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CHIEF'S REPORT

Board of Fire Commissioners' Meeting of 26 February 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. This past Sunday we were in 'Storm Procedures' for approximately two hours from 07:30 to 09:30 to assist Valley Com to handle a sudden and overwhelming number of weather-related dispatches in a very short period of time...
- b. The PTP program now has 6 active staff within the classification. We are scheduling interviews for 5 new candidates...

2. Training:

- a. Recruit Academy 20-01 is in week 9 with 6 recruits, 1 from South Kitsap, 2 from Central Kitsap, 1 from Vashon, and 2 self-pay. The class will be traveling to North Bend the first weekend in March for live fire and search and rescue training...
- b. Chief Coll is currently working with the Consortium to transfer our EMT training binders to a digital format...

3. Service/Call Volume:

- a. As of shift change this morning, we have responded to 206 calls for service which suggests a pace of 1346 for the year. At this time in 2019 we had responded to 240 calls...
- b. So far this year we have responded to 35 concurrent calls for service which represents 16.99% of our total call volume...

4. Staff/Personnel:

- a. Monday the 24th the State of the District presentation was made by me to some dozen maybe two dozen members of our organization, including Chair Schran-Brown...
- b. It is with a heavy heart that I must report that suddenly and unexpectedly Fire Support, and former Lieutenant, Paul Schuster passed away Friday February 14th. The District has been offering its support and assistance to Tracy during this tragic time. We brought Paul home from the County Medical Examiner's offices Wednesday the 19th and the District was represented at a ceremony on Friday the 21st. Plans for a larger celebration of his life have not yet been defined...

- c. We are advancing to secure Ms. Weller's replacement. Her final day continues to be in flux. Advertisements have been placed on the District's social media platform(s) and with the Beachcomber for inclusion in the publications of the 13th, 20th and 27th with applications due by the end of Sunday March 1st...
- d. For the significant nature of the change to the Administration team in Ms. Weller's departure we are investigating various roles and responsibilities and considering restructuring. Such is also causing us to examine the salary and pay structure of the Administrative team...

5. Fleet Status:

- a. February 18th A04 was taken to a body repair facility to address a failed driver's side door. It has since been returned and is back in service...
- b. A05 is being removed from service in address of concerns for inoperative safety equipment. Further, I authorized A05 to be sent to Bran Northwest shortly for modifications and repairs, our current thinking is that it will remain out of service until current issues are resolved...
- c. I have authorized the purchase of additional/new MDT for the aid car fleet and Chief Larsen vehicle. As well additional 'cradles' have been secured for E05 & E06 so that MDTs from other apparatus can be effectively used in these engines...
- d. We have opened a dialog with Puget Sound Fire regarding purchasing the boat they have lent us pending our defining a new boat program and with it our desired/appropriate new boat design...

6. Buildings & Grounds Status:

- a. A resolution to the leaking conduit in the IT/Communications Room of Station 55 has yet to be determined or implemented...
- b. As a follow up to the recent water mitigation/renovation in the Administrative Wing we had the air retest to insure/confirm success. The tests all proved to be without harmful levels of any contaminates...
- c. New flooring for the Duty Quarters and the Administrative Wing is in the consideration and planning stage...
- d. We are investigating the installation of District network access within the former Board Meeting Room...

7. Finance Reporting:

- a. Please accept the following overview of our first budget review for the 2020 calendar and budget. In lieu of the usual/typical spreadsheet please accept the following information and summary of all nine of our categories: The following information represents the District as of the end of January (31 Jan 20) or 8.333% of the year's working total...
 - i. Overall our January revenues were well below the end of month target milestone at 0.978% of total forecasted...
 - ii. Expenses closed at 7.544% of the year's allowance, this represents an under-budget performance of 0.789% below target...
- b. This early in the year expenses are well under budget, each category at:

i. <i>Administration-Business Support:</i>	\$44,073.00	or 9.412% of budget...
ii. <i>Personnel Costs-Wages & Benefits:</i>	\$279,382.76	or 8.086% of budget...
iii. <i>Training Costs:</i>	\$3,761.31	or 2.284% of budget...
iv. <i>Equipment Costs:</i>	\$2,033.11	or 1.243% of budget...
v. <i>Supply Costs:</i>	\$2,691.87	or 5.551% of budget...
vi. <i>Uniforms & Personal Protection Equipment:</i>	\$2,388.78	or 4.619% of budget...
vii. <i>Vehicle & Fleet Costs:</i>	\$2,799.88	or 4.982% of budget...

- viii. *Building & Grounds Costs:* \$13,602.40 or 5.844% of budget...
 - ix. *Disaster Preparation:* \$875.00 or 4.375% of budget...
 - x. *Total Spent-To-Date:* **\$351,608.11** or 7.544% of budget...
- c. The 2020 budget includes plans to transfer \$850,000 between accounts; at this time no funds have been moved...

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:* To date we have overlooked the County's independent Housing Authority. They have one property on the island that we are aware of and we have initiated conversations with them via a letter to a Mr. Stephen Norman their Executive Director; it was sent on February 13th and we have not yet received a reply...
- b. Regarding other contractual efforts:
 - i. *Sprint:* I am to understand that the final Agreement Amendment is being forward to us for execution...
 - ii. *AT&T:* There is no progress to discuss or notify you of. I have amended our existing agreement with Tower Genius to include their services, negotiating on our behalf with AT&T/Blackdot for the terms of the new tower lease...

9. Business Operations:

- a. On February 20th we ran the required advertisements for our 'Small Projects List' and our 'Venders List' in the Beachcomber's classified section to maintain compliance with State regulations on such matters...
- b. In the course of the month I am unaware of us entering into any unique or new agreements or made any substantial atypical purchases...
- c. Independent of and in addition to the MDT purchase noted earlier I have also authorized the purchase of four new laptops to replace our current 'ancient' and failing computers.
- d. I would like to also advise the Board that all our previous 'tower' workstations have been retired and replaced with used Intel NUC Micro-Computers. These units were donated to the District by the Seattle based company PayScale and a letter of thanks and appreciate was sent to them earlier this month...

10. Community Engagements:

- a. Afternoon of the 30th I attended a meeting with the School District for a tabletop exercise assuming an earthquake. Members of the **VashonBePrepared** team were also in attendance...
- b. February 10th, I attended the monthly VERSA Board Meeting...
- c. February 18th in addition to Commissioner McCullough's attendance I stopped by to further represent the District and to offer our/my condolence at a reception for former Vashon firefighter Victoria (Vicky) Gordon who served the District and our community from 2001 to 2004...
- d. February 21st in representation of the District as well as to offer our condolences I attended a ceremony for former Lieutenant Paul Shuster who service our District from 2007 till his passing this month...

11. Strategic Planning:

- a. I currently have nothing of value to report. However, I would suggest to the Board that a new stronger look at and reassessment of our Vision, Mission and Values Statements may be in order...

12. Miscellaneous & Noteworthy Topic(s):

- a. Ms. Weller and I attended the Vashon Health District's Board Meetings on February 12th...
- b. To further prepare the District in the event of large island or regional disasters, members of **VashonBePrepared** made presentations to District personnel attending the February 11th Quarterly Drill. Additional efforts to integrate and drill with the volunteer corps of **VashonBePrepared** are being planned...
- c. On Saturday February 22nd I joined members of the Medica Reserve Corps (MRC) ran a tabletop exercise to better understand the needs and necessities of establishing a Field Treatment Site (FTS) on Vashon in the event of a regional and isolating disaster...

Conclusion of Report



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