+/-) reports of coronavirus like symptoms within our ranks, six (+/-) volunteers and one employee, but fortunately no confirmed or positive diagnosis.
- c. All on-boarding of volunteers and Part Time Paid staff is on hold pending more favorable conditions and the loosening of pandemic restrictions...

5. Fleet Status:

- a. I am pleased to inform you all that A05 (A355) returned to service on April 6th.
- b. A358 (A01) is no longer our primary possible COVID-19 transport car, A05 is. A05 has built in UV lighting to support cleaning of the patient treatment area (the "box") and a plexiglass wall has been installed to isolate the box from the cab and the box has been stripped down of non-essential equipment and supplies so as to minimize decontamination and cleaning after transport of possible coronavirus patients...
- c. As a result of weekly PPE inventories, we have stripped the Disaster Trailer of all PPE and several other supplies. In concert with these actions we are beginning the process of reorganizing both the Disaster & MCI Trailers...
- d. We would like to advise the Board of our intent to purchase Boat 45; the boat currently being loaned to us from Puget Sound Fire (See Business Operations below)...

6. Buildings & Grounds Status:

- a. Modifications were made to the vehicle exhaust venting in Station 55 to better accommodate the new First Due Engine (E07) and better address Tender 355 (T04)...
- b. A resolution to the leaking conduit in the IT/Communications Room of Station 55 has yet to be determined or implemented...

- c. The new flooring projects for the Duty Quarters and the Administrative Wing are on hold pending the resolve of the current COVID-19 outbreak...
- d. A new water filter system was installed in the Administration work room replacing the previous one that failed...
- e. Emergency repairs to find and repair the leak into the Station 55 lobby are underway; repairs include new finish materials Station's public lobby on the south and a portion of the east walls...
- f. Unfortunately, one of the overhead doors of Station 55 was damaged. Repairs have since been completed and it is operational again...

7. Finance Reporting:

- a. Please accept the following overview/summary of the attached spreadsheet representing our 2020 budget. The information within the yellow column represents the District as of the end of March (31 Mar 20) or 25% of the year's working total...
 - i. Our Year-To-Date revenues at the end of month were only \$494,238.00 or 8.823% of the forecasted total and well below the current milestone of 25%...
 - ii. Expenses closed at 21.133% of the year's allowance, this represents an under-budget performance of 3.867% below target...
- b. This following nine category summaries are based on the supporting spreadsheet provided. In correspondence with the percentage of expenses our end of March cost total just short of a million dollars at \$984,956.29.
 - i. *Administration-Business Support:* \$97,345.83 or 20.789% of budget...
 - ii. *Personnel Costs-Wages & Benefits:* \$797,197.99 or 23.073% of budget...
 - iii. *Training Costs:* \$21,874.94 or 13.282% of budget...
 - iv. *Equipment Costs:* \$4,247.05 or 2.596% of budget...
 - v. *Supply Costs:* \$6,043.84 or 12.462% of budget...
 - vi. *Uniforms & Personal Protection Equipment:* \$6,104.07 or 11.803% of budget...
 - vii. *Vehicle & Fleet Costs:* \$9,059.48 or 16.119% of budget...
 - viii. *Building & Grounds Costs:* \$41333.09 or 17.758% of budget...
 - ix. *Disaster Preparation:* \$1,750.00 or 8.750% of budget...
- c. The 2020 budget includes plans to transfer \$850,000 between accounts however, no funds have been moved yet...
- d. On the 30th King County Executive Director Constantine announced his approval to delay property tax payments/collection to June 1st. This may require us to use funds from our Reserve Account to maintain operational expenses and efforts...
- e. For the pandemic we are considering/forecasting negative impacts to the 2021 budget's revenues; as a result of this you will see that we are starting to represent ideas and cuts in the 2021 budget and would be happy for your thoughts on such matters...
 - i. It has been suggested that reductions in revenues between 10% and 25% can be anticipated across the rest of 2020 & across the whole of 2021. We are hopeful that we will not be so seriously impacted and are continuing to investigate the matter...
 - ii. We are considering implementing spending freezes and are looking at alternate spending strategies...
 - iii. We are suggesting the purchase a used boat this year and you will see in the attached *Working Apparatus Replacement Schedule* that we have chosen to put off the previously planned 2020 purchases of a new boat and a new brush truck. The purchase of the boat currently on loan to us is a means to allowing us to maintain boat operations while delaying the purchase of a new boat for two years; putting off the costs, allowing a more detailed and complete boat and boat program design and investigation into securing grants...
- f. You will see that we have added a new BARS Code to the budget summary under the Disaster Preparation Category. The code *Disaster Activation Costs & Expenses* has been added to track costs specifically associated to, in this case, the current pandemic and atypical suppression and/or EMS efforts in our address of the matter...

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 Housing Authority*: There is no progress to discuss or notify you of...
- b. Regarding other significant contractual efforts:
 - i. *Sprint*: There is no progress to discuss or notify you of...
 - ii. *AT&T*: There is no progress to discuss or notify you of...

9. Business Operations:

- a. During the month I am unaware of us entering into any unique or new agreements or making any substantial atypical purchases. However, as noted above, emergency repairs are being acted on in/for Station 55...
- b. Puget Sound Fire is willing to sell us the boat they have lent us (Boat 45). They are asking \$12,000. It would be our intent to use this boat until we can establish a desired boat program, agree upon a new boat design and secure the boat. It is our intent to use the current boat (Marine 355) as our primary marine unit until the new boat (Marine 356) is in service at which time Marine 355 will become a reserve vessel. Is the Board agreeable and in support of this idea?

10. Community Engagements:

- a. On April 4th we held a digitally "Town Hall" presentation on the coronavirus for the whole of the island community via webinar and Facebook live. Our thanks to the EOC Team, members of the Backbone Campaign and the countless other volunteers who helped make this happen. The presentation was recorded and to the best of our knowledge the briefing was well received and widely seen across the island...
- b. On April 9th I attended a virtual **VashonBePrepared** Board Meeting...
- c. On April 23rd **VashonBePrepared**, members of the EOC & MRC teams and I called a virtual meeting of the Island's various organizations responsible for the health of the community that we might discuss, consider and/or plan for a more unified approach to this pandemic and the Island's overall health and wellbeing. Moving forward it is the group's immediate goal to meet every two to four weeks to ensure open communications, the exchange of information and mutual support of the Island's health needs...
- d. Also, on the 23rd the District cosponsored a two-page spread in the Beachcomber providing the community counsel, facts, information and advice regarding the COVID-19 outbreak...
- e. On Saturday, April 25th, the District in collaboration with Voice of Vashon, the Backbone Campaign and **VashonBePrepared** held a second digital Town Hall to keep the community informed of conditions and safe practices during the on-going pandemic...
- f. I am sure you have been following the team's efforts and accomplishments; to complement your knowledge I have attached the most current Situational Report (#36 of 28 Apr 20) prepared for Vashon by the Situational Awareness Team of the EOC for your review and consideration. These documents can regularly be found via the **VashonBePrepared** web site...

11. Strategic Planning:

- a. I currently have nothing of value to report...

12. Miscellaneous & Noteworthy Topic(s):

- a. The King County Fire Chiefs are assembling a video on fighting the coronavirus and earlier today I participated in the filming of a portion of it. As well we have submitted Vashon images for inclusion in the production...

- b. I would like to offer a note of appreciation as well as our sincerest thanks to the dozens of volunteers, many approaching the second month (12 May 20) of their active engagement in the service and protection of the Island during this pandemic...
- c. For the efforts of the EOC, MRC, CERT and community members a COVID-19 testing site has been established at Mukai since the 7th. It is still active and over three dozen have been tested...
- d. On a lighter note, more in tune with why we live here, on April 10th the osprey returned to the nest atop the communications tower behind Station 55...

Conclusion of Report



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