



Vashon Island Fire and Rescue
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Board of Fire Commissioners'

Meeting of
29 July 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 and its protocols and requirements have become a part of our daily operations and efforts...
 - i. As of late Tuesday, the Island's count of documented cases of COVID-19 is now nine. None of these patients were transported by Vashon Fire...
 - ii. Though greatly reduced in numbers there continues to be regular and standing, as well as spontaneous, meetings with various agencies and groups. Our primary engagements are:
 1. Regularly scheduled conference calls (Monday & Thursday) with County EMS/Public Health and the surrounding fire agencies to understand the regional situation and standardization efforts...
 2. Regularly scheduled "EOC Command Overview" calls (Friday) 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. **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...
 - v. Fire District facilities continue to remain closed to the public. It is our intent to extend these closures again, moving forward in conjunction with the Governor's 'Phased Approach' to opening the State again. We are no longer forecasting when our facilities will be again opened to the community...
- b. The Emergency Operations Center (EOC) team remains activated though currently at a greatly reduced investment of time and energy...
- c. The Medical Reserve Corps (MRC) remains activated...
- d. Response protocols continue to be monitored and modified/enhanced from previous norms to protect our responders (and in some cases the public) from exposures to the coronavirus...
- e. Daily wellness checks continue to be required for the duty shifts as well as the administrative staff at the start of each day, at a minimum...
- f. Duty personnel continue to wear face masks and practice distancing efforts while working within the Station and Administrative Offices...
- g. As of this morning we are unaware of any of our transports of any island residents/patients testing positive for COVID-19. However, this month we did transport our first patient (Who does not live on the island) that tested positive for the virus. Unfortunately, because of this call we are address a possible exposure...

- h. For the current spread of the coronavirus, as of July 23rd we have removed our District from the regional wildland mobilization rotation roster. As such we will not be mobilizing crews and apparatus off Island for the immediate future...

2. Training:

- a. Fire Recruit Academy Class 20-01's graduation ceremony was yet again cancelled for the restrictions of the current pandemic...
- b. We are not currently running an academy and the idea of any academies in 2021 are under review and consideration...
- c. Based on the school district's current planning to continue/resume remote learning in lieu of actual classroom time it is the District's current plan to not have an Explorers program this year...
- d. In anticipation of questions regarding the on-going Rescue Swimmer training:
 - i. In support of the swimmer program it is our intent to parallel Spotter training with Swimmer training to insure both positions are ready and in place in mutual support of each other...
 - ii. Swimmer related equipment needs, and purchases are being organized and acted upon to support program readiness...
 - iii. The status of this volunteer effort and the status of our 13 career members is:
 - 1. Four have chosen to not participate,
 - 2. Two have not qualified,
 - 3. Three new candidates are awaiting / have applied for their initial training and certification. When completed it will be followed by their saltwater training, and,
 - 4. Another new candidate has passed their initial swim testing and has just applied for the initial class.
 - 5. Of the three previously certified District swimmers, two only need complete their annual saltwater testing to be eligible to enter the water again, and,
 - 6. One needs to address all three of their annual recertifications training elements...

3. Service/Call Volume:

- a. As of shift change this morning, we continue to see a dramatic reduction in call volume. Incidents as of early afternoon yesterday totaled just 791, this suggests a total call volume of some 1,375 for the year, a volume that we have not seen so low in many years and 161 below last year's low total of 1,536...

4. Staff/Personnel:

- a. Over the last several weeks we have started four new Part Time Paid (PTP), two FF/EMT's and two EMT's bringing that corps total to 10; still two under our goal of 12...
- b. Unfortunately, the pandemic has impacted our staff this month. Resulting from a call last week we have asked one volunteer firefighter to quarantine as the result of a possible exposure to a patient who tested positive to COVID-19...
- c. Chief Larsen is well into several weeks of well-deserved vacation...

5. Fleet Status:

- a. I currently have nothing of significance to report on regarding any of our apparatus or vehicles...
- b. We have formally secured the title to Puget Sound Fire's zodiac and have made some minor repairs to the trailer. Previously known as Boat 45 it is now in services as Marine 355...
- c. Minor repairs to the Quint's fold out/down access ladder were necessary and are completed...
- d. We are investigating the addition of another handhold at the top of the rear fold down/out ladder accessing the hose bed...

6. Buildings & Grounds Status:

- a. The emergency roof repairs at Station 55 have been completed. I am pleased to advise you that the problem/leak proved simple and reasonably easy to find and address resulting in a minimum cost exposure...
- b. Speaking of roofs, it is my understanding that while on vacation the necessary procedural steps were completed to award the reroofing work for Station 56 in Burton and the Penny Farcy Memorial Training Center. Both projects should be completed in the very near future...
- c. We have made some modifications to the 'Burn Barrel' and are preparing a permit submittal for a simple fence surround to enhance training as well as its appearance...

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 June (30 June 20) or 50% of the year's working total...
 - i. Our Year-To-Date revenues at the end of June were \$2,944,981.89 or 52.571%...
 - ii. Expenses closed at 43.15% of the year's allowance, this represents an under-budget performance of 6.85% 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 June cost total of \$2,011,126.01.
 - i. *Administration-Business Support:* \$175,234.51 or 37.423% of budget...
 - ii. *Personnel Costs-Wages & Benefits:* \$1,619,258.20 or 46.865% of budget...
 - iii. *Training Costs:* \$61,026.63 or 37.054% of budget...
 - iv. *Equipment Costs:* \$26,590.40 or 16.255% of budget...
 - v. *Supply Costs:* \$15,343.61 or 31.638% of budget...
 - vi. *Uniforms & Personal Protection Equipment:* \$8,371.28 or 16.187% of budget...
 - vii. *Vehicle & Fleet Costs:* \$14,805.30 or 26.341% of budget...
 - viii. *Building & Grounds Costs:* \$80,424.74 or 34.554% of budget...
 - ix. *Disaster Preparation:* \$10,071.34 or 50.357% of budget...
- c. Last month we authorized a transfer of funds from our Operational Funds, to the Fleet Reserve Funds for a total of \$150,000. We have done the same for July and it will be reflected in next month's reconciliation. Transfers to date account for \$450,000 of the \$850,000 planned for the year. The remaining \$400,000 are allocated to the Fleet (\$250,000) and the Facilities (\$150,000) Reserve Funds and shall be moved later in the year based on available revenues and financial performance in the upcoming months...
- d. We have confirmed the 2021 COLA (June 2020's CPI-W) to be 1%. This increase has been incorporated into the attached June 2020 financial spreadsheet for the 2021's budget forecasting and planning...
- e. With the year half over and the need to formalize the 2021 budget before the year's end it is appropriate, and the recommendation of the Administration, that the Board begin focusing on its plans and aspirations for the 2021 budget...

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:* My last communications with the Housing Authority was on the 19th of May. We have yet to come to agreement...
 - ii. *King County:* We continue to discuss the two 'overlooked' properties...
- 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. I currently have nothing of significance to report on regarding any of our administrative or business operations...

10. Community Engagements:

- a. I currently have nothing of significance to report on regarding my engagement with the community this month...
- b. However, based on the current state of the pandemic, various social distancing and stay at home consideration, and the lead time required to orchestrate the event; at this time we are cancelling October's Annual Open House at Station 55...

11. Strategic Planning:

- a. As you are aware, we would like to request the Board's approval, via a resolution, of our Jurisdiction Plan Annex to the County's Regional Hazard Mitigation Plan. These new strategies will replace our documented efforts and plans from 2015...

12. Miscellaneous & Noteworthy Topic(s):

- a. On July 21st I had a conference call with Commissioner Leeann Brown of the Vashon Health Care District regarding planning concerns and options in address of NeighborCare's pending departure...
- b. On Wednesday July 22nd I spoke with Mr. Eric Jensen the Health Care District's Superintendent regarding the Fire District, the extent of our services and efforts and our willingness to support their charge of better health care for the island...
- c. Also, on July 22nd I met with Director John Taylor of the County's Local Services Division. It was a very collaborative meeting with both agencies interested in improving our working relationships to better serve the community...
- d. With a combined total of over 12,000 volunteer hours I would like to again offer a note of recognition and appreciation, as well as our sincerest thanks, to the dozens of volunteers, many approaching the fifth month (12 August 20) of their active engagement in the service and protection of the Island during this pandemic...
- e. For the efforts of the EOC, MRC, CERT, and community members a COVID-19 testing site, established April 7th, is not only still active but continues to provide a steady volume of tests...

Conclusion of Report



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